Each row below is a scenario and multiple scenarios may apply to a single spill event. Please review all scenarios!

Contact information is listed on the next page.

Spilled material is less than a reportable quantity, regardless of type

Verbally notify Ramp Control

Submit written notifications to DOH CWB, HEER, LEPC, and NRC no later than 30 days following discovery of release (copy AIR-EE on all correspondence)

Complete the attached Spill Reporting Form on Page 3 and provide to AIR-EE by email or mail

Spill is 25-gallons or less of petroleum, but not contained within 72 hours

Verbally notify Ramp Control

Submit written notifications to DOH HEER no later than 30 days following discovery of release, also explain why the spill was not cleaned within 72 hours

Spilled material is of a reportable quantity

Verbally notify Ramp Control, then:
- DOH HSERC/HEER
- LEPC
- NRC
Obtain Case Number & provide to AIR-EE

Submit written notifications to DOH HSERC/HEER and NRC no later than 30 days following discovery of release (copy AIR-EE on all correspondence)

Spilled material enters storm drain or water body

Verbally notify Ramp Control, then:
- DOH CWB
- DOH HSERC/HEER
- LEPC
- NRC
Obtain Case Number & provide to AIR-EE

Submit written notifications to DOH CWB, HEER, LEPC, and NRC no later than 30 days following discovery of release (copy AIR-EE on all correspondence)

Spilled material is wastewater that enters state waters OR is ≥ 1,000 gallons

Verbally notify Ramp Control, then DOH WWB. Consult with AIR EE on:
- Press release
- Water Disinfecting
- Monitor the receiving water for bacteria

Submit written follow-up report to DOH WWB (copy AIR-EE on all correspondence)
Materials used and stored at the tenant facility have the potential to spill and contaminate stormwater runoff and surface water bodies. The procedures outlined in this fact sheet are intended to detail general procedures to be followed in the event of a spill. Please see all current state and federal guidelines for complete details.

Spills must be immediately reported per DOH and/or Federal requirements (Airports has additional requirements) if one or more of the following conditions apply:

1. If the release is more than 25-gallons of petroleum product
2. If the release is 25-gallons or less of petroleum product but is not contained or remedied within 72 hours.
3. If the release is equal to or exceeds the reportable quantity criteria for one or more chemicals listed within the DOH HEER Office Technical Guidance Manual (TGM): http://www.hawaiidoh.org/tgm-pdfs/TGM%20Section%2002-D.pdf.
4. If the release enters a storm drain or water body.

**CONTACT INFORMATION**

In the event a spill occurs, the contact information for pertinent personnel and agencies listed below are intended to be used for reference during the necessary reporting procedures detailed on Page 1.

<table>
<thead>
<tr>
<th>Personnel or Agency</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNL Ramp Control*</td>
<td>Phone: Pax Line 711 or (808) 836-6670</td>
</tr>
<tr>
<td>Airport Duty Manager/Code 22</td>
<td>Phone: (808) 836-6434</td>
</tr>
<tr>
<td>HNL Airport Rescue and Fire Fighting (ARFF)</td>
<td>Phone: (808) 836-6670</td>
</tr>
</tbody>
</table>
| Hawaii State Emergency Response Commission (HSERC) / DOH Hazard Evaluation and Emergency Response (HEER) | Phone: (808) 586-4249  
Phone: (808) 236-8200 after hours  
Address: 2835 Waimano Home Rd, Pearl City, HI 96782 |
| DOT Airports Environmental Hotline | Phone: (808) 838-8002 |
| DOT Airports Environmental Section (AIR-EE)* | Phone: (808) 838-8656  
Address: 400 Rodgers Blvd, Ste 700, Honolulu, HI 96819  
Email: stacy.a.paquette@hawaii.gov or dot.air.environmental@hawaii.gov |
| Local Emergency Planning Committee (LEPC) | Phone: (808) 723-8960 or 911 after hours |
| National Response Center (NRC) | Phone: (800) 424-8802 |
| DOH Clean Water Branch (CWB) | Phone: (808) 586-4309  
Address: 2827 Waimano Home Rd, Pearl City, HI 96782  
Email: CleanWaterBranch@doh.hawaii.gov |
| DOH Wastewater Branch (WWB) | Phone: (808) 586-4294 |

*Should be notified for all spills regardless of quantity or type

**Note:** Written notifications must be provided per the reporting procedures detailed on Page 1, and must include verbal notification information, photos, and any other related information not previously provided. The written notification may be provided via certified mail, fax, hand-delivery, or other means that provides proof of delivery.
# Spill Reporting Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>_____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Email:</td>
<td>_____________________________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>_____________________________________________</td>
</tr>
</tbody>
</table>

Incident Report Number (Provide to DOTA): _______________________________________

Date of Incident: _______________________ Time of Incident: ___________________

Location of Incident: ____________________________________________________________

Medium (e.g. land, water, etc.) Affected by Release or Spill: _______________________________

Type of Incident: (Spill, Fire, or Explosion): ______________________________________________

Source and Cause of the Release or Spill: ________________________________________________

Type of Material(s) Released or Spilled: _________________________________________________

Quantity of Material(s) Released or Spilled: ______________________________________________

Danger or Threat Posed by Release or Spill: ______________________________________________

What Injuries were associated with the Spill: ____________________________________________

Weather Conditions During Incident: _________________________________________________

Name of Responsible Party and contact info if different from above: _______________________

Whether an Evacuation Occurred: _____________________________________________________

Other Agencies Notified or To Be Notified: _____________________________________________

Measures taken to contain and clean up release or spill: _______________________________

Any other information that may help emergency personnel respond to the incident: _____________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________