

**ATTACHMENT A**

# Oil Spill Report Form

**Reporting Party's Name:** \_\_\_\_\_

Address/City/State \_\_\_\_\_

Phone \_\_\_\_\_

**Responsible Party's Name (if known):** \_\_\_\_\_

Address/City/State \_\_\_\_\_

Phone \_\_\_\_\_

**Date of Spill:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Product Spilled:** \_\_\_\_\_

**Estimated Quantity:** \_\_\_\_\_ **Discharge Stopped or Contained?** \_\_\_\_\_

**Source or Cause of Spill (if known):** \_\_\_\_\_

**Actions Taken:**

\_\_\_\_\_

**Injuries/Fatalities/  
Evacuations?**

\_\_\_\_\_

**Environmental  
Damage:**

\_\_\_\_\_

**List of Utensils  
Used:**

\_\_\_\_\_

**Disposal Site/Facility  
for Used Absorbents:**

\_\_\_\_\_

## Oil Spill Notifications

Organization	Phone	Time Contacted	Case Number
911, if necessary (local fire dept.)	911		
Marina Manager/owner or after-hours contact			
Spill Response Contractor			
U.S. Coast Guard National Response Center	(800) 424-8802		
Washington Division of Emergency Management	(800) OILS-911 or 1-800-645-7911		
WA Dept. of Ecology – regional office number			
WA State Dept. of Natural Resources	(360) 902-1071		
Local Fire Department			
Neighbors			

## ATTACHMENT B

### Response Equipment

If you are a Class 4 marina, WAC 172-180- 210 (1) requires you to keep enough spill response equipment on standby to clean up a spill of 25 gallons. You are required to inspect, maintain, and replace response equipment as needed and to keep a list of the locations of the response equipment on site.

This table provides a good tool to track this equipment.

Equipment	Quantity	Storage Location
Boom	200 ft (Class 4 requirement)	
Sorbent pads		
Shovels		
Buckets		
Protective Clothing		

### Oil Transfer Equipment

Equipment	Quantity	Storage Location
Boom	200 ft (Class 4 requirement)	
Sorbent pads		
Shovels		
Buckets		



**ATTACHMENT D****Sample Wallet Card**

If you are a Class 4 marina, you can use these cards to meet the requirement in WAC 173-180-210 (3) to provide a wallet-sized card to employees. Simply fill in the missing phone numbers, cut, laminate and distribute to your employees.

**Oil Spill Notifications**

1. **911**, if necessary
2. Marina Manager/Owner # \_\_\_\_\_
3. Spill Response Contractor # \_\_\_\_\_
4. U.S. Coast Guard National Response Center  
**(800) 424-8802**
5. WA Division of Emergency Management  
**(800) OILS-911 or 1-800-645-7911**

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