

Attachment Q

Protocol for Reporting Environmental & Safety Events

Sunrise Powerlink Transmission Project Mitigation Monitoring, Compliance, and Reporting Program



California Public Utilities Commission
and
Bureau of Land Management
U.S. Department of Interior

October 2011

Attachment Q

Protocol for Reporting Environmental and Safety Events

1. Purpose

The purpose of this protocol is to clarify responsibilities for reporting to the California Public Utilities Commission (CPUC) environmental and safety events occurring on the Sunrise Powerlink Project.

2. Responsible Personnel

To simplify the communications structure, the following individuals are the main points of contact for internal and external communications regarding these events:

SAFETY AND OPERATIONAL ISSUES

Bob Jackson, General Manager and Director – Construction and Engineering

ENVIRONMENTAL ISSUES

Alan Colton, Manager- Environmental Services

These two persons may substitute for one another to maintain a single point of contact.

3. SDG&E Internal Reporting Procedure and Responsibilities

Timely reporting to Sunrise Base of actual and potential events occurring in the field is critical to SDG&E's ability to mitigate risk and ensure safe and compliant operations. Therefore, SDG&E is requiring all employees, contractors, and contractor employees to report to their supervisor or other management personnel immediately any events or any improper or unsafe work practices. This requirement applies to all workers including, but not limited to, pilots, monitors, equipment operators, laborers, and management employees.

Anyone reporting a potential or actual event will not be subject to retribution for reporting. Any person knowing of or suspecting retribution has occurred shall report this in confidence to SDG&E.

Notification to SDG&E by the most expeditious means possible shall be a requirement for contractors and their employees. SDG&E contractors and their employees may have additional requirements to report to the Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), Occupational Safety and Health Administration (OSHA), and other agencies. However, any such reporting requirement does not relieve the contractor or employee from reporting events to SDG&E as well.

4. Reportable Events

Reportable Events under this Protocol may be advisory, compliance, or non-compliance occurrences and are described in two categories.

Category 1:

- Any event requiring agency notification because of mitigation or regulatory requirements.

Category 2:

- Any event that an implemented mitigation measure failed to prevent and that could reasonably be expected to result in a risk to public health and safety, for example:
 - Any fire caused by construction-related activities.
 - Inadequate traffic control causing an accident.
 - Firearms brought onto the construction right-of-way.
- Or, any event requiring emergency response, for example
 - Police or fire response.
 - Search and rescue.
- Or, 'near miss' events that involve a helicopter or large piece of construction equipment and in SDG&Es reasonable judgment had the potential to result in serious bodily harm or death, for example:
 - Any toppled piece of equipment.
 - Any loss of cargo/load from a helicopter that is not reportable to FAA or NTSB.

5. Compliance Levels

Project compliance and non-compliance event levels and specific corrective actions are defined in the Mitigation Monitoring Compliance and Reporting Program (MMCRP)

6. Reporting Process

After a Reportable Event occurs, the following steps must be followed as expeditiously as possible:

1. Project or contractor personnel witnessing a potential Reportable Event shall notify Sunrise Base or their work-related/immediate supervisor for the day (e.g., Contract Administrator, Link Lead), who will notify Sunrise Base.
2. Sunrise Base will notify Bob Jackson and Alan Colton of the potential Reportable Event.
3. Once the event is verified, Bob Jackson or Alan Colton will provide verbal notification to the CPUC and other government agencies, as appropriate.
4. Subsequently, and as expeditiously as possible, SDG&E will submit a Preliminary Notification Form to the appropriate distribution list in Section 7, below.
5. SDG&E and/or PAR will investigate the event to verify preliminary information and gather additional information, if any, to determine how to properly characterize the event and whether any further action or notification is required. See Section 8 for the report templates.

Final MMCRP with revisions to Chapters 3 and 4 and addition of Attachment Q

6. SDG&E will provide the CPUC and other government agencies, as appropriate, a final notification of the findings, if required.

7. Phone Notification and Form Distribution List

1. Construction Operations – Reportable Events :

- a. On Private/State Lands or BLM Lands
 - Billie Blanchard, CPUC (Responsible Party – Bob Jackson)
 - Tom Zale, BLM (Responsible Party – Bob Jackson)
 - Cassandra Garza, Aspen (Responsible Party – Rachel Briles)
- b. On USFS Lands
 - Billie Blanchard, CPUC (Responsible Party – Bob Jackson)
 - Tom Zale, BLM (Responsible Party – Bob Jackson)
 - Brian Paul, USFS (Responsible Party – Bob Jackson)
 - Cassandra Garza, Aspen (Responsible Party – Rachel Briles)

2. Environmental – Reportable Events

- a. On Private/State Lands or BLM Lands
 - Billie Blanchard, CPUC (Responsible Party – Alan Colton)
 - Tom Zale, BLM (Responsible Party – Alan Colton)
 - Cassandra Garza, Aspen (Responsible Party – Rachel Briles)
- b. On USFS Lands
 - Billie Blanchard, CPUC (Responsible Party – Alan Colton)
 - Tom Zale, BLM (Responsible Party – Alan Colton)
 - Brian Paul, USFS (Responsible Party – Alan Colton)
 - Cassandra Garza, Aspen (Responsible Party – Rachel Briles)

