Hazardous Substance Incident Tracking Database: Public Users Guide

Version 1.2

12/15/2014

This guide is intended to assist the public in utilizing the Iowa Department of Natural Resources' Hazardous Substance Incident Tracking System commonly known as the DNR's spill database. The DNR Spill Database was first created in 1995 as a means to track spills occurring in Iowa electronically to facilitate statistical analysis and reporting. This latest version is the first version available on-line and is intended to allow the public better access to information concerning spills in Iowa.

This guide is divided into three parts. The first part as a quick start guide intended for more experienced web based database users. The second part contains a Frequently Asked Questions (FAQ) section, description of each pre-designed report, and a description of how to use the user defined reporting tool. The final section is a more detailed users guide.

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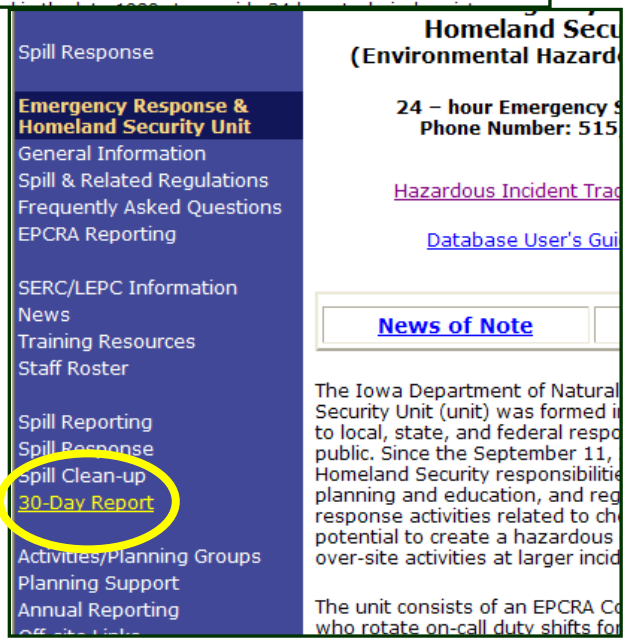
SECTION I – Quick Start Guide

Go to the DNR's spill reporting website www.iowadnr.gov/spills/index.html. Click on the ***Hazardous Incident Tracking Database*** link in the middle of the page.

On the webpage is a link to the ***Database User's Guide.*** Click on this link to get information about how to utilize the database.

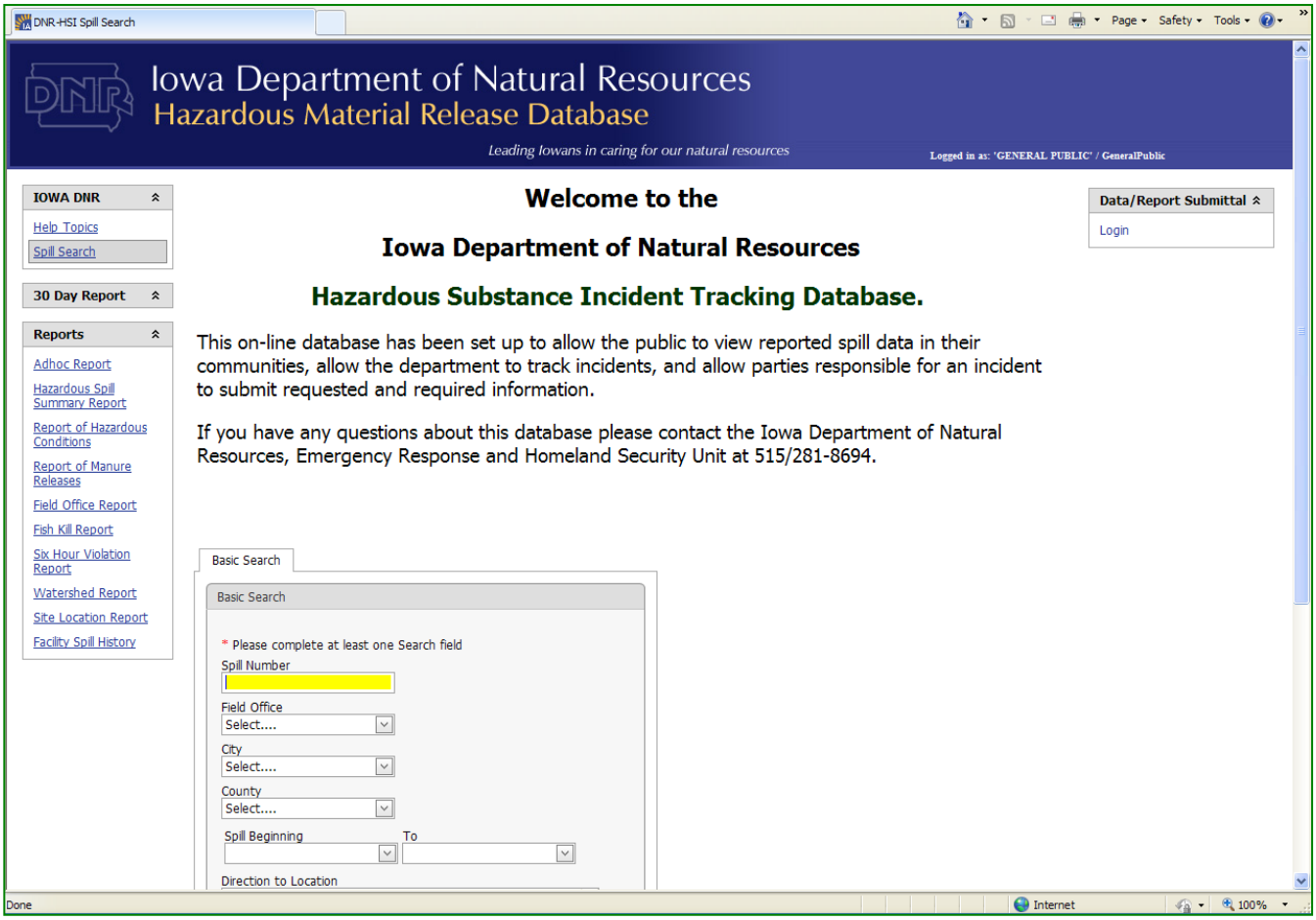
If you are submitting a 30-Day Written Report for an incident as required by Iowa Administrative Code, you can select the **30-Day Report** item from the left side menu.

