

Incident Response Plan for Agricultural Chemicals

Facility Name		
Manager Name		
Mailing Address		
Site Address		
Phone	Fax	Email

Author _____ Date _____

Date Reviewed*	Initials	Date Employees Trained**	Initials	Date Offered to First Responders***	Initials
1					
21					
3					
4					
5					
6					
7					

* Review every three years or whenever information becomes outdated

** Employee training required at least once per calendar year

*** New and revised plans must be offered to local first responders

Incident Response Plan for Agricultural Chemicals

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1 Background

Legislative changes to incident response plan requirements were enacted in 2015. The changes were made to clarify who needs a plan, what the plan must contain, and how to maintain a plan. Identical language is now used for both fertilizer and pesticide plans so if you handle both products, you only need one plan.

This sample plan has been prepared by the Minnesota Department of Agriculture (MDA) to provide general guidance to those persons required to develop and maintain an incident response plan. According to Minnesota Statutes 18B.37 subd. 4 and 18C.235 subd. 1, they are:

- Pesticide dealers
- Agricultural pesticide dealers
- Commercial, noncommercial, or structural pest control companies
- Person required to be permitted to store or produce bulk (containers greater than 56 gallons or greater than 100 pounds) pesticides
- Person who stores fertilizer, soil amendment, or plant amendment products in bulk (nonpackaged)

Facility owners/managers are not required to use this sample form, but plans must cover all the contents of this sample form. Contents of the Appendix are not required but firms are strongly encouraged to consider any topics that apply and include them in your plans.

Plan contents found in an approved federal Risk Management Plan (RMP) Prevention Program and Emergency Response sections for your facility may fulfill requirements for the anhydrous ammonia portion of your incident response plan **provided they are 1) updated at least every three years, 2) reviewed with employees at least once per calendar year and include documentation of training events, and 3) are made available to local first responders and documented accordingly.**

2 Disclaimer

The MDA makes no claims, implied or otherwise, as to the suitability of the personal protective gear, emergency response and excavation equipment, or procedures with regard to release remediation, firefighting, or first aid discussed in this sample plan.

This incident response plan fulfills requirements established by the MDA. Other local, state, federal, or tribal agencies may have additional information needs not covered in this sample plan.

The Occupational Safety and Health Act (OSHA) places substantial emphasis on employee training. All employees of the facility should be trained to identify an emergency response incident (e.g., major or minor spills, potential for fire, etc.), who to call for remediation assistance, and/or evacuation routes. If employees are to participate in emergency response and remediation (e.g., firefighting, etc.), those employees must be trained to perform the necessary tasks safely. Employees must also know what personal protective equipment to use, when and how to use it, and who to call for assistance.

3 Introduction

What is an Incident? An incident is a flood, fire, tornado, transportation accident, storage container rupture, portable container rupture, leak, spill, emission, discharge, escape, disposal, or other event that releases or immediately threatens to release a pesticide, fertilizer, soil amendment, or plant amendment accidentally or otherwise into the environment, and may cause unreasonable adverse effects on the environment.

Minnesota Statutes chapters 18B and 18C require an incident response plan to address the actions that will be taken to prevent and respond to agricultural chemical incidents. The plan must include information the commissioner deems necessary to respond to an agricultural chemical emergency incident. By completing this sample plan, you will have met the minimum requirements of the statute.

The number of plans needed for your firm may vary. Some firms are sited at a single physical location while others have a central office and staffed or unstaffed satellite facilities with different addresses. If the information contained in the plan is relevant to all sites, one plan may be used to cover all facilities. The plan is required to be kept at the principle business site or location within the state, but it is recommended that a copy of the incident response plan be kept at every site.

Preparedness and prevention measures are easier and cheaper than cleaning up a spill. The first step when developing an incident response plan is to conduct a risk assessment to identify potential emergency scenarios

(www.ready.gov/risk-assessment). An understanding of what can happen will enable you to determine resource requirements and to develop plans and procedures to prepare your business. The emergency plan should be consistent with your performance objectives.

