

## Example of a 'traditional document'

### Spills and releases, continued

All PCB releases must be reported immediately to Environmental Compliance in headquarters. PCB releases also include transformer leaks.

The contact number for reporting a spill is 1-800-555-1212. This number is used to report a spill as well as for asking questions about spills or releases.

You must place a second phone call to Environmental Compliance within 12 hours of the spill or release to provide complete details. This is not required if you are otherwise instructed by Environmental Compliance.

Report by telephone any of the chemical substance of concern spills or releases listed below if the release quantity is equal to or larger than the amounts listed.

- any solid chemical substance in any form that weighs one pound or greater. If the spill is immediately and totally cleaned up, it needs to be reported.
- liquid chemicals that are greater than approximately five gallons. If the substance is mercury, then report releases of approximately one pound.
- any hazardous waste, particularly from a hazardous waste storage tank that weighs one pound or greater.
- oil of any kind to surface water that creates a sheen upon the water.
- any substance in excess of permit conditions.
- any spill or release from any underground storage tank in any amount.

You must provide the following information when you call to report a spill or release: Your name and return phone number, the type of substance and volume involved in the spill, the State and location of the spill, any other information that is available, and the activation of the site spill prevention control and countermeasures plan.

## The same document, written using Information Mapping®

### Notification of Spills or Releases

**Purpose**

Follow the guidelines below to determine when to notify environmental Compliance at headquarters about spills or releases.

**PCB releases**

Report all PCB releases, including transformer leaks, immediately to Environmental Compliance in headquarters.

**Chemical spills and releases**

Report spills or releases into the environment of any chemical substance of concern in quantities equal to or larger than those shown in the table below.

Type of Spill/Release	Quantity of Spill/Release
Any solid chemical substance in any form	Weighs one pound or greater.  <i>Note:</i> If the spill is immediately and totally cleaned up, it must still be reported.
Liquid chemicals	Greater than five gallons.  <i>Exception:</i> If the substance is mercury, then report releases of approximately one pound.
Any hazardous waste, particularly from a hazardous waste storage tank	Weighs one pound or greater.
Oil of any kind to surface water	Creates a sheen upon the water.
Any substance	In excess of permit conditions.
From any underground storage tank	Any amount.

**How to report**

Report spills or releases by phone. Phones are staffed 24 hours a day.  
**Phone number:** Call 1-800-555-1212.

**Information to report**

When calling to report a spill or release, provide the following information:

- your name and return phone number
- the type of substance and volume involved
- the State and location of the spill
- any other information that is available, and
- activation of site spill prevention control and countermeasures plan.

**Second phone call**

You must complete a second telephone call providing complete details **within 12 hours**, unless otherwise instructed by Environmental Compliance.