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# **EMERGENCY RESPONSE TEAMING CONTRACTOR**

## **Guidelines for Completing the Subcontractor Questionnaire**

## RECOMMENDED GUIDELINES FOR COMPLETION

### 1.0 COMPANY INFORMATION

#### 1.1 CORPORATE OFFICE INFORMATION

**Name** - List corporate name as well as Doing Business As (DBA) if applicable.

**Address**- List site-specific address for the corporate office location. (Note: CSZ stands for city, state, and zip code)

**Telephone Number**- Specific telephone number for corporate location, which may or may not be the same as your emergency response telephone number.

**Fax Number**- List fax number for specific location.

**Toll Free Contact Number**- Please list if applicable.

**ER Phone / 24-Hour Emergency Response Number**-This number should be the corporate or specific office Response phone number that can be reached at any time for emergency response notification.

**Website**- Company website domain name.

**Key Contact Name, Title, Phone, Fax, and Email:** List the individual primarily responsible for the company's corporate location.

#### 1.2 ADDITIONAL COMPANY INFORMATION

**Experience Modification Rate (EMR)** - A company's Experience Modification Rate (EMR) is requested. This is a number assigned to a company by its workers compensation insurance carrier. It is generally calculated to determine the insurance risk factor of a company based on its past performance.

**Status** – This is the status of your subcontract agreement with Hepaco, Inc. An appointed Hepaco employee will complete this.

**Insurance Certification** – We request that you send us a copy of your current Certificate of Insurance for our company's records. Please include the expiration date of this insurance certificate.

**Contract** – This section will be filled out by the proper Hepaco employee upon review of your questionnaire.

**Rate Schedule** - We request that you send us a copy of your current Rate Schedule for our company's records.

### 1.3 REGIONAL/SATELLITE OFFICE INFORMATION

\*\*\* When completing this part of the questionnaire, information should be submitted for each location. **Do not combine information from different locations.**

**Office** – List the location (city, state) of any additional offices the company may have in addition to its corporate headquarters.

**Address, Phone, Fax** - List site-specific information for each office.

**Years in Business at this Site:** This should be the number of years at this specific location.

**Total Number of Emergency Response Employees at this Site:** This should include the number of full time and part-time employees at this specific location.

**Person Providing the Information:** This is the person filling out the questionnaire.

#### 1.3.1 EMERGENCY RESPONSE EXPERIENCE

This section provides an overview of the capabilities available at this location. Please circle or check the applicable response experiences of this particular office.

##### **Types of Emergency Response Provided by Mode and Chemical Type:**

**Petroleum:** Spill response capabilities for petroleum oil spills.

**Non-petroleum:** For non-petroleum oil spill response capabilities (such as vegetable, palm and oil of grains).

**UN/DOT Classes:** Emergency response experience with hazardous substance (chemical) spills.

Class 1-Explosives  
Class 2-Compressed Gas  
Class 3-Flammable Liquids  
Class 4-Flammable Solids  
Class 5-Oxidizers & Organic Peroxides  
Class 6-Poisonous & Infectious Substances  
Class 7-Radioactives  
Class 8-Corrosives  
Class 9-Miscellaneous

**Other:** Enter additional experience not appropriate to enter in the above transport mode/UN/DOT hazard class grid.

### 1.3.2 EMERGENCY SERVICES PROVIDED

Please check the boxes for the Emergency Services your firm is capable of directly providing.

|                        |                        |                         |
|------------------------|------------------------|-------------------------|
| Air Monitoring         | Incident Control       | Site Remediation        |
| Air Modeling           | High Rail Vac<br>Truck | Soil/Water<br>Sampling  |
| Asbestos Abatement     | Highway Response       | Source Control          |
| Asbestos<br>Monitoring | Marine Response        | Traffic Control         |
| Consulting             | Pressure Cleaning      | Vacuum Truck            |
| Damage Assessment      | Pressure Transfer      | Waste Containers        |
| Engineering            | Product Transfer       | Waste Disposal          |
| Fire Fighting          | Rail Response          | Waste<br>Transportation |
| Heavy Equipment        | Site Assessment        | WMD Services            |

### 1.3.3 GEOGRAPHICAL COVERED AREAS: List *mobilization times* and *geographical areas* which may be covered upon request by the user companies.

