

# SPILL REPORTING REQUIREMENTS

## Why be concerned about spills?

Hazardous ingredients, products, or wastes can be accidentally spilled or otherwise released into the environment. These materials may be a liquid, solid, or gas. If a spill occurs, it may contaminate the soil, groundwater, surface water, or air. It may also put you, your employees, or the public, at risk. Although the word “spill” is used throughout this handout, the term “release” is often used in the regulations in place of “spill.” In addition, be aware that the various regulations define the terms “hazardous” or “regulated” substances differently. Depending on your situation, you may have legal requirements regarding spill prevention, reporting, and response. Refer to the regulations for the definition of what is a regulated substance under that law and what constitutes a release.

## What are the regulations involving spills?

The requirements that apply depend on what materials were spilled, where the spill occurred, and how much was spilled. You will need to refer to the specific regulations when meeting a particular requirement. Spills may have to be reported under one or more different state, federal, and local environmental regulations.

In Michigan, several divisions of the Department of Environmental Quality (DEQ) are responsible to ensure that spills are reported and responded to as required under various parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451), and their applicable Administrative Rules along with other laws. The regulations and the DEQ divisions responsible for administering those regulations are listed below:

- **Part 31 Water Resources Protection** (prohibiting releases into surface water or groundwater; reporting spills; and implementing pollution incident prevention plans [PIPP] — Surface Water Quality and Waste Management Divisions)
- **Part 55 Air Pollution Control** (air emissions exceeding permissible amounts — Air Quality Division)
- **Part 111 Hazardous Waste Management** (hazardous waste releases — Waste Management Division)
- **Part 121 Liquid Industrial Wastes** (liquid industrial waste releases; prohibiting disposal into soils, water, drains, or sewers — Waste Management Division)
- **Part 201 Environmental Response** (reporting spills and conducting cleanup if contamination does not involve regulated underground tanks — Environmental Response Division)
- **Part 211 Underground Storage Tank Regulations** (storing in regulated underground storage tanks — Underground Storage Tank Division)
- **Part 213 Leaking Underground Storage Tanks** (reporting spills and conducting cleanups if contamination occurs from regulated underground tanks — Underground Storage Tank Division)
- **1941 PA 207, as amended, Fire Prevention Code** (storing in regulated aboveground storage tanks — Underground Storage Tank Division. This Aboveground Storage Tank Program was transferred to DEQ from the Michigan State Police Fire Marshal Division on October 1, 1997.)
- **SARA Title III (a.k.a. EPCRA)** (reporting of releases exceeding threshold reportable quantities — Environmental Assistance Division)
- **1978 PA 368, as amended, Public Health Code** (reporting excessive radiation exposures or releases of radioactive materials — Drinking Water and Radiological Protection Division)

In addition to the DEQ regulations, you may also have to meet other agency requirements that include, but are not limited to:

- **Michigan Department of Agriculture** [Parts 87 and 201 of Act 451 addressing pesticide, fertilizer, and manure spills]
- **US Environmental Protection Agency** (US EPA) [Clean Water Act – 40 CFR Parts 110, 112, and 311 including the Spill Prevention, Control and Countermeasures (SPCC) requirements; Resource Conservation and Recovery Act (RCRA) 40 CFR Part 280 Subtitle I for UST requirements, and Parts 260-299 for hazardous waste requirements; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) 40 CFR 302; Oil Pollution Act (OPA) 40 CFR Part 300; and Toxic Substances Control Act (TSCA) 40 CFR Part 761 regarding polychlorinated biphenyls (PCBs)]
- **US Department of Transportation** [49 CFR Parts 100-199 regarding containers, vehicles, etc.]

Check with your local authorities to see if they also have any spill reporting and response requirements.

Many of the DEQ regulations can be downloaded from the Internet at [www.deq.state.mi.us](http://www.deq.state.mi.us). Access files from the home page of the division which has oversight of those regulations. Federal environmental regulations are available at [www.cfrs.nvi.net](http://www.cfrs.nvi.net). Contact the other agencies regarding their regulations. Reliance on information from this document is not usable as a defense in any enforcement action or litigation. Refer to the regulations or discuss your requirements with the regulating agency.

There are other regulations regarding spills that have not been discussed in this document. Emergency prevention and response plans may be required (see summary table on page 7). You will need to identify your spill reporting process in the plan. There are also requirements regarding material storage to reduce the number and severity of accidents and spills from occurring. While these regulations may not apply to all businesses, DEQ recommends that you prepare for emergencies to minimize your liability, as well as to protect the environment and your workers.

### What are reportable quantities?

Each regulation specifies a spill or release amount that triggers reporting requirements. Releases that must be reported to the DEQ include, but are not limited to:

- All spills that reach surface water or groundwater in any amount<sup>1</sup>;
- All spills, leaks, and overfills from a regulated underground storage tank system;
- Spills onto the ground in reportable quantities, as described below; and
- Air emissions exceeding permissible amounts.

