

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

The following information has been compiled as a summary to consolidate the legal requirements for the immediate verbal notification and written follow-up reporting of hazardous material spills/releases within California (as related to Health and Safety Code, Section 25510). Note that there are a variety of other federal and California spill/release laws that are not included in this summary. Local governments can have requirements that are more stringent than state and should be contacted for advice about reporting of hazardous material spills/releases in their area.

This document is intended to be used as a reference only. The official statutory and regulatory requirements can be accessed at:

Statute: <http://leginfo.legislature.ca.gov>

Regulations: <http://ccr.oal.ca.gov>

Section 1 of this document contains excerpts from the California Government Code Section 8589.7 and Health and Safety Code, Sections 25500 – 25519. Section 2 contains excerpts from Title 19, California Code of Regulations, Sections 2720 – 2728.

If you have any questions about hazardous material spill/release reporting, please contact the California Governor's Office of Emergency Services, Fire and Rescue Branch, Hazardous Materials Section at (916) 845-8798.

Section 1

Statutory Requirements for Hazardous Material Spill/Release Reporting

1. Excerpts from California Government Code (GC) Section 8589.7

a. OES Notifications

GC 8589.7. (a) In carrying out its responsibilities pursuant to subdivision (b) of Section 8574.17, the Office of Emergency Services*¹ shall serve as the central point in state government for the emergency reporting of spills, unauthorized releases, or other accidental releases of hazardous materials and shall coordinate the notification of the appropriate state and local administering agencies*² that may be required to respond to those spills, unauthorized releases, or other accidental releases. The California Emergency Management Agency*¹ is the only state agency required to make the notification required by subdivision (b).

(b) Upon receipt of a report concerning a spill, unauthorized release, or other accidental release involving hazardous materials, as defined in Section 25501 of the Health and Safety Code, or concerning a rupture of, or an explosion or fire involving, a pipeline reportable pursuant to Section 51018, the Office of Emergency Services*¹ shall immediately inform the following agencies of the incident:

(1) For an oil spill reportable pursuant to Section 8670.25.5, the Office of Emergency Services*¹ shall inform the administrator for oil spill response, the State Lands Commission, the

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

- California Coastal Commission, and the California regional water quality control board having jurisdiction over the location of the discharged oil.
- (2) For a rupture, explosion, or fire involving a pipeline reportable pursuant to Section 51018, the Office of Emergency Services*¹ shall inform the State Fire Marshal.
 - (3) For a discharge in or on any waters of the state of a hazardous substance or sewage reportable pursuant to Section 13271 of the Water Code, the Office of Emergency Services*¹ shall inform the appropriate California regional water quality control board.
 - (4) For a spill or other release of petroleum reportable pursuant to Section 25270.8 of the Health and Safety Code, the Office of Emergency Services*¹ shall inform the local administering agency*² that has jurisdiction over the spill or release.
 - (5) For a crude oil spill reportable pursuant to Section 3233 of the Public Resources Code, the Office of Emergency Services*¹ shall inform the Division of Oil, Gas, and Geothermal Resources and the appropriate California regional water quality control board.
- (c) This section does not relieve a person who is responsible for an incident specified in subdivision (b) from the duty to make an emergency notification to a local agency, or the 911 emergency system, under any other law.
- (d) A person who is subject to Section 25510 of the Health and Safety Code shall immediately report all releases or threatened releases pursuant to that section to the appropriate local administering agency*² and each local administering agency*² shall notify the Office of Emergency Services*¹ and businesses in their jurisdiction of the appropriate emergency telephone number that can be used for emergency notification to the administering agency*² on a 24-hour basis. The administering agency*² shall notify other local agencies of releases or threatened releases within their jurisdiction, as appropriate.
- (e) No facility, owner, operator, or other person required to report an incident specified in subdivision (b) to the Office of Emergency Services*¹ shall be liable for any failure of the Office of Emergency Services*¹ to make a notification required by this section or to accurately transmit the information reported.



