

## ***Major Requirements for Emergency Reporting to EH&S Regulatory Agencies***

<p><b>Fire</b></p> <p><i>Report to:</i></p> <p><i>NYS Office of Fire Prevention and Control</i></p> <p><i>518.474.6746</i></p>	<p>Report of Campus Fire (OFPC 1660)  <a href="http://www.dhSES.ny.gov/ofpc/documents/forms/ofpc1660.pdf">http://www.dhSES.ny.gov/ofpc/documents/forms/ofpc1660.pdf</a></p> <p>19NYCRR Part 500 500.10 Reporting of fires.</p> <p><i>(a) Colleges and universities shall report to OFPC on DOS Form 1660 basic information relating to all fires that occur on property under the jurisdiction of a college or university. This report shall be submitted within 24 hours of the occurrence or discovery of the fire. Reports may be submitted via fax or e-mail as instructed on DOS Form 1660.</i></p> <p><i>(b) Any fire that results in injury or death shall be reported to OFPC within one hour of the occurrence. This initial report shall be made via telephone to OFPC's 24 hour answering point, (518) 474-6746. A completed DOS Form 1660 shall also be submitted in accordance with section 500.10(a) of this Part.</i></p> <p><i>(c) For purposes of this section a fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.</i></p>
<p><b>Employee Fatalities and Multiple Hospitalizations</b></p> <p><i>Report to:</i></p> <p><i>local PESH Office</i></p>	<p>Labor Law 27-a §801.39 Reporting fatalities and multiple hospitalization incidents to PESH.</p> <p><i>Within eight (8) hours after the death of any employee in the work environment, regardless of the cause, or the in-patient hospitalization of two (2) or more employees as a result of a work-related incident, the employer must orally report the fatality/multiple hospitalization by telephone or in person to the nearest office of the New York State Department of Labor, Division of Safety and Health (DOSH).</i></p> <p><b>Albany District Office 518-457-5508</b> Albany; Clinton; Columbia; Dutchess; Essex; Greene; Rensselaer; Saratoga; Schenectady; Schoharie; Ulster; Warren; Washington</p> <p><b>Binghamton District Office 607-721-8211</b> Allegany; Broome; Chemung; Chenango; Delaware; Otsego; Schuyler; Steuben; Sullivan; Tioga; Tompkins.</p> <p><b>Buffalo District Office 716-847-7133</b> Cattaraugus; Chautauqua; Erie; Niagara</p> <p><b>Garden City District Office 516-228-3970</b> Nassau; Suffolk</p> <p><b>New York City District Office 212-775-3548</b> Bronx; Kings; New York; Queens; Richmond</p> <p><b>Rochester District Office 585-258-4570</b> Genesee; Livingston; Monroe; Ontario; Orleans; Wayne; Wyoming; Yates</p> <p><b>Syracuse District Office 315-479-3212</b> Cayuga; Cortland; Jefferson; Onondaga; Oswego; Seneca</p> <p><b>Utica District Office 315-793-2258</b> Chenango; Delaware; Franklin; Fulton; Hamilton; Herkimer; Lawrence; Lewis; Madison; Montgomery; Oneida</p> <p><b>White Plains District Office 914-997-9514</b> Orange; Putnam; Rockland; Westchester</p>

<p><b>Petroleum Spills</b></p> <p>(includes petroleum, oil, gasoline, hydraulic fluid, etc)</p> <p><i>Report to:</i></p> <p><i>NYS DEC</i> <i>800.457.7362</i></p> <p><i>and/or</i></p> <p><i>National Response Center</i> <i>800.424.8802</i></p>	<p>To report a petroleum spill call the NYS DEC 24-hour Spill Hotline:</p> <p><b>1.800.457.7362</b> (within NYS)                      518.457.7362 (outside of NYS)</p> <hr/> <p>All petroleum spills that occur within New York State (NYS) must be reported to the NYS Spill Hotline (1-800-457-7362) within <b>2 hours of discovery</b>, except spills which meet all of the following criteria:</p> <ol style="list-style-type: none"> <li>1. The quantity is known to be less than 5 gallons; and</li> <li>2. The spill is contained and under the control of the spiller; and</li> <li>3. The spill has not and will not reach the State’s water or any land; and</li> <li>4. The spill is cleaned up within 2 hours of discovery.</li> </ol> <p>A spill is considered to have not impacted land if it occurs on a paved surface such as asphalt or concrete. A spill in a dirt or gravel parking lot is considered to have impacted land and is reportable. More details on notification and reporting requirements can be found in the <a href="http://www.dec.ny.gov/docs/remediation_hudson_pdf/1x1.pdf">Spill Guidance Manual</a> <a href="http://www.dec.ny.gov/docs/remediation_hudson_pdf/1x1.pdf">http://www.dec.ny.gov/docs/remediation_hudson_pdf/1x1.pdf</a></p> <p>Spills that Violate the Clean Water Act: <i>If the Petroleum Discharge is in violation of the Clean Water Act, the National Response Center must also be contacted at 800.424.8802. This call should be made as soon as there is knowledge of an oil discharge that violates water quality standards or causes sheen on navigable waters.</i></p> <p><a href="http://www.dec.ny.gov/chemical/8692.html">Spill FAQ from DEC</a> <a href="http://www.dec.ny.gov/chemical/8692.html">http://www.dec.ny.gov/chemical/8692.html</a></p>
<p><b>Chemical Spills</b></p> <p><i>Report to:</i> <i>(several may apply)</i></p> <p><i>DEC;</i></p> <p><i>NYS Emergency Response Commission;</i></p> <p><i>National Response Center; and/or</i></p> <p><i>Local Emergency Planning Committee</i></p>	<p>Info Sources for Spill Response and Reportable Quantities (RQs)</p> <p><i>OSHA Occupational Chemical Database</i> <a href="https://www.osha.gov/chemicaldata/">https://www.osha.gov/chemicaldata/</a></p> <p><i>Emergency Response Guidebook</i> <a href="http://www.phmsa.dot.gov/hazmat/library/erg">http://www.phmsa.dot.gov/hazmat/library/erg</a></p> <p><i>EPA Consolidated List of Lists (Reportable Quantities for CERCLA and EPCRA)</i> <a href="https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf">https://www.epa.gov/sites/production/files/2015-03/documents/list_of_lists.pdf</a></p> <p><i>NYS Hazardous Substances and RQs</i></p> <p><a href="http://www.dec.ny.gov/docs/remediation_hudson_pdf/part597text.pdf">http://www.dec.ny.gov/docs/remediation_hudson_pdf/part597text.pdf</a></p> <p>WISER – Wireless Information System for Emergency Responders (National Library of Medicine) information on stand alone and web versions at <a href="http://wiser.nlm.nih.gov/">http://wiser.nlm.nih.gov/</a></p>

