

Electronic 30-Day Written Report Submission

If you have been asked to submit a 30-Day Written Report to the Department of Natural Resources per Iowa Administrative Code 131.2(2) you have three options.

1. Submit the report on line using the DNR's new Online Hazardous Substance Incident Database,
2. Submit an electronic copy of the attached form via e-mail to the e-mail address listed on the bottom of the form, or
3. Mail a hard copy of the attached form to the address listed on the bottom of the form.

Each option is explained in greater detail below. Keep in mind the report is due within 30 days of the incident unless an exception is made by the investigating DNR staff member. If you have any questions please contact your local DNR Field Office or IDNR's Field Services Emergency Response during normal business hours at 515-725-0386.

Online Submittal

Go to the DNR's spill reporting website www.iowadnr.gov/spills/index.html. Click on the *30 Day Report* link in the menu on the left hand side or you can go to the spill reporting page directly by entering www.iowadnr.gov/spills/onlinereporting.html. This page contains links to several guidance documents and links to the DNR Record Center and the DNR Field Office web pages. To begin the submittal process click on the link <https://programs.iowadnr.gov/hazardousspills/Introductory.aspx> near the bottom of the page. You will be taken to the DNR's Online Hazardous Substance Incident Database.

Click on the login icon in the upper right side of the page. You will be taken to the State of Iowa's Enterprise A & A login system. Iowa's Enterprise A & A login system is used to log state employees, contractors and the public in to a number of state databases including; the Sex Offender Registry, Unemployment Insurance Tax System (UITS), Engineers License Renewal System, Amber Alerts, and others.

- If you do not have an Enterprise A & A account click on the tab labeled "Create An Account" and follow the directions.
- If you have an Enterprise A & A account log in as normal.

Once you have logged in you will automatically be directed back to the web site and logged in as a responsible party. The system will take you to the spill list and authorization request page. The spill list will contain all spills you've requested access to and allow you to request access to other incidents.

To find the incident report you will be submitting information for follow these steps:

1. If you know the spill/incident number for the incident you wish access to skip to Step 3. Otherwise, search the database using at least one of the parameters

- listed on the search page and click search. A table with incidents meeting your criteria will be listed below the search fields.
- Record the Spill Number corresponding to the incident you want access to. The spill number is listed on the left side of the table.
 - From the menu in the upper left select “Spill List”. This will bring up all the spills you currently have been granted access to and a “Request Access” box.
 - If the incident is not in your spill list enter the spill number (either from 2 above or from the spill number you’ve been given) in the space marked “Spill Number” in the “Request Access” section. See figure below.

Once you’ve requested access an e-mail is sent to the system administrators. They will either; approve your request, reject your request, or contact you for further information.

Once granted access you will receive an e-mail approving your request and the spill information will show up in your spill list table. Click on the spill number and you’ll be taken to the data entry screens.

IOWA DNR Hazardous Material Release Database
Leading Iowans in Care

IOWA DNR ⌵

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- [Spill Search](#)
- [Spill List](#)**
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30 Day Report ⌵

- [Incident Information](#)
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Reports ⌵

Request Access

Spill Number

Spill List & Authorization Request

Contact Emergency Response & Homeland Security Unit at 515/281-8699

Spill Number	Access Status	Reported Date	Incident City	Incident
102809-RLT-1903	Approved	10/28/2009	Des Moines	
103009-AHB-1310	Rejected	10/30/2009	Creston	
110309-AHB-0001	Approved	11/3/2009	Ankeny	

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Submit Form By E-mail

If you are unable to submit online, but can submit via e-mail please send the 30-Day Written Report form and any supporting/requested information to:

Emergency_Response@dnr.iowa.gov.

You can submit using a scan of the attached form, a copy of the form from the DNR Spills website, or any form that contains the required information listed in IAC 131.2(2).

Submit Form By Mail

While the department would prefer 30-Day Written Reports be submitted through the online system or electronically by e-mail we continue to accept them in hardcopy form via the mail. You can submit using a copy of the form from the DNR Spills website or any form that contains the required information listed in IAC 131.2(2). The form and any supporting/requested information should be sent to the field office staff member investigating the incident or to DNR Field Services Emergency Response at the address below:

Iowa Department of Natural Resources
Attn: Field Services Emergency Response
502 E. 9th Street
Des Moines, IA 50319-0034