

University of Alaska Fairbanks
Oil and Hazardous Substances Spill Reporting Form

UAF 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 UAF EHS&RM (fax: 474-5489).

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 UAF EHS&RM (fax: 474-5489).

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 the cleanup materials currently contained and where are they stored?

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- ❑ Proposed method and date for disposal:

- ❑ Comments or follow-up actions required:

UAF 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
- ❑ UAF EHS&RM (474-5413)

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

- ❑ UAF Dispatch Center (474-7721)
- ❑ UAF EHS&RM (474-5413)

In all cases, the potentially responsible party must complete the **UAF 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. ***UAF EHS&RM 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. ***UAF EHS&RM will assist the responsible party in reporting the spill.***

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For more information, please call UAF Environmental Health, Safety, and Risk Management (474-5413). Never put yourself at risk to cleanup a hazardous substance spill. If you don't know, please don't go...