



Serving Our Community Since 1902

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SERGIO RAMIREZ
District Manager

In reply, please refer to our

SPILL OR INCIDENT REPORT FORM

Instructions: Complete for any spill or unintended release of recycled water

1. Personnel Involved in Spill Reporting:

Name, Title, and Phone Number: _____

2. General Spill Information:

Quantity Spilled (Estimate): _____

Date of Spill: ____/____/____

Time Spill Started: ____ AM ____ PM Time Spill Ended: ____ AM ____ PM

Notification to West Bay: Time/Date: _____ Method: ☐ Phone ☐ Email ☐ Other

3. Spill Location and Conditions:

Street Address, City: _____

Weather Conditions: _____

If Spill to Water,

Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to): _____

Identify the Discharge Point: _____

Estimate the Depth and Width of the Water Body: _____

Estimate Flow Rate (i.e. slow, moderate, or fast): _____

Describe Environmental Damage (i.e., fish kill?): _____

4. Actions taken:

To Contain Spill or Impact of Incident: _____

To Cleanup Spill or Recover from Incident: _____

To Remove Cleanup Material: _____

To Document Disposal: _____

To Prevent Reoccurrence: _____