

**Spelman College**

**Chemical Spill Report Form**

All chemical spills should be verbally reported to the unit of Environmental Health & Safety Compliance (EHSC) Unit within 24 hours. Please complete the form and submit to EHSC Unit at [ehsc@spelman.edu](mailto:ehsc@spelman.edu) following the verbal notification.

Reporting Person:		Spelman ID	
Email:		Phone:	
Position:		Department:	
Date and time spill occurred/discovered:			
Location (Bldg./Rm):		Location/area outside the building:	
Is the spill contained?    Yes        No			
Were emergency responders (public safety, fire department) notified?    Yes        No			
Did the material spilled discharge to a drain?    Yes        No			
List all hazardous materials involved in the spill:			
Describe how the spill occurred to the best of your knowledge. Include as much detail as possible:			

Describe any personal contamination. Include any first aid that was provided:
Describe any environmental contamination (soil or water):
Describe the containment measures taken to control the spill:
Describe the actions taken to clean up the spill:
Describe how the material used (spill pads, booms, etc) to contain and clean up the spill is stored? (Contact EHSC Unit for any questions)
Describe any existing or potential hazard caused as a result of the spill:
Please provide any additional information relating to the incident:

Click or tap here to enter text.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date