Every facility should develop and implement an emergency plan focused on protecting employees, visitors, and anyone else in the facility. The plan should also include a process for damage assessment, salvage, protection of undamaged property and cleanup following an incident. The federal government offers more information on preparedness through the Department of Homeland Security. Check their website for more information on readiness planning:

www.ready.gov/business/implementation/emergency

To use this fillable form, simply click your cursor in the fillable box and begin typing. You may save the document to your computer. This sample plan is available at www.mda.state.mn.us/agchemspills. Need assistance creating or maintaining your plan? Call us at 651-201-6387.

4 STARR Response

This section concerns written procedures for responses to spills, leaks, accidents, and natural disasters that may occur at your facility or during off-site activities. There are many actions that can be taken before, during, and after an incident to minimize cleanup costs and environmental damage. Administrative and engineering controls should be in place to prevent incidents while mixing/loading, rinsing, storing, and disposing of pesticides and fertilizers. **Describe specific prevention and response procedures for pesticide and fertilizer use and handling at your facility, site, or company.**

Follow the STARR system to remember the steps to ensure a thorough response to the incident:
Secure, Telephone, Abate, Recover, Remediate.

Secure the Site: In an emergency, the first priority is always life safety. A prompt warning to employees to act, evacuate, shelter or lockdown can save lives. The actions taken in the first minutes are critical. A call for help to public emergency services, including full and accurate information, will help the dispatcher send the right responders and equipment to the scene. An employee trained to administer first aid or perform CPR can be lifesaving. Action by employees with knowledge of building and process systems can help control a leak and minimize damage to the facility and the environment. Make sure the area is clear of employees, onlookers, livestock and pets. Place traffic cones or flares in roadways to ensure that other drivers are not impacted by a roadside spill. Call 911 for law enforcement or emergency services. Police and fire are able to assist with traffic control, site security, shelter-in-place or evacuation orders. Anyone assisting in leak or spill control must first take steps to protect him/herself by wearing proper personal protective equipment and following all safety practices BEFORE attempting to help stabilize the site. The Poison Control Center and National Pesticide Information Center can be contacted in non-emergency situations.

Telephone in your report of the incident: You have a legal obligation to immediately report all agricultural chemical spills no matter how small. Contact the MDA for one-stop spill reporting and cleanup assistance by calling the Minnesota Duty Officer at 800-422-0798. Be prepared with the following information:

- **Substance** spilled
- **Quantity** spilled
- **Date and time** of spill occurrence or discovery
- **Location** of the spill
- **Description** of the area; especially drainage, existing surface water, ponded water, groundwater table, nearby residences, or population centers
- **Responsible party;** including name, address, telephone number and email
- **Weather** conditions and forecast
- **Cause** of the spill

Under federal law (49 CFR 171.15), immediate notice of certain hazardous materials incidents is required. If the product spilled has a Federally Reportable Quantity and that threshold has been exceeded (or is unknown), call the National Response Center at 1-800-424-8802.

Abate the Spill: Sudden spills may be difficult to manage. Abatement measures limit the impact of the spill by reducing the degree or intensity of contamination. Take actions such as plugging a leaking container, placing absorbent materials or diking a spill area can and minimize health and safety risks, property damage or environmental damage.

Recover Spilled Product: If it can be done safely, recover spilled material as quickly as possible by pumping up free liquid, sweeping up absorbent and dry material and placing into suitable containers. Spills that soak into the ground may require excavation. Quick action will limit the amount of excavation necessary. Experts at the MDA can assist you in determining how deep to dig and whether soil samples will be necessary for lab analysis to ensure that cleanup goals are met. Record contact information for environmental consultants and excavation or other equipment operators in your plan.

Remediate: Contaminated media (soil, absorbent, water, sediment, debris, or other contaminated material) are to be stockpiled until land spreading or landfilling is approved. All land applications that result from an agricultural chemical incident must be evaluated and pre-approved in writing by the MDA.

5 Employee Training

Minnesota Statutes 18B.37, subd. 4 and 18C.235 subd. 1, and Minnesota Rules 1505.3100, subp. 3 state that the incident response plan be reviewed with employees at least once per calendar year and documented. New employees must receive training within 30 days of employment. The owner or manager and employees are responsible for following the firm's incident response plan to minimize harm or threats of harm to the environment.

