

## **OSC Report Request and Review SOP**

### Issue:

Developing a method by which the NRT will decide on which incidents it wishes to request an OSC report and how that request will be coordinated with the appropriate RRT.

1. The Response Committee will consider significant incidents during the regular monthly meeting to identify those potentially warranting an OSC report, based on the criteria in the "NRT Guidance on OSC Reports."
2. The Response Committee will inform the Co-Chairs of the RRT in whose region the incident occurred of the Committee's interest in the preparation of an OSC report. If the Co-Chairs object, the Response Committee will endeavor to resolve the concerns of the Co-Chairs and document such concerns in materials presented to the NRT as part of the written request for an OSC report.
3. The Response Committee will complete the attached OSC report request form and forward it to the Executive Secretariat for inclusion in the NRT's monthly mailing package for discussion at the following NRT meeting.
4. The NRT will discuss the request and, if approved, submit the request signed by the NRT Chair and Vice Chair to the appropriate RRT Co-Chairs requesting that an OSC report be prepared.
5. OSC reports are sent to the NRT Executive Secretariat for distribution to the appropriate NRT committee(s).

\* Includes Attachment (1 page)

**Attachment**

**Recommendation to Request an OSC Report:** \_\_\_\_\_

---

---

---

**Name of Incident/Brief Description:** \_\_\_\_\_

---

---

---

**Date of Incident:** \_\_\_\_\_

---

**Location:** \_\_\_\_\_

---

**Region:** \_\_\_\_\_

---

**Pollution Response Involved (check those that apply and provide specifics under "Additional Information"):**

<input type="checkbox"/>	An unusual challenge
<input type="checkbox"/>	A unique or complex issue (e.g., intergovernmental coordination, use of a new technology)
<input type="checkbox"/>	A precedential decision
<input type="checkbox"/>	A lesson learned that should be made known regionally or nationally
<input type="checkbox"/>	Other

**Additional Information:** \_\_\_\_\_

---

---

---

**RRT Co-Chairs' Comments:** \_\_\_\_\_

---

---

---