

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
LAHONTAN REGION**

**REPORTING
UNAUTHORIZED WASTE DISCHARGES (SPILLS & LEAKS)**

I. HOW TO REPORT

A. Initial Verbal Notification:

1. For unauthorized discharges of hazardous material, or for public health or environmental emergencies caused by a waste discharge or threatened waste discharge:

A. Dial 9-1-1 for emergency response by local agencies

B. Then telephone:

(800) 852-7550 or
(916) 262-1621 Office of Emergency Services (OES) – 24-hour
emergency telephone numbers

2. For all other unauthorized discharges or threatened discharges that are not an immediate threat to public health or the environment, telephone Regional Board staff as soon as possible using the following telephone numbers:

(760) 241-6583 Victorville Branch Office (After
business hours, voice mail is
available to leave messages.)

or

(530) 542-5400 South Lake Tahoe Office -
Regional Board's Main Office
(After business hours, voice mail is
available to leave messages.)

B. Written Notification:

Mail written notification to the following address within ten (10) business days of an unauthorized discharge:

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD,
LAHONTAN REGION
2501 LAKE TAHOE BOULEVARD
SOUTH LAKE TAHOE, CA 96150

or

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD,
LAHONTAN REGION
14440 CIVIC DRIVE, SUITE 200
VICTORVILLE; CA 92392-2306

Unauthorized discharges are to be reported to the Regional Board by a typed and signed letter/report containing specific information about the discharge. The enclosed "REPORT OF UNAUTHORIZED WASTE DISCHARGE INFORMATION FORM" (Enclosure A) shows the type of information needed. It is recommended that persons reporting unauthorized discharges use this form, or a similar reporting format, in reporting discharges to the Regional Board. Underground storage tank leaks should be reported using the State Water Resources Control Board form entitled: "UNAUTHORIZED RELEASE (LEAK) / CONTAMINATION SITE REPORT," a copy of which is available online at http://www.waterboards.ca.gov/water_issues/programs/ust/forms/docs/unauth_release.pdf

C. General:

Under California law, the person(s) or entity(ies) responsible for notifying the Regional Board is the "discharger," which is: (1) the entity(ies) that caused or allowed the discharge to occur, (2) the operator(s) and/or (3) the property owner(s), depending on the circumstances. If the discharger is not available or cannot be identified, the county or city should make the initial verbal notification. These reporting requirements are in addition to the requirements in the facility waste discharge requirements and all other applicable Regional Board orders. Notification of the Regional Board is not a substitute for required notification of other agencies.

II. WHICH DISCHARGES TO REPORT

A. Hazardous Wastes/Materials:

1. If any of the following conditions are met, report the unauthorized or threatened unauthorized discharge using the initial verbal notification and subsequent written notification procedures described above (Items I.A and I.B).

The discharge or threatened discharge is (or will be):

- a. Equal to or in excess of a reportable quantity established by California state law or regulations,
 - b. Over five (5) gallons¹ for halogenated volatile organic solvents (e.g., PCE, TCE, etc.),
 - c. Over forty-two (42) gallons¹ for all other liquids,
 - d. Over one (1) cubic yard¹ for solids,
 - e. To waters of the state (Waters of the state include all waters within the boundaries of the state, whether public or private, whether in natural or artificial channel and whether surface or subsurface.),
 - f. To the ground within five feet of ground water or within 500 feet of a surface water, water well, or domestic water supply source,
 - g. Causing a pollution or threatened pollution² of surface or ground waters, or
 - h. Causing a nuisance³,
 - i. A potential threat to public health.
2. All other hazardous waste discharges normally do not require initial verbal notification to the Regional Board staff; however, Regional Board staff requires written notification as described below. This written notification can be submitted with a self-monitoring report provided the monitoring report is submitted and due within 30 days.

B. Designated Wastes as Defined in Chapter 15, Title 23, Cal. Code Of Regs. (Wastes/Materials that could Impact Water Quality but are Nonhazardous - excluding domestic wastewater, earthen material and refuse):

Report all unauthorized or threatened unauthorized discharges that are over forty-two (42) gallons¹ for liquids, 10 cubic yards¹ for solids or fall into category(ies) e, f, g, h or i of II.A.1, above, using the initial verbal notification and written notification procedures in I.A and I.B, above.

All other discharges normally do not require initial verbal notification to the Regional Board staff; however, we require written notification be provided as described in I.B and II.A.2, above.⁴

C. Treated and Untreated Domestic Wastewater:

(For additional details, see the document "Reporting Sewage Releases" available at the website http://www.swrcb.ca.gov/rwqcb6/files/reporting_sewage_releases.pdf.)

Report all unauthorized or threatened unauthorized discharges of 1,000 gallons or more¹ using the above initial verbal notification and written notification procedures. When the volume is under 1,000 gallons¹, Regional Board staff requires that the same reporting procedures be used if the incident falls into the category(ies) e, f, g, h and/or i of part II.A.1, above. If it does not fall into one of these categories, Regional Board staff requests that only written notification be provided as described in I.B. and II.A.2, above.⁴

D. Earthen Wastes:

Report unauthorized discharges or threatened unauthorized discharges of earthen material (e.g., soil, silt, sediment, etc.) that either have or could reach surface waters, using the above initial verbal notification and written notification procedures described in I.B and II.A.2. Discharges of earthen materials to ditches, canals, or private man-made lakes generally do not need to be reported to the Regional Board Office, unless they are tributary to other surface waters.