State Laws & Regulations: [Government Code § 8589.7](#)

2. California Health and Safety Code (HSC) Sections 25500-25519

a. Legislative Intent

HSC 25500. (a) The Legislature declares that, in order to protect the public health and safety and the environment, it is necessary to establish business and area plans relating to the handling and release or threatened release of hazardous materials. The establishment of a statewide environmental reporting system for these plans is a statewide requirement. Basic information on the location, type, quantity, and health risks of hazardous materials handled, used, stored, or disposed of in the state, which could be accidentally released into the environment, is required to be submitted to firefighters, health officials, planners, public safety officers, health care providers, regulatory agencies, and other interested persons. The information provided by business and area plans is necessary in order to prevent or mitigate the

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

damage to the health and safety of persons and the environment from the release or threatened release of hazardous materials into the workplace and environment.

(b) The Legislature further finds and declares that this article and Article 2 (commencing with Section 25531) do not occupy the whole area of regulating the inventorying of hazardous materials and the preparation of hazardous materials response plans by businesses, and the Legislature does not intend to preempt any local actions, ordinances, or regulations that impose additional or more stringent requirements on businesses that handle hazardous materials. Thus, in enacting this article and Article 2 (commencing with Section 25531), it is not the intent of the Legislature to preempt or otherwise nullify any other statute or local ordinance containing the same or greater standards and protections.

	State Laws & Regulations: HSC 25500
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b. Definitions

HSC 25501. Unless the context indicates otherwise, the following definitions govern the construction of this chapter:

(c) “Business” means all of the following:

- (1) An employer, self-employed individual, trust, firm, joint stock company, corporation, partnership, or association.
- (2) A business organized for profit and a nonprofit business.
- (3) The federal government, to the extent authorized by law.
- (4) An agency, department, office, board, commission, or bureau of state government, including, but not limited to, the campuses of the California Community Colleges, the California State University, and the University of California.
- (5) An agency, department, office, board, commission, or bureau of a city, county, or district.

(e) (1) “Certified unified program agency” or “CUPA” means the agency certified by the secretary to implement the unified program specified in Chapter 6.11 (commencing with Section 25404) within a jurisdiction.

(j) “Emergency rescue personnel” means a public employee, including, but not limited to, a firefighter or emergency rescue personnel, as defined in Section 245.1 of the Penal Code, or personnel of a local emergency medical services (EMS) agency, as designated pursuant to Section 1797.200, or a poison control center, as defined by Section 1797.97, who responds to any condition caused, in whole or in part, by a hazardous material that jeopardizes, or could jeopardize, public health or safety or the environment.

(k) “Handle” means all of the following:

- (1) (A) To use, generate, process, produce, package, treat, store, emit, discharge, or dispose of a hazardous material in any fashion.
(B) For purposes of subparagraph (A), “store” does not include the storage of hazardous materials incidental to transportation, as defined in Title 49 of the Code of Federal Regulations, with regard to the inventory requirements of Section 25506.
- (2) (A) The use or potential for use of a quantity of hazardous material by the connection of a marine vessel, tank vehicle, tank car, or container to a system or process for any purpose.

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

(B) For purposes of subparagraph (A), the use or potential use does not include the immediate transfer to or from an approved atmospheric tank or approved portable tank that is regulated as loading or unloading incidental to transportation by Title 49 of the Code of Federal Regulations.

(l) "Handler" means a business that handles a hazardous material.

(m) "Hazardous material" means a material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous materials" include, but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the unified program agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment.

(n) "Hazardous substance" means any substance or chemical product for which one of the following applies:

(1) The manufacturer or producer is required to prepare a material safety data sheet (MSDS) for the substance or product pursuant to the Hazardous Substances Information and Training Act (Chapter 2.5 (commencing with Section 6360) of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation.

(2) The substance is listed as a radioactive material in Appendix B of Chapter 1 (commencing with Section 10.1) of Title 10 of the Code of Federal Regulations, maintained and updated by the Nuclear Regulatory Commission.

(3) Hazardous materials or substances listed in Part 172 (commencing with Section 172.1) and Part 173 (commencing with Section 173.1) of Subchapter C of Chapter I of Subtitle B of Title 49 of the Code of Federal Regulations.

(4) The materials in the listings specified in subdivision (b) of Section 6382 of the Labor Code.

(o) "Hazardous waste" means hazardous waste, as defined by Sections 25115 and 25117 and by subdivision (g) of Section 25316.

(p) "Office" means the Office of Emergency Services*¹.

(q) "Release" means 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.