Reportable quantities for spills onto the ground depend on site conditions, such as the type of soil and depth to groundwater, and type of material spilled. If the quantity spilled is not

enough to seep into the groundwater but meets the reporting requirements in the 1989 federal CERCLA list of hazardous substances, it must be reported within 24 hours. This 1989 list of reportable quantities is available from the DEQ Environmental Response Division by calling 517-373-4800. Know the reportable quantity amounts for the materials you handle at your facility, including the allowable air emissions. Material safety data sheets can help identify hazardous compounds.

Federal and local agencies may have different reportable quantities. Refer to the List of Lists for the federal reportable quantities. This document is available from the DEQ Environmental Assistance Division SARA Title III office at 517-373-8481 or US EPA. Contact local agencies for their spill reporting requirements. If you are unsure of the requirements, discuss your situation with the regulating agency (see pages 7 and 8 for a summary of those agencies).

<sup>1</sup> The Part 5 Rules promulgated under Part 31 of Act 451 may be revised to specify reportable quantities. Check the regulations or discuss rules with DEQ staff for current status.

## How are spills reported?

The specific requirements depend on the regulations that apply to your business. Report spills to the DEQ division or other agency with the most urgent requirement first. If there is an immediate danger of fire or threat to the public, contact the fire department and the local or State Police before you contact DEQ. It is recommended that **you report spills during office hours to the District Office** responsible for the county where the spill occurred when notifying the DEQ (see District Office map). If you report a spill after office hours, call the **Pollution Emergency Alerting System (PEAS) 24-hour Hotline at 800-292-4706 (if calling from out-of-state, dial 517-373-7660)**. You may also call the PEAS Hotline instead of calling the District Office. If the spill involves a regulated **underground storage tank, call 800-MICH-UST (if calling from out-of-state, dial 517-373-8168) or FAX a report to 517-335-2245.**

Besides notifying DEQ, you may be required to **contact other local, state, and federal agencies**. This could include the local fire department, Michigan State Police, US Coast Guard – National Response Center, and the US EPA. **If the spill involves pesticides, fertilizers, or manure, call the Michigan Department of Agriculture at 800-405-0101. It is your responsibility to notify all the appropriate agencies.**

A generic reporting form is available to help you organize information that must be reported. A master copy is provided after the reporting requirements summary. Make a copy of it and then identify what you must report and fill out as much information as you can in advance. Then if an emergency occurs, you or your employees will only have to complete the emergency related categories.

## What must be reported?

Following is a summary of what must be reported under some of the regulations. It is organized by the type of substance released. Review the specific regulations or discuss your requirements with the appropriate agency before an emergency occurs.

### If reporting spills involving materials exceeding the reportable quantities identified by Part 201, or spills of any amount of materials listed on the critical materials register, salt, or any kind or form of oils, including gasoline [Required under Parts 31 and 201 of Act 451]

Have the following information ready when reporting any spill to the PEAS Hotline at 800-292-4706.

- Name, address, and telephone number of the person reporting the incident. (If someone is filing a complaint, they may remain anonymous.);
- Name, address, and telephone number of business or spill location;
- ✓ Date, time, and whether or not a body of water was involved;
- Location of the incident, including city, county, township;
- Description of the incident; and
- Name and quantity of the material(s) released.

Submit a written report within 10 days after the spill, if the spilled material was regulated under Part 31 of Act 451. This report needs to outline the cause of the spill, its discovery, and the procedures taken to remove the spilled material from the waters of the state. Submit this report to the District Supervisors for both the DEQ Waste Management and Surface Water Quality Divisions responsible for the area where the spill occurred.

### If reporting spills involving hazardous waste [Required under Part 111 of Act 451]

Specific requirements depend whether the spill occurs at a treatment, storage, and disposal facility, or by a transporter, or at a generator site. Treatment, storage, and disposal facilities have specific reporting requirements identified in their licenses. The facilities must immediately report spills to the Waste Management Division Chief during regular business hours. Generators and transporters are not required to report all spills involving hazardous waste under Part III, but the spill may need to be reported under other regulations. Immediately report hazardous waste spills to the PEAS Hotline at 800-292-4706 under the following conditions:

- If a fire, explosion, or release of hazardous waste occurs that could threaten human health or the environment, or
- If the hazardous waste spill has reached surface water or groundwater.

If the release could threaten human health outside the facility, and for spills that have reached the surface water, also notify the National Response Center at 800-424-8802.

Whoever calls in the emergency for **hazardous waste generators** will need to provide the following:

- ✓ Name and telephone number of the person reporting the incident;
- ✓ Name, address, telephone number, and US EPA Identification Number of the business;
- ✓ Date, time, and type of incident;
- ✓ Name and quantity of the material(s) involved and released;
- ✓ Extent of injuries, if any;
- ✓ Estimated quantity and disposition of recovered materials that resulted from the incident, if any;
- ✓ An assessment of actual or potential hazards to human health or the environment; and
- ✓ Immediate response actions taken.