This page discusses the various options for submitting the 30-Day Written report and links to the database for electronic report submission.

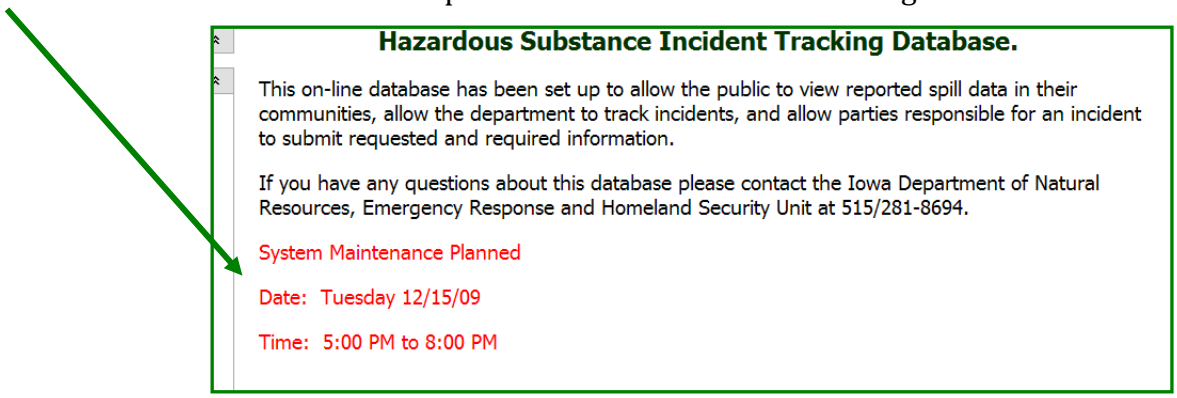


For instructions on how to submit the 30-Day Written Report refer to the 30-Day Written Report Electronic Submittal Guide.

Once you click on the database link you will be taken to the DNR's new Online Hazardous Substance Incident Database.



System Notices and Information will be posted below the welcome message.



From this page you have three options:

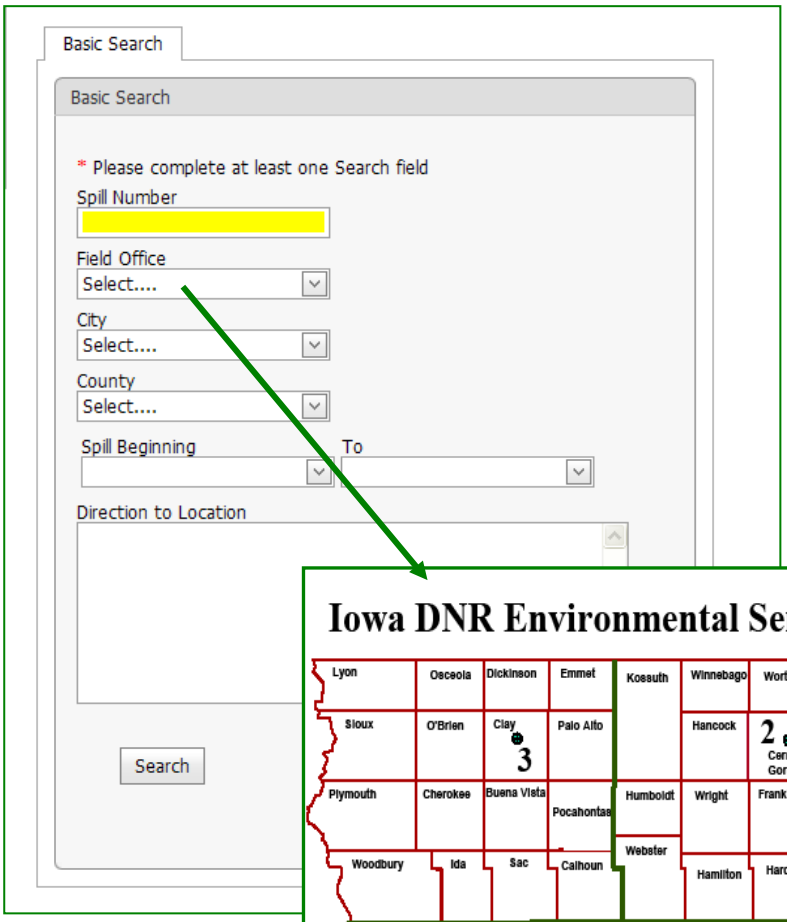
- search for a particular spill using the basic search feature, or
- select from a variety of reports and the reporting tool, or
- log in for data/report submission.