(u) "Threatened release" means a condition, circumstance, or incident making it necessary to take immediate action to prevent, reduce, or mitigate a release with the potential to cause damage or harm to persons, property, or the environment.



State Laws & Regulations: [HSC 25501](#)

c. Release Reporting Requirements

HSC 25510. (a) Except as provided in subdivision (b), the handler or an employee, authorized representative, agent, or designee of a handler, shall, upon discovery, immediately report any release or threatened release of a hazardous material to the unified program agency, and to the office*¹, in accordance with the regulations adopted pursuant to Section 25503. The handler or an employee,

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

authorized representative, agent, or designee of the handler shall provide all state, city, or county fire or public health or safety personnel and emergency rescue personnel with access to the handler's facilities. (b) Subdivision (a) does not apply to a person engaged in the transportation of a hazardous material on a highway that is subject to, and in compliance with, the requirements of Sections 2453 and 23112.5 of the Vehicle Code.

	State Laws & Regulations: HSC 25510
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d. Written Follow-Up Reports

HSC 25510.1. (a) A business required to submit a followup emergency notice pursuant to Section 11004(c) of Title 42 of the United States Code shall submit the notice on a form approved by the office*¹. (b) The office*¹ may adopt guidelines for the use of the forms required by subdivision (a).

	State Laws & Regulations: HSC 25510.1
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e. HazMat Teams

HSC 25510.2. In order to carry out the purposes of this chapter, a unified program agency may train for, and respond to, the release, or threatened release, of a hazardous material.

	State Laws & Regulations: HSC 25510.2
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f. School Notification

HSC 25510.3 The emergency rescue personnel, responding to the reported release or threatened release of a hazardous material, or of a regulated substance, as defined in Section 25532, or to any fire or explosion involving a material or substance that involves a release that would be required to be reported pursuant to Section 25510, shall immediately advise the superintendent of the school district having jurisdiction, where the location of the release or threatened release is within one-half mile of a school.

	State Laws & Regulations: HSC 25510.3
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g. Enforcement – Administrative

HSC 25515.2. (a) Notwithstanding Section 25515, a business that violates this article is liable to a unified program agency for an administrative penalty not greater than two thousand dollars (\$2,000) for each day in which the violation occurs. If the violation results in, or significantly contributes to, an emergency, including a fire or health or medical problem requiring toxicological, health, or medical consultation, the

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

business shall also be assessed the full cost of the county, city, fire district, local EMS agency designated pursuant to Section 1797.200, or poison control center as defined by Section 1797.97, emergency response, as well as the cost of cleaning up and disposing of the hazardous materials.

(b) Notwithstanding Section 25515, a business that knowingly violates this article after reasonable notice of the violation is liable for an administrative penalty, not greater than five thousand dollars (\$5,000) for each day in which the violation occurs.

(c) When a unified program agency issues an enforcement order or assesses an administrative penalty, or both, for a violation of this article, the unified program agency shall utilize the administrative enforcement procedures, including the hearing procedures, specified in Sections 25404.1.1 and 25404.1.2.

	State Laws & Regulations: HSC 25515.2
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h. Enforcement – Civil Criminal

HSC 25515.3. (a) A person or business that violates Section 25510 shall, upon conviction, be punished by a fine of not more than twenty-five thousand dollars (\$25,000) for each day of violation, by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. If the conviction is for a violation committed after a first conviction under this section, the person shall be punished by a fine of not less than two thousand dollars (\$2,000) or more than fifty thousand dollars (\$50,000) per day of violation, by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16, 20, or 24 months or in a county jail for not more than one year, or by both the fine and imprisonment. Furthermore, if the violation results in, or significantly contributes to, an emergency, including a fire, to which the county or city is required to respond, the person shall also be assessed the full cost of the county or city emergency response, as well as the cost of cleaning up and disposing of the hazardous materials.

(b) Notwithstanding subdivision (a), a person who knowingly fails to report, pursuant to Section 25510, an oil spill occurring in waters of the state, other than marine waters, shall, upon conviction, be punished by a fine of not more than fifty thousand dollars (\$50,000), by imprisonment in a county jail for not more than one year, or by both that fine and imprisonment.

(c) Notwithstanding subdivision (a), a person who knowingly makes a false or misleading report on an oil spill occurring in waters of the state, other than marine waters, shall, upon conviction, be punished by a fine of not more than fifty thousand dollars (\$50,000), by imprisonment in a county jail for not more than one year, or by both that fine and imprisonment.

