Incident Response Procedure

Environmental Compliance

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1. PURPOSE AND REQUIREMENTS

The purpose of the Incident Response Procedure is to define responsibilities and outline the processes and communications that are part of the EH&S incident response for campus environmental incidents.

2. SCOPE

This procedure is applicable to EH&S for response to environmental incidents on the contiguous Cornell campus and other outlying facilities as agreed upon. This procedure does not include the EH&S process for emergency response.

3. RESPONSIBILITIES

3.1. Group receiving report – The unit that receives the initial report of an environmental incident on campus is responsible for notifying all of the other units involved in response/dispatch including: CU Police, Customer Service, EH&S Environmental Group.

3.2. EH&S Dispatch Communications Coordinator (EH&S DisComm) – The EH&S DisComm serves as the contact point for all EH&S Environmental communications during an incident. The EH&S DisComm is responsible for notifying and communicating with other incident responders including Cornell Police, Customer Service, EH&S, as well as any regulatory agencies including NYSDEC, NRC and EPA – if the Incident Response Lead delegates. The DisComm also fills out the EH&S Incident Report Form and collects, manages, and appropriately inputs all EH&S records and documentation related to the incident in the EH&S Incident Database and FiT database.

3.3. EH&S Field Representative (EH&S FR) – The EH&S Field Representative is EH&S’s incident responder to all reported environmental incidents on campus. The EH&S FR reports details, including severity, of the incident to the EH&S DisComm, works closely with the EH&S IRPM, participates, if necessary, in the remediation and takes photographs of the incident/remediation effort, providing images and all other pertinent information to the EH&S DisComm.

3.4. EH&S Incident Response Lead (Program Manager) – The EH&S IRL is the lead for EH&S during incidents identified as “significant”. The EH&S IRPM makes decisions about regulatory reporting and contractor involvement. The EH&S IRPM works closely with the EH&S FR during the incident and communicates with the EH&S DisComm about the incident and any applicable regulatory reporting.

The most recent version of this document is available electronically at: https://sharepoint.rmps.cornell.edu:8445/ehs/HSE Documents/EHS_Incident_Response_Procedure.docx
3.5. **Incident Program Administrator** – Stewardship of this program for organization, manual updates, list of names, reporting requirements, training requirements, etc. Coordinate quarterly review meetings with named individuals, complete annual review of manuals (create a checklist, add to compliance deliverables calendar).

3.6. **EH&S Program Administrator (each media)** - Assist or take additional duties as requested by the Incident Lead. Document the incident for DMS and document corrective actions to prevent recurrence.