Search for a Particular Spill

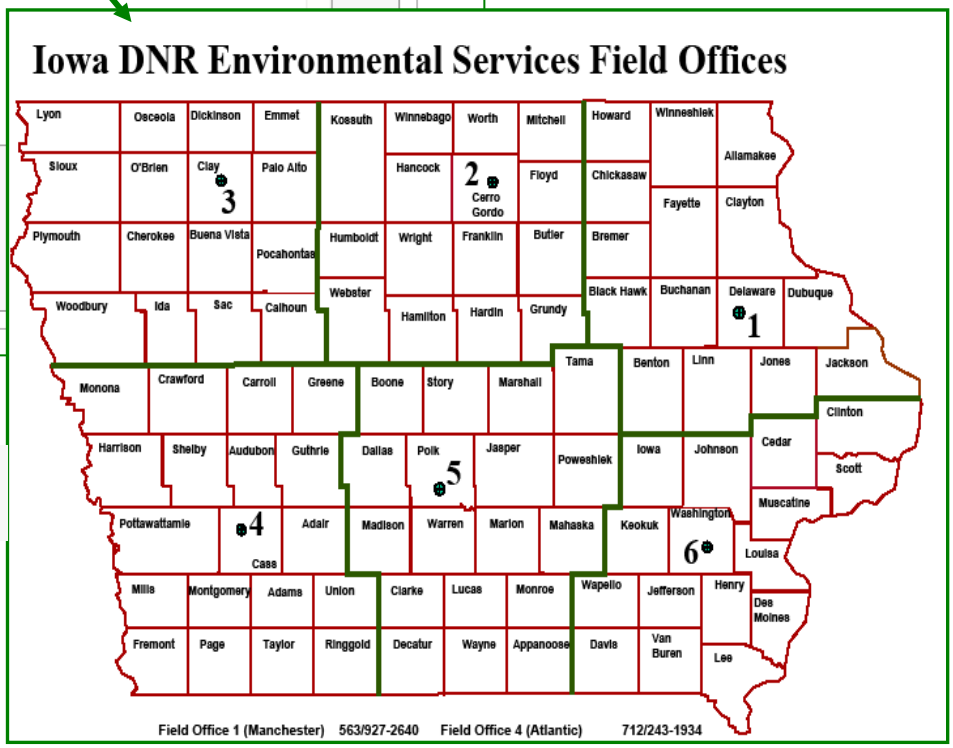
To use the basic search start by entering the criteria;

- Spill Number,
- Field Office,
- City,
- County,
- Date Range, or
- Directions to location.

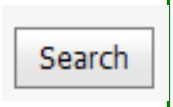
You can enter as little or as much information as you have. The system will pull all spills meeting your criteria.



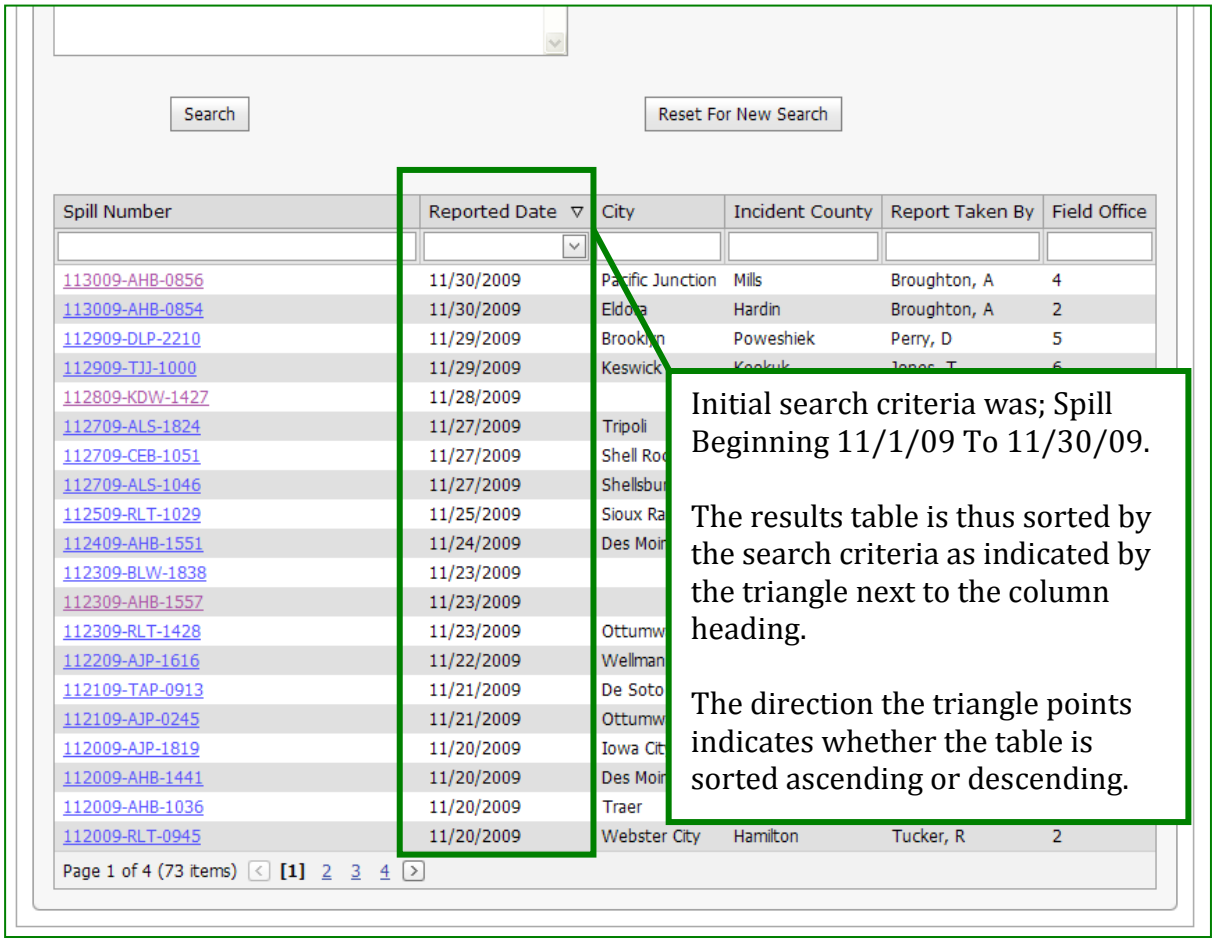
A map of the field office locations is shown below for your reference.



Once you've chosen your criteria click



The system will return a search results table.



The search results table will contain;

- spill number,
- date spill was reported,
- city where the spill occurred,
- county where the spill occurred,
- name of the DNR staff member who took the initial information, and
- field office where the spill occurred.

Sorting or filtering the results table.

