Appendix D
Spill Event Debriefing

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Response Procedure Assessment	Evaluate on a scale of 1 (1 low, 5 high)			
1. Was initial report of spill adequately handled and processed?	1	2	3	4
2. Were Maintenance and Operations Supervision Groups promptly notified?	1	2	3	4
3. Was spill response crew sent to spill site promptly?	1	2	3	4
4. Was the spill response crew properly equipped?	1	2	3	4
5. Were spill response equipment and supplies readily available and prepared for use?	1	2	3	4
6. Overall timeliness in responding to spill adequate?	1	2	3	4
7. Was Initial Report of Spill or Stoppage form adequately completed?	1	2	3	4
8. Was staff training and understanding of spill response procedures adequate?	1	2	3	4
9. Was PI handled in an appropriate and timely manner?	1	2	3	4

Response Procedure Recommendations:

_____
_____
_____
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Implementation Schedule:

Recommend immediate implementation. ☐

Recommended schedule. _____

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Appendix D
Spill Event Debriefing

Spill Control and Cleanup

Evaluate on a scale of 1
(1 low, 5 high)

1. Were response crews adequately staffed and equipped?	1	2	3	4
2. Was backup support, if needed, provided promptly?	1	2	3	4
3. Were communications between spill response team and Maintenance Supervision Group adequate?	1	2	3	4
4. Were spill control methods adequate and appropriate?	1	2	3	4
5. Were cleanup methods adequate and appropriate?	1	2	3	4
6. Was sampling, if required, completed adequately?	1	2	3	4
7. Was signage posting adequate and proper?	1	2	3	4
8. Was spill documentation information and forms completed properly?	1	2	3	4
9. Was Agency staff training and understanding of procedures and methods adequate?	1	2	3	4
10. Was PI kept apprised of activities?	1	2	3	4

Spill Control and Cleanup Recommendations:

_____

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Implementation Schedule:

Recommend immediate implementation. ☐

Recommended schedule. _____

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Appendix D
Spill Event Debriefing

Notification and Reports	Evaluate on a scale of 1 (1 low, 5 high)			
1. Was regulatory notification completed properly?	1	2	3	4
2. Was documentation adequate for regulatory notification and reporting?	1	2	3	4
3. Was documentation accurate and complete?	1	2	3	4
4. Were compliance reports to regulatory agencies complete and on time?	1	2	3	4
5. Were spill followup investigations adequate?	1	2	3	4
6. Were notification requirements understood and followed?	1	2	3	4
7. Was staff training on regulatory notification and reporting adequate?	1	2	3	4
8. Was Agency management notification adequate and appropriate?	1	2	3	4

Notification and Report Recommendations:

_____

_____

_____

Implementation Schedule:

Recommend immediate implementation. ☐

Recommended schedule. _____

Spill No. _____

Debriefing conducted by: _____

Date completed: _____

Appendix D
Spill Event Debriefing

Public Notification and Information	Evaluate on a scale of 1 (1 low, 5 high)			
1. Was spill information adequately provided to Agency public information office?	1	2	3	4
2. Was public and media notification handled in a appropriate and timely manner?	1	2	3	4
3. Was Agency public information regularly appraised on status of activities?	1	2	3	4
4. Was staff adequately prepared for handling and processing public information and notification requirements?	1	2	3	4

Public Notification and Information Recommendations:

_____

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Implementation Schedule:

Recommend immediate implementation. ☐

Recommended schedule. _____

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Spill Event Debriefing

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Appendix D
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