Worker Protection Standards require that agricultural workers and pesticide handlers be provided information about preventing and mitigating pesticide exposures. **Document the dates and signatures of employee training events.**

6 Alert Local First Responders

Changes in state statutes require that this incident response plan be made available to local first responders. Increased awareness of agricultural chemicals leads to increased preparedness for agricultural chemical emergencies, both in an effort to prevent injuries to first responders.

Emergency 911 dispatchers often route calls to all first responders (law enforcement, fire, ambulance) but engaging your local fire department is critical to ensuring the safety of firefighters should your agricultural chemical facility be impacted by a release. Contact the fire department responsible for your premises about how to share information contained in this plan. Larger, fulltime, urban departments will have administrative capacities different from a rural volunteer department.

Sharing information about which chemicals are housed in the facility, the location of hydrants or other water sources, access routes to the facility, electric/gas shutoff valve locations, and water drainage should be considered when coordinating with local first responders. **Document the communication and response procedures agreed upon by both parties.**

7 Emergency Response Contact List

Emergency responders are likely company employees or contractors who have knowledge of operations and specific hazards related to the emergency. They are also responders who receive reports of the emergency and dispatch appropriate personnel to the scene.

The Incident Command System (ICS) is a flexible, scalable organizational structure that can be used to respond to any emergency, large or small. The system is employed by the majority of public response agencies. Consider using ICS roles to describe the responsibilities of individuals involved in response efforts. A link to ICS training can be found in the Appendices.

7.1 Facility Personnel Emergency Response

Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		
Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		
Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		
Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		

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Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		
Name	Phone	Email
Title and Department/Division	Facility	
Responsibility (or ICS Role) in Case of Emergency		

7.2 Emergency Assistance and Notification

You Must Report Agricultural Chemical Incidents to the Minnesota Duty Officer

- **Twin Cities Metro: 651-649-5451**
- **Greater Minnesota: 1-800-422-0798**

When calling the Duty Officer, you will give details regarding the incident and the Duty Officer will notify appropriate state agencies of your emergency and may link you to speak directly with a state emergency responder.

This one call satisfies your requirement for notifying all appropriate state agencies. Be sure to note the time and date when you made the call, and the name of the person you spoke to.

Other federal and local agencies may require notification in the event of any emergency. Become familiar with all emergency contacts in your area and record them in this plan.

If a spill exceeds the federal reportable quantity, call

- **National Response Center 1-800-424-8802**

Emergency Contact	Phone	Name
Fire	911 or	
Police	911 or	
Sheriff	911 or	
Ambulance	911 or	
State Highway Patrol ..		
Medical Clinic/Physician		
Hospital		

Emergency Contractor	Service Provided (e.g., excavation, environmental consulting etc.)	Phone
contractor 1	1	1
contractor 2	2	2
contractor 3	3	3
contractor 4	4	4
contractor 5	5	5
contractor 5	5	6

Other Emergency Numbers		
Emergency call center for information on hazardous materials and dangerous goods	CHEMTREC www.chemtrec.com	1-800-424-9300
Poisoning	Minnesota Poison Control Center www.mnpoison.org	1-800-222-1222
Science-based information about pesticides and pesticide-related topics	National Pesticide Information Center npic.orst.edu	1-800-858-7378
Contact BEFORE any excavation takes place for underground utility location	Gopher State One Call www.gopherstateonecall.org	651-454-0002 (metro) 1-800-252-1166 (greater MN) 811
other emergency number 1		
other emergency number 2		
other emergency number 3		
other emergency number 4		

7.3 Agricultural Chemical Purchase Information

Manufacturer	Phone
Representative's Name	Email
Product Name(s)	

Manufacturer	Phone
Representative's Name	Email
Product Name(s)	

Manufacturer	Phone
Representative's Name	Email
Product Name(s)	

Manufacturer	Phone
Representative's Name	Email
Product Name(s)	

Manufacturer	Phone
Representative's Name	Email
Product Name(s)	

8 Agricultural Chemical Releases

All spills, large or small, require your immediate attention as well as immediate notification of both company personnel and appropriate authorities. What might appear to be a minor spill at your own facility quickly can become a major spill if it occurs on a main thoroughfare, during rush hour, or a few feet from a storm sewer that empties directly into a popular, blue ribbon trout stream, for example. Always think about “worst case” scenarios when developing your plan.