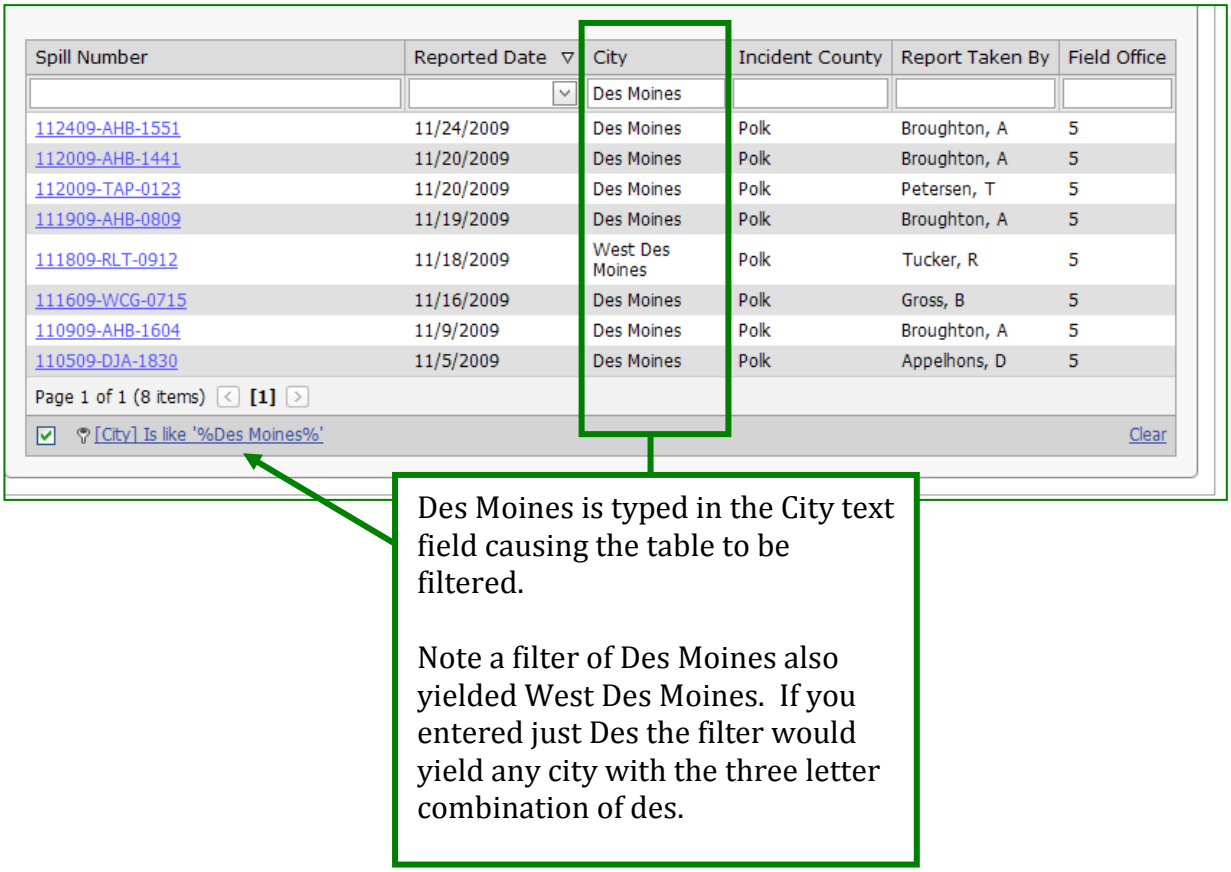
To sort the table, click on the column heading for the criteria you want to sort based on. In the example above the table is sorted by the **date reported** in descending order. To sort the table click on any column heading and the table will be sorted by that column. The default sort order is descending. To change from the sort order from descending to ascending just click the column heading a second time. Each time you click a heading the sort order will switch.

The results table can be filtered by any of the table column data. Below each column heading is a text field. The information entered into these text fields is used to filter the table.

To filter the table;

1. Click on a text field under the column heading you wish to filter by
2. Type in the criteria. IE city name, county name, etc. Note - If you entered a search criteria in the basic search field that filter will already be applied. In the example above the search criteria was any spill reported from 11/1/09 to 11/30/09.

To remove the filter, simply delete the criteria typed into the field.



Spill Number	Reported Date	City	Incident County	Report Taken By	Field Office
		Des Moines			
112409-AHB-1551	11/24/2009	Des Moines	Polk	Broughton, A	5
112009-AHB-1441	11/20/2009	Des Moines	Polk	Broughton, A	5
112009-TAP-0123	11/20/2009	Des Moines	Polk	Petersen, T	5
111909-AHB-0809	11/19/2009	Des Moines	Polk	Broughton, A	5
111809-RLT-0912	11/18/2009	West Des Moines	Polk	Tucker, R	5
111609-WCG-0715	11/16/2009	Des Moines	Polk	Gross, B	5
110909-AHB-1604	11/9/2009	Des Moines	Polk	Broughton, A	5
110509-DJA-1830	11/5/2009	Des Moines	Polk	Appelhons, D	5

Page 1 of 1 (8 items) [1]