8. Report Templates

SUNRISE POWERLINK: PRELIMINARY - UNANTICIPATED EVENT NOTIFICATION FORM

Corps of Engineers File Number: SPL-2007-00704-SAS
State Water Resources Control Board File Number: SB09015IN
Department of Fish and Game Notification Number: 1600-2009-0365-R5

Date Filed:	##.####
Date and Time of Event:	##.####; #:## a.m.
Event Location:	
Aircraft Involved:	Y/N or Company, Tail Number, and Pilot Name
Injury or Damage:	Y/N or Unknown. If yes, describe.
Reported by:	<input type="checkbox"/> Robert Jackson General Manager and Director – Construction and Engineering Sunrise Powerlink 1010 Tavern Road; Alpine, CA 91901 – SD1116 rcjackson@semprautilities.com <input type="checkbox"/> Alan Colton Manager Environmental Services Sunrise Powerlink 1010 Tavern Road; Alpine, CA 91901 – SD1116 acolton@semprautilities.com
Immediate Notification by Phone to:	<input type="checkbox"/> Billie Blanchard, CPUC - ##.####; #:## a.m. <input type="checkbox"/> Tom Zale, BLM - ##.####; #:## a.m. <input type="checkbox"/> Brian Paul, USFS - ##.####; #:## a.m. <input type="checkbox"/> Cassandra Garza, Aspen Environmental - ##.####; #:## a.m. [OTHER]
Brief Description of Event:	The following information is neither complete nor verified. An investigation is ongoing. A subsequent and/or amended report may be submitted upon verification of details, if required.
Confirmation of Receipt	If you acknowledge receipt of this form and no further action is needed, please retain for your records. If, however, you would like additional information to determine regulatory action needed, please contact Rachel Romani Briles, SDG&E, Environmental Compliance Project Manager, Sunrise Powerlink Project: 858-636-6865 (office) 858-750-0754 (cell) rromani@semprautilities.com

Distribution List:

**SUNRISE POWERLINK:
FINAL - UNANTICIPATED EVENT NOTIFICATION FORM**

Corps of Engineers File Number: SPL-2007-00704-SAS
State Water Resources Control Board File Number: SB09015IN
Department of Fish and Game Notification Number: 1600-2009-0365-R5

Date Filed:	#.#.#.####		
Preliminary Notification Date	#.#.#.#### (See attached form.)		
Date/Time of Event:	#.#.#.#### at ##:## p.m.		
Event Location			
Reported by:	<p>Robert Jackson General Manager and Director – Construction and Engineering Sunrise Powerlink 1010 Tavern Road; Alpine, CA 91901 – SD1116 rcjackson@semprautilities.com</p> <p>Alan Colton Manager - Environmental – Sunrise Powerlink 1010 Tavern Road; Alpine, CA 91901 – SD1116 acolton@semprautilities.com</p>		
Originator/Reporter:	Name Role on Project Phone and e-mail address		
Witnesses:	Name Role on Project Phone and e-mail address		
Responsible Department(s)	<input type="checkbox"/> Aviation (Beige section below) <input type="checkbox"/> Construction/Operations <input type="checkbox"/> Environmental <input type="checkbox"/> Public Affairs <input type="checkbox"/> Safety <input type="checkbox"/> Waters of the U.S./State (Environmental) (Blue section below)		
Aviation			
Aircraft Involved:	Company Tail Number Type Pilot Name(s)		
Waters of the U.S./State	Must be submitted within 24 hours of incident.		
Effect on Waters of the U.S. and/or Waters of the State	The impacts of this incident are temporary in nature. A restoration assessment will be conducted as soon as possible. A restoration plan will be implemented as soon as feasible.		
Location:	Mapsheet #	Structure or Facility	Water #

Attachment 2:
Final MMCRP with revisions to Chapters 3 and 4 and addition of Attachment Q

UTM or Other Coordinates			
Detailed Description of Event:			
Type of Project Impact Associated with incident	<input type="checkbox"/> Permanent impact <input type="checkbox"/> Temporary impact <input type="checkbox"/> Other (Explain)		
Injuries or Property Damage	Y/N or Unknown. If yes, describe.		
Applicable Permit/Mitigation Measure			
Compliance Level			
Corrective Action(s)	SDG&E takes this event very seriously and is committed to staying in compliance. The following corrective actions will occur: 1. . 2. . 3. . 4. . 5. .		
Follow-up Required			
Attachments			
Confirmation of Receipt	If you acknowledge receipt of this form and no further action is needed, please retain for your records. If, however, you would like additional information to determine regulatory action needed, please contact Rachel Romani Briles, SDG&E, Environmental Compliance Project Manager (###-###-#### and email address)		

Distribution List:

