

Incident Notification Form – Regulated (Spill or Release Impacted Environment)

This form is required to be filled out and submitted to the MSCAA Manager of Environmental Compliance (amccaffery@flymemphis.com) if you have a reportable release to the environment where outside regulatory agencies must be contacted. It will be used as an internal report to assist the Environmental Manager with reporting requirements to regulating agencies. This report must be maintained for a minimum of 5 years after the current NPDES permit has expired.

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.

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

Date of Incident _____

Start Time _____

Tenant or Company involved:

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

Person Reporting/Title: _____

Contact Tele. #: _____

REGULATORY 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 | ☐ 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: _____ | |

Did Released Material Enter a Storm Drain, Sewer, Ditch (concrete or grass-lined), body of water, Soil?

☐ Yes ☐ No

Provide a detailed description of the spill circumstances and the area where the spill occurred on the property and where the material ended up off airport, if necessary:

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

Clean-up completed by: _____

Contact Information: _____

Date/Time Completed: _____

What agencies were contacted?

Was an environmental or health risk posed by the spill?

☐ Yes ☐ No

If yes, provide a detailed description

Was evacuation necessary?

☐ Yes ☐ No

If yes, provide a description

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.

Does the SWPPP and/or SPCC plan(s) need to be revised to provide new or updated best management practices?

☐ Yes ☐ No

Date Completed:

Agencies to contact:

MSCAA Communications Group – (901) 922-8298 or (901) 922-8333 (emergency)

MSCAA Manager of Environmental Compliance – Amy McCaffery (901) 922-8754 or (901) 604-1120 cell

Memphis Emergency Management Agency (EMA) – (901) 458-1515

Tennessee Emergency Management Agency (TEMA) – (800) 262-3300

Tennessee Dept. of Environment and Conservation (TDEC) – (901) 368-7976

National Response Center (NRC) – (800) 424-8802

Environmental Protection Agency (EPA) - 1-800-241-1754 or 1-404-562-9900