

# Appendix E

Alaska DOT&PF SWPPP Guide

# Appendix E. Oil and Hazardous Materials Reporting Requirements

## Reporting and Documentation Procedure

In the event of a release of petroleum that reaches any surface waters, or a release on land of petroleum or certain hazardous substances (listed on the following pages) exceeding the Reportable Quantity (RQ) level, the Contractor must take the following steps:

1. Notify the Project Engineer.
2. Notify the Department of Environmental Conservation (DEC) at one of the following telephone numbers, depending on project location:
  - Central (Anchorage) 907-269-3063
  - Northern (Fairbanks) 907-451-2121
  - Southeast (Juneau) 907-465-5340
  - Outside normal business hours, call: 1-800-478-9300

During telephone notification to ADEC, they will assist you in completing an Oil and Hazardous Substances Spill Notification Form. Submit the completed form to DEC after telephone notification (a copy of the form appears on page E-4 below).

3. Notify the National Response Center in Washington, D.C., immediately at 800-424-8802 or 202-267-2675 if you do not have 800 access. There is also an online reporting tool available at <http://www.nrc.uscg.mil/nrchp.html>
4. Initiate a corrective action within 24 hours with a complete-by-date as soon as possible, and document the required information in the Corrective Action Log.
5. If identified outside of an inspection, add the corrective action to the next inspection report.
6. Update the SWPPP describing the release, all actions taken and any revisions made to the SWPPP. Attach the DEC Spill Notification form into Appendix O of the SWPPP and document the addition in the SWPPP Amendment Log. Attach any photos, emails, and supplementary documentation to the following inspection report and into Appendix O of the SWPPP.
7. Within 14 days, submit a written description of the release to the Environmental Protection Agency (EPA) regional office providing the date and circumstances of the release and the steps to be taken to prevent another release.

U.S. Environmental Protection Agency  
1200 Sixth Avenue  
Seattle, WA 98101

*Note:* "oil" means oil of any kind and in any form, whether crude, refined, or a petroleum by-product, including but not limited to petroleum, fuel oil, gasoline, lubricating oils, oily sludge, oil refuse, oil mixed with other wastes, crude oils, liquefied natural gas, propane, butane, or other liquid hydrocarbons regardless of specific gravity.

### FORMS

Alaska state law requires all oil and hazardous substance releases to be reported to DEC. The following forms are used to document information required by State Regulation 18 AAC 75.300(e).

# IT'S THE LAW!

AS 46.03.755 and 18 AAC 75.300

## REPORT OIL AND HAZARDOUS SUBSTANCE SPILLS

### During Normal Business Hours

call the nearest response team office:

**Central Alaska:** (907) 269-3063  
Anchorage Fax: (907) 269-7648

**Northern Alaska:** (907) 451-2121  
Fairbanks Fax: (907) 451-2362

**Southeast Alaska:** (907) 465-5340  
Juneau Fax: (907) 465-5245

**Alaska Pipeline:** (907) 451-2121  
Fairbanks Fax: (907) 451-2362

### Outside Normal Business Hours

**Toll Free** 1-800-478-9300

**International** 1-907-269-0667



Alaska Department of  
Environmental Conservation  
Division of Spill Prevention and Response  
[www.dec.alaska.gov/spar/spillreport.htm](http://www.dec.alaska.gov/spar/spillreport.htm)

### Hazardous Substance

Any hazardous substance spill, other than oil, must be reported immediately.

### Oil - Petroleum Products

#### To Water

◆ Any amount spilled to water must be reported immediately.

#### To Land

- ◆ Spills in excess of 55 gallons must be reported immediately.
- ◆ Spills in excess of 10 gallons, but 55 gallons or less, must be reported within 48 hours after the person has knowledge of the spill.
- ◆ Spills of 1 to 10 gallons must be recorded in a spill reporting log submitted to ADEC each month.

#### To Impermeable Secondary Containment Areas

◆ Any spills in excess of 55 gallons must be reported within 48 hours.

### Additional Requirements for Regulated Underground Storage Tank Facilities

Regulated Underground Storage Tank (UST) facilities are defined at 18 AAC 78.005 and do not include heating oil tanks.