*(1) CERCLA Hazardous Substance Reportable Quantities and Notification (40 CFR Part 302)*

A person in charge of a facility from which there is a release of a Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) hazardous substance in a quantity equal to or exceeding the reportable quantity (RQ) of that substance (as listed in 40 CFR 302.4) in any 24 hour period must immediately notify the **National Response Center at (800) 424-8802**.

*(2) EPCRA Emergency Release Notification (40 CFR Part 355)*

In addition to CERCLA reporting, the owner or operator of a facility from which there is a release of a reportable quantity (RQ) of either an EPCRA extremely hazardous substance (EHS), or a CERCLA hazardous substance that extends beyond the boundaries of the facility must immediately notify:

1. the community emergency coordinator for the Local Emergency Planning Committee (LEPC) of any area likely to be affected by the release, and
2. the State Emergency Response Commission (SERC) of any State likely to be affected by the release.

**State Emergency Response Commission: Phone: (518) 292-2366**

If there is no LEPC, notification is to be made to the relevant local emergency response personnel.

The initial notice must include the following information to the extent known, and so long as no delay in notice or emergency response results:

- The chemical name or identity of any substance involved in the release.
- Whether the substance is an EHS.
- An estimate of the quantity released into the environment.
- The time and duration of the release.
- The medium or media into which the release occurred.
- Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
- The names and telephone numbers of the person(s) to be contacted for further information.

A written follow-up emergency notice is also required as soon as practicable.

*(3) New York Hazardous Substance Release Reporting (6 NYCRR Part 597)*

Part 597.4(b) Reporting of releases.

(1) The following releases of a hazardous substance that is covered under section 597.1(b)(7)(i)(a) or (b), must be reported to the Department's Spill Hotline (518-457-7362) within two hours after discovery by any person in actual or constructive control or possession of the hazardous substance when it is released, or any employee, agent, or representative of such person who has knowledge of the release:

(i) the release of a reportable quantity that occurs within any twenty-four hour period;

(ii) the release of a quantity that is less than a reportable quantity if any of the following conditions exist:

(a) such release results, or may reasonably be expected to result, in a fire with potential off-site impacts;

(b) such release results, or may reasonably be expected to result, in an explosion;

	<p>(c) such release results, or may reasonably be expected to result, in a contravention of air quality standards;</p> <p>(d) such release results, or may reasonably be expected to result, in vapors, dust and/or gases that may cause illness or injury to persons, not including persons in a building where a release originates; or</p> <p>(e) runoff from fire control or dilution waters may reasonably be expected to result in or contribute to a contravention of water quality standards.</p> <p>(2) A release of a hazardous substance mixture is subject to the following reporting requirements:</p> <p>(i) If the quantity of the hazardous constituents of the hazardous substance mixture is known, notification is required where a reportable quantity or more of any individual hazardous constituent is released.</p> <p>(ii) If the quantity of one or more of the hazardous constituents of the hazardous substance mixture is unknown, reporting is required where the total amount of the mixture released equals or exceeds the reportable quantity for the hazardous constituent with the lowest reportable quantity.</p> <p>(3) Notwithstanding the provisions of paragraph (1), it is not necessary to report a spill of a reportable quantity of a hazardous substance within two hours after discovery if all of the following conditions are met:</p> <p>(i) there is control over the spill and it is completely contained;</p> <p>(ii) the spill has not and will not reach the land or waters of the State;</p> <p>(iii) the spill is cleaned up within two hours after discovery;</p> <p>(iv) the total volume of the spill is recovered or accounted for; and</p> <p>(v) the spill will not result in any of the conditions listed in clauses (a) through (e) of paragraph (b)(1)(ii) of this section.</p> <p>(4) It is not necessary to report the release of a hazardous substance that is continuous and stable in quantity and rate, provided that the person responsible for reporting the release submits to the Department a duplicate of the written notification made to the United States Environmental Protection Agency pursuant to 40 CFR section 302.8. This submission must be made at the same time as the notification is submitted to the United State Environmental Protection Agency.</p>
<p><b>Notes</b></p>	