Before responding to an incident, ask yourself these questions:	If you can answer “Yes”, take these actions:
1. Am I equipped to safely respond? 	<ul style="list-style-type: none"> • Notify others of the situation. • Do not allow anyone to walk or drive in the spilled material. • Don PPE and gather a spill kit, first aid kit, or other response items as needed.
2. Do I know what the spilled material is and whether it has any special properties to consider (e.g., flammable, acid, high toxicity, reactions with other stored products)? 	<ul style="list-style-type: none"> • Be certain you and all responders are aware of and consider these properties. Review the safety data sheets (SDSs) of the pesticides or fertilizers involved.
3. Are any electrical components wet or submerged? 	<ul style="list-style-type: none"> • Shut down all power until it is determined what can safely be used.
4. Does the spill exceed my company’s response capabilities? 	<ul style="list-style-type: none"> • Contact emergency contractor(s) for assistance.
5. Is traffic control needed? 	<ul style="list-style-type: none"> • Contact local law enforcement for assistance.
6. Will I need to excavate? 	<ul style="list-style-type: none"> • Contact Gopher State.
7. Does the spilled product have a federally reportable quantity? 	<ul style="list-style-type: none"> • Call the National Response Center. Reportable quantities are found in section 15 of the safety data sheets (SDS).
8. Is the spill in a public Right Of Way? 	<ul style="list-style-type: none"> • Call appropriate county or city authorities.
9. Is human health/safety at risk? 	<ul style="list-style-type: none"> • Account for all staff, visitors, and others on site. • Call 911.
10. What is the weather like now and what is the forecast? 	<ul style="list-style-type: none"> • Use a smartphone, access weather reports or call your local National Weather Service forecasting office.
11. Is it dusk or nighttime? 	<ul style="list-style-type: none"> • Use traffic cones or flares to prevent foot or vehicle traffic through the spill area.
12. Is evacuation necessary? 	<ul style="list-style-type: none"> • Identify an offsite meeting place or procedures for communicating safety.

9 Emergency Equipment and Supplies

Check all agricultural chemical labels and rules to ensure adequate personal protective equipment is being stored at your facility. Equipment must be accessible/available 24 hours a day. Describe the location where gear can be found.

Equipment	N/A	Location
General		
Respirators		
Waterproof boots		
Disposable boots		
Waterproof gloves		
Chemical specific protective suits		
Rubber raincoats		
Face shield or similar face protection		
Safety goggles		
Hard hats		
Soap		
Anhydrous ammonia-rated goggles		
Anhydrous ammonia-rated gloves		
Two (2) full-face gas masks and four (4) anhydrous ammonia-rated and currently dated oxygen canisters		
Rain suits or slickers impervious to anhydrous ammonia		
Ankle to knee high boots impervious to anhydrous ammonia		
Emergency water supply: Emergency shower/eye wash or 150 gallons of CLEAN water in an open top container		
*Other:		
*Other:		
Emergency Repair Equipment:		
Beveled wooden stakes and mallet		
Rubber strips, plastic tape and duct tape		

Equipment	N/A	Location
Assorted bolts, machine screws and hand tools		
Rain gutter or plywood for overflow control		
Caulking material		
*Other:		
Containment/Cleanup Materials:		
Hand shovels		
Brooms		
Sand or soil for emergency containment (NOTE: If sand is used to smother a fire, it must be decontaminated.)		
Storm sewer covers		
Absorbent Materials for Small Spills:		
Absorptive clay		
Vermiculite		
Pet litter		
Lime		
Absorbent pads		
Strong Detergent for Final Cleanup (consult product SDS)		
*Other:		
Water Supplies:		
Tank		
Public water supply		
Well		
Pond		
*Other:		
*Other:		
Liquid Recovery Equipment:		
Liquid transfer pumps		
Gasoline for pumps		
Hoses and fittings for pumps		