If your release detection system indicates a possible discharge, or if you notice unusual operating conditions that might indicate a release, you must notify the ADEC UST Program within 7 days.

UST Program: (907) 269-3055 or 269-7679

rev. Oct/2015

Found on the DEC webpage: <http://dec.alaska.gov/spar/spillreport.htm>





ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**OIL & HAZARDOUS SUBSTANCES SPILL NOTIFICATION FORM**

ADEC USE ONLY

ADEC SPILL #:		ADEC FILE #:		ADEC LC:	
PERSON REPORTING:		PHONE NUMBER:		REPORTED HOW? (ADEC USE ONLY) <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> PERS <input type="checkbox"/> E-mail	
DATE/TIME OF SPILL:		DATE/TIME DISCOVERED:		DATE/TIME REPORTED TO ADEC:	
INCIDENT LOCATION/ADDRESS:		DATUM: <input type="checkbox"/> NAD27 <input type="checkbox"/> NAD83 <input type="checkbox"/> WGS84 <input type="checkbox"/> Other _____		PRODUCT SPILLED:	
		LAT.			
		LONG.			
QUANTITY SPILLED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY CONTAINED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds		QUANTITY RECOVERED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	
				QUANTITY DISPOSED: <input type="checkbox"/> gallons <input type="checkbox"/> pounds	
POTENTIAL RESPONSIBLE PARTY:		OTHER PRP, IF ANY:		VESSEL NAME:	
Name/Business:				VESSEL NUMBER:	
Mailing Address:					
Contact Name:				> 400 GROSS TON VESSEL:	
Contact Number:				<input type="checkbox"/> Yes <input type="checkbox"/> No	
SOURCE OF SPILL:				CAUSE CLASSIFICATION:	
CAUSE OF SPILL:		<input type="checkbox"/> Under Investigation		<input type="checkbox"/> Accident <input type="checkbox"/> Human Factors <input type="checkbox"/> Structural/Mechanical <input type="checkbox"/> Other	
CLEANUP ACTIONS:					
DISPOSAL METHODS AND LOCATION:					
AFFECTED AREA SIZE:		SURFACE TYPE: <i>(gravel, asphalt, name of river etc.)</i>		RESOURCES AFFECTED/THREATENED: <i>(Water sources, wildlife, wells, etc.)</i>	
COMMENTS:					

ADEC USE ONLY

SPILL NAME:		NAME OF DEC STAFF RESPONDING:		C-PLAN MGR NOTIFIED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
DEC RESPONSE: <input type="checkbox"/> Phone follow-up <input type="checkbox"/> Field visit <input type="checkbox"/> Took Report		CASELOAD CODE: <input type="checkbox"/> First and Final <input type="checkbox"/> Open/No LC <input type="checkbox"/> LC Assigned		CLEANUP CLOSURE ACTION: <input type="checkbox"/> NFA <input type="checkbox"/> Monitoring <input type="checkbox"/> Transferred to CS or STP	
COMMENTS:		Status of Case: <input type="checkbox"/> Open <input type="checkbox"/> Closed		DATE CASE CLOSED:	
REPORT PREPARED BY:					
				DATE:	

Revised 6/16/2014

Found on the DEC webpage: <http://dec.alaska.gov/spar/spillreport.htm>



## OIL & HAZARDOUS MATERIALS INCIDENT FINAL REPORT

The following written report is required by State regulations 18 AAC 75.300(e), following departmental notification of a discharge of oil and hazardous materials. The report is due within 15 days after the cleanup is completed, or if no cleanup occurs, within 15 days after the discharge. Forward the report to the nearest DEC office of the department. The report must contain, as applicable:

1. Date and time of the discharge:	
2. Location of the discharge:	
3. Name of the site, facility or operation:	
4. Name, mailing address, and telephone number of:	
A. Person or persons causing or responsible for the discharge:	B. Owner and operator of the site, facility or operation:
<input type="text"/>	<input type="text"/>
5. Type and amount of each oil or hazardous substance discharged:	
6. Cause of the discharge:	
7. Description of any environmental damage caused by the discharge or containment, to the extent the damage can be identified:	