**Large quantity generators must submit a written report** within 15 days after the spill to the DEQ Director only if the contingency plan had to be implemented. This written report must include:

- ✓ Name, address, and telephone number of the owner or operator;
- ✓ Name, address, and telephone number of the facility;
- ✓ Date, time, and type of incident (e.g., fire, explosion);
- ✓ Name and quantity of material(s) involved;
- ✓ The extent of injuries, if any;
- ✓ An assessment of actual or potential hazards to human health or the environment, where applicable; and
- ✓ Estimated quantity and disposal of any recovered materials.

Although it is not required, it is recommended that generators also send a report copy to the DEQ Waste Management Division District Office.

Whoever calls in the emergency for **hazardous waste transporters** will need to provide the following:

- ✓ Name and telephone number of the person reporting the incident;
- ✓ Name and address of carrier;
- ✓ Date, time, and location of the incident;
- ✓ Extent of injuries, if any;
- ✓ Classification, name, and quantity of the hazardous waste involved;
- ✓ Identification of whether a continuing danger to life exists at the scene.

Hazardous waste transporters must submit a written report as required under the US Department of Transportation (US DOT) requirements. Call US DOT at 517-377-1 866 to discuss that agency's regulations.

**If reporting spills involving liquid industrial waste [Required under Part 121 of Act 451]**

Immediately report any spills that could threaten public health, safety, and welfare, or the environment,

and any spills that have reached surface water or groundwater to the PEAS and local authorities. This Part does not apply to activities regulated under Part 615 of Act 451 (see "If reporting spills involving oil or gas fields"). Liquid industrial waste means brine, by-product, industrial wastewater, leachate, off-specification commercial chemical product, sludge, sanitary sewer clean-out residue, storm sewer clean-out residue, grease trap clean-out residue, spill residue, used oil, or other liquid waste not regulated by other laws.

Whoever calls in the emergency will need to provide the following information:

- ✓ Name and telephone number of the person reporting the incident;
- ✓ Name, address, telephone number, and the US EPA Identification Number of the business;
- ✓ Date, time, and type of incident;
- ✓ Name and quantity of the material(s) involved and released;
- ✓ Extent of injuries, if any;
- ✓ Estimated quantity and disposition of recovered materials that resulted from the incident, if any;
- ✓ An assessment of actual or potential hazards to human health or the environment; and
- ✓ Immediate response actions taken.

A written report must be prepared and maintained on-site documenting the incident. Include the above information and any supporting analytical data. You may have to submit the report to the DEQ upon request.

**If reporting spills involving regulated underground storage tanks [Required under Parts 211 and 213 of Act 451 and 40 CFR Part 280 Subtitle I]**

Report a suspected or confirmed release of any amount to the DEQ Underground Storage Tank Division within 24 hours. Include the following:

- ✓ Name of person reporting the release;
- ✓ Date and time release was discovered;
- ✓ Date and time release was reported;
- ✓ Location of the release, including facility name, address, county, and township;
- ✓ Name of owner or operator, mailing address, and telephone number;
- ✓ Name of contact person and telephone number; and
- ✓ Release information including type of tank construction, tank capacity, substance released, and the site condition which indicated a release occurred.

You may want to use the Underground Storage Tank Division form EQP 3826 to meet this reporting requirement, but it is not mandatory. A follow-up written report is required.

**If reporting spills involving oil or gas fields  
[Required under Part 616 of Act 451]**

Immediately report loss or spills involving waste or products, crude oil, brine, or chemicals used with oil and gas exploration at a drilling or production well, refinery, or transportation facility to the Geological Survey Division District Office or PEAS Hotline at 800-292-4706. Also report tanks struck by lightning or situations, including serious accidents, that may cause a fire or pollution hazard. Include the following:

- ✓ Name of person reporting the incident;
- ✓ Name of company;
- ✓ Date and time of loss or spill and when discovered;
- ✓ Date and time cleanup commenced;
- ✓ Location including well name, county, township, tier, range, section, and fractions;
- ✓ Material spilled and volume;
- ✓ Volume recovered;
- ✓ Cleanup or recovery measures taken;
- ✓ Cause of loss;
- ✓ Identify if loss involved surface or groundwater.

Submit written report on form PR-7233 to the DEQ Geological Survey Division District Office within 10 days of discovery of loss.

**If reporting other oil related spills [Required under federal Clean Water Act under the SPCC regulations and the Oil Pollution Act]**

Immediately report spills as required by 40 CFR 110 to the National Response Center at 800-424-8802. Section 1.3.1 of 40 CFR 112 includes a checklist of information that must be reported. Contact the SPCC Information Hotline at 800-424-9346 for an SPCC packet that describes this regulation.

It is also required under Parts 31, 201, 211, and 213 of Act 451 (see other oil categories in this section).