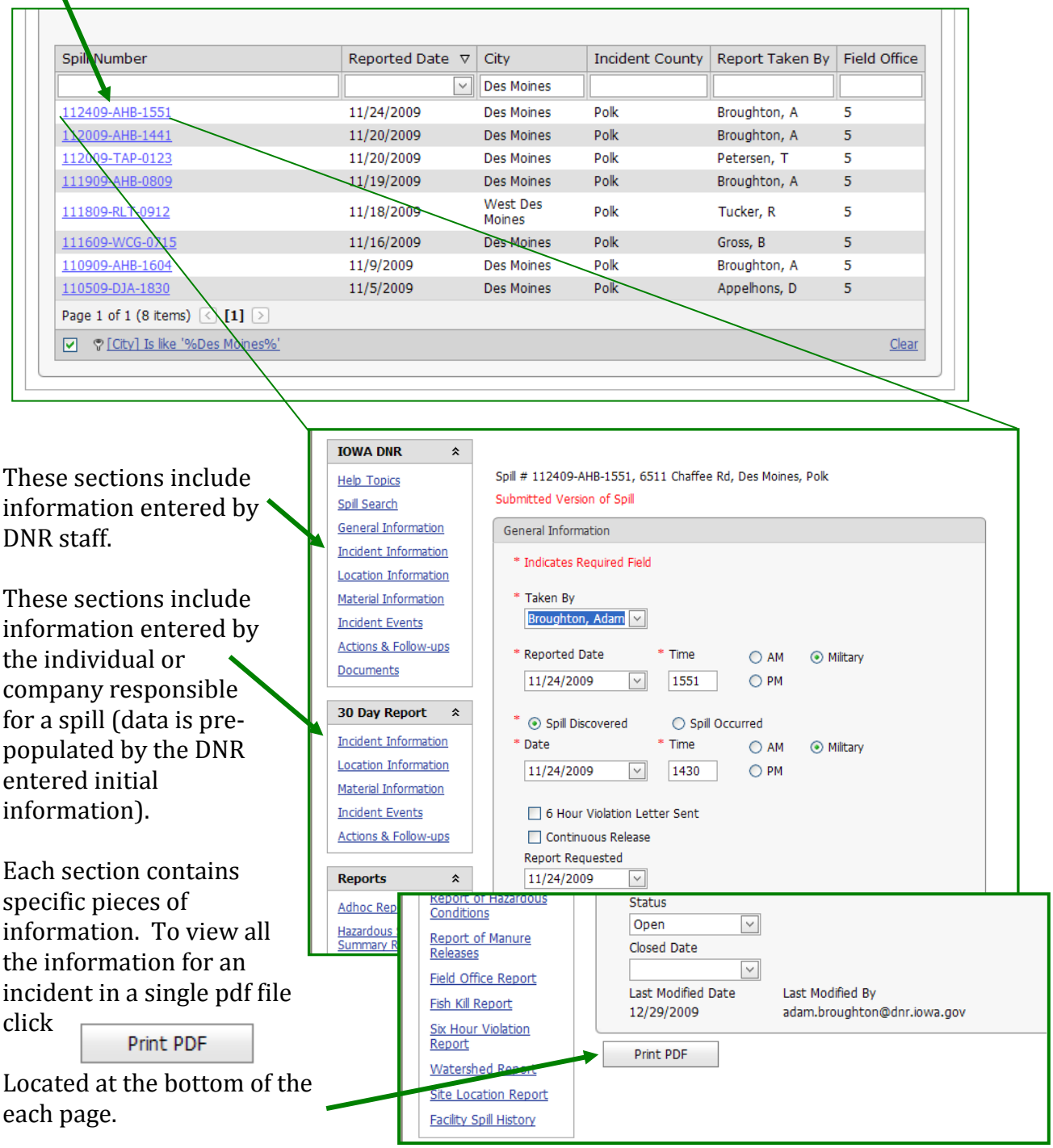
[City] Is like '%Des Moines%' Clear

Des Moines is typed in the City text field causing the table to be filtered.

Note a filter of Des Moines also yielded West Des Moines. If you entered just Des the filter would yield any city with the three letter combination of des.

Viewing particular incident information

To view the information entered into the system for a particular spill click on the spills link.



These sections include information entered by DNR staff.

These sections include information entered by the individual or company responsible for a spill (data is pre-populated by the DNR entered initial information).

Each section contains specific pieces of information. To view all the information for an incident in a single pdf file click