Equipment	N/A	Location
Emergency electrical generating equipment		
*Other:		
Other Emergency Equipment:		
Leak-proof drum with lid for collection of absorbent material from clean-up of minor spills (available from drum recyclers/ vehicle painters)		
Tanks (adequate capacity to hold recovered liquid material)		
Portable storage tanks (e.g, tanker truck, nurse tank)		
*Other:		

10 Maps & Diagrams

10.1 Map of Facility

Attach an accurate map of the current facility property. Include the following in your maps of the facility:

- All buildings and label each (i.e. shop, office, bulk dry fertilizer, grain, etc.)
- All pesticide, fertilizer, and anhydrous ammonia bulk tank storage areas, and all non-bulk pesticide and fertilizer (packaged goods) storage areas;
- All mixing, loading, rinsate recycling, vehicle parking and washing areas;
- All sanitary sewer inlets, storm sewer inlets/outlets, tile inlets, outlets, runoff patterns;
- All wells. For wells within 150 feet of any existing or proposed loading (rinse pad) and secondary containment (diked) areas, include the year the well was installed and the depth.
- All water supplies (fire hydrants, water supply tanks, and other sources of water).
- The Occupational Safety and Health Act (OSHA) requires an employer to designate safe places of refuge in the event an evacuation of employees becomes necessary.

10.2 Map of Surrounding Area

Attach a detailed copy of a county plat book/map or a satellite image (Google Earth, Bing, etc.), detailed city/village map, or a combination of maps, photographs, and diagrams which accurately describe the **location of the facility**. Pay special attention to vulnerable populations--label schools and daycare facilities, senior or low-income residences, and any other sites in the vicinity that may contain people who have limited mobility or special needs. Include the following:

1. County	2. City/Village	
3. Township	4. Range	5. Section
6. ¼ Section	7. Fraction/Lot	
Distance and direction to cropland (be specific), residences (single- or multi-family dwellings), schools, hospitals, and businesses (type) within one-quarter mile of the facility. Use standard compass directions and give exact distance measurements.		
Distance and direction to surface water (creeks, streams, rivers, lakes, ponds, wetlands, etc.), drainage ditches (county and others), and down-gradient storm sewers within one-quarter mile of the facility.		
Distance and direction to any municipal water supply well within one-quarter mile of the facility. Use standard compass directions and give exact distance measurements.		

11 Product Labels and Safety Data Sheets

You must have the ability to retrieve copies of all product labels and their safety data sheets (SDS) that each facility location has stored. They must be retrievable immediately upon discovery of an incident involving those products. The labels and SDS can be either:

- printed or found in the packaging and attached to this response plan
- downloaded to a computer hard drive, disc, or thumb drive
- located on the manufacturer's website.

12 Agricultural Chemical Inventory

Be able to produce a detailed list of pesticide and fertilizer stored at each site by kind and quantity.

13 Locations Where Current Copies of Incident Response Plan are Kept

The incident response plan must be kept at a principal business site or location with the state. MDA strongly recommends keeping multiple copies, paper and electronic, on and off site, in case one is destroyed by the emergency. Below is a list for you and your employees to keep track of where your plans are located.

Location 1 Address	
Contact	Phone
Physical Address	Website

Location 2 Address	
Contact	Phone
Physical Address	Website

Location 3 Address	
Contact	Phone
Physical Address	Website

Location 4 Address	
Contact	Phone
Physical Address	Website

Location 5 Address	
Contact	Phone
Physical Address	Website

Location 6 Address	
Contact	Phone
Physical Address	Website

Related Resources and Information

The following MDA fact sheets provide further information:

- Emergency Response Resources
- Crisis Communications
- Agricultural Chemical Exposure First Aid Guidance
- Pesticide Rinsate Management
- Emergency Cleanup Management Options
- ACRRA (Agricultural Chemical Response and Reimbursement Account)
- Developing and Maintaining Your Incident Response Plan