

# HAZARDOUS MATERIALS MINOR SPILL AND RELEASE INCIDENT REPORT GUIDE

*Approved Jointly By*  
**Santa Barbara County Chapter of CAER**  
*Community Awareness & Emergency Response*  
*and*  
**Santa Barbara County Fire Chiefs**

This guide is for members of the Santa Barbara County business community who handle hazardous materials / waste, and is designed to assist in **some** of your reporting obligations in the event of a hazardous materials / waste spill, including oil, and produced water. It simplifies compliance with existing mandates, and allows **non-emergency incidents to be reported by fax**.

## **The Hazardous Materials Minor Spill and Release Incident Report Form provides:**

1. A **single** fax number for Santa Barbara County businesses for legally required reporting of all hazardous materials / waste releases to the primary local agencies that you are obligated to notify. Follow-up your fax with a telephone call verifying receipt of the fax (686-8170) first thing the next business day. The primary local agencies include all Santa Barbara County fire departments, County Protection Services Division and County Office of Emergency Services. Hazardous material releases that are reported by using this form in some cases must also be reported to the State Office of Emergency Services (OES) – 800-852-7550. Other reporting requirements to other local, state and federal agencies may still apply.
2. Guidance on how to assess whether the incident is an emergency. The burden is on each business to make this distinction. **However, when in doubt, call 9-1-1.**

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2. Incident Reporting – (Page 3)
  - Guidelines for reporting the incident to local emergency agencies
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  - Authorized reporting form to be completed and faxed.

### **Questions?**

**Call Santa Barbara County Fire Protection Services at 686-8170**

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## GUIDELINES FOR INCIDENT ASSESSMENT

**Does the hazardous material spill / release, or threatened release, poses a threat to life, property or the environment?**

**If the answer is Yes to any of the following questions – REPORT SPILL TO 9-1-1:**

- Was anyone killed, seriously injured or admitted to a hospital for observation?
- Was anyone, other than employees in the immediate area of the release, required to evacuate?
- Did the release cause off-site damage to public or private property?
- Did the release extend into any wetlands, sewers, waterways, agricultural properties, public highways, or escape secondary containment/
- Is there a threat of release of a significant volume of a hazardous substance?
- Will containment, decontamination, and/or clean-up require the assistance of federal, state, county, or municipal response elements?
- Did the incident impact the environment, or threaten to impact the environment (e.g. animals, plant life, wetlands, sewers, waterways, agricultural properties, or roadways)?
- Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger employees, the general public, or the environment?

If in doubt  
**CALL 9-1-**

All answers are  
**No**

Any answer is  
**YES**

**Complete Incident**  
Report Form

Call 9-1-1 Immediately  
And Call State OES at 800-852-7550

**FAX TO HMU AT (805) 686-8183**  
Within One (1) Working Day  
Phone to verify receipt of fax – 686-8170

**Note: Other state and federal agencies may require notification depending on the circumstances.**

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## INCIDENT REPORTING

### Who is obligated to notify?

Requirements for immediate notification of all spills or releases cover: Owners, Operators, Persons in Charge, and Employees. Notification is required regarding releases from facilities, vehicles, vessels, pipelines and railroads.

### What is a release?

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency – CA H&SC 25501(s)

### Who must be notified of a spill and/or release in Santa Barbara County?

Pursuant to the California Health and Safety Code Section 25507, and Santa Barbara County Ordinances, all hazardous material releases must be reported at once to the County CUPA /Administrating Agency and/or State OES. In Santa Barbara County, the CUPA (County Fire Department Protection Services Division is the Authorized Agency), the local fire agency and the County Office of Emergency Services must be notified. When a minor spill and/or release occurs, the Hazardous Materials Minor Spill and Release Incident Report Form is to be faxed to the County Fire Department Protection Services Division within one (1) working day. Follow-up the fax with a telephone call the next working day to verify receipt of the fax. This will satisfy the emergency notification for these agencies in Santa Barbara County only. Other reporting requirements may apply.

### What other agencies may need to be notified?

In addition to 9-1-1 and/or faxed Incident Report, the following apply under varying circumstances:

- All releases that equal or exceed Federal Reportable Quantities – Call the National Response Center (NRC) at 1-800-424-8802 or on-line at [www.nvc.uscg.mil/online.htm](http://www.nvc.uscg.mil/online.htm)
- All releases on highway – Call California Highway Patrol at (805) 967-1234.
- All hazardous waste tank releases – Call Department of Toxic Substances Control Regional Office at (818) 551-2933
- All serious worker injuries or harmful exposures – Call Cal OSHA District Office at (805) 654-4581
- All oil spills at drilling and production fixed facilities – Call Conservation Department, Division of Oil, Gas and Geothermal Resources at (805) 937-7246.
- All spills with a potential to impact State water quality – Call State Fish & Game Department at (916) 445-0045
- All significant, potential or actual railroad releases – Public Utilities Commission at (213) 897-2975.
- All Hazardous Liquid Pipelines – Call local fire department.
- All Natural Gas Pipelines – Call Public Utilities Commission at (213) 897-2975.
- Consult Federal, State and Local laws and regulations for complete notification requirements.

**Reminder: All hazardous material releases reported to Santa Barbara County Fire Department Protection Services Division, must also be reported to the State OES at 800-852-7550.**

### What other statutes and regulations require emergency notification of a hazardous chemical release?

- |                                     |  |
|-------------------------------------|--|
| • California Health and Safety Code | Sections 25270.8, 25507, 25503(c)(9)   |
| • CA Vehicle Code                   | Section 23112.5  |
| • CA Public Utilities code          | Section 7673 (c)   |
| • CA Government Code                | Sections 51018, 8670.25.5(a)   |
| • CA Water Code                     | Sections 13271(a), 13272(a), 13260(a)  |
| • California Labor Code             | Section 9030   |
| • U.S. Code, Title 42               | Sections 9603, 11004<br>Title 8, Section 5209<br>Title 13, Section 1166<br>Title 14, Section 1722(h)                       |
| • California Code of Regulations    | Title 19, Sections 2703, 2705<br>Title 22, Sections 66265.56(j), 66265.196(e)<br>Title 23, Sections 2230, 2250, 2251, 2260 |
| • 49 CFR                            | Parts 100 – 177, 263 Section 263.30  |
| • 49 CFR                            | Part 171.16  |
- Other Federal and State laws / regulations may apply.

### Are there any web sites available to review the statues and regulations?

- |                     |   |
|---------------------|---|
| State Regulations   | <a href="http://www.oes.ca.gov">http://www.oes.ca.gov</a><br><a href="http://www.calregs.com/">http://www.calregs.com/</a><br><a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a> |
| Federal Regulations | <a href="http://www.access.gpo.gov/nara/cfr/index.html">http://www.access.gpo.gov/nara/cfr/index.html</a>   |