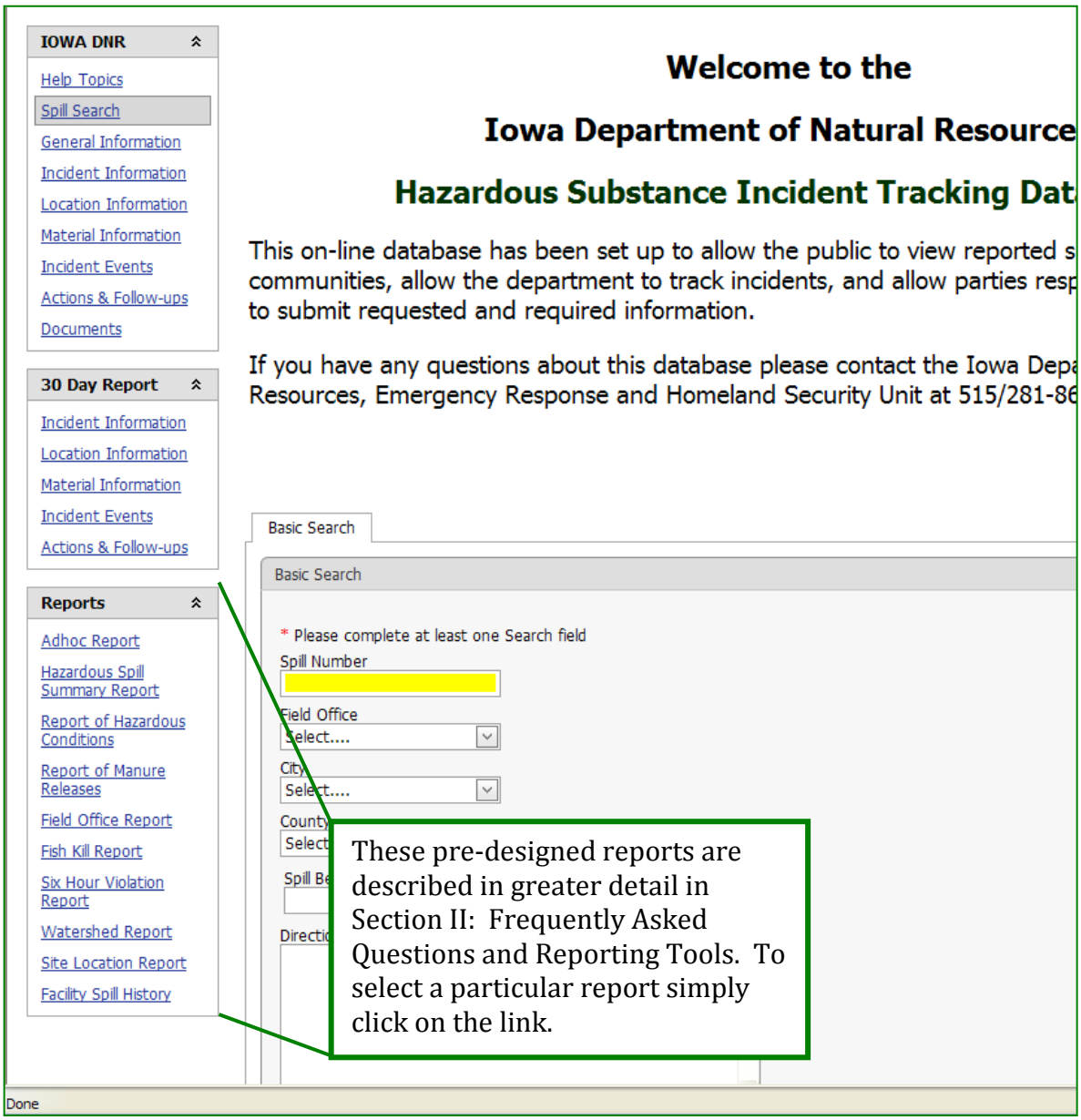
Print PDF

Located at the bottom of the each page.

Each section is discussed in greater detail in Section III – Users Guide.

Pre-designed Reports

If you are looking for more general information about spills in your area or across the state the department has included pre-designed reports with some of our more frequently requested information.



These pre-designed reports are described in greater detail in Section II: Frequently Asked Questions and Reporting Tools. To select a particular report simply click on the link.

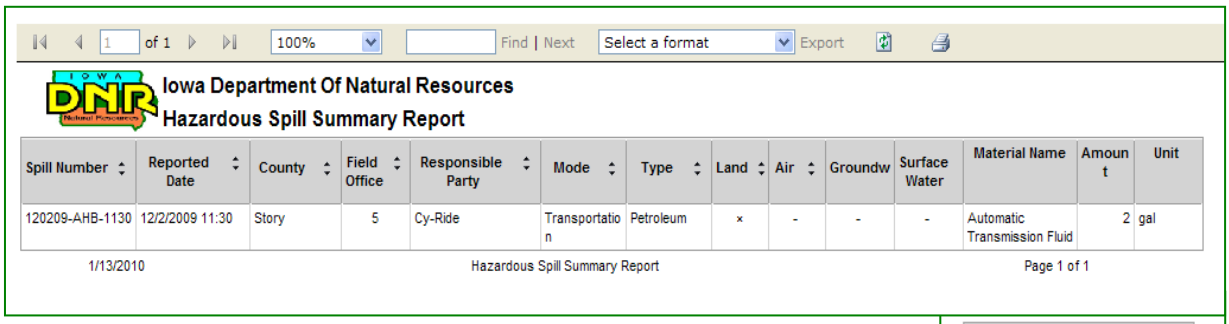
SECTION II – Reporting Tools

1. Pre-designed Reports

Most reports open in a new window. For this to function properly your computer's popup blocker must be turned off for this site.

a. Hazardous Spill Summary Report

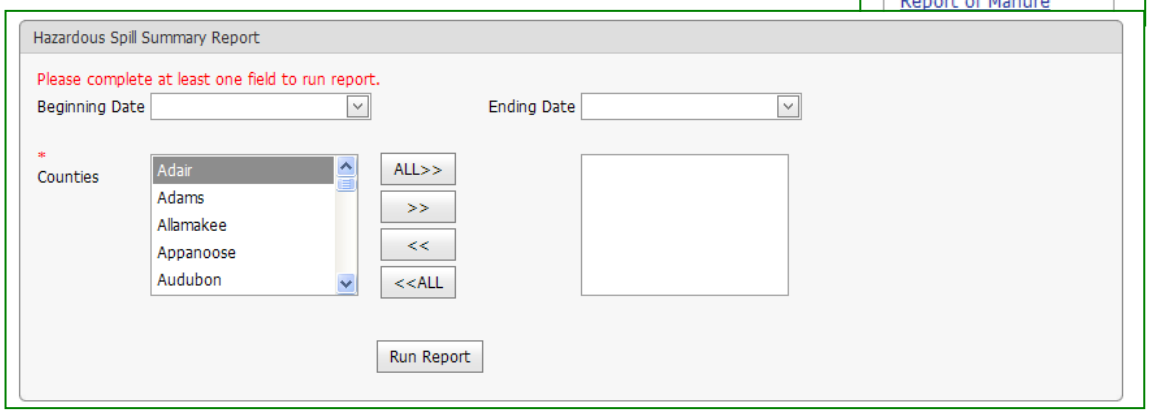
The Hazardous Spill Summary Report is designed to provide the user with a summary of incidents for a selected county or counties for any given time period. The report contains the most commonly requested information.



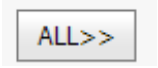
Spill Number	Reported Date	County	Field Office	Responsible Party	Mode	Type	Land	Air	Groundw	Surface Water	Material Name	Amount	Unit
120209-AHB-1130	12/2/2009 11:30	Story	5	Cy-Ride	Transportation	Petroleum	×	-	-	-	Automatic Transmission Fluid	2	gal

To use the report, select it from the left hand menu.

Enter the beginning and ending date of your desired date range and select the county or counties you are interested in.



You can also choose to run the report for the entire state by selecting.



