

- f. Within five days of the spill the City must submit a written report to the EPD. The written report must include the items above plus a description of where the spill notices were placed. Normally the draft of this report will be completed by the Environmental Manager and submitted to the Utilities Director for editing and signature. If the Environmental Manager is absent another supervisor will need to complete the first draft of this letter and send an electronic copy to the Utilities Director by e-mail.
2. In the event of a “major spill” (over 10,000 gallons released or a water quality violation occurs) the same responses are required with some extra requirements:
 - a. The City must notify the EDP immediately by telephone or by FAX. Reporting by FAX is preferred because the person who needs to receive the report may not be available by telephone at the time of the report. FAX reporting is allowed by the EPD and will provide documentation that the report was made and when it was made. The initial report is normally made by the Environmental Manager, but may be done by any supervisor. A template to use for initial reporting is included with this document. The initial report must include:
 1. Date of the spill;
 2. Location and cause of spill;
 3. Estimated volume discharged and name of receiving waters;
 4. Corrective action taken to mitigate or reduce the adverse effects of the spill.
 - b. The City must report the spill to the local media within 24 hours of becoming aware of the spill. The media report must include the same items;
 1. Date of the spill;
 2. Location and cause of spill;
 3. Estimated volume discharged and name of receiving waters;
 4. Corrective action taken to mitigate or reduce the adverse effects of the spill.
 - c. All reports to the local media must be approved by the Utilities Director, who will forward the report to the Public Information Officer. Only the Public Information Office will release news reports to the media.
 - d. The City must report the same items to the Lowndes County Health Department, Environmental Division by telephone. This report is normally done by the Environmental Manager, but may be done by any supervisor or by the Environmental Technician. The contact number for Lowndes County Environmental Services is 245-2314.