Found on the DEC webpage: <http://dec.alaska.gov/spar/spillreport.htm>

<b>8. Description of cleanup actions taken:</b>	
<b>9. Estimated amount of:</b> (A) oil or hazardous substance cleaned up: <span style="margin-left: 200px;">(B) oily or hazardous waste generated:</span>	
<b>10. Date, location, and method of ultimate disposal of the oil, hazardous substance and any contaminated materials, including cleanup materials:</b>	
<b>11. Description of actions being taken to prevent recurrence of the discharge:</b>	
<b>12. Other information the department requires to fully assess the cause and impact of the discharge (receipts for disposal if available):</b>	
Signature	Printed name
Date	Title

**MAIL OR FAX TO the Closest A.D.E.C. Office below**

**Anchorage**  
 Phone: 269-3063  
 Fax: 269-7648  
 555 Cordova Street  
 Anchorage, AK 99501

**Fairbanks**  
 Phone: 451-2121  
 Fax: 451-2362  
 810 University Ave.  
 Fairbanks, AK 99709-3643

**Juneau**  
 Phone: 465-5340  
 Fax: 465-2237  
 410 Willoughby Ave., Suite 309  
 Juneau, AK 99801-1795

DEC USE ONLY	
ADEC Project Manager:	ADEC Spill #:

Found on the DEC webpage: <http://dec.alaska.gov/spar/spillreport.htm>

**Table 117.3**  
**Reportable Quantities of Hazardous Substances Designated Pursuant to**  
**Section 311**  
**of the Clean Water Act**