(d) This section does not preclude prosecution or sentencing under other provisions of law.

	State Laws & Regulations: HSC 25515.3
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Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

i. Enforcement – Impediment

HSC 25515.4. A person who willfully prevents, interferes with, or attempts to impede the enforcement of this article by any authorized representative of a unified program agency is, upon conviction, guilty of a misdemeanor.

	State Laws & Regulations: HSC 25515.4
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j. Enforcement –Penalty Apportion

HSC 25515.5. (a) All criminal penalties collected pursuant to this article shall be apportioned in the following manner:

(1) Fifty percent shall be paid to the office of the city attorney, district attorney, or Attorney General, whichever office brought the action.

(2) Fifty percent shall be paid to the agency which is responsible for the investigation of the action.

(b) All civil penalties collected pursuant to this chapter shall be apportioned in the following manner:

(1) Fifty percent shall be paid to the office of the city attorney, district attorney, or Attorney General, whichever office brought the action.

(2) Fifty percent shall be paid to the agency responsible for the investigation of the action.

(c) If a reward is paid to a person pursuant to Section 25517, the amount of the reward shall be deducted from the amount of the criminal or civil penalty before the amount is apportioned pursuant to subdivisions (a) and (b).

	State Laws & Regulations: HSC 25515.5
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k. Enforcement – Injunctions / Court Orders

HSC 25515.6. (a) If the unified program agency determines that a business has engaged in, is engaged in, or is about to engage in acts or practices that constitute or will constitute a violation of this article or a regulation or order adopted or issued pursuant to this article, and when requested by the unified program agency, the city attorney of the city or the district attorney of the county in which those acts or practices have occurred, are occurring, or will occur shall apply to the superior court for an order enjoining the acts or practices for an order directing compliance, and, upon a showing that the person or business has engaged in, is engaged in, or is about to engage in the acts or practices, a permanent or temporary injunction, restraining order, or other appropriate order may be granted.

(b) This section does not prohibit a city attorney or district attorney from seeking the same relief upon the city attorney's or district attorney's own motion.

	State Laws & Regulations: HSC 25515.6
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Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

k. Enforcement – Authority to Bring an Action

HSC 25515.7. Every civil action brought under this article or Article 2 (commencing with Section 25531) shall be brought by the city attorney, district attorney, or Attorney General in the name of the people of the State of California, and any actions relating to the same violation may be joined or consolidated.



State Laws & Regulations: [HSC 25515.7](#)

l. Enforcement – Authority to Seek Temporary Restraining Order, Preliminary/Permanent Injunction

HSC 25515.8. (a) In a civil action brought pursuant to this article or Article 2 (commencing with Section 25531) in which a temporary restraining order, preliminary injunction, or permanent injunction is sought, it is not necessary to allege or prove at any stage of the proceeding any of the following:

- (1) Irreparable damage will occur should the temporary restraining order, preliminary injunction, or permanent injunction not be issued.
- (2) The remedy at law is inadequate.

(b) The court shall issue a temporary restraining order, preliminary injunction, or permanent injunction in a civil action brought pursuant to this article or Article 2 (commencing with Section 25531) without the allegations and without the proof specified in subdivision (a).



State Laws & Regulations: [HSC 25515.8](#)

m. Enforcement – Informant Rewards

HSC 25516. (a) A person who provides information that materially contributes to the imposition of a civil penalty, whether by settlement or court order, under Section 25515 or 25515.2, as determined by the city attorney, district attorney, or the Attorney General filing the action, shall be paid a reward by the unified program agency or the state equal to 10 percent of the amount of the civil penalty collected. The reward shall be paid from the amount of the civil penalty collected. No reward paid pursuant to this subdivision shall exceed five thousand dollars (\$5,000).

(b) A person who provides information that materially contributes to the conviction of a person or business under Section 25515.1 or 25515.3, as determined by the city attorney, district attorney, or the Attorney General filing the action, shall be paid a reward by the unified program agency or the state equal to 10 percent of the amount of the fine collected. The reward shall be paid from the amount of the fine collected. No reward paid pursuant to this subdivision shall exceed five thousand dollars (\$5,000).

