

## Appendix D

### Spill and Release Reporting Form

**Use this form for documenting incidents of spills and releases. Please complete all applicable fields below and email the form back to Corporate Environmental.**

<b>Facility</b>				<b>Reported by</b>		
<b>Date</b>		<b>Time</b>	AM <input type="checkbox"/> PM <input type="checkbox"/>	<b>Incident type</b>	<input type="checkbox"/> Spill <i>or</i> <input type="checkbox"/> Release	
<b>Name or type of material</b>						
<b>Location of incident</b>						
<b>Describe the extent of the incident using the boxes below, checking all that apply.</b>						
<b>Media affected</b>					<b>Estimated amount</b>	<b>Units</b>
<input type="checkbox"/>	Sanitary sewer					
<input type="checkbox"/>	Pavement outside the building					
<input type="checkbox"/>	Soil					
<input type="checkbox"/>	Air					
<input type="checkbox"/>	Stormwater drainage system					
<input type="checkbox"/>	Waterway (specify)					
<input type="checkbox"/>	Other (specify)					
<input type="checkbox"/>	None (completely contained inside building or secondary containment)					
<b>Any damage or injuries reported?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)				
<b>Any evacuation needed?</b>		<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)				
<b>Describe cause of incident (use additional pages as necessary)</b>						

**Describe corrective actions taken to stop, remove, and mitigate the incident (use additional pages as necessary)**

<b>Individuals and Agencies Contacted</b>		
<b>Mohawk Personnel</b>		<b>Time</b>
<b>Emergency response or cleanup contractor</b>		<b>Time</b>
<b>National Response Center</b>		<b>Time</b>
<b>State agency</b>		<b>Time</b>
<b>Other</b>		<b>Time</b>