Material	Category	RQ in pounds (kilograms)
Acetaldehyde	C	1,000 (454)
Acetic acid	D	5,000 (2,270)
Acetic anhydride	D	5,000 (2,270)
Acetone cyanohydrin	A	10 (4.54)
Acetyl bromide	D	5,000 (2,270)
Acetyl chloride	D	5,000 (2,270)
Acrolein	X	1 (0.454)
Acrylonitrile	B	100 (45.4)
Adipic acid	D	5,000 (2,270)
Aldrin	X	1 (0.454)
Allyl alcohol	B	100 (45.4)
Allyl chloride	C	1,000 (454)
Aluminum sulfate	D	5,000 (2,270)
Ammonia	B	100 (45.4)
Ammonium acetate	D	5,000 (2,270)
Ammonium benzoate	D	5,000 (2,270)
Ammonium bicarbonate	D	5,000 (2,270)
Ammonium bichromate	A	10 (4.54)
Ammonium bifluoride	B	100 (45.4)
Ammonium bisulfite	D	5,000 (2,270)
Ammonium carbamate	D	5,000 (2,270)
Ammonium carbonate	D	5,000 (2,270)
Ammonium chloride	D	5,000 (2,270)
Ammonium chromate	A	10 (4.54)
Ammonium citrate dibasic	D	5,000 (2,270)
Ammonium fluoborate	D	5,000 (2,270)
Ammonium fluoride	B	100 (45.4)
Ammonium hydroxide	C	1,000 (454)
Ammonium oxalate	D	5,000 (2,270)
Ammonium silicofluoride	C	1,000 (454)
Ammonium sulfamate	D	5,000 (2,270)
Ammonium sulfide	B	100 (45.4)
Ammonium sulfite	D	5,000 (2,270)
Ammonium tartrate	D	5,000 (2,270)
Ammonium thiocyanate	D	5,000 (2,270)
Amyl acetate	D	5,000 (2,270)
Aniline	D	5,000 (2,270)
Antimony pentachloride	C	1,000 (454)
Antimony potassium tartrate	B	100 (45.4)
Antimony tribromide	C	1,000 (454)
Antimony trichloride	C	1,000 (454)
Antimony trifluoride	C	1,000 (454)
Antimony trioxide	C	1,000 (454)
Arsenic disulfide	X	1 (0.454)
Arsenic pentoxide	X	1 (0.454)
Arsenic trichloride	X	1 (0.454)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Arsenic trioxide	X	1 (0.454)
Arsenic trisulfide	X	1 (0.454)
Barium cyanide	A	10 (4.54)
Benzene	A	10 (4.54)
Benzoic acid	D	5,000 (2,270)
Benzonitrile	D	5,000 (2,270)
Benzoyl chloride	C	1,000 (454)
Benzyl chloride	B	100 (45.4)
Beryllium chloride	X	1 (0.454)
Beryllium fluoride	X	1 (0.454)
Beryllium nitrate	X	1 (0.454)
Butyl acetate	D	5,000 (2,270)
Butylamine	C	1,000 (454)
n-Butyl phthalate	A	10 (4.54)
Butyric acid	D	5,000 (2,270)
Cadmium acetate	A	10 (4.54)
Cadmium bromide	A	10 (4.54)
Cadmium chloride	A	10 (4.54)
Calcium arsenate	X	1 (0.454)
Calcium arsenite	X	1 (0.454)
Calcium carbide	A	10 (4.54)
Calcium chromate	A	10 (4.54)
Calcium cyanide	A	10 (4.54)
Calcium dodecylbenzenesulfonate	C	1,000 (454)
Calcium hypochlorite	A	10 (4.54)
Captan	A	10 (4.54)
Carbaryl	B	100 (45.4)
Carbofuran	A	10 (4.54)
Carbon disulfide	B	100 (45.4)
Carbon tetrachloride	A	10 (4.54)
Chlordane	X	1 (0.454)
Chlorine	A	10 (4.54)
Chlorobenzene	B	100 (45.4)
Chloroform	A	10 (4.54)
Chlorosulfonic acid	C	1,000 (454)
Chlorpyrifos	X	1 (0.454)
Chromic acetate	C	1,000 (454)
Chromic acid	A	10 (4.54)
Chromic sulfate	C	1,000 (454)
Chromous chloride	C	1,000 (454)
Cobaltous bromide	C	1,000 (454)
Cobaltous formate	C	1,000 (454)
Cobaltous sulfamate	C	1,000 (454)
Coumaphos	A	10 (4.54)
Cresol	B	100 (45.4)
Crotonaldehyde	B	100 (45.4)
Cupric acetate	B	100 (45.4)
Cupric acetoarsenite	X	1 (0.454)
Cupric chloride	A	10 (4.54)
Cupric nitrate	B	100 (45.4)
Cupric oxalate	B	100 (45.4)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Cupric sulfate	A	10 (4.54)
