

Appendix D

Incident Report Form

Incident Report Form

Instructions: This form is to be completed by the Emergency Coordinator to document spills/releases, fires, or explosions at the Facility.

1. Location of Incident: _____

2. Name of person reporting incident: _____ Phone #: _____

3. Time and date of call: _____

4. Weather conditions at time of release: _____

5. Brief description of incident: _____

6. Date and time incident was discovered: _____

7. Date and time incident began: _____

8. Date and time incident ended or is expected to end: _____

9. Name of petroleum product or hazardous material released or threatened to be released: _____

10. Cause of the release: _____

11. Quantity of hazardous material released (pounds or gallons): _____

12. Reportable Quantity (RQ) of material released: _____

13. Concentration of chemical involved: _____

14. Source of incident (e.g., tank truck, drum, tank, equipment, etc.): _____

15. Describe spill clean-up procedures / steps already taken in response to incident: _____

16. Personnel who discovered and/or participated in the spill remediation: _____

17. Equipment used during the clean-up: _____

Incident Report Form (cont'd)

18. Describe waste quantity and disposal method (e.g., transporter, TSD, etc.): _____

19. Potential environmental impacts and precautions to be taken (e.g., fire, etc.): _____

20. Environmental impacts (e.g., did spill reach floor/roof/storm drain, sump, sewer, soil, or surface water?): _____

21. Known or expected health risks (e.g., toxic fumes, etc.): _____

22. Unusual events, injuries, or agency inspections: _____

23. Person(s) responsible for release: _____

24. Local, State, and Federal Agencies notified and result: _____

25. MADEP Release Tracking Number (If Applicable): _____

26. Local Fire Departments Tracking Number (If Applicable): _____

27. National Response Center Tracking Number (If Applicable): _____

28. Name and telephone number of contact person for future information:

Name: _____ Phone #: _____