**If reporting excessive air emissions [Required under Rule 912 of Part 55 of Act 451]**

Any abnormal condition, start-up, shutdown, or malfunction that results in air emissions exceeding permissible levels of a hazardous air pollutant for more than 1 hour, or any air contaminant for more than 2 hours, must be reported as soon as reasonably possible, but no later than two business days, to the DEQ Air Quality Division District Office. You may submit the notice by e-mail, FAX, or calling in the report.

Written reports are also required if the excessive emission occurs longer than 2 hours. Submit written reports to the DEQ Air Quality Division within 10 days after start-up or shutdown or corrective action taken, or within 30 days of discovery of the abnormal

conditions, whichever is first. Include the following in the report:

- ✓ Name and address of company;
- ✓ Time and date of the emission and how long it occurred;
- ✓ Identification of equipment involved;
- ✓ Description of compound and estimate of quantity or magnitude of emission exceeding the limits;
- ✓ Measures taken and practices followed to minimize emissions; and
- ✓ Summary of actions and time taken to correct the situation and prevent reoccurrence.
- ✓ Certification by a responsible official of the truth, accuracy, and completeness of the report.

**If reporting chemical releases under Section 304 of EPCRA [Required under federal SARA Title III]**

Reporting is required if your facility accidentally releases a chemical which:

- Is on either of two lists — the Extremely Hazardous Substances or CERCLA lists;
- Exceeds the corresponding reportable quantity; and
- Has the potential for off-site exposure.

Immediately notify the following agencies within 15 minutes of detecting the release:

- National Response Center at 800-424-8802;
- The State Emergency Response Commission by reporting your release to the PEAS Hotline at 800-292-4706; and your
- County Emergency Services for Local Emergency Planning Committee. If you need a listing for your local emergency planning committee, contact the SARA Title III Office of the DEQ Environmental Assistance Division.

Information you are required to report includes:

- ✓ Name and telephone number of contact person;
- ✓ Name of chemicals and estimated amount spilled;
- ✓ Indication whether the spill involves an extremely hazardous substance;
- ✓ Time and duration of the spill;
- ✓ Whether the spill occurred into the water, onto land, or into the air;
- ✓ Any known or anticipated health risks associated with the emergency and, where necessary, advice regarding medical attention for exposed individuals; and
- ✓ Proper precautions taken, such as evacuation or sheltering in place.

You must also provide a written follow-up report of the incident to the State Emergency Response Commission by sending it to the DEQ SARA Title III

Office and your Local Emergency Planning Committee. The report must include the above information plus the actions taken to respond to and contain the release.

**If reporting spills under CERCLA [Required under federal CERCLA Section 103(a)]**

Immediately report spills when the reportable quantity is reached or exceeded for materials listed in 40 CFR 302. See SARA reporting summary for who to contact and what information must be reported. Call 8005350202 for more information about CERCLA requirements.

**If reporting agricultural related spills [Rewired under Part 201 of Act 451]**

Report the following for fertilizers, pesticides, and manure spills to the Agriculture Pollution Emergency Hotline at 800-405-0101:

Name of person reporting spill and telephone number;

- ✓ Identify what spilled;
- ✓ Location of spill, including county and township; and
- ✓ If the spill reached surface water or groundwater.

Michigan Department of Agriculture staff will be back in contact with you for additional information and to provide technical assistance. A written follow-up report may be required.

**What must be done besides reporting a spill?**

Be ready to immediately respond to any spill or release and clean it up, even if you are not required to report it! Implement your response plan. Persons responding to the spill must be trained and wearing appropriate safety equipment. Contact the Department of Consumer and Industry Services at 517-322-1809 for further information on the Michigan Occupational Safety and Health Act (MIOSHA) requirements. This includes personal protection equipment and Hazardous Waste Operations and Emergency Response (HAZWOPER) training. All response actions should address the following:

1. Immediately take necessary actions to protect the health and safety of those in the area. For example, evacuate the area if required. If safe to do so, shut off the valve or equipment involved in the spill.
2. Quickly contain the spill to prevent the spread of contamination. Have absorbent granular clay (like cat litter), powders, pads, booms, or portable dikes or other blocking devices available. Whatever material is used to respond to the spill must be compatible with the spilled substance. Keep the response materials near the areas most likely to have spills occur.
3. Clean up the contamination to help prevent further damage. There are many different types of cleanup treatments available. The best one for your site will depend on the size and severity of the spill and the property conditions. Discuss options with DEQ staff or an experienced cleanup contractor. Contact your professional organizations or check the yellow pages in your telephone directory under the headings "Environmental and Ecological Services" or "Waste Reduction, Disposal, and Recycling Services" for companies offering services in your area.
  - ✓ Develop a Remedial Action Plan, if required.
  - ✓ Store used absorbents in closed and labeled containers. The container must be compatible with the chemicals and absorbents stored in them.
  - ✓ Properly dispose of the contaminated material. If no free liquids are present and it is not hazardous waste, the material can be sent to a solid waste landfill (Type II landfill) for disposal. If the materials are characterized as hazardous waste, handle the waste according to Part 111 of Act 451. Petroleum-contaminated soil will often test as nonhazardous and be acceptable in a solid waste landfill. Check with the landfill to determine if they will accept it. Discuss disposal requirements with the DEQ Waste Management Division District Office staff. For larger quantities of soil, it may be more feasible to either treat the soil in place or dig it up for treatment on-site and then return it to the excavation if it is not regulated as hazardous waste. Discuss treatment options with staff of the regulating division at the DEQ District Office (see DEQ District Office map).

