

**Program three prevention program: incident investigation.**

- (A) The owner or operator shall investigate each incident that resulted in, or could reasonably have resulted in a catastrophic release of a regulated substance.
- (B) An incident investigation shall be initiated as promptly as possible, but not later than forty-eight hours following the incident.
- (C) An incident investigation team shall be established and consist of at least one person knowledgeable of the process involved, including a contract employee if the incident involved work of the contractor, and other persons with appropriate knowledge and experience of the process involved to thoroughly investigate and analyze the incident.
- (D) A report shall be prepared at the conclusion of the investigation. The report shall include at a minimum:
  - (1) Date of incident;
  - (2) Date investigation began;
  - (3) A description of the incident;
  - (4) The factors that contributed to the incident; and,
  - (5) Any recommendations resulting from the investigation.
- (E) The owner or operator shall establish a system to promptly address and resolve the incident report findings and recommendations. Resolutions and corrective actions shall be documented.
- (F) The report shall be reviewed with all affected personnel whose job tasks are relevant to the incident findings, including contract employees where applicable.
- (G) Incident investigation reports shall be retained for five years.

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Certification

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Date

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