|                            |   |
|----------------------------|---|
| <b>Mobilization:</b>       | Covers time required from callout until equipment departs for the response and types of transport mode.   |
| Time:                      | Mobilization time is requested for normal business hours and for non business hours (evenings, weekends and holidays).                                |
| Mode:                      | If all response equipment must travel over the road enter "highway." Other modes may be "air", "rail" and "water."                                    |
| <b>Geographical Areas:</b> | Responders must provide any self imposed geographic restrictions. Companies must make an entry. If there are no geographic restrictions enter "none." |
| International:             | Identify countries where you have authorized emergency response operations/facilities. Indicate if they are subcontractors.                           |
| Domestic US:               | If no restriction, enter "all" to confirm a willingness to travel to any U.S. state, territory or province. There is no restriction or limitations.   |

Regional: Complete the regional restriction only if the maximum extent of your company's willingness to respond is best identified by a regional description.

Local: Complete only if you restrict your response to an area best defined by radius in miles from your response location being characterized.

**Laboratory Testing Capability** - Describe your laboratory testing capabilities either owned or contracted or both.

**Waste Treatment, Storage and Disposal Capabilities** - Describe your owned or contracted (or both) capabilities to provide waste treatment, storage and disposal services. List applicable facilities and permits.

#### 1.3.4 NUMBER OF PROFESSIONAL SUPPORT PERSONNEL AVAILABLE BY PRIMARY QUALIFICATION

Responders should report personnel available by primary qualification. If personnel are qualified for more than one role list **only one** to avoid duplication.

**Project Team Members:** Personnel trained and available 24 hours/day to respond as a team.

**Project Superintendent:** Most experienced team member capable of multiple response role playing and overall management of major incident responses.

**Project Supervisor:** Experienced mid-level team member capable of supervising multiple response crews under direction of a project foreman.

**Project Foreman:** Trained to direct crews on various emergency response initiatives from pump crews to shoreline and beach cleanup crews.

**Project Technicians:** Emergency response workers trained to provide oil and/or HAZMAT response under direction of project foreman.

**Heavy Equipment Operators:** Can be qualified on any form of construction equipment – rubber tires or track mounted.

**Health and Safety Support:** If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.

**Professional Personnel:** If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.

**Firefighters:** If multiple personnel available and you wish to specify various specialties you may prepare detailed list and attach.

**Equipment Specialists:** Specialists identified in this section must have been selected based on experience and/or training, which is documented in company's training records and can be produced on request during an audit.  
(railcar, cargo tank, ISO container, barge, other)

**Reactive/ Explosive Supervisor:** Training and/or experience must be documented in the company's training records and be available upon request during an audit.

**Reactive/ Explosive Technician:** Training and/or experience must be documented in the company's training records and be available upon request during an audit.

**Health Physicist:** Training and/or experience must be documented in the company's training records and be available during an audit.

**Radiation Safety Officer:** Training and/or experience must be documented in the company's training records and be available during an audit.

### 1.3.5 EQUIPMENT

This section provides the user with a realistic description of the equipment and quantities available for an emergency response. Please be advised this section must be completed for **each** location requesting evaluation. **Owned equipment** is equipment that your firm has a financial commitment in and exclusive control of. **Subcontracted** equipment is equipment that can be accessed through a formal agreement with other contractors or rental equipment warehouses.

|                      |  |
|----------------------|--|
| Bulldozer(s):        | Track dozer                            |
| Front End Loader(s): | Industrial or heavy construction grade |
| Backhoe(s):          | Industrial or heavy construction grade |
| Crane(s):            | Industrial or heavy construction grade |
| Light transport(s):  | Autos, vans, pickups                   |
| Medium transport(s): | 1½ to 2½-ton stake bodied trucks.      |