The resulting report can be sorted, filtered further, exported, or printed.

b. Report of Hazardous Condition

The Report of Hazardous Condition is a summary report generated for use by the Environmental Protection Commission. The summary information can be generated for any month and the report will begin with January of the calendar year. The report does not include manure releases (covered in Report of Manure Release in next section).

1 of 1 100% Find | Next Select a format Export

Iowa Department of Natural Resources
Environmental Services Division
Report of Hazardous Conditions

During the period April 1, 2009, through April 30, 2009, 81 reports of hazardous conditions were forwarded to the central office. A general summary and count by field office is presented below. This does not include releases from underground storage tanks, which are reported separately.

				Substance						Mode											
		Total Incidents		Agrichemical		Petroleum Products		Other Chemicals		Transport		Fixed Facility		Pipeline		Railroad		Fire		Other*	
Month	Year	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago
Jan	2009	50	45	3	3	29	34	18	8	11	15	32	25	0	3	1	1	1	0	5	1
Feb	2009	50	61	0	1	38	45	12	15	13	17	29	32	2	3	2	2	0	1	4	6
Mar	2009	68	74	8	8	47	53	13	13	11	21	40	38	1	5	9	4	0	0	7	6
Apr	2009	81	85	20	16	34	49	27	20	21	26	50	50	1	1	2	4	0	2	7	3
	Total	**249**	**265**	**31**	**28**	**148**	**181**	**70**	**56**	**56**	**79**	**151**	**145**	**4**	**12**	**14**	**11**	**1**	**3**	**23**	**16**

*Other includes dumping, theft, vandalism and unknown

Total Number of Incidents per Field Office This Selected Period	Field Office 1		Field Office 2		Field Office 3		Field Office 4		Field Office 5		Field Office 6	
	Current	Year Ago	Current	Year Ago	Current	Year Ago	Current	Year Ago	Current	Year Ago	Current	Year Ago
Total	9	4	14	10	12	20	9	18	19	14	18	20

1/13/2010 Report of Hazardous Conditions Page 1 of 1

To begin this report, select it from the left hand menu.

Reports
- Adhoc Report
- Hazardous Spill Summary Report
- Report of Hazardous Conditions
- Report of Manure Releases

Select the month and year of interest and click Run Report

Report of Hazardous Conditions

Reported Month

Year

Run Report Reset

This report can not be filtered or sorted.

c. Report of Manure Release

The Report of Manure Release is a summary report of manure related releases generated for use by the Environmental Protection Commission. The summary information can be generated for any month and the report will begin with January of the calendar year. The report does not include chemical releases (covered in Report of Hazardous Conditions in the previous section).

1 of 1 100% Find | Next Select a format Export

Iowa Department of Natural Resources
Environmental Services Division
Report of Manure Releases

During the period July 1, 2008, through July 31, 2008, 1 reports of manure releases were forwarded to the central office. A general summary and count by field office is presented below.

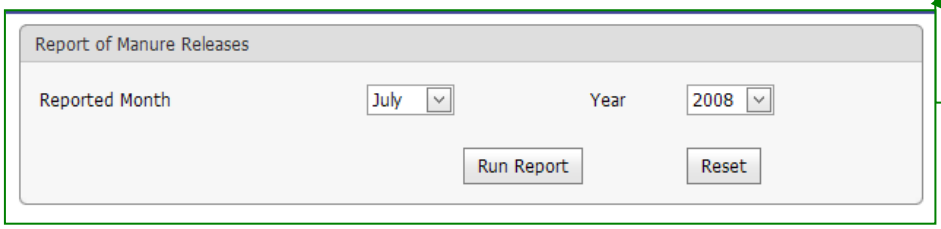
		Total Incidents		Surface Water Impacts		Feedlot		Confinement		Land Application		Transport		Hog		Cattle		Poultry		Other	
Month	Year	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago	Cur	Yr Ago
Jan	2008	2	4	0	0	0	0	2	3	0	1	0	0	1	4	0	0	1	0	0	0
Feb	2008	3	4	0	1	0	0	2	2	0	0	1	2	2	3	1	1	0	0	0	0
Mar	2008	3	6	2	2	0	0	3	6	0	0	0	0	3	6	0	0	0	0	0	0
Apr	2008	9	4	4	2	1	2	6	2	2	0	0	0	7	2	2	2	0	0	0	0
May	2008	7	4	3	0	0	0	2	2	1	2	4	0	4	3	1	1	2	0	0	0
Jun	2008	3	6	0	0	3	1	0	2	0	0	0	3	0	4	2	2	0	0	1	0
Jul	2008	1	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
	Total	28	28	10	5	4	3	16	17	3	3	5	5	17	22	7	6	3	0	1	0

Total Number of Incidents per Field Office for the Selected Period	Field Office 1		Field Office 2		Field Office 3		Field Office 4		Field Office 5		Field Office 6	
	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous
Total	0	0	0	0	0	0	1	0	0	0	0	0

1/13/2010 Report of Manure Releases Page 1 of 1

To begin this report, select it from the left hand menu.

Select the month and year of interest and click Run Report



This report can not be filtered or sorted.

d. Field Office Report

The Field Office Report is a breakdown of reported incidents by field office location. This report is similar to the Hazardous Spill Summary Report. The field office report includes the city of the spill but not the mode, chemical type, and media the spill was released to.

