LIFE15 GIE/GR/000943

Chemicals Regulations Enforcement & Inspections –
Building Authority Capacity for REACH/CLP and
SEVESO III Compliance

Report on e-platform tools and services functions

Report an incident – user's manual

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Cheree Report an incident System – user's manual

The Cheree "Report an incident" System is an online platform that allows users to submit brief or detailed reports on **incidents involving chemicals**. Reports can be submitted either by creating an account in the system, or anonymously.

The public can browse through submitted reports, or search for specific reports through a provided search mechanism. Public users have access only to a subset of the information submitted in the report that contains general and non sensitive (e.g. personal) information. Administrative users have access to the full details of a report.

Each report is divided into 3 parts:

- incident profile, with general information on the nature of the incident and information on the reporting party

- short report, with a quick and easy to fill out form with general information on the type of the incident, the involved substances and the consequences of the incident

- full report, that provides an extensive list of information on all aspects of an incident.

Each part of the report can be filled out and finalized separately. The finalization of a report part marks this part as complete and ready to be published.

Report Submission

Any user can visit the online platform and start the process of submitting a report.

The user can optionally create an account allowing him to easily access all submitted reports or to continue the submission in separate, non continuous time periods.

Users can opt to submit a report anonymously. In this case, no information about the identity of the submitter is required (in contrast to submitting the report with an account, which needs the email address of the submitter). In case of an anonymously submitted report, a special access code is generated that allows the anonymous user to regain access to the report at a later time.

The initial step requires the user to choose the language in which free text is going to be filled out. After this step, the user is presented with an overview screen. Through this screen the user has access to the 3 parts of the report and can also mark the parts as finalized.

Cheree Incident Reporting

Language (EN) ▾   Login   Register   Contact

Your new report has been created and you can start to fill it out.
The special access code for this report is 96f90040-8506-11e9-bd66-11f9b13cc603 . **Please write down this code as you will not be able to gain access to your report without it**.   ✕

🏠 Edit report

Incident profile
📄 Edit profile   ✔ Finalize

Short report
📄 Edit short report   ✔ Finalize

Full report
📄 Occurrence ▾   📄 Consequences   📄 Response   ✔ Finalize

View the full report

Summary

Report type	Incident
Created	2019-06-02 10:18:16
Updated	2019-06-02 10:18:16
Profile created	
Profile updated	
Short report created	
Short report updated	
Full report created	
Full report updated	
Incident Profile status	Empty
Short status	Empty
Full status	Empty

A total of 11 forms are provided to be filled out by the user.

- incident profile: 1 form

- short report: 1 form

- full report:

> - occurrence section: 7 forms

> - consequences section: 1 form

> - response section: 1 form

The forms of the incident profile and the short report are deliberately brief in their nature to allow the user to quickly fill them out. The full report sections are very detailed. Some screenshots of the forms are provided in Appendix A.

Search functionality

End users are provided with an online form that allows for searching for reports having specific attributes. The basic search contains search parameters for the start and end date of the incident, the event type and the industry.

For more advanced searches, the form allows to add additional rules for all options of the report. Public users are limited to rules for attributes of the short report, whereas administration users can apply rules for attributes of the full report as well.

Public users can search and view only reports that have been finalized, whereas administration users can also view reports that have not been finalized yet.

The screenshot below shows the search form from the perspective of an administration user. One rule has been added, requiring that

Full report → Occurrence → Type of incident → Release → Main Occurrence Events → fluid release to water

is checked.

The next screenshot shows the dialog that allows to add a rule

Add new rule

Search

▷ Short report
▲ Full report
    ▷ Occurrence
    ▷ Consequences
    ▲ Response
        ▲ Emergency Measures: Emergency response a
            Internal systems - 7101 - management/org
            Internal systems - 7102 - drenching system
            Internal systems - 7103 - inerting systems
            Internal systems - 7104 - plant emergency
            Internal systems - 7105 - secondary contai
            Internal systems - 7106 - alarms/sirens sou

Full report ➜ Response ➜ Emergency Measures: Emergency response and remedial measures ➜ Internal systems - 7101 - management/organization review

○ is checked

◉ is not checked

Cancel   Add

Appendix A

Partial Screenshots of report submissions screens used by end users

Incident Profile

⌂ Edit incident profile

Report Identification

Report title *

☐ Confidential

Type of incident * ❓

☐ Incident within an establishment (site, storage facilities, loading /unloading station, warehouse etc.)
☐ Transportation Incident (transimmision/distribution including pipelines)
☐ Near Miss
☐ Other

Dates and Times

Start date and suspected start time of incident *

End date and suspected end time of incident *

Location / Site

Incident Location (Description) *

Country and region of incident ❓ *

☐ Andorra (AD)
☐ Albania (AL)
▷ ☐ Austria (AT)
☐ Bosnia and Herzegovina (BA)
▷ ☐ Belgium (BE)
▷ ☐ Bulgaria (BG)
☐ Belarus (BY)
☐ Switzerland (CH)

City *

ZIP

Address

Reporting party

Reporting party * ○ Authority/ Regulating Body ○ Company/ Client ○ Responsible for shipment ○ General Public/Third Party

First name   Last name   Telephone 1   Telephone 2

Short Report

Edit short report

Accident Types
☐ Release ☐ Water ☐ Fire ☐ Explosion ☐ Transport ☐ Other
Description

Substances Directly Involved
☐ Toxic ☐ EcoToxic ☐ Flammable ☐ Explosive ☐ Other
Description

Immediate Sources of Incident
☐ Storage ☐ Process ☐ Transfer ☐ Other
Description

Suspected Causes - 1
☐ Plant ☐ Human Factor ☐ Environmental ☐ Other
Description

Suspected Causes - 2
☐ Intentional Release ☐ Unintentional Release
Description

Suspected Causes - 3
☐ Equipment ☐ Human Factor ☐ Environmental ☐ 3rd Party
☐ Other
Description

Immediate Event Consequences
☐ Deaths ☐ Injuries ☐ EcoHarm ☐ Heritage Loss
☐ Material Loss ☐ Disruption ☐ Other
Description

Emergency Measures Taken
☐ On Site Systems ☐ External Services ☐ Shelter ☐ Evacuation
☐ Decontamination ☐ Restoration ☐ Other
Description

Immediate Lessons Learned
☐ Prevention ☐ Mitigation ☐ Other
Description

Submit   Cancel

Full Report → Occurrence → Type of incident

☗ Edit full report

Occurrence - Type of incident

[⤡ Collapse all] [⤢ Expand all]

▾ Release

▾ Fire

Fire Main Occurrence Events

☑ conflagration ❓

| Start | | 🗓 | | 🕑 |
| End | | 🗓 | | 🕑 |

☐ pool fire ❓
☐ jet flame ❓
☐ flash fire ❓
☐ fireball ❓
☐ not known / not applicable

Fire Initiating Events

☐ conflagration ❓
☐ pool fire ❓
☐ jet flame ❓
☐ flash fire ❓
☐ fireball ❓
☐ not known / not applicable

▾ Explosion

▾ Transport

▾ Other

☐ This is report is finalized. Please confirm that you want to save any changes you have made. In this case, the report status will be set to draft again.

[Submit] [Cancel]

Full Report → Occurrence → Dangerous Substances

Full Report → Consequences

Full Report → Response

⌂ Edit full report

Response

⚹ Collapse all **⚹ Expand all**

▾ Emergency response

▾ Emergency Measures: Emergency response and remedial measures

Emergency measures	Requested	Activated	Details
☐ Internal systems - 7101 - management/organization review			
☐ Internal systems - 7102 - drenching systems ❔			
☑ Internal systems - 7103 - inerting systems ❔	☐	☑	
☐ Internal systems - 7104 - plant emergency shut-down procedures			
☐ Internal systems - 7105 - secondary containment ❔			
☑ Internal systems - 7106 - alarms/sirens sounded	☐	☐	
☐ Internal systems - 7107 - internal emergency teams ❔			
☑ Internal systems - 7108 - firewater runoff control	☐	☐	
☐ Internal systems - 7109 - gas detection, quantification/dispersion prediction			
☐ Internal systems - 7110 - all-clear sounded			
☐ External systems - 7201 - external fire-fighting services			
☐ External systems - 7202 - external ambulance/victim-recovery services			
☐ External systems - 7203 - police intervention			
☐ External systems - 7204 - military intervention			
☐ External systems - 7205 - water authority/other external expert mobilization			
☐ External systems - 7206 - voluntary organisations mobilized			
☐ External systems - 7207 - crowd control			
☐ External systems - 7208 - traffic control			
☐ Sheltering - 7301 - public alerted directly by emergency services			
☐ Sheltering - 7302 - public alerted via media			
☐ Evacuation - 7401 - all or mostly by personal transport			
☐ Evacuation - 7402 - all or mostly by organized transports			
☐ Evacuation - 7403 - organized evacuation centres used			
☐ Evacuation - 7404 - returned to homes			
☐ Decontamination - 7501 - containing spread of substance			
☐ Decontamination - 7502 - substance neutralised			
☐ Decontamination - 7503 - water/crops/land, etc. declared out of use			
☐ Restoration - 7601 - contaminated area cleaned			