

# Appendix E

Alaska DOT&PF SWPPP Guide

# Appendix E. Oil and Hazardous Materials Reporting Requirements

## Reporting and Documentation Procedure

In the event of a release of petroleum that reaches any surface waters, or a release on land of petroleum or certain hazardous substances (listed on the following pages) exceeding the Reportable Quantity (RQ) level, the Contractor must take the following steps:

1. Notify the Project Engineer.
2. Notify the Department of Environmental Conservation (DEC) at one of the following telephone numbers, depending on project location:
  - Central (Anchorage) 907-269-3063
  - Northern (Fairbanks) 907-451-2121
  - Southeast (Juneau) 907-465-5340
  - Outside normal business hours, call: 1-800-478-9300

During telephone notification to DEC, they will assist you in completing an Oil and Hazardous Substances Spill Notification Form. Submit the completed form to DEC after telephone notification (a copy of the form appears on page E-4 below).

3. Notify the National Response Center in Washington, D.C., immediately at 800-424-8802 or 202-267-2675 if you do not have 800 access. There is also an online reporting tool available at <https://www.epa.gov/emergency-response/national-response-center>
4. Initiate a corrective action within 24 hours with a complete-by-date as soon as possible, and document the required information in the Corrective Action Log.
5. If identified outside of an inspection, add the corrective action to the next inspection report.
6. Update the SWPPP describing the release, all actions taken and any revisions made to the SWPPP. Attach the DEC Spill Notification form into Appendix O of the SWPPP and document the addition in the SWPPP Amendment Log. Attach any photos, emails, and supplementary documentation to the following inspection report and into Appendix O of the SWPPP.
7. Within 14 days, submit a written description of the release to the Environmental Protection Agency (EPA) regional office providing the date and circumstances of the release and the steps to be taken to prevent another release.

U.S. Environmental Protection Agency  
1200 Sixth Avenue  
Seattle, WA 98101

*Note:* "oil" means oil of any kind and in any form, whether crude, refined, or a petroleum by-product, including but not limited to petroleum, fuel oil, gasoline, lubricating oils, oily sludge, oil refuse, oil mixed with other wastes, crude oils, liquefied natural gas, propane, butane, or other liquid hydrocarbons regardless of specific gravity.

All Clean Water Act (CWA) hazardous substances are CERCLA hazardous substance. Table 117.3 located in 40 CFR 117.3, which is entitled “Reportable Quantities of Hazardous Substances” lists substances that are designated as hazardous under section 311(b)(4) of the CWA. The table can be found at:

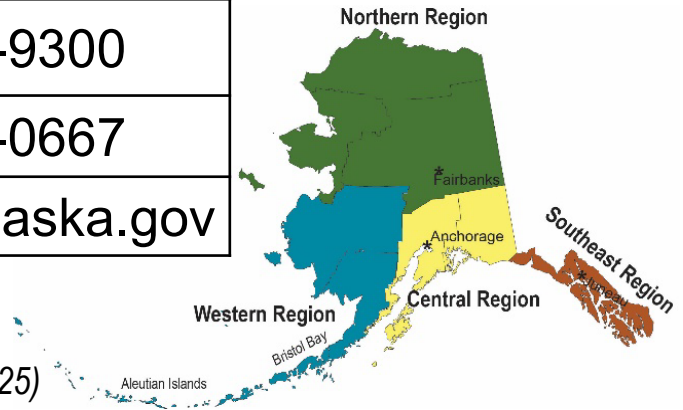
<https://www.govinfo.gov/content/pkg/CFR-2003-title40-vol19/pdf/CFR-2003-title40-vol19-sec117-3.pdf>

## **FORMs**

Alaska state law requires all oil and hazardous substance releases to be reported to DEC. The following forms are used to document information required by State Regulation 18 AAC 75.300(e).

# Report Oil and Hazardous Substance Spills

<b>TOLL-FREE</b>	1-800-478-9300
<b>INTERNATIONAL</b>	1-907-269-0667
<b>ONLINE</b>	ReportSpills.alaska.gov



**It's Required by Alaska Law!**  
 (AS 46.03.755, AS 46.03.450, 18 AAC 75.300, 18 AAC 75.325)

## Oil and Petroleum Product Reporting

### Spills to Water

- Any amount spilled to water must be reported **immediately**.

### Spills to Land

- Spills in **excess of 55 gallons** must be reported **immediately**.
- Spills in **excess of 10 gallons but less than 55 gallons** must be reported within 48 hours.
- Facilities shall maintain a spill log and report a record of oil discharges from **1 to 10 gallons** monthly.

### Spills to Impermeable Secondary Containment

- Spills in **excess of 55 gallons** must be reported within 48 hours.

## Hazardous Substance Reporting

Any hazardous substance spill, other than oil, must be reported **immediately**.

