

Appendix B
(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: <input type="checkbox"/> (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) _____	