

(SAMPLE) INCIDENT REPORTING

1. Caller Name _____ Call Date _____

2. Affiliation _____ Time _____

3. Telephone _____ Ref. # _____

4. Material Released _____ EHS: _____

CAS# _____ CERCLA: _____

5. Amount Released _____ lb/gal

6. Date of Release _____

Time _____ Duration: _____ hrs _____ min

7. Release Medium: (circle) air water land

8. Weather Conditions: _____

9. Location of Release: (St/Bldg. #)(City/County) _____

10. Facility (name): _____

(address): _____

11. EMERGENCY CONTACT (name): _____ Telephone _____

12. Incident Description: _____

13. Health Risks: _____

14. Precautions: _____

15. Additional Notifications made: (Name)

Local Fire Department _____ time _____

Director of Fire and Emergency Management _____ time _____

NYS Environmental Conservation _____ time _____

Federal National Response Center _____ time _____

16. Remarks, etc. _____

17. Form Completed By: (signature) _____

(Title) _____

(Date) _____