



Spill or Incident Reporting Form

Instructions: Complete this form for any spill or other incident involving a petroleum product, hazardous materials/waste or refrigerant. The information provided on this form is used when contacting Emergency Responders and making required regulatory reports. Refer to the Fact Sheet: *Responding to Spills and Releases* for more information.

Part A. Caller Information

Name of Reporter: _____ Name of Receiver: _____

Phone Number: _____ Phone Number: _____

- University Employee Contractor
- City Employee State Duty Officer
- Other: _____

Part B. Spill Information

Material Spilled¹: Petroleum Refrigerant Wastewater/Liquid Manure
 SARA Chemical Non-SARA Chemical Other/Emission _____

Location Spilled: Indoors, fully contained Outdoors, fully contained
 Indoors, not fully contained Outdoors, not fully contained

Discharge to: None Air Storm Sewer
 Ground Sanitary Sewer Surface Water _____

Specific Location of Spill²: _____
GIS Coordinates: X = _____
Y = _____

Duration of Spill³: Start Date/Time: _____ End Date/Time: _____ Volume of Spill (est): _____
 Gallons Pounds

Cause of Spill⁴: _____

Corrective Actions Plan⁵: _____

Part C. Notifications

	Name and Badge No/Ext No	Ticket No	Date/Time
State Duty Officer ⁶ :	_____	_____	_____
National Response Center ⁶ :	_____	_____	_____
Env Compliance Staff ⁶	_____	_____	_____
Campus EH&S ⁷	_____	_____	_____
Other ⁷	_____	_____	_____

¹ See <http://homer.ornl.gov/rq/> for a convenient online tool to determine SARA chemicals and RQs.
² Indicate the Campus Number, Building Number and Room Number or closest University asset (such as an electrical, sanitary, communications manhole), street intersections and directionals.
³ Indicate date and time of when spill began and ended. If exact start/stop date is not known, use the date University staff became aware of the spill start/stop.
⁴ Describe the situation, equipment involved, and other information/causative factors about how the spill occurred.
⁵ Describe corrective actions taken at the time of spill. DEHS staff to additionally describe any additional corrective actions needed, including time schedule for implementation, and additional reporting.
⁶ Immediate notification to the State Duty Officer is required for releases to the environment of more than 5 gallons of petroleum product, or any volume of other regulated substances. Immediate notification to the National Response Center is additionally required for releases exceeded the Reportable Quantity (RQ) for identified substances. **Consult with UHS Environmental Compliance staff for a determination on when regulatory notifications are required.**
⁷ Notify Campus DEHS and central DEHS staff. Notify CMR or Prime Contractor management if spill is at a construction site. Notify operational unit manager, lead principal investigator (PI) or Project Manager.