Fort Lee SPILL RESPONSE

IMPLEMENTED WHENEVER A SPILL OCCURS OR IS DISCOVERED. KEEP ALL CHEMICALS AND SPILLS FROM ENTERING STORM DRAINS, STREAMS, PONDS, & CRITICAL HABITAT. ONLY RAIN MAY ENTER THE STORM DRAIN. LAWS REQUIRE STATE AND NATIONAL RESPONSE NOTIFICATION WITHIN 24 HOURS OF A SPILL. PLEASE NOTIFY APPROPRIATE PEOPLE IMMEDIATELY, INCLUDING AFTER DUTY HOURS.

IN THE EVENT OF A SPILL...

STEP 1 - IF MATERIAL SPILLED PRESENTS A POTENTIAL TO HARM HUMAN LIFE, EVACUATE THE AREA IMMEDIATELY.

CALL 911.

STEP 2 - STOP THE FLOW. SHUT OFF PUMPS AND VALVES

STEP 3 - **SHUT OFF IGNITION SOURCES;** MOTORS, ELECTRICAL POWER, ETC.

STEP 4 - CONTAIN SPILL WITH PROPER ABSORBENTS FROM SPILL KITS. PROTECT STORM DRAIN BY COVERING DRAINS WITH FILTER SOCK

STEP 5 - NOTIFY INSTALLATION OPERATIONS CENTER, (804)734-1584

STEP 6 - SUBMIT SPILL REPORT WITH PHOTOS TO ENVIRONMENTAL MANAGEMENT DIVISION (EMD) FOR **ALL** SPILLS. SEND TO: **craig.a.norris10.civ@army.mil ; james.a.mills80.civ@army.mil**

EMD CONTACTS: (804)734-3772, (804)734-3560, (804) 734-3811

Environmental Regulatory Reportable Spills:

- Any sheen, discoloration, odor, or hazardous substance in storm drains, ponds, streams, grassy areas
- 25 gallons or more of oil or fuel on concrete/asphalt

Spills not requiring regulatory notification, must still be reported to EMD. All staining and spill residuals must be photographed, documented, and submitted to EMD.

SPILL KIT LOCATION: _____

FACILITY #: _____

U.S.A.G. Fort Lee Spill/Incidental Release Response Report

IN CASE OF EMERGENCY, CALL 911.

NOTIFY INSTALLATION OPERATIONS CENTER (IOC), (804)734-1584.

SUBMIT THIS SPILL REPORT WITH PHOTOS FOR ALL SPILLS, INCLUDING NON-REPORTABLE/INCIDENTAL SPILLS, TO ENVIRONMENTAL MANAGEMENT DIVISION (EMD), (804)734-3772

Spillers are responsible for cleanup, report, and costs.

EMD must oversee cleanup.

DATE:_____LOCATION:_____LAT./LONG.:_____

TIME OCCURRED:_____TIME OBSERVED:_____TIME REPORTED:_____

REPORTING POC:_____CONTACT INFORMATION:_____

OTHER POC:_____CONTACT INFORMATION:_____

1. Product Spilled:_____Manufacturer:_____
   a. Is SDS Included? ☐ YES ☐ NO
2. Estimated Quantity of Spill:_____gallons
3. Source of Spill:_____
4. Behavior of Spill;
   a. Are fire or flammable chemicals involved?
   b. Is the spill foaming, bubbling, boiling, or hissing?
   c. Is spill flowing into storm drain?
   d. Is spill flowing on/toward soil?
   e. Is spill flowing towards streams or creek?
   f. Did the spill flow into an outfall?
   g. Did the spill occur during dry weather?

YES	NO
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

SUMMARY OF SPILL:

RESPONDING AGENCY:_____

ARRIVAL TIME OF RESPONDER:_____CONTACT INFORMATION:_____

REMEDIAL ACTION TAKEN:

PPE Worn:_____

REPORTABLE SPILLS: **Any** sheen, discoloration, odor, or hazardous substance in storm drains/creeks/ponds/ grassy areas.
25 gallons or more of oil or fuel on concrete/asphalt.

SUBMIT REPORT, SDS, and PHOTOS TO: CRAIG.A.NORRIS10.CIV@ARMY.MIL JAMES.A.MILLS80.CIV@ARMY.MIL

Last modified
9/16/2026