

CHAPTER XIV Hazardous Materials Management

SUBJECT 2: Right to Know Chemical Tracker Program

1402.01 Objective

- A. The Right to Know (RTK) Chemical Tracker Program is a database of all chemical storage at Cincinnati area businesses or occupancies that are required to file under the City's RTK ordinance. **If a company has not submitted the RTK information, that company will not be listed in this RTK Chemical Tracker Program.**
- B. The **RTK Chemical Tracker Program** has been developed to make information about chemical storage at respective Cincinnati businesses available to firefighters on the scene of emergencies and for pre-planning purposes.

1402.02 System Components

- A. CD ROM with **RTK Chemical Tracker Program**
- B. Windows 98 or a newer Windows program is mandatory to open this database.

1402.03 Background Information

- A. RTK is the law in Cincinnati. RTK information listed in a readily obtainable format can be an important tool at a fire involving hazardous materials.
- B. Approximately 250 businesses file 29 CFR 1900 Right to Know listings with the City of Cincinnati each year.
- C. The following information has been taken from the filings and is included in the **RTK Chemical Tracker Program**:
 - 1. Type of hazardous material
 - 2. Quantity in storage listed in pounds or gallons

3. **The location of the hazardous materials within the respective facility
4. Emergency contact information for the facility

**Not available for some listings.

D. The following are practical uses of the RTK information:

1. Pre-planning evacuation routes
2. Pre-planning Shelter in Place occupancies
3. Safety enhancement for emergency responders in the following ways:
 - a. Knowledge of pre-existing chemical hazards for a specific business
 - b. Pre-planning of specific resources necessary to deal with respective chemical hazards

E. Having this type of information in a readily accessible format could assist the City in obtaining grant funding to deal with specific chemical hazards.

F. Businesses required to file the RTK information must update the Fire Department with changes before April 1 of each year. The information will then be updated in the **RTK Chemical Tracker Program** and distributed on a CD ROM to fire companies and command staff on or before October 1 of the same year.

G. Presently, the **RTK Chemical Tracker Program** information requires 75.5 MB of computer memory, which will increase as the database is expanded.

1402.04 Procedure

A. The **RTK Chemical Tracker Program** CD ROM is set up as follows:

Screen 1: RTKCHEMICAL Icon

Screen 2: 'Read Only' message: (Click 'OK')

Screen 3: **RTK CHEMICAL TRACKER PROGRAM**
□ QUERY
□ EXIT

Screen 4: **RTK CHEMICAL TRACKER PROGRAM**

▢ QUERY by ADDRESS

***Use **DROP-DOWN list** or type in **street name** only (no numbers)

▢ QUERY by COMPANY

***Use **DROP-DOWN list** and select company

▢ CHEMICAL by CAS NO

***Limited use at this time; CAS number will list chemical name

▢ CHEMICAL by NAME

***Limited use at this time; Chemical name will list CAS number

▢ COMPANY INFO REPORT

***Lists company names, addresses, and emergency contact information

▢ RETURN TO PREVIOUS SCREEN

Note: Using **DROP-DOWN lists** for Query by Address and Query by Company Name will minimize operator errors when attempting to locate the information.

1402.05 Safety and Objectives

- A. Fire companies are encouraged to order businesses to comply with RTK during the course of normal fire inspections. **If a company has not submitted the RTK information, that company will not be listed in this RTK Chemical Tracker Program.** All questions regarding RTK should be directed to the Fire Department Environmental Crimes Unit (ECU).
- B. This information is **not** subject to Freedom of Information Act Requests. This information is sensitive to the security of the City of Cincinnati, and under no circumstances should be shared with the general public or the media. ALL requests for information in this database should be directed to the Fire Department ECU and Chemical-Biological-Radiological-Nuclear-Explosive (CBRNE) Response Planning Unit.

- C. The **RTK Chemical Tracker Program** CD ROM will be listed on the respective fire company or unit inventory. Replacement **RTK Chemical Tracker Program** CD ROMS may be obtained through the Fire Department ECU. If a **RTK Chemical Tracker Program** CD ROM is lost or stolen, it should be reported immediately to the Fire Department ECU. When the updated **RTK Chemical Tracker Program** CD ROMS are distributed each year, the old CD ROM will be destroyed by ECU.
- D. In the future, the **RTK Chemical Tracker Program** may be expanded for the purposes of listing additional chemical, biological, radiological or other special hazards that would not be covered by 29 CFR 1900. Any requests for special additions to the **RTK Chemical Tracker Program** should be directed to ECU.