



## **Georgia Department of Natural Resources**

7 Martin Luther King, Jr. Drive – Room 643, Atlanta, Georgia 30334  
Mark Williams, Commissioner  
F. Allen Barnes, Director  
Environmental Protection Division  
(404) 656-6905

### **Georgia Environmental Protection Division** **Emergency Response Team**

#### **Release and Remediation Report**

#### **Instructions**

This report should be used by the responsible party in conjunction with the responsible party's environmental contractor to document the circumstances surrounding the release, release reporting, and efforts taken which resulted in the containment of the release and the clean up of free product and contaminated materials. It is not meant to be used to detail long-term actions that might include soil or groundwater remediation. Other Branches within the Environmental Protection Division will handle long-term remediation actions. If needed following the submission of this report, you will be contacted by the appropriate Branch to determine the way forward for these long-term remedial actions. Should you be asked by the State On Scene Coordinator (SOSC) or Division Duty Officer (DDO) to submit a report concerning a particular release, it is recommended that you use this reporting form. If you are requested to submit a release and remediation report, it is requested that the report be submitted no later than thirty (30) days of completion of your emergency response activities. The preferred method of submission of this report is via an electronic submission directly to the Emergency Response Program State On-Scene Coordinator who responded to the spill. Their names and e-mail addresses are located below. Alternately, this report can be mailed to the appropriate State On-Scene Coordinator at one of the addresses indicated below:

Environmental Protection Division  
Northeast District  
Augusta Satellite Office  
1885 Tobacco Road  
Augusta, Georgia 30906  
[Al.Frazier@dnr.state.ga.us](mailto:Al.Frazier@dnr.state.ga.us)

Environmental Protection Division  
Coastal District  
400 Commerce Center Drive  
Brunswick, Georgia 31523  
[Michelle.Cortes@dnr.state.ga.us](mailto:Michelle.Cortes@dnr.state.ga.us)

Environmental Protection Division  
Mountain District  
16 Center Road  
Cartersville, Georgia 30120  
[Scott.Coburn@dnr.state.ga.us](mailto:Scott.Coburn@dnr.state.ga.us)  
[Jerry.Campbell@dnr.state.ga.us](mailto:Jerry.Campbell@dnr.state.ga.us)

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*(Enter responses regarding the incident in the spaces to the right.)*

<b><u>Incident Initial Information</u></b>	<b><u>Response (as applicable)</u></b>
Date/Time Incident Occurred	
Incident Location: Physical Address	
Incident Location: Nearest City or Town	
Incident Location: County	
Incident Location: Latitude / Longitude	
EPD Complaint Tracking System ID Number	
Date/Time Reported to Georgia State Emergency Operations Center	
Date/Time Reported to National Response Cntr	
Date/Time Reported to Local Fire Department	
Date/Time Reported to Local Emergency Management Agency	
Date/Time Reported to Local Emergency Planning Committee	
Date Clean-up Commenced	
Date Clean-up Completed	

*(Enter responses regarding the responsible party in the spaces to the right.)*

<b><u>Responsible Party Information</u></b>	<b><u>Response (as applicable)</u></b>
Responsible Party or Firm Name	
Responsible Party Contact Person	
Responsible Party Mailing Address	
Responsible Party City, State, ZIP Code	
Responsible Party Telephone	
Responsible Party 24-hour Telephone	
Responsible Party Facsimile	
Responsible Party Electronic Mail Address	

*(Enter responses regarding the remediation contractor in the spaces to the right.)*

<b><u>Remediation Contractor Information</u></b>	<b><u>Response (as applicable)</u></b>
Remediation Contractor Firm Name	
Remediation Contractor Contact Person	
Remediation Contractor Mailing Address	
Remediation Contractor City, State, ZIP Code	
Remediation Contractor Telephone	
Remediation Contractor 24-hour Telephone	
Remediation Contractor Facsimile	
Remediation Contractor Electronic Mail Address	

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*(Only enter those substances released during the incident in the spaces to the right; leave others blank.)*

<b><u>Material(s) Released to the Environment</u></b>	<b><u>Amount Released</u></b>	<b><u>Units of Measure</u></b>
Gasoline		
Diesel		
Aviation Gas / Jet Fuel		
Fuel Oil		
Hydraulic Fluid, Used or Waste Oil		
Transformer Oil (designate "mineral" or "PCB")		
Untreated Sewage or Wastewater		
Treated Sewage or Wastewater		
Sludge		
Hazardous Substances (list chemical, CASRN)		
Other Materials (Specify below)		

*(Enter those environmental media affected during the incident in the spaces to the right; leave others blank.)*

<b><u>Affected Environmental Media</u></b>	<b><u>Affected? (Yes)</u></b>	<b><u>Name of Receiving Body (if known)</u></b>
Air		Not Applicable
Coastal Waters		
Inland Surface Waters		
Storm Drains		
Open Ditches		
Groundwater		
Wetlands		
Soil		
Impervious Surface		
Other (Specify below)		

*(Only enter those initiating events causing the incident in the spaces to the right; leave others blank.)*

<b><u>Initiating Event Causing Release</u></b>	<b><u>Source? (Yes)</u></b>	<b><u>Additional Information</u></b>
Motor Vehicle Accident?		
Train Accident?		
Aviation Accident?		
Marine Accident?		

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Fire or Explosion?		
Power Failure?		
Process Upset?		
Container or Tank Overfill?		
Fixed, Cargo or Fuel Tank Leak?		
Piping or Dispensing System?		
Other (Specify below)?		

*(Enter those clean-up actions used during the incident in the spaces to the right; leave others blank.)*

<b><u>Release Clean-up and Remediation</u></b>	<b><u>Response (Yes)</u></b>	<b><u>Applicable Amount (if known)</u></b>
Soil Excavated? Dimensions ( LxWxD )		
Absorbents Used?		
Skimmer(s) Used?		
Boom(s) Used?		
Vacuum Trucks Used?		
Neutralization Used?		
Attenuation Used?		
Other Clean-up Mechanisms Used? (Specify below)		
Free Product Recovered?		
Free Product Returned to Process?		
Free Product Sent to Wastewater Treatment?		
Free Product Sent to Recycling Facility?		
Free Product Sent Elsewhere? (Specify below)		
Contaminated Soil Sent to Solid Waste Landfill?		
Contaminated Soil Sent to Hazardous Waste Landfill?		
Contaminated Soil Thermally Treated?		
Other Disposal Route for Contaminated Soil? (Specify below)		
Other Materials or Debris Removed?		
Debris Sent to Solid Waste Landfill?		

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Debris Sent to Hazardous Waste Landfill?		
Other Disposal Route for Debris? (Specify below)		

<b><u>Attachments (as applicable)</u></b>	<b><u>Included? (Yes)</u></b>	<b><u>Additional Information</u></b>
Summary of incident description, corrective actions taken, preventative measures instituted, and photographs.		
A scaled map of the site that includes all roads, highways and ditches, and shows the location(s) of the spill(s) and areas where released materials were recovered or treated.		
Documentation that demonstrates proper recycling, treatment or disposal of all materials (e.g., landfill weight tickets).		
A table indicating the identification, depth, and field soil screening results of each sample taken.		
Copies of any field or laboratory analytical results.		
Other documentation (Specify below)?		

<b><u>Certification</u></b>	
<i>I certify to the best of my knowledge that the provided information and attachments are correct and accurate.</i>	
Authorized Representative Name	
Authorized Representative Organization	
Certification Date	
Signature	
The Georgia Electronic Records and Signatures Act, O.C.G.A. § 10-12-1 et seq. provides for the use of electronic signatures.	