

Medina County Local Emergency Planning Committee

555 INDEPENDENCE DR. MEDINA, OH 44256
(330) 722-9240 | WWW.MEDINACOUNTYEMA.ORG
BNAU@MEDINACO.ORG



Written Release Notification Requirements

Filling out and returning this form will satisfy the requirements listed below

Ohio Administrative Code 3750-25-25 Paragraph(A)(2)(a): As soon as practicable but no later than thirty days after the release, the owner or operator, or reporting person as defined by rule [1501:9-8-01](#) of the Administrative Code for facilities regulated pursuant to Chapter 1509. of the Revised Code, of a facility from which a release or discharge occurred who was required to provide verbal notice under paragraph (A)(1) of this rule, shall submit to the Ohio EPA, or Ohio department of natural resources for facilities regulated pursuant to Chapter 1509. of the Revised Code, and to the committee of the planning district in which the release or discharge occurred, a written follow-up emergency notice for the release or discharge.

Ohio Administrative Code 3750-25-25 Paragraph(B): No person shall fail to provide verbal or written release notification or to update a written release notification as required by this rule. Failure to report under this rule may subject any person to civil or criminal penalties as provided under sections [3750.20](#) and [3750.99](#) of the Revised Code.

If the questions are not applicable to your incident, indicate N/A (not applicable) for that item.

1. Complete name, mailing address, and telephone number of the owner or operator of the facility from which the release occurred

2. Actual time, date and duration of the release or discharge.

3. Actual time and date of discovery of the release or discharge.

4. Actions taken to respond to and contain the release or discharge.

5. Indicate the Ohio EPA spill number and the national response center case number on submitted information.

6. Location of the facility from which the release or discharge occurred (street or mailing address).

7. Location of the release or discharge (street, county, township, city). (Longitude and latitude, if known, or distance and direction from the nearest intersection or milepost if transportation related release or discharge.)

8. Chemical name (common name or technical name) and chemical abstracts service registry number of the substance involved in the release or discharge.

9. Specifically identify all of the environmental medium or media impacted and the extent of impact:

10. Name of waterway and length of area affected.

11. If no water was affected, then indicate surface area in square feet or yards.

12. If the release or discharge was monitored, indicate the method of detection, concentrations, and wind direction and speed if the release was airborne.

13. Amount recovered or neutralized. If neutralized, describe the method of neutralization.

14. Describe any actions taken to reduce the impact of the release or discharge.

15. Provide a chronological summary of the incident. Include a chronology of communications with state and local government agencies.

16. Provide manifest, bills of lading, laboratory analyses which were generated by the owner and operator of the facility and are germane to the incident

17. Describe any extenuating circumstances which caused the release or discharge.

18. Describe any known or anticipated acute or chronic health risks associated with the release or discharge.

19. Where appropriate, advice regarding medical attention necessary for individuals exposed to the substance released or discharged.

20. A summary of all actions taken by the owner or operator to prevent a recurrence of the release or discharge.

Ohio Administrative Code 3750-25-25 Paragraph(A)(2)(b)(xvi): An owner or operator of a facility or vessel from which a release or discharge occurred may submit the following additional information (voluntary information) in the written follow up emergency notice as provided pursuant to paragraph (A)(2) of this rule.

21. Indicate any air, water or other permit numbers which may be pertinent to this incident and to the efficient/emission limitations which may apply.

22. To the extent information is available, identify damage to wildlife or vegetation

23. To the extent information is available, identify impact to human health and safety (evacuations, human exposure, death, or seen as injuries).

24. Economic impact.

25. Estimate the dollar value, if any, of the released or discharged product

26. Estimate the replacement or repair cost of the of equipment replacement or repair.

27. Estimate the costs of cleanup.

Ohio Administrative Code 3750-25-25 Paragraph(A)(2)(c): **If significant additional information regarding the mandatory or voluntary information submitted about a release or discharge becomes known during the period between submission of the written report required by this section and one year after the release or discharge, the owner or operator shall submit to the committee and the Ohio EPA or Ohio department of natural resources for facilities regulated pursuant to Chapter 1509. of the Revised Code an updated written notice within three days after learning of the additional information.**

Please send the completed form to:

1. Medina County LEPC
555 Independence Dr.
Medina, OH 44256

Or

Email to bnau@medinaco.org

2. Ohio – DAPC/CERC
Lazarus Government Center
50 West Town Street, Suite 700
P.O. Box 1049
Columbus, OH 43216

Or

Email to SERCSpillreport@epa.ohio.gov