(c) An informant shall not be eligible for a reward for a violation known to the unified program agency, unless the information materially contributes to the imposition of criminal or civil penalties for a violation specified in this section.

(d) If there is more than one informant for a single violation, the person making the first notification received by the office which brought the action shall be eligible for the reward, except that, if the

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

notifications are postmarked on the same day or telephoned notifications are received on the same day, the reward shall be divided equally among those informants.

(e) Public officers and employees of the United States, the State of California, or counties and cities in this state are not eligible for the reward pursuant to subdivision (a) or (b), unless the providing of the information does not relate in any manner to their responsibilities as public officers or employees.

(f) An informant who is an employee of a business and who provides information that the business has violated this chapter is not eligible for a reward if the employee intentionally or negligently caused the violation or if the employee's primary and regular responsibilities included investigating the violation, unless the business knowingly caused the violation.

(g) The unified program agency or the state shall pay rewards under this section pursuant to the following procedures:

(1) An application shall be signed by the informant and presented to the unified program agency or the state within 60 days after a final judgment has been entered or the period for an appeal of a judgment has expired.

(2) The determination by the district attorney, city attorney, or Attorney General as to whether the information provided by the applicant materially contributed to the imposition of a judgment under Section 25515.1 or 25515.3 shall be final.

(3) The unified program agency or the state shall notify the applicant in writing of its decision to grant or deny a reward within a reasonable time period following the filing of an application.

(4) Approved reward claims shall be paid by the unified program agency or the state within 30 days of the collection and deposit of the penalties specified in subdivisions (a) and (b).

(h) The names of reward applicants or informants shall not be disclosed by the unified program agency or the state unless the names are otherwise publicly disclosed as part of a judicial proceeding.

(i) Notwithstanding any other provision of this section, rewards paid by the state shall only be paid after appropriation by the Legislature.



State Laws & Regulations: [HSC 25516](#)

n. Intent

HSC 25518. This article shall be construed liberally so as to accomplish the intent of the Legislature in protecting the public health, safety, and the environment.



State Laws & Regulations: [HSC 25518](#)

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting



Section 2

Regulatory Requirements for Hazardous Material Spill/Release Reporting

1. Excerpts from California Code of Regulations, Title 19, Division 2, Chapter 4, Sections 2620, 2650, 2701-2705

a. Definitions

Title 19, 2620. "Control" means any actions necessary to stop, prevent, abate, or mitigate a release or threatened release thereby ensuring the elimination of a condition of substantial probability of harm to human health and safety, property, or the environment.

Title 19, 2650. "Person" means any employee, authorized representative, agent or designee of a handler.



Federal Laws & Regulations: [Title 19 § 2620](#)
[Title 19 § 2650](#)

b. Reporting Requirements

Title 19, 2701. The provisions of this subchapter shall not, in any way, preempt more restrictive reporting requirements pursuant to other local, state, or federal ordinances, statutes, or regulations. Pursuant to Section 23112.5 of the Vehicle Code, reporting of on-highway releases shall be made to the Department of the California Highway Patrol.

Title 19, 2703. (a) A person shall provide an immediate, verbal report of any release or threatened release of a hazardous material to the administering agency*² and the California Emergency Management Agency*¹ as soon as:

- (1) a person has knowledge of the release or threatened release;
 - (2) notification can be provided without impeding immediate control of the release or threatened release;
 - (3) notification can be provided without impeding immediate emergency medical measures.
- (b) The immediate reporting pursuant to subsection (a) of this section shall include, as a minimum:
- (1) the exact location of the release or threatened release;
 - (2) the name of the person reporting the release or threatened release;
 - (3) the hazardous materials involved in the release or threatened release;
 - (4) an estimate of the quantity of hazardous materials involved; and
 - (5) if known, the potential hazards presented by the hazardous material involved in the release or threatened release;
- (c) The immediate reporting pursuant to subsection (a) of this section shall not be required if there is a reasonable belief that the release or threatened release poses no significant present or potential hazard to human health and safety, property, or the environment.

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

- (d) Immediate reporting pursuant to subsection (a) of this section shall be made to the California Emergency Management Agency*¹, at telephone number (916) 845-8911 or (800) 852-7550, and to the local administering agency*². The administering agency*² may designate a call to the 911 emergency number as meeting the requirement to call the administering agency*².
- (e) The notifications in subsection (d) shall constitute compliance with the requirements of subdivision (b) of section 11004 of title 42 of the United States Code (1989) regarding verbal notification of the State Emergency Planning Commission and the Local Emergency Planning Committee.

