

# DuPage County Hazardous Materials or Petroleum Spill Incident Report Form

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**Instructions:** Complete for any type of petroleum product or hazardous materials/waste spill or incident. Provide a copy of this report to Risk Management. Fax: 630-407-6102

1. Personnel Involved in Spill Reporting:

Name, Title, and Phone Number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Contractor if Responsible

Name and Title of Person Responsible for Spill : \_\_\_\_\_  
Phone Number: \_\_\_\_\_

3. General Spill Information:

Common Name of Spilled Substance: \_\_\_\_\_  
Quantity Spilled (Estimate): \_\_\_\_\_  
Describe Concentration of Material (Estimate): \_\_\_\_\_  
Date of Spill: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time Spill Started: \_\_\_\_ AM \_\_\_\_ PM                      Time Spill Ended: \_\_\_\_ AM \_\_\_\_ PM

4. Spill Location and Conditions:

Street Address and Bldg #: \_\_\_\_\_  
Weather Conditions: \_\_\_\_\_  
If Spill to Water,  
Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to):  
\_\_\_\_\_  
Identify the Discharge Point: \_\_\_\_\_  
Estimate the Depth and Width of the Water Body: \_\_\_\_\_  
Estimate Flow Rate (i.e. slow, moderate, or fast): \_\_\_\_\_  
Describe Environmental Damage (i.e., fish kill?): \_\_\_\_\_

5. Actions taken:

To Contain Spill or Impact of Incident: \_\_\_\_\_  
To Cleanup Spill or Recover from Incident: \_\_\_\_\_  
To Remove Cleanup Material: \_\_\_\_\_  
To Document Disposal: \_\_\_\_\_  
To Prevent Reoccurrence: \_\_\_\_\_

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## 6. Reporting the Spill:

List all agencies contacted; include names, dates, and phone numbers for people you spoke with:

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

Name and Phone: \_\_\_\_\_

Address and Fax: \_\_\_\_\_

## 8. Additional Notes/Information (if necessary):

**Spills to water:** Immediately call the Illinois Emergency Management DuPage County Office 630-682-7207.

**Spills to soil that may be an immediate threat to health or the environment (i.e., explosive, flammable, toxic vapors, shallow groundwater, nearby creek, etc.):** Call Illinois Emergency Management Office DuPage County at 630-682-7207.

If not immediately threatening, but may be a threat to human health or the environment, report to Illinois Emergency Management Office within 90 days to DuPage County IEM 136 N. County Farm Rd., Wheaton, IL 60187

**Note:** Project specific permits may have additional reporting requirements.