## Underground Storage Tank (UST)\* Reporting

You must report a suspected below ground release from a UST system, in any amount, within 24 hours. (18 AAC 78.212)

If a release is suspected the owner or operator of a UST shall investigate the UST site and shall report to the UST Unit within the period specified. (18 AAC 78.200)



Alaska Department of Environmental Conservation  
 Division of Spill Prevention and Response  
<https://spills.alaska.gov>

Contact us: (907) 465-5250

\* Regulated UST as defined in AS 46.03.450(8)





ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**OIL & HAZARDOUS SUBSTANCES SPILL NOTIFICATION FORM**

ADEC USE ONLY

ADEC SPILL #:		ADEC FILE #:		ADEC LC:	
PERSON REPORTING:		PHONE NUMBER:		REPORTED HOW? (ADEC USE ONLY) <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> PERS <input type="checkbox"/> E-mail	
DATE/TIME OF SPILL:		DATE/TIME DISCOVERED:		DATE/TIME REPORTED TO ADEC:	
INCIDENT LOCATION/ADDRESS:		DATUM: <input type="checkbox"/> NAD27 <input type="checkbox"/> NAD83 <input type="checkbox"/> WGS84 <input type="checkbox"/> Other		PRODUCT SPILLED:	
		LAT.			
		LONG.			
QUANTITY SPILLED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY CONTAINED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY RECOVERED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	
QUANTITY DISPOSED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		POTENTIAL RESPONSIBLE PARTY:		OTHER PRP, IF ANY:	
Name/Business:				VESSEL NAME:	
Mailing Address:				VESSEL NUMBER:	
Contact Name:				> 400 GROSS TON VESSEL: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Number:				CAUSE CLASSIFICATION: <input type="checkbox"/> Accident <input type="checkbox"/> Human Factors <input type="checkbox"/> Structural/Mechanical <input type="checkbox"/> Other	
SOURCE OF SPILL:				CAUSE OF SPILL: <input type="checkbox"/> Under Investigation	
CLEANUP ACTIONS:					
DISPOSAL METHODS AND LOCATION:					
AFFECTED AREA SIZE:		SURFACE TYPE: <i>(gravel, asphalt, name of river etc.)</i>		RESOURCES AFFECTED/THREATENED: <i>(Water sources, wildlife, wells, etc.)</i>	
COMMENTS:					

ADEC USE ONLY

SPILL NAME:		NAME OF DEC STAFF RESPONDING:		C-PLAN MGR NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEC RESPONSE: <input type="checkbox"/> Phone follow-up <input type="checkbox"/> Field visit <input type="checkbox"/> Took Report		CASELOAD CODE: <input type="checkbox"/> First and Final <input type="checkbox"/> Open/No LC <input type="checkbox"/> LC Assigned		CLEANUP CLOSURE ACTION: <input type="checkbox"/> NFA <input type="checkbox"/> Monitoring <input type="checkbox"/> Transferred to CS or STP	
COMMENTS:		Status of Case: <input type="checkbox"/> Open <input type="checkbox"/> Closed		DATE CASE CLOSED:	
REPORT PREPARED BY:					
DATE:					

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Found on the DEC webpage: <http://dec.alaska.gov/spar/spillreport.htm>



## OIL & HAZARDOUS MATERIALS INCIDENT FINAL REPORT

The following written report is required by State regulations 18 AAC 75.300(e), following departmental notification of a discharge of oil and hazardous materials. The report is due within 15 days after the cleanup is completed, or if no cleanup occurs, within 15 days after the discharge. Forward the report to the nearest DEC office of the department. The report must contain, as applicable:

1. Date and time of the discharge:	
2. Location of the discharge:	
3. Name of the site, facility or operation:	
4. Name, mailing address, and telephone number of:	
A. Person or persons causing or responsible for the discharge:	B. Owner and operator of the site, facility or operation:
5. Type and amount of each oil or hazardous substance discharged:	
6. Cause of the discharge:	
7. Description of any environmental damage caused by the discharge or containment, to the extent the damage can be identified:	

Found on the DEC webpage: <https://dec.alaska.gov/spar/ppr/spill-information/reporting/>

<b>8. Description of cleanup actions taken:</b>	
<b>9. Estimated amount of:</b>	
(A) oil or hazardous substance cleaned up:	(B) oily or hazardous waste generated:
<b>10. Date, location, and method of ultimate disposal of the oil, hazardous substance and any contaminated materials, including cleanup materials:</b>	
<b>11. Description of actions being taken to prevent recurrence of the discharge:</b>	
<b>12. Other information the department requires to fully assess the cause and impact of the discharge (receipts for disposal if available):</b>	
<b>Signature</b>	<b>Printed name</b>
<b>Date</b>	<b>Title</b>

**MAIL OR FAX TO the Closest A.D.E.C. Office below**

**Anchorage**  
 Phone: 269-3063  
 Fax: 269-7687  
 555 Cordova Street  
 Anchorage, AK 99501

**Fairbanks**  
 Phone: 451-2121  
 Fax: 451-2362  
 610 University Ave.  
 Fairbanks, AK 99709-3643

**Juneau**  
 Phone: 465-5340 Fax: 465-5245  
 P.O. Box 111800  
 Juneau, AK 99801-1800

DEC USE ONLY	
ADEC Project Manager:	ADEC Spill #:

Found on the DEC webpage: <https://dec.alaska.gov/spar/ppr/spill-information/reporting/>