

Colorado State Office

Hazardous Materials  
Response  
and  
Reporting Plan

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UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
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Instruction Memorandum No. CO-2000-029  
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To: All Colorado State Office Employees  
From: <sup>Acting</sup> Deputy State Director, Resource Services  
Subject: State Office Contingency and Reporting Plan

In response to the hazardous materials management program evaluation, the attached contingency plan has been developed. The plan is designed to provide initial reporting guidance for Colorado State Office employees who have field duties or responsibilities on a statewide basis. It is not intended to provide comprehensive reporting guidelines or protocol, but to identify initial reporting contacts and safety issues.

The plan will be placed in all Colorado State Office vehicles for reference when potential hazardous material incidents or sites are suspected. By statute, all incidents involving hazardous materials must be reported. This is the initial step in the reporting procedure. The field office designated response individual will make all subsequent reports and contacts. Your only responsibility as an employee is to make the first notification.

Questions or concerns regarding the use or intent of this plan, or the reporting procedures identified, should be addressed to Carlton Lance at 303-239-3715.



2 Attachments  
1-CSO HAZMAT Response and Reporting Plan  
2-Initial Incident Report

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# I. Introduction

This plan will direct *State Office employees* on actions to be taken should they discover a potential hazardous materials incident on the public lands or at any Bureau of Land Management (BLM) facility. The plan is mandated by and in compliance with Federal and State laws and regulations. It coincides with and provides initial guidance supplemental to the National Contingency Plan and the Environmental Protection Agencies Region VIII Oil and Hazardous Substances Contingency Plan and its Amendments. This plan will also serve as an umbrella to existing Field Office Oil and Hazardous Materials Incident Contingency Plans. Any questions or concerns regarding this plan or the reporting procedures identified herein should be addressed to Carlton Lance (C0-932) at 303-239-3715.

# II. Scope and Purpose

The number one priority of the Hazardous Materials Management Program is the safety and health of BLM employees, public lands users, and the public lands. This guidance provides specific procedures for employees to follow upon discovering a potential hazardous materials incident, dump or waste site. Strict adherence to these procedures is mandatory in order to protect the health and safety of all employees involved.

*This policy gives specific guidance for employees to:*

1. Identify their role and responsibilities in potential HAZMAT incidents,
2. Determine the presence of an imminent threat from Hazardous Materials and actions to be taken immediately to ensure their safety,
3. Identify physical signs of contamination and appropriate first aid procedures,
4. Provide for an orderly flow of communications and notification.

### III. Safety and Operating Procedures

As a BLM employee, your *only* responsibility upon discovering a potential hazardous materials incident is to notify the appropriate Field or State Office designated response contact (See attached contact telephone directory, Appendix A). *Do not attempt to take any response action on your own and NEVER underestimate the serious nature of a potential hazardous materials incident.* The designated response contact will subsequently make all required notifications and contacts.

### IV. Identification of Potentially Contaminated Sites

Hazardous materials can be toxic, flammable, explosive, corrosive, radioactive, or any combination of these characteristics, all of which can be hazardous to human health or the environment. These materials may be found in drums, cardboard cartons, cylinders, canisters, sacks, piles of solids, pools of liquids, abandoned tailings ponds, or gases.

In addition to conspicuous evidence that hazardous materials are present, it is possible that a number of other indicators may also signal their existence. These include:

1. Stressed vegetation,
2. Dead or sick animals,
3. Fish kills or otherwise unexplained stream sterility,
4. Diminished species and numbers of aquatic flora and fauna,
5. Unusual colorations of the land surface,
6. Unusual smells, and
7. Liquid wastes at a landfill.

## V. Immediate Response Actions:

Upon discovering a spill or unauthorized waste site, BLM employees will immediately do the following:

1. Treat any unidentifiable substance as hazardous.
2. Move a safe distance away and upwind from a spill or suspected site.
3. Do not handle any materials, breathe fumes, open or move containers.
4. Do not attempt to collect samples.
5. Secure the area if needed and restrict public access.
6. From a safe distance, complete the initial HAZMAT SITE REPORT (located at the back of this document, Appendix B).
7. Notify the appropriate Field or State Office designated response contact and relay all pertinent information. As soon as possible, forward the initial HAZMAT Site Report to the appropriate designated primary response contact. (See attached contact telephone directory, Appendix A). If the primary contact is not available, contact the alternate or secondary.
8. Subsequently, the designated Field or State Office response contact will make the required supplemental notifications; e.g., U. S. Coast Guard/National Response Center, Colorado Department of Health and the Environment, Region VIII EPA, State Office Hazardous Materials Management Program Lead.
9. The Field Office Safety Officer must contact the State Office Safety Officer in any employee contamination incident.

