

ATTACHMENT F
Spill Incident Report

1. **FACILITY NAME:** _____
ADDRESS: _____
CITY or TOWN: _____
NEAREST HIGHWAY _____
or INTERSECTION: _____

2. **DATE AND TIME OF INCIDENT:** _____

3. **NAME AND TEL. NUMBER OF ON-SCENE CONTACT:** _____

4. **SEVERITY OF THE INCIDENT:**

a. Name of Spilled Material: _____

b. Total Amount Spilled: _____

c. Amount Recovered: _____

d. Fate of Recovered Materials (i.e., oil, water, soil, absorbents): _____

5. **SIGNIFICANT AREAS AFFECTED BY THE SPILL:** (Indicate location of any of the following affected areas, and estimate amount spilled in or on each area)

a. Building Area:

b. Surface Water:

c. Floor Drains:

d. Storm Drains:

e. Drainage Ditches:

f. Soil, Gravel or Lawn Surfaces:

6. **LOCAL TERRAIN CONDITIONS:** (Check off most appropriate description)

a. ___ Flat: (no significant slope)

b. ___ Somewhat Flat: (1-5% slope)

c. ___ Gently Rolling: (5-10% slope)

d. ___ Sharply Rolling: (10-20% slope)

e. ___ Steep: (>20% slope)

7. **WEATHER CONDITIONS:** (Check off most appropriate condition)

a. ___ Dry

b. ___ Fog or Drizzle

c. ___ Rain

d. ___ Snow

e. ___ Other

8. **CAUSE AND SOURCE OF INCIDENT:** (Check off most appropriate choice and attach a brief description of the problem)

a. ___ Equipment Failure

b. ___ Accident

c. ___ Human Error

d. ___ Other

9. **OFFICE NOTIFIED:** (Check off the offices which were notified and the name of the person who took the report over the telephone)

a. ___ National Spill Response Center
Name:

b. ___ State Emergency Management
Name:

c. ___ State DNR
Name:

d. ___ County
Name:

10. **Note any equipment repairs to prevent reoccurrence:** _____

ATTACHMENT G
Release Reporting Compliance Documentation Log

Immediate (Oral) Notification

| Agency | Phone Number | Time/Date Contacted | Incident No. | Person Contacted/Title | ERC Initials |
|---|---------------------|----------------------------|---------------------|-------------------------------|---------------------|
| Wisconsin Emergency Management | (608) 242-3232 | | | | |
| Environmental Protection Agency Region #5 | (312) 353-2318 | | | | |
| Wisconsin Department of Natural Resources | (608) 275-3299 | | | | |
| National Response Center | 1 (800) 424-8802 | | | | |

Follow-Up (Written) Notification

| Agency | Date Report Mailed | Incident No. | ERC Initials | Notes |
|---|---------------------------|---------------------|---------------------|--------------|
| Wisconsin Emergency Management Agency | | | | |
| Environmental Protection Agency Region #5 | | | | |
| National Response Center | | | | |