

Quick Reference Information Sheet for assessing spills and threats to water

CONTACTS

1. **Spiller information:** name, address, contact numbers
2. **Land owner information:** (if different): name, address, contact numbers
3. **Spill location** (if different): facility name, address, directions, contact numbers
4. **Other contacts** for: lease holders, contractors, response agencies

CIRCUMSTANCES

5. **Spilled material/description.** Material Safety Data Sheet. What is it used for?
6. **Date and time** of spill (When found vs. when spill likely began)
7. **Cause** of spill.
8. Has the spill led to threats of **human safety**? Any evacuations? Any injuries?
9. Has the **release stopped**? Can it be stopped without compromising safety?
10. Was there an immediate or any **spill response**? Many fire and street departments initially dam or absorb spills with kitty litter or sand. Spillers are ultimately responsible for initiating and completing a spill response.

SPILL CHARACTERISTICS

11. Describe **area affected**, estimate square feet or miles of affected water.
12. Describe **amount spilled**, amount contained, capacity of containers or vessels.
13. **Amount recovered** or why no recovery (very few exceptions).

SPILLS TO WATER

14. Are there **surface waters** nearby or involved? Roadside ditches, streams, ponds?
15. Are the surface waters **standing, flowing, discharging**? To where?
16. Do you see **fish** or other animals in or near the water? Are they alive, stressed, dead?
17. Are there ditches, low areas, storm drains inlets, field tile risers to water?

SPILLS TO SOIL

18. Are there **sandy or gravelly native soils, backfill areas, dry wells** nearby/involved?
19. Are there **water wells, pipelines, phone lines, or utilities** that spills might follow?

SPILLS TO TILES, SEWERS, STORM DRAINS

20. For impacted **storm drains/storm sewers**, are there signs of the spilled material in **manholes or catchment basins**? Check where the storm drain exits into surface water. Can spilled materials be safely contained and collected from catchment basins or storm drain outlets before entering water?
21. For impacted **combined or sanitary sewer** systems, contact the wastewater utility. Will the material be safely treated? Will it upset or flow through the plant? Can they safely separate and contain it without hurting their plant? Are they experiencing any bypass events where spilled materials may discharge directly to water? Check bypass outfalls for spilled material. Call IDEM Emergency Response Section at 888-233-7745 immediately for upset plants. Non-emergency treatment plant questions may go to IDEM, Office of Water Management, Water Inspections Sections at 800-451-6027.

Quick Reference Sheet

Contact numbers and evaluation techniques for environmental threats

PERSONAL SAFETY, ESPECIALLY YOURS, IS ALWAYS THE FIRST PRIORITY. Do not endanger yourself by entering hazardous environments. Stay upwind of spills and air releases. Never taste spilled materials. Never inhale smells to identify spills. Never touch unknown materials without proper Personal Protective Equipment. Be aware of highway, water and night-time safety issues. The burden of providing information and performing spill responses ALWAYS falls on the spiller, not you. Please let us know if you need additional guidance or do not feel comfortable being involved in a situation.

CONTACT NUMBERS

State Contacts:

-IDEM Emergency Response, spill reporting	888-233-7745
-IDEM, general information	800-451-6027
-IDEM air complaints	317-233-0178
-SEMA (State Emergency Management Agency)	800-669-7362
-ISFM (Indiana State Fire Marshall)	800-669-7362
-ISDH (Indiana State Dept. of Health)	317-233-1325
-IDNR NRHQ (Dept. Natural Resources, North Region)	765-473-9722
-IDNR SRHQ (Dept. Natural Resources, South Region)	812-837-9536
-OISC (Office of the Indiana State Chemist)	800-893-6637
-IOSHA (Indiana Occupational Safety and Health)	317-232-2693
-Public Safety Training Institute	317-232-6632
-Illinois Environmental Protection Agency	217-782-7860
-Michigan Department of Environmental Quality	800-292-4706
-Ohio Environmental Protection Agency	614-224-0946
-Kentucky Department of Environmental Protection	502-564-7815

Federal Contacts:

-National Response Center (federal spill reporting)	800-424-8802
- US EPA, Region V (24-hour emergency)	312-353-2318
-Agency for Toxic Substance and Disease Registry	404-639-0615
-US Coast Guard, Marine Safety Office, Louisville, KY	502-582-6825

Other Contacts:

-Holey Moley (for locating underground utilities)	800-382-5544
-Chemtrec (chemical data information)	800-424-9300