## SUMMARY OF EMERGENCY PLANNING REQUIREMENTS

PLAN	GOVERNING AGENCY [Regulatory Citation]	WHO NEEDS TO COMPLETE
Pollution Incident Prevention Plan (PIPP)	Dept. of Environmental Quality Waste Management Division [Part 31 of Act 451]	Facilities storing polluting materials listed in the Critical Materials Register, salt, or 40,000 gallons of oil (oil means of any kind or form including: oil refuse, petroleum, gasoline, fuel oil, grease, and sludge)
Contingency Plan for Waste	Dept. of Environmental Quality Waste Management Division [Part 111 of Act 451]	Large Quantity and Small Quantity Hazardous Generators; and Treatment, Storage, and Disposal Facilities
Risk Management Plan	US Environmental Protection Agency [Clean Air Act Amendment Section 112f]	Stationary sources with processes exceeding threshold quantities of regulated substances
Spill Incident Prevention Plan (SI PP)	Dept. of Environmental Quality Land & Water Management Division [Part 301 of Act 451]	Marinas with refueling stations
Emergency Action Plan	Dept. of Consumer & Industry Services [MIOSHA <sup>1</sup> ]	Any facility that stores or handles hazardous substances as defined by MIOSHA
Emergency Response Plan	Dept. of Consumer & Industry Services [MIOSHA]	Facilities where employees respond to emergencies
Firefighter Right-to-Know	Local Fire Department State Police Fire Marshal Division [1941 PA 207]	Any facility that uses or produces hazardous materials as defined by fire regulations
EPCRA <sup>3</sup> Emergency Plan	Michigan State Police, Emergency Management Division for the State Emergency Response Commission, and Local Emergency Planning Committee [SARA <sup>2</sup> a.k.a. EPCRA]	Facilities using chemicals on the Extremely Hazardous Substances list or covered by the Hazard Communication Standard and that stores OSHA-regulated substances above the US EPA established thresholds.
Spill Prevention, Control, and Countermeasures (SPCC) Plan	US Environmental Protection Agency [40 CFR 112]	Facilities with storage capacities for oil or oil products exceeding the following: aboveground storage tank of 660 gallons, total aboveground storage capability of 1,320 gallons, or underground capability of 42,000 gallons.
Discharge Response Plan	Dept. of Agriculture [Part 83 of Act 451]	Bulk storage of pesticides (> 55 gallons in one container)

Review the regulations or contact the regulating agency for more information about these plan requirements. There may be additional emergency planning requirements that have not been summarized on this page.

<sup>1</sup> MIOSHA Michigan Occupational Safety and Health Act

<sup>2</sup> SARA Superfund Amendments and Reauthorization Act

<sup>3</sup> EPCRA Emergency Planning and Community Right-to-Know Act

## SUMMARY OF MICHIGAN'S SPILL REPORTING REQUIREMENTS

**Agricultural pesticide, fertilizer, & manure:** Report spills to Agriculture Pollution Emergency Hotline at 800-405-0101. If it involves navigable waters, also call the National Response Center. Written follow-up report may be required.

**Air Emissions:** Report emissions of hazardous air pollutants exceeding permissible amounts for longer than 1 hour, or any air contaminants exceeding permissible amounts for longer than 2 hours, to the DEQ Air Quality Division District Office as soon as reasonably possible, but no later than 2 business days. Written follow-up report is required.

**Fire Danger:** Report spills immediately to the local fire department.

**Discharges to a Municipal Sewer System:** Immediately notify the local wastewater treatment authority.

**Hazardous Waste:** Reporting under Part 111 depends on facility/generator status. Most spills requiring reporting must be called in to PEAS. Written follow-up report may be required. May also have reporting requirements under CERCLA.

**Listed Material Under CERCLA:** Report spills immediately to the National Response Center, PEAS, and Local Emergency Planning Committee. Written follow-up report required.

**Listed Material Under SARA Title III, Section 304:** Report spills immediately to the State Emergency Response Commission by calling PEAS, Local Emergency Planning Committee, and the National Response Center. Written follow-up report required.

**Nuclear Power Plant:** Contact State Police Emergency Management Division at 517-336-6100.

**Oil or Gas Field:** Report loss to DEQ Geological Survey Division or PEAS. Written follow-up report required.

**PCBs:** Report spills of one pound or more to the National Response Center. Direct questions to US EPA Region V, Toxic Program Section, at 312-886-6003.

