INCIDENT DOCUMENTATION

**All spills/releases are required to be documented in the Plan binder at the facility.**

1. Date and time of the incident:
2. Employee name(s) and title(s):

1. Witnesses, if any:
2. Brief description of the incident, materials involved, condition and size of container, estimated quantity spilled/released, extent of any injuries, receptors (paved surface, soil, surface water, etc.):

1. Measures taken to clean-up spill/release:

1. EH&S notification (required for Moderate and Large or High-Impact Spills/Releases)

Date: Time: Person Reached:

1. Sketch of incident location, if needed: