**Annex XX:** **Supplemental Notification Guidance**

1. **BACKGROUND**

This annex to the Regional Contingency Plan (RCP) augments incident notifications and updates. Appropriate and timely notifications are critical functions to fulfil EPAs’ emergency response support missions.

This Annex is not intended to supersede legal or regulatory notification requirements, such as those found under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Clean Air Act (CAA), or Clean Water Act (CWA). Additionally, this annex is not intended to supplant existing plans, policies and procedures with respect to notification requirements.

1. **SITUATION**

Current EPA Region 4 practice utilizes a Telephone Duty On Scene Coordinator (OSC) to receive 24-hour phone call, electronic mail, and facsimile notifications of incidents impacting Region 4. The Telephone Duty OSC has the responsibility to document, evaluate, take action, and transmit notifications to potentially impacted parties, as deemed necessary based on the incident.

Two supplemental notification checklists for the Telephone Duty OSC are included in this Annex. One for primarily waterborne or overland contaminants and the other for airborne contaminants. There is an overlap in the two checklists and cases may exist where both could be utilized for a single incident. These checklists are not comprehensive listings of all phone numbers, email accounts and 24-hour warning points throughout Region 4 nor are they designed to result in multiple notifications to each single warning point. They are intended to augment existing communication protocols, enhance development of a common operating picture with potentially impacted jurisdictions and reinforce notifications with complimentary redundancies.