

**INTERNAL SMALL SPILL REPORTING FORM  
(Chemical/Petroleum Products)**

**Site Specific Details**

- Campus \_\_\_\_\_
- Building \_\_\_\_\_
- Specific Building Location: \_\_\_\_\_
- Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Responsible Department: \_\_\_\_\_
- Individual Reporting Spill: \_\_\_\_\_

**Substance**

- Estimated Quantity Spilled: \_\_\_\_\_
- Remediation Action Conducted: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Waste Removal/Disposal: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NOTE:** This form is to be used only for small quantity spills of five gallons or less which have not reached floor drains and/or ground water.

***KEEP FORMS INTERNALLY IN A DESIGNATED FILE FOR DEP AUDITING.***