

This Standard Operating Procedure provides directions to follow if a suspect substance is released or discovered.

**When to Call**

When you witness or discover a release of a petroleum product or any other hazardous material that can not be safely cleaned up immediately by University personnel.

**Who to Call**

Anyone who discovers what he/she believes to be a release of a suspect substance should immediately report the release to the appropriate officials.

**Dial..... 9-911**

**What to Say**

Provide the following information if it can be obtained safely:

- Location of the release (address and phone number of facility)
- Date and time of the release
- Type of substance released
- Source of the release
- Spill location (inside building or outside building)
- Estimate total quantity released
- Estimate quantity that entered a storm sewer, sanitary sewer, Boneyard Creek, or Embarras River
- Cause of the release
- Damages or injuries caused by the release
- Actions used to stop, control or mitigate the effects of the release
- Whether any life is threatened by the release
- Other persons who have been contacted