

Written Follow-up Requirements

After the release or discharge, **written follow-up emergency notice must be submitted within 30 days** to the Ohio EPA, Emergency Response Section and the local planning committee of the planning district(s) in which release or discharge occurred, unless the release was from a vessel, then the report is sent only to the State Emergency Response Commission (SERC). This follow-up emergency notice is your company's opportunity to explain in its own words the circumstances and actions relating to the release of pollutants to the environment. Your written emergency notice should follow the question sequence as indicated below. If any of the questions are not applicable to your incident, indicate N/A (not applicable) for that item.

- 1. When**
 - (a) Actual time, date and duration of the discharge or release
 - (b) Actual time and date of discovery of the release or discharge.
 - (c) Actions taken to respond to and contain the release or discharge.
 - (d) Indicate the spill number assigned by Ohio EPA. (If you do not know this number, call a duty officer during business hours and ask. The telephone number is 614-644-3194.) If the NationalResponseCenter was notified, please provide their assigned case number.

- 2. Location**
 - (a) Location of facility from which the release or discharge occurred.
 - (b) Location of release: county, township and city.
 - (c) Longitude and latitude of the release, if know.
 - (d) Distance and direction from nearest intersection or milepost if it was a transportation-related release or discharge.

- 3. Product Release**
 - (a) Common and/or technical name(s) of the material(s) release or discharged and CAS Number(s).
 - (b) What was the quantity and duration of the discharge? Indicate volume(s) in gallons or pounds.

- 4. Environmental Impact**
 - (a) Name of the environmental medium or media affected (i.e., navigable waters, land and/or air). If navigable waters, please identify.
 - (b) What was the length of area of the navigable waterway affected?
 - (c) What was the ground surface area (square feet or yards) and depth of soil contamination?
 - (d) To the extent information is available, identify damage to wildlife and/or vegetation.
 - (e) To the extent information is available, identify impact to human health and safety (i.e., evacuations, exposure, etc.).
 - (f) Where appropriate, identify medical advice provided for exposed individuals and/or local medical personnel.

- 5. Monitoring and Detection**
 - (a) If the release or discharge was monitored, indicate the method of detection and concentrations detected.
 - (b) If the release was airborne, how was the wind direction and speed determined?
 - (c) When was the public warned, and if so, how?

- 6. Mitigation, Containment Action**
 - (a) How much product or waste was recovered or neutralized?
 - (b) How was the material recovered or neutralized?
 - (c) Were any other actions taken to reduce the impact of the discharge (containment adsorbents, on-site treatment, etc.)?

- 7. Prevention Measures**

Please provide plans to prevent recurrence of the discharge or release which may occur at this specific source. This may include: employee training, replacement of equipment, construction or security measures such as lighting, fencing or locks.

- 8. Health Risks**

List known or anticipated acute and chronic health risks of exposure associated with the substances which were released.

- 9. Permit Numbers**
 - (a) Indicate any air, water or other permit numbers which may be pertinent to this incident (voluntary information).
 - (b) If this is a NPDES/air permit, please enclose a copy of your current effluent/emission limitations.

- 10. Chronology**

Provide a chronological review of the incident. Include a chronology of communications with state and local government.

- 11. Documentation**

Provide any reports or other documents which pertain to the incident (e.g. accident reports, manifest, bills of lading, laboratory analyses).

- 12. Causes**

Describe any extenuating circumstances which caused the discharge.

- 13. Economic Impact** – This information is voluntary
 - (a) Estimate the dollar value, if any, of the spilled product.
 - (b) What was the equipment damage cost (estimate)?
 - (c) What was the cost of spill clean-up (estimate)?
 - (d) What are the estimated costs of spill prevention to eliminate possible reoccurrence of this event?

This information is required pursuant to Ohio Revised Code (ORC), Section 3750-06(D) and Ohio Administrative Code (OAC), Rule 3750-25-25(A)(2).

The written emergency notice must be submitted within 30 days of the release of discharge to:

Ohio EPA
Lazarus Government Center
Attn: ER Records Management
50 West Town Street, Suite 700
P. O. Box 1049
Columbus, OH 43216-1049

AND

the appropriate County LEPC Emergency Coordinator.

The statute provides that if significant additional information regarding the mandatory or voluntary information submitted becomes known during the period one (1) year after the release or discharge, the owner or operator shall submit to the LEPC and the Ohio EPA an updated written notice within three (3) days after learning of the additional information.

If this is the second oil spill release at this location within a 12 month period or a release of over 1,000 gallons which has reached water, you must submit a copy of your Spill Prevention Control and Countermeasure Plan (SPCC) to the U.S. EPA Regional Administrator and to Ohio EPA within 60 days from the time of the discharge as required by 40 CFS 112.4. Your SPCC plan may be submitted with your response to the 30-day written follow-up report. You may obtain SPCC information by calling 313-676-6500 or the Ohio EPA at (614) 644-3063.