

# Instructions for Completing Spill/Incident Report Form

LAWA's **Storm Water Pollution Prevention Plan (SWPPP)** requires the reporting of all industrial materials that have spilled or leaked in significant quantities and have discharged from the facility's storm water conveyance system within the previous five year period. In order to comply with this requirement LAWA requires each co-permittee to fill out and transmit to LAWA's Environmental Regulatory Compliance Group the Spill/Incident Report Form within 24 hours of a spill/incident occurring. The forms are to be submitted to LAWA's Pollution Prevention Team staff electronically to [stormwater@lawa.org](mailto:stormwater@lawa.org).

These instructions are aimed to assist the responsible party in the completion of the form, this form is not a notification to regulatory agencies. All appropriate notifications shall be made by the parties involved in addition to the completion of this form.

If you have any questions on how to complete this form, please contact general number (424) 646-6500.

For additional information, please contact the inspector assigned to each airport:

Airport	Inspector	Phone Number	Email Address
LAX	Matthew Renaud	(424) 646-9044	<a href="mailto:mrenaud@lawa.org">mrenaud@lawa.org</a>
ONT	Somvang Meksavanh	(424) 646-6492	<a href="mailto:smeksavanh@lawa.org">smeksavanh@lawa.org</a>
VNY	Kislev Ang	(424) 646-6506	<a href="mailto:kang@lawa.org">kang@lawa.org</a>

## References

- LAX Rules and Regulations: <http://www.lawa.org/airops.aspx?id=862>
- ONT Rules and Regulations: [http://www.lawa.org/welcome\\_ont.aspx?id=2874](http://www.lawa.org/welcome_ont.aspx?id=2874)
- VNY Rules and Regulations: [http://www.lawa.org/welcome\\_VNY.aspx?id=11052](http://www.lawa.org/welcome_VNY.aspx?id=11052)
- Spill Response Form: [http://www.lawa.org/welcome\\_LAWA.aspx?id=1864](http://www.lawa.org/welcome_LAWA.aspx?id=1864)
- The SWPPP can be accessed online at:  
[http://www.lawa.org/welcome\\_LAWA.aspx?id=1864](http://www.lawa.org/welcome_LAWA.aspx?id=1864)

**When to Report:**

If any of the conditions are met in the “Report” box, the form shall be completed and transmitted to [stormwater@lawa.org](mailto:stormwater@lawa.org) with 24 hours of the spill occurring. For LAX the ARCCC shall be notified at: 424-646-5292, for ONT Operations: 909-544-5344 or 909-821-7433; for VNY Operations: 818-442-6506.

**When completing the form, if any information is unknown, leave the field blank for later completion/follow-up.**

**Step 1. Complete Facility Information**

Person Reporting		Date of Report:	
Name:	Company:	Phone:	Email:
Date of Incident:	Material(s) Spilled/Discharged (i.e. Jet-A, gas, etc.):	Quantity Spilled (gal):	
Time of Incident:			
Weather Conditions:			

- Person Reporting. Person completing the form information (your name, company, phone and email).
- Date of Report: Date form is completed.
- Date/Time of Incident: The time and date of the incident to the best judgment of the person reporting the incident.
- Weather Conditions: Generally the temperature (cold, cool, warm, hot); overcast, partly cloudy, clear skies; and whether there is pending rain.
- Material(s) Spilled/Discharged: To the best of your knowledge list the product by trade (Castrol 10W-40 Motor Oil) or common name (motor oil).
- Quantity Spilled: In gallons, list the approximate volume spilled or leaked to the best your ability based on the information available.

Location of Spill (photo document):	Extent of Spill (Square Feet) (photo document):
-------------------------------------	---

- Location of Spill: Describe the location of the spill including as many location identifiers or distances away from fixed objects as possible. Photos shall be taken of the area with sufficient features in the background that the location can be found at a later date (post clean-up).
- Extent of Spill: Report the extent of area that has been impacted by the spilled/leaked product. A rough estimate in square feet is required. Photos showing scale (place a piece of paper, park a vehicle adjacent to the area, etc.) shall also be included in the report.

Leaseholder Company Name:		
Leaseholder's Representative Name:		
Phone:	Email:	
Company Responsible for Spill/Incident:		
Company Contact Person:		
Phone:	Email:	
Person In Charge of Clean Up		
Name:	Company:	Phone:

- **Leaseholder Information:** If known, provide the company name and contact information of the entity that holds the primary lease with LAWA for the parcel of land in which the incident occurred.
- **Company Responsible for Spill/Incident:** If known, provide the company name and contact information for an individual with the company that was responsible for the spill or leaked material. The contact info for the personnel responsible for the incident may also be included.

