

## Spill Report Form

*For Official Use Only*

Report and document all environmental incidents (spills, unintentional discharge to air, water, or sewer, etc.).  
Complete and return to the Water Program Manager, Jan Patton (Ext. 7958).

Organization	Date of Incident	Time of Incident	Reported By (Print: Name, Org., Title, Phone)
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

### Incident Location and Circumstances (Complete additional information of Page 2)

Specific Location of Incident	Building No. or Designation	Supervisor at Time of Incident
<b>5.</b>	<b>6.</b>	<b>7.</b>
Area Affected  Immediate  Surrounding  Outside Property Boundary	Did Personal Injury Occur?  Describe Injury:	Did Property Damage Occur?  Describe Damage:
<b>8.</b>	<b>9.</b>	<b>10.</b>

### Material Involved

Name of Material	Chemical Composition	Quantity Released (Gals., lbs., etc.)	Physical Properties  Solid  Liquid  Gas
<b>11.</b>	<b>12.</b>	<b>13.</b>	<b>14.</b>
Did the release enter a sewer or discharge?  Identify sewer or discharge:		Did it reach the atmosphere?  Identify any stack(s) involved:	
<b>15.</b>		<b>16.</b>	
Was the release a violation of any known regulatory requirement?			
<b>17.</b>			

Describe how the incident occurred:
<b>18.</b>

## Spill Report Form (continued)

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Discuss the results of the incident (degree or amount of variation from permit conditions or regulations and other important considerations):

**19.**

What acts or failure to act and/or conditions contributed directly to the incident?

**20.**

What were/are the basic reasons for the acts or conditions listed above?

**21.**

What immediate corrective action was taken?

**22.**

What future action is necessary to prevent recurrence of the incident?

**23.**

Print Name/ Signature of Supervisor:

Date:

### This Space for 14 CES/CEIE Use Only

Received By Print Name / Signature:

Date:

Time:

Follow Up:

### **Instructions for Completing the Spill Report Form**

All environmental incidents (spills, unintentional discharges to air, water, or sewer, etc.) must be reported to the Fire Department by telephone immediately upon discovery.

This form is to be completed and returned to 14 CES/CEIE within 1 business day after the incident.

The supervisor will ensure each numbered block on the report includes an entry.

If an item does not apply in a given circumstance, please enter the symbol N/A.

Do not leave any of the blocks empty.

#### **Specific Instructions for each of the numbered blocks follows:**

1. Enter the name of the organization, if applicable, where the incident occurred.
2. Self-explanatory.
3. Enter the time the incident began.
4. Enter the appropriate information regarding person filling out report.
5. Enter information which allows others to pinpoint the location of the incident.
6. Enter the number or other designation of the building in which the incident occurred. If the incident occurred outside building, enter N/A.
7. Enter name of supervisor having control of area and/or involved personnel at time of incident.
8. Self-explanatory.
9. Indicate if any personnel were injured and describe all injuries.
10. Indicate if any property damage occurred and describe in as much detail as possible.
11. Enter the commonly used name of the material involved in the incident (paint, gasoline, sewage, etc.).
12. Enter the chemical name or composition of the material, if known. If not known, so indicate.
13. Enter the amount of material involved in the incident. If not known, please estimate and indicate that the entry is an estimate.
14. Self-explanatory.
15. Indicate if the material entered a sewer (sanitary or storm) or if it entered a stream, river, lake, or drain. If yes, please identify the appropriate sewer or water course.
16. Indicate if the material was released to the atmosphere (usually a gas or volatile liquid). If yes, please identify any smokestacks which may have been involved in the release.
17. Indicate if the release exceeded or violated any permit conditions or regulatory requirements. If you don't know, so indicate.
18. Self-explanatory.
19. Indicate how release exceeded or violated permit conditions or regulations.
20. – 23. Self-explanatory.