

Illicit Discharge Incident Report

Event Reporting Person:

Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Company Information:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Company Contact Information:

Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Discharge/Spill Information:

Material Discharged/Spilled: _____

Address of Discharge/Spill: _____

Location of Discharge/Spill: _____

Volume of Discharge/Spill: _____

Date of Event: _____ Time: _____ Duration: _____

Chemical Name: _____ CAS No.: _____

Note - Attach Material Safety Data Sheet(s)

Description of Discharge/Spill Incident:

Initial Response Action Taken:

Areas Affected: *(check all that apply)*

Soil Groundwater Storm Drain Off-Site Air
Wells Surface Water Sanitary Sewer Other: _____

Extent of Impact:

Reporting:

Agency	Telephone Number	Date Reported	Time Reported	Contact Name
EPA National (NRC)	800-424-8802			
ECY NW Region	425-649-7000			
City PW Dept	360-855-0771			
City Street Dept.	360-856-0151			
Wastewater Treatment Plant	360-856-1100			
Fire Department	911			
Police	911			
Other				
EPA Case Number:				
City Case Number:				

Instructions from Regulatory Agencies:

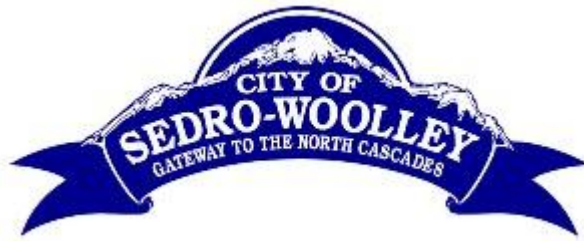
Health and Injury:

Follow-up Actions:

Summarize Actions Taken to Prevent a Reoccurrence:

Note: Submit completed report within five (5) days of the occurrence of the discharge/spill event. Attach additional sheets if needed.

Mail /Deliver Report To: Director, Public Works
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284



Immediate Response Procedures

The field crew should be prepared to take immediate action in the event of encountering one of the following situations:

- Individuals actively in the process of introducing possible illegal substances or materials to the storm drain system
- Very strong chemical odor emanating from storm drain system
- Presence of fumes or smoke emanating from storm drain system
- Visible significant stream of a controlled chemical or petroleum product flowing in storm system or downstream waters
- Large chemical plume in stream or river downstream of a City outfall
- Any condition that poses or could pose an immediate threat to property, human health or safety, or aquatic life.

The crew should take the following steps if one of the above situations is encountered:

- Ensure crew safety and the public by instructing people to stay clear of the area.
- Call 911 to report active illegal dumping or potential fire or significant chemical incident.
- Call the City's hotline at 360-855-0771 to report a possible illegal discharge.
- The following offices must all be called if an unauthorized discharge of oil or hazardous material such as a spill has occurred:
 - a. The National Response Center at 1-800-424-8802;
 - b. Washington Emergency Management Division at 1-800-OILS-911; and
 - c. Washington State Department of Ecology—Northwest Office at 1-425-649-7000.
- If a spill is encountered the following information should be recorded if possible:
 - a. Where is the spill?
 - b. What spilled?
 - c. How much spilled?
 - d. How concentrated is the spilled material?
 - e. Who spilled the material?
 - f. Is anyone cleaning up the spill?

- g. Are there resource damages (e.g. dead fish or oiled birds)?
- h. Who is reporting the spill?
- i. Your contact information?

- If possible isolate or contain visible chemical pollution in the effected waterbody with any materials that are accessible. For small discharges earth dams, absorbent pads, and containers may be useful to contain part of the illicit discharge.
- Take detailed notes and photos/video for subsequent investigation by City or other agencies.

At a minimum, follow-up work includes contacting the Washington State Department of Ecology—Northwest Office (see phone number above) to determine if any additional reporting or investigative actions are necessary.