

# SPILL OR INCIDENT REPORT FORM

Instructions: Complete for any type of petroleum product or hazardous materials/waste spill or incident. Provide a copy of this report to management.

**1. WSDOT Personnel Involved in Spill Reporting:**

Project/Construction Office: Name, Title, and Phone Number:

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Regional Environmental Office: Name, Title, and Phone Number:

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**2. Contractor:**

Name and Title of Person Responsible for Spill Response:

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Phone Number:

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**3. General Spill Information:**

Common Name of Spilled Substance:

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Quantity Spilled (Estimate):

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Describe Concentration of Material (Estimate):

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Date of Spill: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Spill Started: \_\_\_\_ AM \_\_\_\_ PM Time Spill Ended: \_\_\_\_ AM \_\_\_\_ PM

**4. Spill Location and Conditions:**

Project Title:

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Street Address and/or Milepost, City:

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Weather Conditions:

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If Spill to the Soil,

Type of soil (if known)

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On or within 0.25 miles or less to a stormwater feature, surface water body, a drinking water well or water recharge area? (if so, please identify well or recharge area)

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Describe Environmental Damage (i.e. vegetation, soils, etc).

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If Spill to Water,

Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to):

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Identify the Discharge Point:

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Estimate the Depth and Width of the Water Body:

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Estimate Flow Rate (i.e., slow, moderate, or fast): \_\_\_\_\_

Describe Environmental Damage (i.e., vegetation, fish kill,):

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## 5. Actions Taken:

To Contain Spill and/or Impact of Incident:

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To Cleanup Spill and/ or Recover from Incident:

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To Remove Cleanup Material:

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To Store Cleanup Material:

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To Document Disposal:

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To Prevent Reoccurrence:

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**6. Reporting the Spill:**

List all agencies contacted; include names, dates, and phone numbers for spoken with:

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Record ERTS #, if issued by Ecology: \_\_\_\_\_

**7. Person Responsible for Managing Termination/Closure of Incident or Spill:**

Name and Phone:

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Address and Fax:

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**8. Additional Notes/Information (if necessary)**

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