

Chemical Spill Report Form

Reporting person:	
Department:	
Date the spill occurred or discovered:	
Time the spill occurred or discovered:	
Building:	Room or area:
Material spilled:	Amount spilled:
Approximate area covered by spill:	
Any personnel contaminated? Describe, include any first aid provided.	
Any soil or water contaminated? Describe.	
Describe how the spill occurred (to the best of your knowledge.) Include any relevant circumstance in as much detail as possible.	
What containment measures were taken to control the spill?	
What corrective actions were taken to control and clean up the spill?	
List any existing or potential hazards that either caused or resulted from the incident.	
What was done with the cleanup materials?	
Is it a hazardous waste? Check with Environmental Health and Safety (EHS) if unsure.	