

**UA Use:** Report all spills to the UAF Dispatch Center at 474-7721. Ask for assistance if needed. After reporting the spill, complete this form, provide a copy to your supervisor and fax copies to the UAF Dispatch Center (fax: 474-7377) and the System office of Risk Services (fax: 450-8151).

Contact Name: \_\_\_\_\_ Department: \_\_\_\_\_

Building/Room: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor Use:** Report all spills to the UAF Dispatch Center at 474-7721. Ask for assistance if needed. After reporting the spill, complete this form, provide a copy to the DDC Project Manager and fax copies to the UAF Dispatch Center (fax: 474-7377) and the System office of Risk Services (fax: 450-8151).

Project Location: \_\_\_\_\_ DDC Project Manager: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Potential Responsible Party:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

- Date and time of the discharge or release:
- Location of the discharge or release:
- Describe the surface area impacted by the spill or release ie., (asphalt, concrete, gravel, soil, water) and the size of the area impacted is approx. \_\_\_\_\_ sq. ft.
- Type and amount of oil or hazardous substance discharged or released:
- Factors that caused or contributed to the discharge or release:
- Description of the actions taken for containment and cleanup:
- Estimated amount of oil or hazardous substance recovered in cleanup:
- How are the cleanup materials currently contained and where are they stored?
- Proposed method and date for disposal:
- Comments or follow-up actions required:

## **UA Spill Reporting Requirements:**

**For hazardous substance spills, oil discharges to water or oil discharges greater than 55 gallons spilled to land, the potentially responsible party must immediately notify:**

- ADEC (451-2360)
- UAF Dispatch Center (474-7721)
- Department Supervisor
- Risk Services (450-8155)
- UAF EHS&RM (474-5487)

**For oil spills to land, in quantities less than 55 gallons, the potentially responsible party must immediately notify:**

- UAF Dispatch Center (474-7721)
- Risk Services (450-8155)
- UAF EHS&RM (474-5487)

In all cases, the potentially responsible party must complete the **Oil and Hazardous Substances Spill Reporting Form**. Please see the form for additional instructions.

*The Alaska Department of Environmental Conservation (ADEC) identifies the following notification requirements for spill reporting:*

**Hazardous substances** discharges must be reported as soon as the person has knowledge of the discharge.

**Oil discharges to water** must be reported immediately.

**Oil discharges to land:**

- Spills greater than 55 gallons must be reported immediately.
- Spills greater than 10 gallons but less than 55 gallons must be reported within 48 hours. ***Risk Services will assist the responsible party in reporting the spill.***
- Spills from 1 to 10 gallons are reported on a monthly log. ***The monthly spill log is compiled and reported by UAF EHS&RM.***
- Spills to secondary containment greater than 55 gallons must be reported within 48 hours. ***Risk Services will assist the responsible party in reporting the spill***

***For more information, please call Risk Services (450-8155). Never put yourself at risk to cleanup a hazardous substance spill. If you don't know, please don't go...***