**Radioactive Material/Radiation Source:** Report excessive radiation exposure or release of radioactive materials, or any theft or loss of a radiation source. Review Act 368 of 1978 rules R 325.5246, 5247, and 5250 for reporting requirements. Written report may be required. Direct questions to DEQ Drinking Water and Radiological Protection Division at 517-335-8204.

**Regulated Substance spilled onto Ground or reached Groundwater:** Report spills of reportable quantities onto the ground within 24 hours to DEQ Environmental Response Division District Office or PEAS. Report all spills reaching groundwater immediately. Written follow-up may be required.

**Surface Water:** Report all spills immediately to DEQ Surface Water Quality Division District Office or PEAS. If the spill is into navigable waters, also report to the National Response Center. Written follow-up required.

**Threat to Public Health (e.g., spills, fires, explosions):** Report emergency incidents immediately to the local State Police post or call 517-336-6605. If the spill involves hazardous materials, you also need to report it immediately to the NRC. The Dept. of Consumer and Industry Services may need to be notified depending on workplace situation. Call 517-335-8250 for information.

**Underground Storage Tanks:** Report releases from regulated systems within 24 hours to DEQ Underground Storage Tank Division. Call 800-MICH-UST (800-642-4878) if within state (517-373-8168 if out of state) or FAX 517-335-2245. Written follow-up report required.

**IF IN DOUBT WHETHER OR NOT YOU NEED TO REPORT A SPILL, ERR ON THE SIDE OF SAFETY AND REPORT IT TO PEAS AND NRC.** Make sure you have all the telephone numbers of the agencies you need to notify posted in appropriate locations and your employees know where that information is located.

**NRC (National Response Center) 800-424-8802**

**PEAS (Pollution Emergency Alerting System) 800-292-4706**

**Leaking UST Hotline 800-MICH-UST BOO-642-4878)**

**Agriculture Pollution Emergency Hotline 800-405-0101**

**ChemTrec Hotline (for assistance with transportation incidents) 800-424-9300**

### OTHER ISSUES:

**Agricultural odor complaints:** Call Department of Agriculture Right to Farm at 517-241-0236

**Illegal dumping/open dumps:** Call DEQ Environmental Response Division District Office

**Home Septic Systems or systems with discharges of less than 10,000 gallons/day:** Call County Health Department

**Residential well concerns:** Call County Health Department





SPILL OR RELEASE REPORT

NOTE: Some regulations require a specific form to use and procedures to follow when reporting a spill or release. Those forms and procedures MUST be used and followed if reporting under that authority. The purpose of this "Spill or Release Report" is to aid persons reporting releases under the various regulations that do not require a specific form. This report is not required to be used. To report a spill, you may telephone the PEAS Hotline, or DEQ District Office which oversees the county where the spill occurred, and other regulating agencies and provide the following information. Keep a copy of this report as documentation that the spill was reported. If you prefer to submit this report electronically by FAX or e-mail, contact the regulating agency for the correct telephone number or e-mail address. Submission of an additional written follow-up report may be required. See the DEQ document, Spill Reporting Requirements, and the specific regulations or contact the regulating DEQ division for more information.

Please print or type all information.

Form section for reporting details: NAME OF PERSON REPORTING SPILL, TELEPHONE NUMBER, NAME OF BUSINESS, STREET ADDRESS, CITY, STATE, ZIP CODE, BUSINESS TELEPHONE NUMBER, EPA IDENTIFICATION NUMBER, COUNTY, TOWNSHIP, TIER/RANGE/SECTION.

RELEASE DATA. Complete all applicable categories. Check all the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.

Form section for release data: DATE & TIME OF RELEASE, DATE & TIME OF DISCOVERY, DURATION OF RELEASE, TYPE OF INCIDENT (Explosion, Fire, Leaking container, Loading/unloading spill, Pipe/valve leak or rupture, Vehicle accident, Other).

Form section for material released: MATERIAL RELEASED (Chemical or trade name), CAS NUMBER or HAZARDOUS WASTE CODE, ESTIMATED QUANTITY RELEASED, PHYSICAL STATE RELEASED.

Form section for contributing factors and source of loss: FACTORS CONTRIBUTING TO RELEASE (Equipment failure, Operator error, Faulty process design, Training deficiencies, Weather conditions, Other), SOURCE OF LOSS (Container, Railroad car, Pipeline, Ship, Tank, Tanker, Truck, Other).

Form section for material type and actions: TYPE OF MATERIAL RELEASED (Hazardous waste, Flammable & combustible material, Oil/other petroleum products or waste, Salt, Sewage, Other, Unknown), MATERIAL LISTED ON (CERCLA list, EPCRA Section 302 list, Michigan Critical Materials Register, RCRA listed hazardous waste, Other list, Unknown), IMMEDIATE ACTIONS TAKEN (Containment, Dilution, Evacuation, Hazard removal, Neutralization, System shut down, Diversion of release to treatment, Decontamination of persons or equipment, Monitoring, Other).