|  |   |
|--|---|
| Heavy transport(s):  | Road tractor (single or tandem axle), stake and dump body trucks greater than 2½ ton.   |
| Dedicated Emergency Response Command Vehicles or Trailers: | Equipped with communications, initial response equipment for four people, and sampling & monitoring equipment.  |
| Air Compressor(s):   | Must be industrial grade  |
| Boat(s):   | Small: 20' or smaller with 25 hp or larger motor. Must be transportable.  |
|  | Large: 20' or larger, but not longer than 26", with 50 hp or larger motor. Must be transportable.   |
|  | Other: Please list larger vessels as an attachment. Please also state if they are readily transportable.  |
| Containment Boom:  | Classification is based on ASTM F 1523 standards.   |
| Calm Water:  | Height between 6" & 24" with an M.T.T.S. of 1,500 lb. (M.T.T.S. is minimum total tensile strength.)   |
| Protected Water:   | Height between 18" & 42" with M.T.T.S. of 5,000 lb.   |
| Open Water:  | Height between 36" & 90" with M.T.T.S. of 10,000 lb.  |
| Mechanical recovery systems:                               | Vacuum Trucks - 80 barrel or less capacity.<br>Vacuum Trailers - greater than 80 barrel capacity.<br><br>Provide total barrels per day capacity for all owned and subcontracted vacuum units based on OPA '90 standards.  |
| Skimmer(s) with pumping and transfer capability:           | Provide total barrels per day capacity for all owned and subcontracted skimmer units based on OPA '90 standards.  |
| Temporary storage units:                                   | Provide type (tank, bladder, trailer, dracone, etc.) and its rated capacity in barrels.<br><br>Provide total barrels per day capacity for all owned and subcontracted temporary storage units based on OPA '90 standards. |

|   |   |
|---|---|
| Air Purifying Respirators:                  | Self explanatory  |
| Cascade Systems:                            | Self explanatory  |
| Combination meter (multi gas):              | LEL, O <sub>2</sub> , CO, H <sub>2</sub> S  |
| Combustible gas meter:                      | Single gas meter.   |
| Oxygen meter:                               | Single gas meter.   |
| Carbon Monoxide meter:                      | Single gas meter.   |
| Hydrogen Sulfide meter:                     | Single gas meter.   |
| Colormetric tube detector:                  | Sampling system   |
| Organic Vapor Analyzer                      | OVA   |
| Photo Ionization detector:                  | PID   |
| Flame Ionization Detector:                  | FID   |
| HAZ MAT Kit:                                | Hazardous material detection kit.   |
| Portable Radiation Survey meter (w/probes): | Three range meter with Geiger & pancake probes to detect 0-0.5, 0-5, 0-50 mR/hr.<br><br>Five range meter with Geiger & pancake probes to detect 0-0.2, 0-2, 0-20, 0-200 mR/hour, plus internal detector for gamma radiation @ 0-2000 mR/hour. |
| Fire Fighting Gear:                         | Approach garment / Turn Out Gear  |
| Foam Application Equipment:                 | 3% / 6% foam inductor<br>Low Expansion Foam Nozzle<br>High Expansion Foam Applicator  |

|                                |   |
|--------------------------------|---|
| Explosives Transport Unit:     | Self explanatory  |
| Corken Compressor:             | Self explanatory  |
| Specialty Vacuum               | Vacuum with HEPA filter   |
| Dedicated Decon Trailer:       | Self contained unit providing technical decontamination capabilities. |
| Decon capability package:      | Necessary equipment to perform technical decontamination.             |
| Mobile office trailer:         | Self explanatory  |
| Cylinder tapping device:       | List material of construction   |
| Drum crusher:                  | Hydraulic drum crushers   |
| Remote drum opener:            | Self explanatory  |
| Firefighting twin agent units: | Self explanatory  |
| Capping/Plug & Patch Kit:      | Specify Types: drums, chlorine, tank trailers, tank cars, etc.        |

**1.3.6 PERSONNEL TRAINING/SECURITY/MEDICAL**

This section provides an overview of the personnel capabilities available at this location. Please enter the number of personnel at this location who meet each of the following requirements.

**1.3.7 CONTACTS**

Please list the contact information for all pertinent employees at each separate office site. Some examples are Regional Manager, Emergency Response Manager, Project Manager, etc.

FOR ANY ADDITIONAL INFORMATION PLEASE CONTACT:

Corrine Salin  
HEPACO, Inc.  
2711 Burch Drive  
Charlotte, NC 28269  
(704) 598-9782  
(704) 598-7823 Fax  
csalin@hepaco.com