

Waste Treatment Unit Spills and Releases Report

Items 1-14 to be completed by the lead operator

1. Date: _____ 2. Time of Day: _____
3. Unit: (Check all that apply)

☐ WTU STRIPPERS	☐ CSS	☐ FORMATE
☐ BOTTOMS PLANT	☐ TETRA	☐ INCINERATORS
☐ SLUDGE KETTLE	☐ CPC	☐ WASTE CLASSIFIERS
☐ P/T STRIPPERS	☐ BAT	☐ OTHER (Describe below)
4. Description of Event: (Describe details of where and why the leak occurred)
5. Material Spilled: (Describe the stream and composition of spill)
6. Physical State: (Check all that apply)
☐ Solid ☐ Liquid ☐ Vapor ☐ Boiling Liquid
7. Amount Spilled: (Estimate or calculate the quantity to the best of your knowledge; ex. 1/4 gallon, 1 pint, etc.)
8. Where did spill go to?: (Check all that apply)
☐ Ground ☐ Air ☐ Roadway Ditch
☐ Process Sewer ☐ Storm Sewer ☐ Concrete Containment
☐ Other (Describe)
9. Classification of Release: (Check the yellow book to find this out and check the appropriate classif.)
☐ Unit Release ☐ IRQ ☐ IRQC ☐ Agency Reportable
10. Notification: (Based on the classification of the release, is it necessary to notify supervision?)
☐ Yes ☐ No (Unit release)
If No, your completion of this report is sufficient.
If Yes, who was notified? _____ Time _____
11. Immediate Corrective Action Taken: (Describe below)
12. Shift Discussion Conducted: ☐ Yes ☐ No
If no, explain why.
13. Recommendations from operators to prevent recurrence.

14. Lead Operator's Name:

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Items 15 - 18 are the responsibility of the unit supervisors to complete.

15. Responsible supervisor's name: _____

16. Determine Root Cause of Spill: (Check one that best applies)

- | | |
|--------------------------------------|--------------------------|
| _____ Mechanical Seal Leak | _____ Internal Corrosion |
| _____ Mechanical Problem | _____ External Corrosion |
| _____ Instrument Problem | _____ Design Problem |
| _____ People Errors (see list below) | |

Circle one that best applies, for people errors only

1. Failure to follow procedures.
2. Design Problems
3. Lack of Training for routine operations
4. Inadequate crisis response.
5. Lack of experience or planning.
6. Failure to communicate properly.
7. Complexity of instrument systems.
8. Others (give details)

_____ Others (give details below)

17. List corrective measures to prevent this from happening again and target completion dates.

18. Note date when all corrective measures are completed and this release is closed out.

_____ date

_____ initials

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Release No:

Written: 1/12/02-LD