



SPILL REPORTING GUIDE

USE THESE GUIDELINES TO ALERT THE CORRECT PERSONNEL, AUTHORITIES
AND AGENCIES ABOUT A SPILL AT YOUR FACILITY

Notify our onsite spill response team to begin cleanup

- Call our contracted response team (if applicable) Phone: _____

Make the following notifications:

- Local Emergency Response Agency Phone: _____
In many communities, this notification can be made by calling 9-1-1
- State Emergency Response Commission Phone: _____
In most states, this is a division of the state Emergency Management Agency
- National Response Center 1-800-424-8802
The NRC is staffed by US Coast Guard Personnel 24 hours a day

Phone operators at each of these agencies are likely to ask for the following information:

Date and time of the incident _____

Facility Location (address, latitude, longitude, township, county) _____

Name of individual reporting the incident _____

Telephone number _____

Type of material discharged _____

Estimate of the total quantity discharged (gallons) _____

The source of the discharge _____

Media being affected (air, water, land) _____

Actions being used to stop, remove or mitigate the effects of the discharge _____

Any damages or injuries caused by the discharge _____

Whether or not an evacuation will be needed _____

Names of individuals and or organizations that have been contacted (NRC, facility personnel, state agencies, county agencies, etc.) _____



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