



**CHEMNET<sup>®</sup>  
EMERGENCY RESPONSE FOR-HIRE  
CONTRACTOR**

**Guidelines  
for the completion of  
Self-Assessment Form**

Developed by the American Chemistry Council

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# RECOMMENDED GUIDELINES FOR COMPLETION

When completing this questionnaire, information must be submitted for each location requesting evaluation. **Do not combine information from different locations.**

## 1.0 COMPANY INFORMATION

### 1.1 GENERAL INFORMATION

**Name** - List corporate name as well as Doing Business As (DBA) if applicable.

**Response Site Location**- List site specific address for location being evaluated.

**Telephone Number**- Specific telephone number for location being evaluated, which may or may not be the same as your emergency response telephone number.

**Email**- Address for key contact.

**Fax Number**- List fax number for specific location.

**24-Hour Emergency Response Number**-This number should be the corporate or specific office Response phone number that can be reached at any time for response notification.

**Website**- Company website domain name.

**Latitude/Longitude**-This information should correspond to the specific location being evaluated and match your Oil Spill Response Organization (OSRO) numbers if applicable.

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|---|--|
| <b>1.2 Principal Contact Names and Titles:</b>              | List the individual(s) primarily responsible for emergency response at this specific location. |
| <b>1.3 Years in Business at this Site:</b>                  | This should be the number of years at this specific location                                   |
| <b>1.4 Total Number of Response Employees at this Site:</b> | This should include the number of full time and part-time employees at this specific location. |
| <b>1.5 Certifications, Licenses, BOA:</b>                   | List any certificates, licenses, BOA (Basic Order Agreement)                                   |
| <b>1.6 Name of Person Completing Form:</b>                  | List the individual responsible for information contained in this evaluation.                  |

Date: This should be the date the form is submitted for approval.

## 2.0 EMERGENCY RESPONSE EXPERIENCE

This section provides an overview of the capabilities available at this location.

### 2.1 Types of Emergency Response Provided by Mode and Chemical Type:

**Petroleum:** Specify petroleum oil spill response capabilities for each mode of transportation.

**Non-petroleum:** Same as above except for non-petroleum oil spill responses capabilities (such as vegetable, palm and oil of grains).

**UN/DOT Classes:** Specify emergency response experience to hazardous substance (chemical) spills for each transport mode.

Class 1	Explosives
Class 2	Compressed Gas
Class 3	Flammable Liquids
Class 4	Flammable Solids
Class 5	Oxidizers & Organic Peroxides
Class 6	Poisonous & Infectious Substances
Class 7	Radioactives
Class 8	Corrosives
Class 9	Miscellaneous

**Other:** Enter additional experience not appropriate to enter in the above transport mode/UN/DOT hazard class grid.

### 2.2 Emergency Services Provided

If your firm directly provides the service(s) listed across the top of the grid please enter the letter D (direct); if you offer the service(s) through a subcontractor enter the letter S (subcontracted).

**Site Assessment:** Includes the capabilities to obtain samples (soil and/or water), analyze, evaluate and present proper reports to state and federal agencies.

**Source Control:** Indicates your company has trained people, PPE, plugging and patching equipment and overpacks available for 24 hour response.

**Incident Control:** Compared to the container specific capabilities needed for source control, this capability reflects a more site specific capability to confine and contain the spilled material to the spill site.

Air Monitoring:	Monitoring equipment and trained people to respond on a 24 hour basis.
Air Modeling:	Meters, software and expertise to provide modeling for third party protection.
Soil/Water Sampling:	Sampling equipment, sample protection and expertise to provide ongoing sampling to maintain evidence of control.
Site Remediation:	Includes a full range of contaminant identification, removal, packaging, transport and disposal capabilities.
Waste Transportation:	Licensed drivers and permitted trucks for transportation of site generated waste.
Waste Disposal:	Permitted site(s) for proper disposal of waste.
Product Transfer:	Product compatible pumps and hoses for operation by trained personnel.
Fire Fighting:	Trained personnel and basic firefighting equipment for oil/chemical fires.
<b>2.3 Limitations to Emergency Response:</b>	Outline any limitations your company feels prudent to identify for potential users. It is not required to make any entry for this item.
<b>2.4 Geographical Covered Areas:</b>	List mobilization times and geographical areas which may be covered upon request by the user companies.
<b>2.4.1 Mobilization:</b>	Covers time required from callout until equipment departs for the response and types of transport mode.
Time:	Mobilization time is requested for normal business hours and for non-business hours (evenings, weekends and holidays).
Mode:	If all response equipment must travel over the road enter "highway." Other modes may be "air", "rail" and "water."
<b>2.4.2 Geographical Areas:</b>	Responders must provide any self imposed geographic restrictions. Companies must make an entry. If there are no geographic restrictions enter "none."
International:	Identify countries where you have authorized emergency response operations/facilities. Indicate if they are subcontractors.

- Domestic US: If no restriction, check the box ( or ) to confirm a willingness to travel to any U.S. state, territory or province. There is no restriction on limitations.
- Regional: Complete the regional restriction only if the maximum extent of your company's willingness to respond is best identified by a regional description.
- Local: Complete only if you restrict your response to an area best defined by radius in miles from your response location being characterized.

**2.4.3 Operating Environment:** Check each environment for which you have some form of response capability.

## 2.5 Number of Emergency Responses in the Last 12 Months

Responders should identify frequency of responses and range of experience from basic oil spill response to multi-level HAZMAT responses over the last 12 months. The twelve month period does not have to be the immediate past twelve months if there is statistical data available for a period which ended during the past twelve months.

- 2.5.1 Total Number of Oil & Hazardous Material Responses:** Total number of responses for all substances, oil and hazardous materials.
- 2.5.2 Number by UN/DOT Class:** Enter number of emergency responses made for materials in each product class description (same time period as section 2.5.1).
- 2.5.3 Number of Incidents Involving:** Enter the number of responses which involved the various transport/package modes listed. These entries will be a redistribution of the numbers in section 2.5.1 and 2.5.2 (same time period as section 2.5.1).
- 2.5.4 List Examples of Products Responded to in Last 12 Months:** Actual product names are to be entered, **not** UN/DOT classes of products (same time period as section 2.5.1).

## 2.6 Type of Analytical Equipment for Which You Have Qualified Operating Personnel

Provide a complete review of the types of analytical equipment kept in a ready to respond condition. If equipment is available but the company doesn't keep trained and qualified operators, there should **not** be a  or  by the item.

## 2.7 Laboratory Testing Capability

Describe your laboratory testing capabilities either owned under section 2.7.1 or contracted under section 2.7.2 or both.

## 2.8 Waste Treatment, Storage and Disposal Capabilities

Describe your owned or contracted (or both) capabilities to provide waste treatment, storage and disposal services. List applicable facilities and permits.

## 3.0 PERSONNEL AND TRAINING

Identify the range of personnel training being conducted by the contractor (either by in-house trainers or by outside contracted trainers) and the level of training across the organization's employees. This section's format is designed to characterize the contractor training program. Section **4.0 Number of Professional Support Personnel Available by Primary Qualification** is designed to report the number of employees available on the basis of their primary qualification.

It is not mandatory that each training topic be offered due to various levels of contractor capability. It is mandatory that training topics which are covered be identified by showing the number of qualified people available.

## 4.0 NUMBER OF PROFESSIONAL SUPPORT PERSONEL AVAILABLE BY PRIMARY QUALIFICATION

In section 4.0, responders should report personnel available by primary qualification as opposed to section 3.0 which reports the training activities by each emergency responder location. If personnel are qualified for more than one role list **only one** to avoid duplication.

<b>Project Team Members:</b>	Personnel trained and available 24 hours/day to respond as a team.
<b>Project Superintendent:</b>	Most experienced team member capable of multiple response role playing and overall management of major incident responses.
<b>Project Supervisor:</b>	Experienced mid-level team member capable of supervising multiple response crews under direction of a project foreman.
<b>Project Foreman:</b>	Trained to direct crews on various emergency response initiatives from pump crews to shoreline and beach cleanup crews.
<b>Project Technicians:</b>	Emergency response workers trained to provide oil and/or HAZMAT response under direction of project foreman.

