

# SPILL/RELEASE REPORT



## 1 - GENERAL INFORMATION

OERS No. \_\_\_\_\_

- a. Company/Individual Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_  
\_\_\_\_\_
- c. Company Contact Person: \_\_\_\_\_
- d. Phone Number(s): \_\_\_\_\_
- e. Specific on-site location of the release (and address if different from above):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a map of the site showing area(s) where the release occurred, any sample collection locations, location of roads/ditches/surface water bodies, etc.**

## 2 - RELEASE INFORMATION

- a. Date/Time Release started: \_\_\_\_\_ Date/Time stopped: \_\_\_\_\_
- b. Release was reported to (specify Date/Time/Name of Person contacted where applicable):
  - ODEQ \_\_\_\_\_
  - OERS \_\_\_\_\_
  - NRC \_\_\_\_\_
  - Other (describe): \_\_\_\_\_
- c. Person(s) reporting release: \_\_\_\_\_
- d. Name, quantity and physical state (gas, liquid, solid or semi-solid) of material(s) released:  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach copies of material safety data sheets (MSDS) or constituent profiles for released material(s).**

- e. The release affected:  Air  Groundwater  Surface Water  Soil  Sediment
- f. Name and distance to nearest surface water body(s), even if unaffected (include locations of creeks, streams, rivers and ditches that discharge to surface water on maps):  
\_\_\_\_\_  
\_\_\_\_\_  
Has the release reached the surface water identified above?:  Yes  No  
Could the release potentially reach the surface water identified above?  Yes  No  
Explain: \_\_\_\_\_  
\_\_\_\_\_
- g. Depth to nearest aquifer/groundwater: \_\_\_\_\_  
Is nearest aquifer/groundwater potable (drinkable)?  Yes  No  
Has the release reached the nearest aquifer/groundwater?  Yes  No  
Explain: \_\_\_\_\_  
\_\_\_\_\_



**4 - CLEANUP INFORMATION**

a. Was site cleanup performed?  Yes  No

If No, explain: \_\_\_\_\_  
\_\_\_\_\_

b. Who performed the site cleanup?

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Cleanup Supervisor: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

c. Has all contamination been removed from the site?  Yes  No

If No, explain: \_\_\_\_\_  
\_\_\_\_\_

d. Estimated volume of contaminated soil removed: \_\_\_\_\_

e. Estimated volume of contaminated soil left in place: \_\_\_\_\_

f. Was a hazardous waste determination made for cleanup materials?  Yes  No

g. Based on the determination, are the cleanup materials hazardous wastes?  
 Yes  No If Yes, list all waste codes: \_\_\_\_\_

h. Was contaminated soil or water disposed of at an off-site location?  Yes  No

**If yes, attach copies of receipts/manifests/etc., and provide the following information:**

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Facility Contact: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

i. Is contaminated soil or water being stored and/or treated on-site?  Yes  No

If yes, please describe the material(s), storage and/or treatment area, and methods utilized (attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

j. Describe cleanup activities including what actions were taken, dates and times actions were initiated and completed, volumes of contaminated materials that were removed, etc. (attach additional sheets or contractor reports if necessary or more convenient):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 - SAMPLING INFORMATION**

**Attach copies of all sample data and indicate locations of sample collection on maps.**

- a. Were samples of contaminated soil collected? \_\_\_Yes \_\_\_No \_\_\_N/A
- b. Were samples of contaminated water collected? \_\_\_Yes \_\_\_No \_\_\_N/A
- c. Were samples collected to show that all contamination had been removed?  
\_\_\_Yes \_\_\_No \_\_\_N/A
- d. Describe sampling activities, results and discuss rationale for sampling methods:

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**6 - ADDITIONAL INFORMATION**

- a. Provide a description or plan outlining the list of actions to be taken to prevent future releases from occurring.

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**7 - SPILL REPORT CHECKLIST**

**To ensure that you have gathered all the information requested by the Department in this Spill/Release Report, please complete the following checklist:**

- \_\_\_ Map(s), pre and post cleanup photos of the site showing buildings, roads, surface water bodies, ditches, waterways, point of the release, extent of contamination, areas of excavation and sample collection locations attached.
- \_\_\_ Material Safety Data Sheet (MSDS), or constituent profiles for released material(s) attached. **Note: an MSDS is not required for motor fuels.**
- \_\_\_ Sampling data/analytical results attached.
- \_\_\_ Receipts/manifests (if any) for disposal of cleanup materials attached.
- \_\_\_ Contractor reports (if any) attached.

If you would like to submit your report by e-mail it can be submitted electronically to:  
[DOSPILLS@deq.state.or.us](mailto:DOSPILLS@deq.state.or.us)