Protocols and Online Exercise for Uploading Information on the Spills Groups.io Website

Water Quality & Early Warning and Emergency Response Workgroups

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Protocols for Uploading Information on the Spills Groups.io Website

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Potomac Spills Groups.io Protocol Online Exercise

Protocols for Uploading Information on the Spills Groups.io Website
Appendix F - Utility Spill Response Plan

DWSPP Utility Spill Response Plan

The Process for Uploading Information on Spills Group.io Website

Appendix F of Utility Spill Response Plan :
https://www.potomacdwspp.org/about-us/water-quality-data-workgroup/#spill

ICPRB staff creates folder under 'Files' for each spill on groups.io website	Login to groups.io website	Upload information under appropriate folders, using appropriate naming conventions	ICPRB staff sends email at close of spill event	ICPRB staff archives the files/messages

Folder Naming Convention: <YYYY_MMM_DD><Name of Spill> (e.g. 2019_Mar_01_Latex Spill)

Sub Folders Created under the Parent Spill Folder

Model Runs

- All model runs are stored in the folder
- Naming protocol: ICPRB-<YYYY_MMM_DD>-<Model Run Number> (e.g.: **ICPRB-2016_DEC_05-1**)

Laboratory Information

- All laboratory information (e.g. lab results, Safety Data Sheets (SDS), chemical information etc.)
- Protocols developed for naming lab results and Chain of Custody (CoC)
- Naming convention for Lab Results: <Stream_ID>-<YYYY_MMM_DD>-<Agency>-<SampleNumber> (**e.g.: PR-2016_DEC_05-FW-1**)
- Naming convention for CoC: <Stream_ID>-<YYYY_MMM_DD>-<Agency>-<SampleNumber>-<CoC> (**e.g.: PR-2016_DEC_05-FW-1-CoC**)
- All lab results should be accompanied by a CoC

Sub Folders Created under the Parent Spill Folder (contd.)

Photos
- All photographs related to the spill event are uploaded here

Archived Messages
- On conclusion of spill response, all email threads used for communication during the event will be archived by ICPRB staff in this folder

Miscellaneous
- All documents that do not fit into the other four categories are uploaded here

Protocols for Sending Messages

» ICPRB staff sends out notification about spill

» The email subject should include the name of the spill in all messages

» All emails sent out of personal inboxes should include the email address potomacspills@groups.io

» The emails are automatically organized by date under 'Messages' on website

» ICPRB staff sends out email indicating end of spill response

» ICPRB staff saves email threads associated with spill response under 'Archived Messages'

Potomac Spills Groups.io Protocol Online Exercise
July 11, 2019

10:30 am – 12:20 pm

The Online Spill Protocol Exercise in a Nutshell

Goal of the Exercise

- To test out the protocols developed
- To provide an opportunity for practice
- Feedback on protocols

Scenario

- Potomac River flow: 8,400 CFS
- Sodium cyanide spill: 40,000 gallons at 32% solution
- Spill location: Harpers Ferry railroad bridge, train derailment
- Spill date and time: July 10 at 12:15 PM
- Spill duration: 10 hours

Exercise Details

- Combined workgroup call before the exercise
- Volunteers assigned specific task
- Invitation to join extended to all members of the groups.io website
- 2 hr. long online exercise
- Exercise initiated with spill notification from ICPRB

Results

» Many organizations participated and used it as an opportunity to re-evaluate their own processes.

» A few communication protocols and procedures also got tested during the exercise. For e.g. MWCOG initiated the process of organizing a call to coordinate efforts.

» At least 59 emails were sent during the exercise timeframe.

» A total of 14 documents were uploaded to the folder in Groups.io, including an archive of the email threads.

» The files uploaded followed the naming protocol laid out in the Spill Response Files Protocols.

» Email thread archives, documents related to the exercise, and other information can be found in the Groups.io folder: 2019_JUL_10_SodiumCyanide*EXERCISE EXERCISE EXERCISE*.

Insights and Takeaways

» Many organizations took this opportunity to evaluate their membership list on Groups.io. As a result, 10-15 additional names were added to the listserv.

» Many email recipients learned that their email's time stamp was set to a different time zone on Groups.io and took steps to correct it.

» Emails to and from WSSC were delayed. They were able to resolve the issue at their end.

» Questions regarding time of travel model was addressed by ICPRB Staff

» After action report is currently being finalized

Questions / Discussion