<b>Heavy Equipment Operators:</b>	Can be qualified on any form of construction equipment - rubber tires or track mounted.
<b>Health and Safety Support:</b>	If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.
<b>Professional Personnel:</b>	If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.
<b>Firefighters:</b>	If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.
<b>Equipment Specialists:</b> (railcar, cargo tank, ISO container, barge, other)	Specialists identified in this section must have been selected based on experience and/or training which is documented in company's training records and can be produced on request during an audit.
<b>Reactive/ Explosive Supervisor:</b>	Training and/or experience must be documented in the company's training records and be available upon request during an audit.
<b>Reactive/ Explosive Technician:</b>	Training and/or experience must be documented in the company's training records and be available upon request during an audit.
<b>Health Physicist:</b>	Training and/or experience must be documented in the company's training records and be available during an audit.
<b>Radiation Safety Officer:</b>	Training and/or experience must be documented in the company's training records and be available during an audit.

## 5.0 HEALTH & SAFETY

The information supplied in this section will be used to develop a safety profile of a company. Section 5.0 request key information in regards to safety performance and insurance ratings, thus a person may quickly scan the provided information to determine the success of the company's safety program. Overall, by reviewing the information requested by this section of the form one should be capable of piecing together a fairly accurate profile of a company's ability to perform a task or job safely.

### 5.1 Safety Person(s)

In section 5.1, a contact person (preferably a safety representative) should be listed. This is important in case there are any questions regarding the OSHA statistics or if additional

information is needed.

- Safety Contact: List the contact person for answers to any Health and Safety questions related to this response center.
- Address: Enter the address of the contact person for this response center location.
- Phone & Fax: Enter numbers for the above contact person, whether at this site or at another company location.

## 5.2 OSHA Recordable Injury and Illness Statistics

Section 5.2 requests a statistical profile of a company for the last three years. Requiring past information will show trends in a company's safety program development.

- Fatalities: List all fatalities.
- Lost Work Day Cases: List total number of cases in which an illness or injury required an employee to be away from work.
- Restricted Work Day Cases: List the total number of cases in which a person working, but not able to perform all of his assigned duties. Restrictions are generally determined by a physician.
- Non-Lost Time Cases: List cases which require medical attention only.
- Total Recordable Injury Cases: CFR List the number of cases in which the illness or injury is classified as recordable on a company's OSHA 200 log (29 Part 1904)
- Total Lost and Restricted Days: List the total number of days which all injured or ill employees either missed work or worked under restrictions.
- OSHA Recordable Rate: This number is derived by taking the number of recordable accidents for a year, multiplying it by 200,000 and dividing by the total number of hours worked by all employees for that year.
- OSHA Lost Time Case Rate: This number derived by taking the number of lost time injury cases for a year, multiplying it by 200,000 and dividing by the total number of hours worked by all employees for that year.
- OSHA Severity Rate: This number derived by taking the number of lost work days for a year, multiplying it by 200,000 and dividing by the total number of hours worked by all employees for that year.

Total Man Hours Worked: List the total number of hours worked by a company's personnel.

### 5.3 Experience Modification Rate (EMR)

In section 5.3, a company's Experience Modification Rate (EMR) is requested. This is a number assigned to a company by its workers compensation insurance carrier. It is generally calculated to determine the insurance risk factor of a company based on its past performance.

## 6.0 EQUIPMENT

This section provides the user with a realistic description of the equipment and quantities available for an emergency response. Please be advised this section must be completed for **each** location requesting evaluation. **Owned equipment** is equipment that your firm has a financial commitment in and exclusive control of. **Subcontracted** equipment is equipment that can be accessed through a formal agreement with other contractors or rental equipment warehouses.