Cupric sulfate, ammoniated	B	100 (45.4)
Cupric tartrate	B	100 (45.4)
Cyanogen chloride	A	10 (4.54)
Cyclohexane	C	1,000 (454)
2,4-D Acid	B	100 (45.4)
2,4-D Esters	B	100 (45.4)
DDT	X	1 (0.454)
Diazinon	X	1 (0.454)
Dicamba	C	1,000 (454)
Dichlobenil	B	100 (45.4)
Dichlone	X	1 (0.454)
Dichlorobenzene	B	100 (45.4)
Dichloropropane	C	1,000 (454)
Dichloropropene	B	100 (45.4)
Dichloropropene-	B	100 (45.4)
Dichloropropane (mixture)		
2,2-Dichloropropionic acid	D	5,000 (2,270)
Dichlorvos	A	10 (4.54)
Dicofol	A	10 (4.54)
Dieldrin	X	1 (0.454)
Diethylamine	B	100 (45.4)
Dimethylamine	C	1,000 (454)
Dinitrobenzene (mixed)	B	100 (45.4)
Dinitrophenol	A	10 (45.4)
Dinitrotoluene	A	10 (4.54)
Diquat	C	1,000 (454)
Disulfoton	X	1 (0.454)
Diuron	B	100 (45.4)
Dodecylbenzenesulfonic acid	C	1,000 (454)
Endosulfan	X	1 (0.454)
Endrin	X	1 (0.454)
Epichlorohydrin	B	100 (45.4)
Ethion	A	10 (4.54)
Ethylbenzene	C	1,000 (454)
Ethylenediamine	D	5,000 (2,270)
Ethylenediamine-tetraacetic acid (EDTA)	D	5,000 (2,270)
Ethylene dibromide	X	1 (0.454)
Ethylene dichloride	B	100 (45.4)
Ferric ammonium citrate	C	1,000 (454)
Ferric ammonium oxalate	C	1,000 (454)
Ferric chloride	C	1,000 (454)
Ferric fluoride	B	100 (45.4)
Ferric nitrate	C	1,000 (454)
Ferric sulfate	C	1,000 (454)
Ferrous ammonium sulfate	C	1,000 (454)
Ferrous chloride	B	100 (45.4)
Ferrous sulfate	C	1,000 (454)
Formaldehyde	B	100 (45.4)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Formic acid	D	5,000 (2,270)
Fumaric acid	D	5,000 (2,270)
Furfural	D	5,000 (2,270)
Guthion	X	1 (0.454)
Heptachlor	X	1 (0.454)
Hexachlorocyclopentadiene	A	10 (4.54)
Hydrochloric acid	D	5,000 (2,270)
Hydrofluoric acid	B	100 (45.4)
Hydrogen cyanide	A	10 (4.54)
Hydrogen sulfide	B	100 (45.4)
Isoprene	B	100 (45.4)
Isopropanolamine dodecylbenzenesulfonate	C	1,000 (454)
Kepone	X	1 (0.454)
Lead acetate	A	10 (4.54)
Lead arsenate	X	1 (0.454)
Lead chloride	A	10 (4.54)
Lead fluoborate	A	10 (4.54)
Lead fluoride	A	10 (4.54)
Lead iodide	A	10 (4.54)
Lead nitrate	A	10 (4.54)
Lead stearate	A	10 (4.54)
Lead sulfate	A	10 (4.54)
Lead sulfide	A	10 (4.54)
Lead thiocyanate	A	10 (4.54)
Lindane	X	1 (0.454)
Lithium chromate	A	10 (4.54)
Malathion	B	100 (45.4)
Maleic acid	D	5,000 (2,270)
Maleic anhydride	D	5,000 (2,270)
Mercaptodimethur	A	10 (4.54)
Mercuric cyanide	X	1 (0.454)
Mercuric nitrate	A	10 (4.54)
Mercuric sulfate	A	10 (4.54)
Mercuric thiocyanate	A	10 (4.54)
Mercurous nitrate	A	10 (4.54)
Methoxychlor	X	1 (0.454)
Methyl mercaptan	B	100 (45.4)
Methyl methacrylate	C	1,000 (454)
Methyl parathion	B	100 (45.4)
Mevinphos	A	10 (4.54)
Mexacarbate	C	1,000 (454)
Monoethylamine	B	100 (45.4)
Monomethylamine	B	100 (45.4)
Naled	A	10 (4.54)
Naphthalene	B	100 (45.4)
Naphthenic acid	B	100 (45.4)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Nickel ammonium sulfate	B	100 (45.4)
Nickel chloride	B	100 (45.4)
Nickel hydroxide	A	10 (4.54)
Nickel nitrate	B	100 (45.4)
Nickel sulfate	B	100 (45.4)
Nitric acid	C	1,000 (454)
Nitrobenzene	C	1,000 (454)
Nitrogen dioxide	A	10 (4.54)
Nitrophenol (mixed)	B	100 (45.4)
Nitrotoluene	C	1,000 (454)
Paraformaldehyde	C	1,000 (454)
Parathion	A	10 (4.54)