E. Nonhazardous Solid Wastes (Domestic and Industrial Refuse):

Report illegal dumpsites using the above written notification procedures in I.B, above. If there is a discharge or threatened discharge to a ground or surface water, we should also be notified using both the initial verbal and written notification procedures described above.

Endnotes

- ¹ This quantity is provided only as guidance to allow faster decision on which discharges to report by the initial verbal notification procedure. The quantity is **not** intended to supersede any other reportable quantity established by law or regulation.
- ² "Pollution" means an alteration of the quality of the waters of the State to a degree which unreasonably affects:
 - (1) such waters for beneficial uses, or
 - (2) facilities which serve such beneficial uses.

"Pollution" may include "contamination." [California Water Code §13050(l)]
- ³ "Nuisance" means anything which:
 - (1) Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property,
 - (2) Affects at the same time an entire community or neighborhood, or any considerable number or persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal, and
 - (3) Occurs during or as a result of the treatment or disposal of wastes.
- ⁴ Small discharges of hazardous waste, designated waste, or sewage to constructed surfaces (i.e., floors, pavement, etc.) do not have to be reported to the Regional Board provided the surface is not cracked, there is no discharge through the surface, a nuisance condition does not occur and the waste and any contaminated portion of the surface that cannot be decontaminated is removed immediately for disposal at a legal site.

Enclosure A

**REPORT OF UNAUTHORIZED WASTE DISCHARGE
INFORMATION FORM**

LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD

Discharger

Company: _____

Contact Person: _____

Physical Address: _____

Mailing Address: _____

Telephone No.: _____

Date and Time of Occurrence:

Location of Discharge "Use one or more of the following locator methods as appropriate":

Address: _____

Section/Township/Range: _____

Assessor's Parcel Number: _____

Map showing general site location attached? (Yes ____ or No ____)

Map showing aerial and vertical extent of affected soil and water,
including sampling locations, attached? (Yes ____ or No ____)

Person Reporting Discharge

Name: _____

Agency Name: _____

Address: _____

Telephone No.: _____

Report Of Unauthorized Waste Discharge
Information Form

Initial Verbal Notification to Regional Board

Person Notified: _____

Date: _____

Time: _____

Person who made notification: _____

Other Agencies Notified:

Indicate agencies, dates, times, and persons notified;

Material Discharged:

Description: _____

Hazardous discharge? (Yes _____ or No _____)

Volume of discharge: _____

Discharged To:

Ground/Soil? (Yes _____ or No _____) Depth to water: _____

How determined: _____

Ground Water? (Yes _____, No _____ or Unknown _____)

Surface Water?: (Yes _____, No _____ or Unknown _____)

Name of water body: _____

Other?: (Describe) _____

Report Of Unauthorized Waste Discharge
Information Form

Description of Incident:

Equipment involved: _____

Description of events: _____

Cause: Operator error: (Yes _____/No _____)
 Equipment failure: (Yes _____/No _____)
 Inadequate design: (Yes _____/No _____)

Observed Effects of Incident or Release (Provide details for any Yes responses)

Any injuries or human exposure? (Yes _____ or No _____)

Evacuations required? (Yes _____ or No _____)

Any water system(s) shut down? (Yes _____ or No _____)

Any fish or wildlife killed, or adversely affect? (Yes _____ or No _____ -- include estimated number killed.)

Any odors or gases (Yes _____ or No _____):

Any vegetation damaged? (Yes _____ or No _____)

Any other adverse effects on the environment, e.g., discolored water, oil sheen, explosion, etc.? (Yes _____ or No _____ -- describe)

Any photographs taken? (Yes _____ or No _____ – if yes, indicate number, and attach copies or indicate where copies can be inspected.)

Report Of Unauthorized Waste Discharge
Information Form

Samples

Samples collected? (Yes _____ or No _____)

If Yes, provide details on type(s) of samples, sampling locations, dates collected, etc.

Sampling locations shown on attached map? (Yes _____ or No _____)

Chain-of-Custody forms for samples attached? (Yes _____ or No _____)

Samples analyzed by a California certified laboratory? (Yes _____ or No _____)

Samples tested to appropriate detection levels? (Yes _____ or No _____)

Sample Identification Nos.: _____

Parameters Analyzed: _____

Copies of all laboratory reports attached? (Yes _____ or No _____)

Discharge Stoppage

Describe how and when discharge was stopped.

Containment

How?

When?

Where?

What material?

Report Of Unauthorized Waste Discharge
Information Form

Remedial Actions (Completed and Proposed)

Decontamination/Disinfection details:

Equipment and facility repairs:

Soil and water cleanup:

Other corrective action:

Temporary Storage of Removed Material

Where?

For how long?

How stored?

Permanent Disposal

Site location:

When?

Report Of Unauthorized Waste Discharge
Information Form

Preventing Incident Recurrence

Changes proposed:

Time Schedule for Completing Above-Describe Work:

Other Comments (Attach additional sheets as needed)

Signature

Date