### 6.1 General Equipment

Bulldozer(s):	Track dozer
Front End Loader(s):	Industrial or heavy construction grade
Backhoe(s):	Industrial or heavy construction grade
Crane(s):	Industrial or heavy construction grade
Light transport(s):	Autos, vans, pickups
Medium transport(s):	1½ to 2½ ton stake bodied trucks.
Heavy transport(s):	Road tractor (single or tandem axle), stake and dump body trucks greater than 2½ ton.
Dedicated Emergency Response Command Vehicles or Trailers:	Equipped with communications, initial response equipment for four people, and sampling & monitoring equipment.
Air Compressor(s):	Must be industrial grade
Boat(s):	Small: 20' or smaller with 25 hp or larger motor. Must be transportable.
	Large: 20' or larger, but not longer than 26", with 50 hp or larger motor. Must be transportable.

Other:	Please list larger vessels as an attachment. Please also state if they are readily transportable.
Containment Boom:	Classification is based on ASTM F 1523 standards.
Calm Water:	Height between 6" & 24" with an M.T.T.S. of 1,500 lb.
Protected Water:	Height between 18" & 42" with an M.T.T.S. of 5,000 lb.
Open Water:	Height between 36" & 90" with an M.T.T.S. of 10,000 lb.
M.T.T.S.:	Is minimum total tensile strength.
Mechanical recovery systems:	Vacuum Trucks - 80 barrel or less capacity. Vacuum Trailers - greater than 80 barrel capacity.  Provide total barrels per day capacity for all owned and subcontracted vacuum units based on OPA '90 standards.
Skimmer(s) with pumping and transfer capability:	Provide total barrels per day capacity for all owned and subcontracted skimmer units based on OPA '90 standards.
Temporary storage units:	Provide type (tank, bladder, trailer, dracone, etc.) and its rated capacity in barrels.  Provide total barrels per day capacity for all owned and subcontracted temporary storage units based on OPA '90 standards.

## 6.2 Transfer Systems

Type:	Diaphragm, centrifugal, hydraulic or other
Diameter Suction:	Diameter of inlet suction
GPM:	Gallons per minute rated capacity
Product Type:	Provide type based on UN/DOT Classes 1-9
Quantity Owned:	Number owned of each specific group

Quantity Subcontracted: Number available under subcontract

### 6.3 Specialized Personal Protective and Other Equipment

Level A ensemble:	NFPA 1991 (vapor) standard, including suit, boots, gloves, respiratory protection.
Level B ensemble:	NFPA 1992 (liquid splash) standard, including suit, boots, gloves, respiratory protection.
Level C ensemble:	NFPA 1992 (liquid splash) standard, including suit, boots, gloves respiratory protection.
SCBA's:	Self contained Breathing Apparatus
Air Purifying Respirators:	Self explanatory
Cascade Systems:	Self explanatory
Combination meter (multi gas):	LEL, O <sub>2</sub> , CO, H <sub>2</sub> S
Combustible gas meter:	Single gas meter.
Oxygen meter:	Single gas meter.
Carbon Monoxide meter:	Single gas meter.
Hydrogen Sulfide meter:	Single gas meter.
Colormetric tube detector:	Sampling system
Organic Vapor Analyzer	OVA
Photo Ionization detector:	PID
Flame Ionization Detector:	FID

HAZ MAT Kit:	Hazardous material detection kit.
Portable Radiation Survey meter (w/probes):	Three range meter with Geiger & pancake probes to detect 0-0.5, 0-5, 0-50 mR/hr.
	Five range meter with Geiger & pancake probes to detect 0-0.2, 0-2, 0-20, 0-200 mR/hour, plus internal detector for gamma radiation @ 0-2000 mR/hour.
Fire Fighting Gear:	Approach garment Turn Out Gear
Foam Application Equipment:	3% / 6% foam inductor Low Expansion Foam Nozzle High Expansion Foam Applicator
Explosives Transport Unit:	Self explanatory
Corken Compressor:	Self explanatory
Specialty Vacuum Recovery Unit with HEPA filter:	Self explanatory
Dedicated Decon Trailer:	Self contained unit providing technical decontamination capabilities.
Decon capability package:	Necessary equipment to perform technical decontamination.
Mobile office trailer:	Self explanatory
Cylinder tapping device:	List material of construction
Drum crusher:	Hydraulic drum crushers
Remote drum opener:	Self explanatory
Firefighting twin agent units:	Self explanatory
Capping/Plug & Patch Kit:	Specify Types: drums, chlorine, tank trailers, tank cars, etc.