Form section for spill reached: SPILL REACHED (Surface waters, Drain connected to sanitary sewer, Drain connected to storm sewer, Groundwater, Soils, Spill contained on impervious surface). Includes field for Distance from spill location to surface water, in feet.

THIS IS A MASTER COPY. PLEASE MAKE COPIES FROM THIS MASTER COPY AS NEEDED.

EXTENT OF INJURIES, IF ANY ..... .....	WAS ANYONE HOSPITALIZED? <input type="checkbox"/> Yes NUMBER	TOTAL NUMBER OF INJURIES TREATED ON-SITE: .....
	HOSPITALIZED:- <input type="checkbox"/> No	

DESCRIBE THE INCIDENT, THE TYPE OF EQUIPMENT INVOLVED IN THE RELEASE, HOW THE VOLUME OF LOSS WAS DETERMINED, ALONG WITH ANY RESULTING ENVIRONMENTAL DAMAGE CAUSED BY THE RELEASE. IDENTIFY WHO IMMEDIATELY RESPONDED TO THE INCIDENT (own employees or contractor — include cleanup company name, contact person, and telephone number). ALSO IDENTIFY WHO DID FURTHER CLEANUP ACTIVITIES, IF PERFORMED OR KNOWN WHEN REPORT SUBMITTED

CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

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ESTIMATED QUANTITY OF ANY RECOVERED MATERIALS AND A DESCRIPTION OF HOW THOSE MATERIALS WERE MANAGED (include disposal method if applicable)

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ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH (include known acute or immediate and chronic or delayed effects)

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**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY NOTIFIED:**

PEAS: 800-292-4706 Log Number Assigned \_\_\_\_\_

DEQ District Office Division(s) Contacted:

<input type="checkbox"/> Cadillac	<input type="checkbox"/> Air Quality
<input type="checkbox"/> Detroit	<input type="checkbox"/> Drinking Water and Radiological Protection
<input type="checkbox"/> Gaylord	<input type="checkbox"/> Environmental Response
<input type="checkbox"/> Grand Rapids	<input type="checkbox"/> Geological Survey
<input type="checkbox"/> Jackson	<input type="checkbox"/> Land & Water Management
<input type="checkbox"/> Marquette	<input type="checkbox"/> Surface Water Quality
<input type="checkbox"/> Plainwell	<input type="checkbox"/> Underground Storage Tank
<input type="checkbox"/> Saginaw Bay	<input type="checkbox"/> Waste Management
<input type="checkbox"/> Shiawassee	
<input type="checkbox"/> Southeast Michigan (Livonia)	

DEQ District Offices are subject to change

**RECORD NAME OF DEQ STAFF CONTACTED & PHONE NUMBER**

.....  
.....

**OTHER ENTITIES NOTIFIED:**

National Response Center (NRC): 800-424-8802

US Coast Guard Office Contacted:  Detroit  Grand Haven  Sault Ste. Marie

US Environmental Protection Agency

Local Fire Department

Local Police Department

State Police

Local Emergency Planning Committee

Wastewater Treatment Plant Authority

Hazmat Team

Local Health Department

Michigan Department of Consumer & Industry Services (MIOSHA)

Michigan Department of Agriculture: 800-405-0101

Other

**RECORD NAME OF OTHER STAFF CONTACTED & PHONE NUMBER**

.....  
.....

SIGNATURE OF PERSON REPORTING SPILL

.....