Pentachlorophenol	A	10 (4.54)
Phenol	C	1,000 (454)
Phosgene	A	10 (4.54)
Phosphoric acid	D	5,000 (2,270)
Phosphorus	X	1 (0.454)
Phosphorus oxychloride	C	1,000 (454)
Phosphorus pentasulfide	B	100 (45.4)
Phosphorus trichloride	C	1,000 (454)
Polychlorinated biphenyls	X	1 (0.454)
Potassium arsenate	X	1 (0.454)
Potassium arsenite	X	1 (0.454)
Potassium bichromate	A	10 (4.54)
Potassium chromate	A	10 (4.54)
Potassium cyanide	A	10 (4.54)
Potassium hydroxide	C	1,000 (454)
Potassium permanganate	B	100 (45.4)
Propargite	A	10 (4.54)
Propionic Acid	D	5,000 (2,270)
Propionic anhydride	D	5,000 (2,270)
Propylene oxide	B	100 (45.4)
Pyrethrins	X	1 (0.454)
Quinoline	D	5,000 (2,270)
Resorcinol	D	5,000 (2,270)
Selenium oxide	A	10 (4.54)
Silver nitrate	X	1 (0.454)
Sodium	A	10 (4.54)
Sodium arsenate	X	1 (0.454)
Sodium arsenite	X	1 (0.454)
Sodium bichromate	A	10 (4.54)
Sodium bifluoride	B	100 (45.4)
Sodium bisulfite	D	5,000 (2,270)
Sodium chromate	A	10 (4.54)
Sodium cyanide	A	10 (4.54)
Sodium dodecylbenzenesulfonate	C	1,000 (454)
Sodium fluoride	C	1,000 (454)
Sodium hydrosulfide	D	5,000 (2,270)
Sodium hydroxide	C	1,000 (454)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Sodium hypochlorite	B	100 (45.4)
Sodium methylate	C	1,000 (454)
Sodium nitrite	B	100 (45.4)
Sodium phosphate, dibasic	D	5,000 (2,270)
Sodium phosphate, tribasic	D	5,000 (2,270)
Sodium selenite	B	100 (45.4)
Strontium chromate	A	10 (4.54)
Strychnine	A	10 (4.54)
Styrene	C	1,000 (454)
Sulfuric acid	C	1,000 (454)
Sulfur monochloride	C	1,000 (454)
2,4,5-T acid	C	1,000 (454)
2,4,5-T amines	D	5,000 (2,270)
2,4,5-T esters	C	1,000 (454)
2,4,5-T salts	C	1,000 (454)
TDE	X	1 (0.454)
2,4,5-TP acid	B	100 (45.4)
2,4,5-TP acid esters	B	100 (45.4)
Tetraethyl lead	A	10 (4.54)
Tetraethyl pyrophosphate	A	10 (4.54)
Thallium sulfate	B	100 (45.4)
Toluene	C	1,000 (454)
Toxaphene	X	1 (0.454)
Trichlorfon	B	100 (45.4)
Trichloroethylene	B	100 (45.4)
Trichlorophenol	A	10 (4.54)
Triethanolamine	C	1,000 (454)
dodecylbenzenesulfonate		
Triethylamine	D	5,000 (2,270)
Trimethylamine	B	100 (45.4)
Uranyl acetate	B	100 (45.4)
Uranyl nitrate	B	100 (45.4)
Vanadium pentoxide	C	1,000 (454)
Vanadyl sulfate	C	1,000 (454)
Vinyl acetate	D	5,000 (2,270)
Vinylidene chloride	B	100 (45.4)
Xylene (mixed)	B	100 (45.4)
Xylenol	C	1,000 (454)
Zinc acetate	C	1,000 (454)
Zinc ammonium chloride	C	1,000 (454)
Zinc borate	C	1,000 (454)
Zinc bromide	C	1,000 (454)
Zinc carbonate	C	1,000 (454)
Zinc chloride	C	1,000 (454)
Zinc cyanide	A	10 (4.54)
Zinc fluoride	C	1,000 (454)
Zinc formate	C	1,000 (454)
Zinc hydrosulfite	C	1,000 (454)
Zinc nitrate	C	1,000 (454)

<b>Material</b>	<b>Category</b>	<b>RQ in pounds (kilograms)</b>
Zinc phenolsulfonate	D	5,000 (2,270)
Zinc phosphide	B	100 (45.4)
Zinc silicofluoride	D	5,000 (2,270)
Zinc sulfate	C	1,000 (454)
Zirconium nitrate	D	5,000 (2,270)
Zirconium potassium fluoride	C	1,000 (454)
Zirconium sulfate	D	5,000 (2,270)
Zirconium tetrachloride	D	5,000 (2,270)

[50 FR 13513, Apr. 4, 1985, as amended at 51 FR 34547, Sept. 29, 1986; 54 FR 33482, Aug. 14, 1989; 58 FR 35327, June 30, 1993; 60 FR 30937, June 12, 1995]