*Note: If a Clandestine Operation (Drug Lab) is suspected, notify the local BLM ranger or other law enforcement personnel immediately.*

## VI. Actions if Employee is Potentially Contaminated

If contact with a suspected hazardous substances is made, the exposed person should seek medical assistance immediately. Appropriate emergency first aid should be administered if necessary and/or feasible. The obvious danger signs associated with potential contamination include:

1. Shortness of breath
2. Metallic or unusual taste in mouth
3. Burning eyes
4. Itchy eyes
5. Tingling, or burning skin
6. Sudden appearance of rashes or blisters
7. Dizziness
8. Headache
9. Nausea
10. Muscle weakening
11. Salivation

## VII. Emergency First Aid Actions

1. Do not put yourself at risk to rescue someone who has been potentially contaminated. Call for professional assistance immediately.
2. If suffering from any effects due to contamination, seek medical assistance *immediately*. Call for emergency assistance if possible. If this is not possible, drive to the nearest medical facility for assistance. *Remember to alert personnel when you arrive that you are potentially contaminated. Do not walk into any uncontaminated areas and potentially contaminate others.*
3. If you must drive, do so with the windows down to avoid breathing excess toxic/hazardous fumes. Do not operate a motor vehicle with the windows up and the heater on. Do not rely on air conditioning to provide adequate ventilation.

*Note: Any vehicle used to transport a contaminated individual is to be considered contaminated. Proper decontamination of a vehicle is required before it can be put back into service.*

## REMEMBER

1. Don't be a hero. Seek professional assistance. If you become contaminated, remember that some adverse effects may take place immediately.
2. Don't go back to the office or your home with contaminated clothing on.
3. Do seek professional emergency service in decontamination procedures.
4. Do immediately seek medical attention if you feel any effects from potential contamination.
5. Do report the incident and seek assistance from the Field Hazardous Materials Management Coordinator/Alternate, or Field Office Safety Manager if you become contaminated.
6. Do use common sense.
7. Do submit an incident report regardless of how minimal contamination may be.

# APPENDIX A

## Telephone Directory of Designated Response Contacts

### Royal Gorge Field Office

Mike Gaylord, Primary	Office: (719) 275-0631
	Home: (719) 560-8876
Ed Skerjanec, Alternate	Office: (719) 269-8561
	Home: (719) 275-3127
Keven Anderson, Secondary	Of fice: (719) 275-0631
	Home: (719) 275-0264
Elnor Rush, Secondary	Of fice: (719) 275-0631
	Home: (719) 272-3909

### Little Snake Field Office

Jim Wood, Primary	Office: (970) 826-5093
Sid Lawrence, Secondary	Office: (970) 826-5021
	Home: (970) 824-8029
Field Office Ranger, Secondary	Office: (970) 826-5006

### Northwest Center

Field Office Ranger, Primary	Office: (970)244-3050
	Home: (970)248-7890
Alan Kraus, Alternate	Office: (970) 244-3050
	Home: (970) 241-7942

### Southwest Center

John Davis, Primary	Office: (970) 240-5336
	Home: (970) 249-3977
Steve Ellis, Alternate	Office: (970) 240-5350
Jim Maloney, Alternate	Office: (970) 240-5330

### Colorado State Office

Carlton A. Lance, Primary	Office: (303) 239-3715
	Home (303) 526-0119
John Silence, Secondary	Office: (303) 239-3903
	Home: (303) 420-2962
Matt Barnhart, Secondary	Office: (303) 239-3804

**HAZARDOUS MATERIALS INCIDENT INITIAL REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Obtain as much of the requested information as possible from a safe vantage point (upwind and upgradient):

Location of incident: \_\_\_\_\_ T. \_\_\_\_\_ R. \_\_\_\_\_ Sec. \_\_\_\_\_

Incident on BLM land:  Yes  No  Unknown

Type of incident:  Dump Site  Suspected Drug Lab

Material Spill From:

- Railroad
- Vehicle Transportation
- Helicopter/Aircraft

Name(s) of responsible party if known: \_\_\_\_\_

Identity of materials: \_\_\_\_\_

Identity From:  Labels  Placards  Shipping Papers  
 Statements/Handlers  Other (describe) \_\_\_\_\_

Character of materials involved:  Solid  Mist  Liquid  
 Explosive  Gas  Fire

Need to secure site:  Yes  No

Condition of container:

Damaged:  No  
 Yes, describe extent: \_\_\_\_\_  
 Getting Worse:  Yes  No

Possible threat to life, property, community or environment:

Individuals  Railroad  Vegetation  
 Structures  Communities  Wildlife  
 Highway  Stream/Pond  Other  
 None

Name of nearest water body: \_\_\_\_\_

Type of water body:  Creek  River  Lake  
 Stock Pond  Spring  Other

Distance to nearest water: \_\_\_\_\_

Weather conditions: Wind Speed: \_\_\_\_\_ Wind Direction \_\_\_\_\_  
Temperature: \_\_\_\_\_ Relative Humidity: \_\_\_\_\_

Nature and extent of damage at this time:

Water: \_\_\_\_\_  
Vegetation: \_\_\_\_\_  
Wildlife: \_\_\_\_\_  
Soil: \_\_\_\_\_  
Other: \_\_\_\_\_

Additional information:

