

Uniform Hazardous Materials Reporting Form

Incident # _____
Date / Time _____

Courtesy Call () Reportable () Parish _____

Notified _____ / _____

Caller's Name _____

Occurred _____ / _____

Caller's Employer _____

Secured _____ / _____

Caller's Phone # _____

Incident Location _____
City Range Township Section

Company _____
Name Address City

Chemical Involved _____ Qty. _____ RQ _____
Hazard Class _____ ID _____ EHS () Solid _____ Liquid _____ Gas _____

Did material go offsite? Yes _____ No _____ Release to: Land _____ Water _____ Air _____

Any off-site protective action? Yes _____ No _____ Road Closure _____ Shelter _____ Evacuation _____

Wind Direction _____

Fire: Y () N ()

Wind Speed _____

Injuries: Y () N ()

Temperature _____

Fatalities: Y () N ()

Precipitation: None _____ Rain _____ Other _____

Details:

UNIFORM HAZARDOUS MATERIALS REPORTING FORM

The following is a detailed explanation of the content and format of the Uniform Hazardous Materials Reporting Form.

- 1) Incident Number.....Issued by the State Police
- 2) Courtesy vs. Reportable.....Determined by State Police
- 3) Parish.....Parish of occurrence
- 4) Caller's Name.....Name of person making report
- 5) Caller's Phone No.....Callback number which will be answered by caller
- 6) Date & Time Notified.....Date & time of notification as recorded by State Police
- 7) Date & Time Occurred.....Date & time of occurrence as provided by the reporting facility
- 8) Date & Time Secured.....Date & time release ends or is terminated
- 9) Incident Location.....Specific location of the release- street address, latitude & longitude, or range, township & section should be provided
- 10) Company.....Facility owner/operator or transportation company responsible for the release
- 11) Company Address.....Mailing address of reporting facility or transporter
- 12) Chemical(s) Released.....Complete chemical name - no abbreviations, trade names or industry slang terminology will be accepted
- 13) Quantity Released.....Total quantity of the release is to be provided or an estimate of the amount release is to be made. Initial estimates can be revised via an update notification

- 14) RQ - Reportable Quantity.....Designated reportable quantity in Federal and State Regulations
- 15) Hazard Classification.....Designation of the chemical hazards of the material, for example the DOT or NFPA hazard classification
- 16) ID Number.....Transportation only - obtained from the DOT shipping documents
- 17) EHS - Extremely Hazardous Substance.....Designation by USEPA
- 18) Solid - Liquid - Gas.....Physical state of the chemical at the time of release
- 19) Did the material go offsite?.....Question which must be answered by the caller, whether the material escaped beyond the facility
Gaseous and vapor releases are reportable as escaping offsite
- 20) Released to: Land - Water - Air.....Medium to which the release occurred
- 21) Any off-site protective action?.....Question which must be answered by the caller, recommendation must be provided
- 22) Road Closure - Shelter - Evacuation.....Examples of off-site protective actions
- 23) Wind Direction.....Explanation of direction “to” or “from” must be provided
- 24) Wind Speed.....Self-explanatory
- 25) Temperature.....Self-explanatory
- 26) Precipitation.....Self-explanatory
- 27) Fire - Injuries - Fatalities.....Occurred as a result of the release
- 28) Details.....Any additional information which is communicated in the notification