Title 19, 2705. (a) If required to submit a written emergency release follow-up notice pursuant to 42 U.S.C. section 11004(c) (1989), or as that section may be subsequently amended, a business shall prepare the written emergency release follow-up notice using the form specified in subsection (c) of this section.

(b) A written emergency release follow-up notice prepared pursuant to subsection (a) shall be sent to the Chemical Emergency Planning and Response Commission (CEPRC) at 3650 Schriever Avenue, Mather, CA 95655. This written report shall be sent as soon as practicable following a release, but no later than 30 days from the date of the release.

(c) The following reporting form (with instructions), the 'Emergency Release Follow-up Notice Reporting Form,' shall be used for filing the written emergency release follow-up notice required by subsection (a) of this section. This form may be reproduced, as needed.

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

A	BUSINESS NAME	FACILITY EMERGENCY CONTACT	PHONE NUMBER
B	INCIDENT DATE MO DAY YR 	TIME Cal EMA NOTIFIED (Use 24hr Time)	Cal EMA CONTROL NO
C	INCIDENT ADDRESS LOCATION	CITY / COMMUNITY	COUNTY ZIP
D	CHEMICAL OR TRADE NAME (print or type)		CAS Number
	CHECK IF CHEMICAL IS LISTED IN 40 CFR355, APPENDIX A ☐		CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C § 9603(a) ☐
	PHYSICAL STATE CONTAINED ☐ SOLID ☐ LIQUID ☐ GAS	PHYSICAL STATE RELEASED ☐ SOLID ☐ LIQUID ☐ GAS	QUANTITY RELEASED
	ENVIRONMENTAL CONTAMINATION ☐ AIR ☐ WATER ☐ GROUND ☐ OTHER	TIME OF RELEASE	DURATION OF RELEASE ____ DAYS ____ HOURS ____ MIN
E	ACTIONS TAKEN		
F	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use comments section for additional information) ☐ ACUTE OR IMMEDIATE (Explain) _____ ☐ CHRONIC OR DELAYED (Explain) _____ ☐ NOT KNOWN (Explain) _____		
G	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS		
H	COMMENTS: INDICATE SECTION (A-G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION		
I	CERTIFICATION: I hereby certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete. REPORTING FACILITY REPRESENTATIVE (print or type) _____ SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE _____		

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

EMERGENCY RELEASE FOLLOW-UP NOTICE

REPORTING FORM INSTRUCTIONS

(This form may be reproduced, as needed)

GENERAL INFORMATION:

Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:

- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:

Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to Cal EMA. The Cal EMA control number is provided to the caller by Cal EMA at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

State Emergency Response Commission (SERC)

Attn: Section 304 Reports

Hazardous Materials Section

3650 Schriever Avenue

Mather, CA 95655

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

	<i>State Laws & Regulations:</i> <u>Title 19 § 2701</u> <u>Title 19 § 2703</u> <u>Title 19 § 2705</u>
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*¹ July 1, 2014, the California Emergency Management Agency was renamed the California Governor's Office of Emergency Services. Throughout this document the terms Office of Emergency Services, California Emergency Management Agency, and Office means California Governor's Office of Emergency Services.

*² The amendment to the California Health and Safety Code, Division 20, Chapter 6.95, Article 1, which became effective January 1, 2014, removed the term and definition of administering agency. Prior to the amendment, administering agency was defined as the Certified Unified Program Agency. Throughout this document the term administering agency means Certified Unified Program Agency.

Summary of Laws and Regulations for Hazardous Material Spill / Release Reporting

Who do I do if I have further questions?



Contact your local [CUPA or AA](#).



If you have any questions regarding the Spill/Release Reporting, please call the Cal OES Hazardous Materials Section @ (916) 845-8798



Additional Resources can be found on the Internet at the following locations:

www.caloes.ca.gov (California Governor's Office of Emergency Services)

www.calcupa.net (California Certified Unified Program Agencies)

www.epa.gov (Environmental Protection Agency)

www.leginfo.legislature.ca.gov/ (Official California Legislative Information)