

Regulation 1203
**“Reporting of a Discharge of a Pollutant
or an Air Contaminant”**

INCIDENT REPORT



STATE OF DELAWARE

**Department of Natural Resources and Environmental Control
Division of Waste and Hazardous Substances
89 Kings Highway
Dover, Delaware 19901**

Date Submitted _____

For Facility _____

For Incident Occurring on _____

If release not applicable to Reporting Regulation i.e. excess air permit emission or industrial accident:

This Report was requested by: _____ *on* _____ *(date)*

Must be submitted by: _____ *(date)*

STATE OF DELAWARE 6028 INCIDENT REPORT

Sending this Report fulfills your obligation to submit a written report pursuant to **7 Del. C.;** Section 6028, and the corresponding “**Reporting of a Discharge of a Pollutant or an Air Contaminant**” Regulation. Submission of the information in Part I of this Report also fulfills the requirements of the Environmental Protection Agencies (EPA) Section 304(c) of the Emergency Planning and Community Right-to Know Act of 1986 (*SARA, Title III*), Section 304, *Emergency Notification* (40 CFR part 355) to submit a written follow-up report “as soon as practicable” (within 30 days).

A copy of **all** written follow up reports for discharges initially reported as required by Section 2.5 of the “**Reporting of a Discharge of a Pollutant or an Air Contaminant**” Regulation **must** be submitted to the Delaware Division of Waste and Hazardous Substances (DWHS) Central Depository (Address below). A Report (Part I) sent to the Central Repository fulfills federal rule 40 CFR Part 355.40 (b) 3 requirement to submit a written follow up to the State Emergency Response Commission (SERC) to the State of Delaware.

Federal notification requirements *also require a written report update (minimum Part I)* to the appropriate local emergency planning committee (LEPC) and the SERC of any State likely to be affected by the release.

<input type="checkbox"/> DNREC/DWHS Central Repository Attn: Reporting Regulation 89 Kings Highway Dover, DE 19901 Phone: (302) 739-9400 Fax: (302) 739-5060	<input type="checkbox"/> New Castle County LEPC P.O. Box 2998 Wilmington, DE 19805-0998 Phone: (302) 395-3633 Fax: (302) 323-4573
<input type="checkbox"/> Kent County LEPC Kent County Department of Public Safety 911 Public Safety Boulevard Dover, DE 19901 Phone: (302) 735-3465 Fax: (302) 735-3473	<input type="checkbox"/> City of Wilmington LEPC 22 S. Heald Street Wilmington, DE 19801 Phone: (302) 576-3914 Fax: (302) 571-5491
Other:	<input type="checkbox"/> Sussex County LEPC 21911 Rudder Lane P.O. Box 589 Georgetown, DE 19947 - 0589 Phone: (302) 855-7801
<input type="checkbox"/> Division of Air Quality, DNREC Blue Hen Corporate Center 655 S. Bay Road, Suite 5N Dover, DE 19901 Phone: (302) 739-9402 Fax: (302) 739-3106	<input type="checkbox"/> Engineering & Compliance Branch and/or <input type="checkbox"/> Accidental Release Prevention Group Division of Air Quality, DNREC 715 Grantham Lane New Castle, DE 19720 Phone: (302) 323-4542 Fax: (302) 323-4598

Revised 2010

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Part I

1. Facility Name and location of discharge: Facility Name: _____

Address _____ City _____ County _____ State _____ Zip Code _____

2. Name of owner or Operator and mailing address:

Address _____ City _____ County _____ State _____ Zip Code _____

3. Release Information:

Date _____ Estimated Start Time: _____ Duration: _____

4. Environmental Pathway(s)

AIR WATER LAND

5. Type of Incident (*check All that apply*)

SPILLING LEAKING PUMPING POURING EMITTING EMPTYING
 INJECTING ESCAPING LEACHING DUMPING DISCHARGING
 DISPOSING INTO THE ENVIRONMENT (*Including the abandonment of, or discharge of, barrels, containers, or other closed receptacles*)

WAS THERE A FIRE? or EXPLOSION?

6. Chemicals or substances and Chemical Abstract System (CAS) numbers that were involved. For mixtures, also indicate the constituent chemicals and associated CAS numbers discharged.

Indicate whether the chemical or chemicals are an Extremely Hazardous Substance, as defined Under the SARA Title III list codified in 40 CFR part 355. No Yes

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Part I

7. The quantity or estimated quantity of any chemical(s), substances, or compound(s) discharged into the environment. *Provide the method used to determine the amount(s).*

8. a. Was this incident a release to the air, water, or land involving a DNREC permit(s)?
(Note that while permitted releases are exempt from the Reporting Regulation, releases above permitted quantities and above the Reporting Regulation Delaware Reportable Quantity must be reported.)

YES NO

b. List all applicable DNREC Permit Number(s):

9. **INITIAL NOTIFICATION/REPORTING INFORMATION**

Indicate when the Initial Notification was made to each of the following:

a. Department of Natural Resources & Environmental Control (DNREC): *(also serves as a DE -SERC Notification)*
[1-800-662-8802]

Date: _____ Time: _____ Reporting Person: _____

The CALL BACK NUMBER GIVEN: _____

b. Affected Delaware LEPC Circle at least one: (Wilmington) (New Castle County) (Kent County) (Sussex County)

Date: _____ Time: _____ (1-866-274-0884)

c. NATIONAL RESPONSE CENTER: (1-800-424-8802)

Date: _____ Time: _____ Reporting Person: _____

d. Did you call "911" (only if needed): Date: _____ Time: _____

All releases involving substances which are listed with reportable quantities in the Delaware "Regulation for the Reporting of a Discharge of a Pollutant or an Air Contaminant" must be reported to the DNREC number as defined in Section 2 of the Regulation [While DNREC agencies may participate as a result of a 911 call, calling 911 is not notification to DNREC].

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Part I

10. **CHRONOLOGY OF EVENTS**

Description of Incident and Actions taken to respond to and contain the discharge, including precautions taken, evacuation (both on-site and off-site), and sheltering-in-place:

Were there any injuries or deaths onsite or off-site?

If yes, explain:

11. Explain any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice given regarding medical attention necessary for exposed individuals:

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Part II

Information contained in this Report shall be made available to appropriate State of Delaware Local Emergency Planning Committees, the State Emergency Response Commission or to interested public, except where such information is of confidential nature as defined in **29 Del. C.** Section 100 and further defined in **7 Del. C.**, Section 6014. **If confidentiality for Part II or a designated section or enclosure is requested, please check here and mark the appropriate information as 'confidential':**

12. The facts and circumstances leading to the environmental release including a detailed identification of the pathway through which the discharge occurred and potential environmental impacts:

13. Measures proposed to prevent such a discharge from occurring in the future and to remedy the shortcomings, if any, in the prevention, detection, response, containment, cleanup or removal plan components. *(Please provide a Timetable for any corrective actions and, if appropriate, the DNREC or Federal Program and contact name that you are working with to implement)*
(It is understood that refinery flaring is a safety procedure. However, large flaring incidents could be due to safety shortcomings and should be reviewed with this in mind.)

NAME OF PERSON PREPARING THIS REPORT :

PRINT _____ TITLE _____

SIGNATURE _____ DATE _____

TELEPHONE NUMBER OF PERSON PREPARING REPORT _____