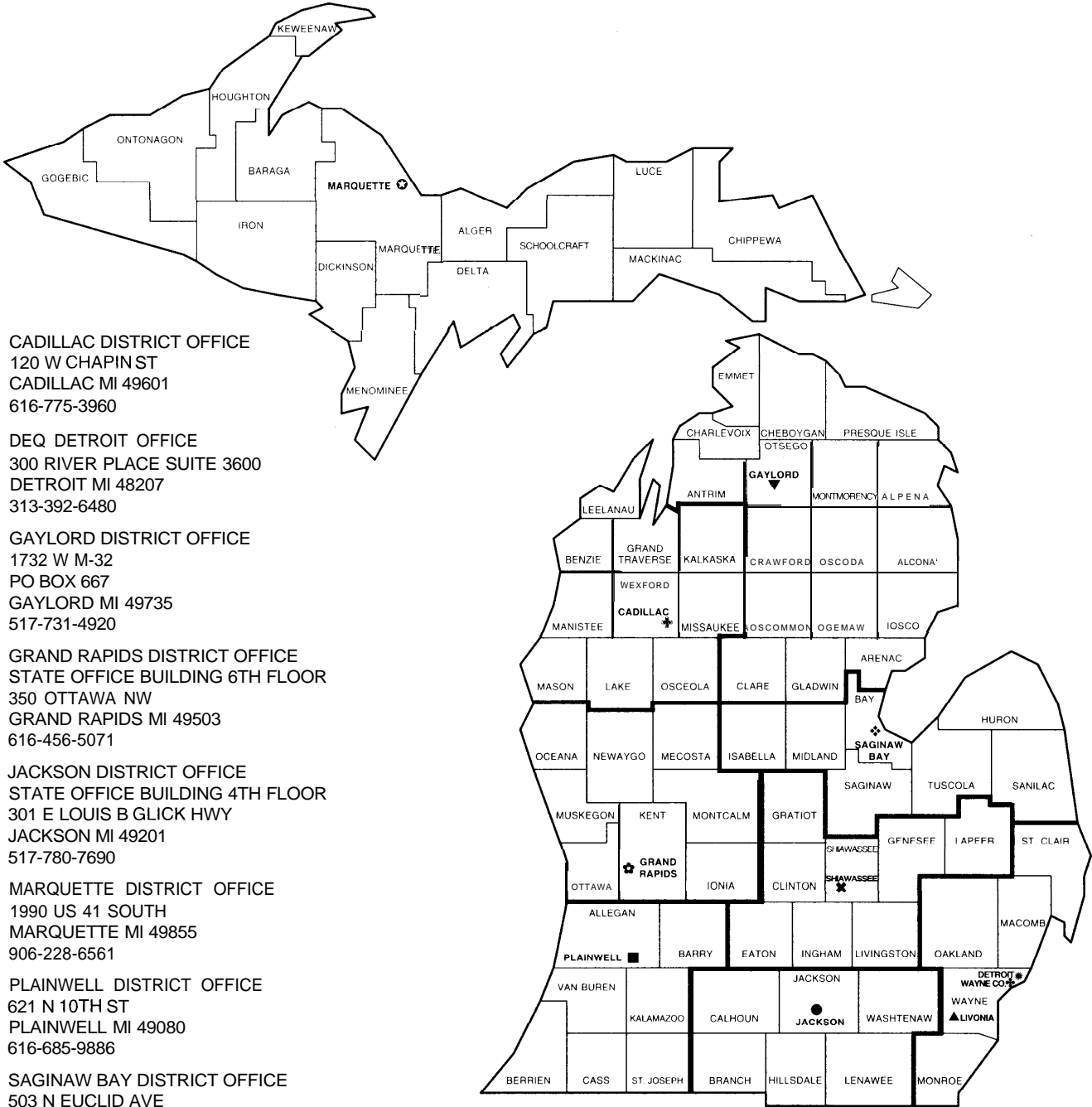
DATE REPORTED	TIME REPORTED	ENTITIES CONTACTED BY:
		<input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email



# MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

## District Offices

Location, Address, and Telephone Information



✦ CADILLAC DISTRICT OFFICE  
120 W CHAPIN ST  
CADILLAC MI 49601  
616-775-3960

☀ DEQ DETROIT OFFICE  
300 RIVER PLACE SUITE 3600  
DETROIT MI 48207  
313-392-6480

▼ GAYLORD DISTRICT OFFICE  
1732 W M-32  
PO BOX 667  
GAYLORD MI 49735  
517-731-4920

★ GRAND RAPIDS DISTRICT OFFICE  
STATE OFFICE BUILDING 6TH FLOOR  
350 OTTAWA NW  
GRAND RAPIDS MI 49503  
616-456-5071

● JACKSON DISTRICT OFFICE  
STATE OFFICE BUILDING 4TH FLOOR  
301 E LOUIS B GLICK HWY  
JACKSON MI 49201  
517-780-7690

⊙ MARQUETTE DISTRICT OFFICE  
1990 US 41 SOUTH  
MARQUETTE MI 49855  
906-228-6561

■ PLAINWELL DISTRICT OFFICE  
621 N 10TH ST  
PLAINWELL MI 49080  
616-685-9886

◇ SAGINAW BAY DISTRICT OFFICE  
503 N EUCLID AVE  
BAY CITY MI 48706  
517-686-8025

✦ SHIAWASSEE DISTRICT OFFICE  
10650 S BENNETT  
MORRICE MI 48857  
517-625-5515

A SOUTHEAST MICHIGAN DISTRICT OFFICE  
38980 SEVEN MILE RD  
LIVONIA MI 48152  
313-953-8905

✦ WAYNE COUNTY DEPARTMENT  
OF ENVIRONMENT\*  
640 TEMPLE SUITE 700  
DETROIT MI 48201  
313-833-7030  
\*(Administers certain state and  
local air regulatory programs.)

**DO NOT USE WATER TO FLUSH SPILLS DOWN THE DRAIN OR ONTO THE GROUND SO THAT IT CAN SOAK INTO THE SOIL! Doing this is illegal and will make your cleanup problems worse.**

**NOTES**

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**DEQ** Michigan Department of Environmental Quality