



EMERGENCY RELEASE FOLLOW-UP NOTIFICATION FORM
 EPCRA Section 304
Washington State Emergency Response Commission
 Ecology Community Right-to-Know Unit
 PO Box 47659
 Olympia, WA 98504-7659



COMMUNITY RIGHT-TO-KNOW NUMBER: (12 digits)	FACILITY NAME:
EMERGENCY CONTACT:	CONTACT PHONE:
INCIDENT ADDRESS::	CITY, STATE, ZIP
INCIDENT DATE / /	COUNTY: LEPC:
TIME OF VERBAL NOTIFICATION:	INCIDENT #: (EMD/NRC)
CHEMICAL RELEASED:	CAS NUMBER: _____-____-__
CHECK IF CHEMICAL IS LISTED IN 40 CFR 355 []	PHYSICAL STATE CONTAINED: [] solid [] liquid [] gas
QUANTITY RELEASED: (in pounds)	PHYSICAL STATE RELEASED: [] solid [] liquid [] gas
TIME OF RELEASE:	DURATION OF RELEASE: ___days ___hours ___minutes
ENVIRONMENTAL CONTAMINATION: [] Air [] Water [] Ground [] Other	
DESCRIBE ACTION TAKEN: (Use additional sheets if needed.)	

KNOWN OR ANTICIPATED HEALTH EFFECTS:

ACUTE/IMMEDIATE (EXPLAIN)

CHRONIC/DELAYED

NOT KNOWN

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS:

COMMENTS:

CERTIFICATION: I certify under penalty of law that I have personally examined and am familiar with the information submitted and that it is true, accurate and complete.

REPORTING FACILITY REPRESENTATIVE (print/type) _____

SIGNATURE OF FACILITY REPRESENTATIVE _____

DATE: _____

EMERGENCY RELEASE FOLLOW-UP NOTIFICATION FORM INSTRUCTIONS

The Washington State Emergency Response Commission requires that Emergency Release follow-up notifications be submitted using this reporting form. Releases of reportable quantities of Extremely Hazardous Substances (EHS) (listed in 40 CFR 355, appendix A) or chemicals that require release reporting under section 103 (a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) must be reported on the form within 14 days following a release. The written follow-up report is required in addition to immediate verbal notification.

BASIC INSTRUCTIONS:

- The completed form satisfies the Emergency Planning & Community Right-to-Know Act Section 304 requirement. Ensure that all information is complete.
- 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:

Enter the Community Right-to-Know number, the facility name, phone number and name of a contact person who can provide detailed information concerning the incident. The Community Right-to-Know number is a 12-digit number which begins with CRK or WA.

Enter the date of the incident, the time that verbal notification was made to the Emergency Management Division duty officer, and the incident number in the space provided.

Provide information about the location where the release occurred. Include the street address, city, state, zip, county, local emergency planning committee, and if appropriate, provide information about bordering LEPCs or states.

Provide information concerning the specific chemical that was released. Include the chemical/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.

Indicate all actions taken to respond to and contain the release.

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 the Comment section to provide additional pertinent information.

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.

List any additional pertinent information.

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

CALL EMERGENCY MANAGEMENT DIV [EMD] AT:

1.800.258.5990

CALL THE NATIONAL RESPONSE CENTER AT:

1.800.424.8802

**CALL YOUR LOCAL EMERGENCY PLANNING
COMMITTEE**

MAIL COMPLETED REPORTS TO:

ECOLOGY

COMMUNITY RIGHT-TO-KNOW UNIT

PO BOX 47659

OLYMPIA WA 98504-7659

AND YOUR LEPC

For LEPC contact information or more information on SARA Title III - Emergency Planning & Community Right-to-Know visit our web site at www.ecy.wa.gov/epcra

If you need this form in an alternate format, please contact the Hazardous Substance Information Office at 1-800-633-7585 (voice, press 2 at the greeting), or 1-800-833-6388 (TTY).