Incident Notification Form – Non-Regulated

This form is required to be filled out and submitted to the MSCAA Manager of Environmental Compliance (amccaffery@flymemphis.com) for spills and releases not reportable to outside regulatory agencies. It will be used as an internal report only; this report should not be submitted to a regulatory agency, unless it is legally requested. This report must be maintained for a minimum of 5 years after the current NPDES permit has expired.

If the spill or release impacted water, soil, or air, or discharged off property, do not use this form. Please use the "Incident Notification Form – Regulated". If you do not have a copy of this form, you can contact the MSCAA Manager of Environmental Compliance (X8754).

Spills or Releases regulated and reportable to outside regulatory agencies (NRC, LEPC, TEMA, TDEC, etc.) are:

- Oil and chemical spills and releases that are allowed to migrate off MSCAA property via air, water, sewer, etc.
- Oil release that causes a sheen or leaves a sludge or emulsion beneath the surface
- Chemical release that exceeds the reportable quantity threshold listed in 40 CFR 355 Appendix A & B or could threaten human health or negatively affect the environment.

Date of Incident _____ **Start Time** _____

Company involved:

- ☐ MSCAA
- ☐ Airline: _____
- ☐ Tenant: _____
- ☐ Other: _____

Person Reporting/Title: _____

Contact Tele. #: _____

INTERNAL REPORTABLE SPILL/RELEASE

Location of Incident: _____

Weather conditions: _____

First Responders/contact # _____

Time reported to MSCAA Com. _____

Type of product spilled:

- ☐ Fuel (Jet or Diesel)
- ☐ Gasoline
- ☐ Paint
- ☐ Automotive Fluid
- ☐ Auto Oil(s)
- ☐ Haz. Waste
- ☐ Other: _____

Estimated amount of spilled material (gallons/pounds): _____

On what type of surface did spill occur?

Check all that apply

- ☐ Soil
- ☐ Concrete
- ☐ Asphalt
- ☐ Gravel
- ☐ Other: _____

Provide a detailed description of the spill circumstances and the area effected on the property:

_____

_____

_____

_____

_____

Were on-site personnel able to satisfactorily clean up the spill? ☐ Yes ☐ No

Clean-up completed by: _____

Contact Information: _____

Time Completed: _____

If yes, provide a detailed description of how the spill was cleaned up including the disposition of affected media (i.e., were contaminated soils contained in a drum, etc.), method utilized for disposal of affected media, need for further action and/or verification sampling.

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