Person In Charge of Clean Up		
Name:	Company:	Phone:

- **Person in Charge of Clean-Up:** Identify the employee name, company and phone number of the company in charge or cleaning up the spill area (concrete, asphalt, soil, drain lines, etc.). If multiple companies are involved, include the additional information on additional pages.

Quantity Contained:	Containment Method(s):		Quantity Recovered:
Did Discharge Leave Lease Boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No	Spill Area: <input type="checkbox"/> Indoor <input type="checkbox"/> Outside <input type="checkbox"/> Outside Covered	Storm Drain(s) Impacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Soil Impacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Actions Taken: <input type="checkbox"/> Containment <input type="checkbox"/> Evacuation <input type="checkbox"/> System Shutdown <input type="checkbox"/> Foam Retardant <input type="checkbox"/> Neutralization <input type="checkbox"/> Other _____			Spill Characteristics (i.e. Phys/Chem):

- **Quantity Contained:** How much of the originally discharged material has been contained. This is the amount of the total amount that was not released into a storm drain or into soil.
- **Containment Method(s):** What methods were employed by personnel at the scene to limit the exposure and extent of the spill (i.e. absorbent booms, absorbent material, etc.).
- **Quantity Contained:** The amount of free product that was originally spilled that has been containerized and prevented from further impact to surface areas and/or storm drains (i.e. material vacuumed up, scooped up, mopped up and containerized for disposal).
- **Did Discharge Leave Lease Boundary:** Did the impacted area cross over lease lines (if known).
- **Spill Area:** Indicate where the spill occurred. Indoor is completely inside a building with no outside exposure. Outside is fully exposed to potential storm water contact. "Outside Covered" is an area that has a roof structure above the area but not fully walled and exposure to windblown rain exists (i.e. a lean-to style storage area, carport wash area, etc.).
- **Storm Drains Impacted:** Has any product or wash water associated with the incident entered into the storm drain system. This includes passing through the grate of the inlet. Any product that goes below the grate is considered to have entered the storm drain system.
- **Soil Impacted:** Has the spill contacted soil or infiltrated cracks in the asphalt/concrete?
- **Immediate Actions Taken:** Check any that apply.
- **Spill Characteristics:** Note the physical properties of the product (i.e. the viscosity, color, granular sizes, odor, turbidity, etc.) and the chemical characteristics (i.e. the pH, volatility, flammability, toxicity, etc.).

Source of Spill (Ex. Pipeline, Vehicle, Aircraft, Etc):		
Cause of Spill or Factors Contributing to Release:		Disposal Method of Recovered Material:
<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Training Deficiencies	
<input type="checkbox"/> Operator Error	<input type="checkbox"/> Weather Conditions	
<input type="checkbox"/> Faulty Process Design	<input type="checkbox"/> Other _____	

- **Source of Spill:** Describe the source of the spill. Include as much info as possible about the source.
- **Cause of Spill or Factors Contributing to Release:** Identify any causes that contributed to the incident occurring. This is for follow-up BMP implementation with the leaseholder and/or responsible parties.

ARCC Notified?	Fire Dept Notified?	LAWA Environmental Notified?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes Who: _____
<input type="checkbox"/> No	<input type="checkbox"/> No	When: _____
<input type="checkbox"/> No		
Actions Taken to Prevent Re-Occurrence:		

- **ARCC Notified:** Indicate whether the ARCC (or ONT/VNY Operations) were notified about the incident.
- **Fire Dept Notified:** Indicate whether the fire department was notified.
- **LAWA Environmental Notified:** Indicate whether LAWA Environmental was notified. If so, provide the name of the person and when (date and time) they were notified.

Actions Taken to Prevent Re-Occurrence:

- **Actions Taken to Prevent Re-Occurrence:** Describe any actions that were taken or that can be taken to prevent this type of spill/incident from occurring again.

FOR ELUP USE ONLY:	
Discharged from SW Conveyance System?	
<input type="checkbox"/> Toxic Materials ID'ed in 40 CFR §302? Name: _____	
<input type="checkbox"/> Oil & Haz Subst Exceeding RQ (40 CFR §§ 110, 117, & 302)? Name: _____	
<input type="checkbox"/> Approx QTY of material discharged from SW conveyance. _____	
<input type="checkbox"/> Manifest # _____	

LAWA Environmental will complete the bottom of the report for the file based on additional follow-up information provided by the parties involved.