



OIL & HAZARDOUS SUBSTANCE SPILL NOTIFICATION FORM INSTRUCTIONS

PERSON REPORTING

Name of the person reporting the spill to ADEC.

PHONE NUMBER

Contact number of the person reporting the spill.

REPORTED HOW?

Phone – If you reported a spill during normal business hours.

Fax – If you reported a spill by faxing in the spill report form.

PERS – If you reported a spill after hours to 1-800-478-9300.
(Professional Emergency Resource Services)

DATE/TIME OF SPILL

Date and time of when the spill incident occurred.

DATE/TIME DISCOVERED

Date and time of when the spill was discovered.

DATE/TIME REPORTED

Date and time of when the spill incident was notified to ADEC.

LOCATION/ADDRESS

Spill incident location.

SUBSTANCE TYPE SPILLED

CR – Crude (Crude Oil)

EHS – Extremely Hazardous Substance (Aldrin, Ammonia<Chlorine, Formaldehyde, etc.)

HS – Hazardous Substance (Acid, Arsenic, Bases, Corrosion Inhibitor, Dioxin, Glycol, etc.)

NC – Non Crude Oil (Aviation Fuel, Bilge Oil, Diesel, Lube Oil, Hydraulic Oil, etc.)

PW – Process Water

UNK – Unknown

PRODUCT SPILLED

Name of the spilled product.

QUANTITY SPILLED

Amount released to the environment.

QUANTITY CONTAINED

Product contained that is recoverable. If 50 gallons of 100 gallon spilled was in a secondary containment (non permeable containment), you would write 50 gallons in this field. If 2 gallons of 5 gallons spill was contained using a boom, you would write 2 gallons in this field.

QUANTITY RECOVERED

Amount of free product that was recovered.

QUANTITY DISPOSED

Amount of free product that was recovered for disposal.

POTENTIAL RESPONSIBLE PARTY

Name/Business – Name of individual or business responsible for the spill incident.

Mailing Address – Mailing address for correspondence.

Contact Name/Number – Name and number of the person who will be the main point of contact for the spill incident.

PRP (POTENTIAL RESPONSIBLE PARTY) TYPE

Select from the list.

FACILITY TYPE

Select from the list.

SOURCE OF SPILL

Indicate where the spilled product came from.

SOURCE CLASSIFICATION

Select from the list.

CAUSE OF SPILL

Indicate what caused the spill incident.

CAUSE CLASSIFICATION

Select from the list.

CLEANUP ACTIONS

Describe action taken to cleanup the spill.

DISPOSAL METHOD AND LOCATION

State how the waste will be handled. If the contaminated items are shipped or taken to another facility, a copy of the waste manifest must be submitted to ADEC.

SURFACE AREA AFFECTED

Indicate the size of affected area (e.g. 20 x 20 ft).

SURFACE TYPE

Describe the surface that was impacted by the discharge (e.g. Wide Bay, asphalt, gravel, snow, etc.).