

To: Distribution

From: K. G. Akins
Date: September 11, 1992

Interoffice
Communication

Subject: **SARA AND CERCLA RELEASE REPORTING**

VISTA

Spill and release reporting training will be held Tuesday, September 15, at 10:30 p.m. in the conference room. Everyone on the distribution is on the SPCC call list and could possibly have to report a chemical release or spill to the proper authorities.

In the training we will discuss all the activities involved in reporting releases. Fact gathering, quantity estimations, verbal and written notifications will all be discussed.

We will also go through several possible release and spill scenarios and the reporting and notifications required for each.

Please make every effort to attend this meeting. If your phone rings someday late at night on a weekend, you'll be glad you came.

Kenneth G. Akins

K. G. Akins
Senior Environmental Coordinator

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