



## 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.

**Troopers** – If you reported a spill after hours to 1-800-478-9300.

### 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.).