1 of 5 100% Find | Next Select a format Export

IOWA DEPARTMENT OF NATURAL RESOURCE

Field Office Report

Field Office	Spill Number	Reported Date	City	County	Responsible Party	Material	Amount	Units
2	100309-CEB-1427	10/3/2009 14:27	Garner	Hancock	Hancock County Wind Energy	Mineral oil	100	gal
5	100309-RLT-1139	10/3/2009 11:39	Albia	Monroe	Warner Enterprises	Diesel Fuel	25	gal
1	100409-ALS-2205	10/4/2009 22:05	Olin	Jones	River Valley Coop	Anhydrous ammonia	850	gal
4	100409-ARM-1500	10/4/2009 15:00	Underwood	Pottawattamie	Martens,Don	Waste Oil	100	gal
3	100509-RLT-0856	10/5/2009 08:56	Auburn	Calhoun	Kent,Randy	Manure	300	gal
6	100709-BCN-1550	10/7/2009 15:50	Burlington	Des Moines	Burlington	Waste Water (domestic)	1	ton
4	100909-ARM-2155	10/9/2009 21:55	Creston	Union	Precision Applicators	Manure	50	gal
2	100909-JGK-0756	10/9/2009 07:56	Mason City	Cerro Gordo	Cargill Kitchen Solutions	Diesel Fuel	20	gal
2	101009-JGK-1018	10/10/2009 10:18	Sheffield	Franklin	KGL Enterprises	Manure	5000	gal
5	101109-KMB-0507	10/11/2009 05:07	Earlham	Dallas	CRST Trucking	Antifreeze	5	gal
1	101109-SJM-1439	10/11/2009 14:39	Cedar Rapids	Linn	Iowa Northern	Diesel Fuel	200	gal

To begin this report, select it from the left hand menu.

Reports

- Adhoc Report
- Hazardous Spill Summary Report
- Report of Hazardous Conditions
- Report of Manure Releases
- Field Office Report
- Fish Kill Report

Enter the beginning and ending date of your desired date range and click Run Report

Field Office Log Report

Beginning Reported Date 10/1/2009 Ending Date 12/31/2009

Run Report Reset

This report can be filtered or sorted as needed and can be downloaded or printed.

e. Fish Kill Report

The Fish Kill Report lists reported incidents that resulted in a fish kill. This is not a complete list of fish kills in the State of Iowa, but a list for which a cause and responsible party can be determined.

1 of 1 | 100% | Find | Next | Select a format | Export

Iowa Department of Natural Resources
Fish Kill Report

Spill Number	Report Taken By	Responsible Party	Site Name	Address	Town	County	Township	Range/ Direction	Section/	Mode	Material	Watershed	Directions To Location
080709-RPM-1850	Martens, Rick	Unknown	Morwood Campground	1865 150th Street	Hazleton	Buchanan		/W	/	Unknown	Unknown Fertilizer or Herbicide		Unnamed tributary to Otter Creek in Morwood Campground.
081109-KAL-2257	Lee, Kathy	Perry Yoder Farm	Surface Water	3294 540th Street	Riverside	Washington				Manure	Manure		Lackender Road over Picayune Creek
081809-KAL-0839		Rock Bottom Dairy	Open Field	1243 Elder Avenue	Rock Rapids	Lyon					Manure		Spill flowed through a grove of trees, through culverts to a drainage ditch to an unnamed creek.
		Rock Bottom Dairy ** - Pending- **									Manure		
082109-CEK-1500	Krieger, Curtis	Kohlhaas Ag Aviation	Road Surface	B63 blacktop bridge	Hardy	Hancock				Transportation	Unknown		Bridge on 120th Street just past Hill Avenue
090209-JGK-1100	Klatt, Jeremy	North Iowa Coop	Surface Water	Bailey Creek, Section 19, Grimes Twsp	Thornton	Cerro Gordo				Dumping	Chlorpyrifos		
											Cyhalothrin		
090709-TRL-1130	Lambert, Trenton	Anders Knudsen	Anders Knudsen	5044 Hwy 218	Saint Ansgar	Mitchell				Manure	swine manure		Approximately 1/2 mile NE of Mona, IA
092209-KDW-1130	Wilken, Keith	Unknown	Surface Water	Unknown	Council Bluffs	Pottawattamie				Vandalism	Unknown		South Omaha Street Bridge construction site

1/14/2010 Fish Kill Report Page 1 of 1

To use report click the report name from the left side menu

Enter a beginning and ending date of the desired date range and click

Run Report

- Summary Report
- Report of Hazardous Conditions
- Report of Manure Releases
- Field Office Report
- Fish Kill Report
- Six Hour Violation

Fish Kill Report

* Please complete at least one field to run report.

Spill Reported Date
Beginning Date
Ending Date

Run Report Reset

This report can be filtered or sorted as needed and can be downloaded or printed.

f. Six Hour Violation Report

The Six Hour Violation Report lists incidents that were reported to the department more than 6 hours after occurrence of discovery. The State of Iowa requires incidents meeting reporting requirements to be reported as soon as possible, but no later than 6 hours after the incident occurred or was discovered. This report lists those incidents that did not meet that requirement.

1 of 1 100% Find | Next Select a format Export

Iowa Department of Natural Resources

Six Hour Violation Report

Spill Number	Reported Date	Discovered Date	Responsible Party Company or Individual	Spill Location City	Material	Amount	Units
010810-CWO-1707	1/8/2010 17:07	1/8/2010 05:30	Enick Dairy	Fort Atkinson	Manure	1	Unknown
011110-DLP-1655	1/11/2010 16:55	1/9/2010 12:00	Dovie Majors	Des Moines	Carbon Black	40000	lbs
011510-KAL-1627	1/15/2010 16:27	1/15/2010 02:00	Carquest Auto Parts	Vinton	Paint Thinner	50	gal
011510-RLT-1023	1/15/2010 10:23	1/14/2010 17:22	Kum-N-Go #404	Mason City	Gasoline - Premium Unleaded	4	gal
121709-AHB-1032	12/17/2009 10:32	12/16/2009 16:50	Kwik Shop	Davenport	Gasoline E-10	16	gal
122709-DLP-2302	12/27/2009 23:02	12/26/2009 12:00	Cleatous Horch	Des Moines	Brake fluid	1	gal

1/20/2010 Six Hour Violation Report Page 1 of 1

To use report click the report name from the left side menu

- Releases
- Field Office Report
- Fish Kill Report
- Six Hour Violation Report
- Watershed Report
- Site Location Report
- Facility Spill History

Enter a beginning and ending date of the desired date range and click Run Report

Six Hour Violation Report

* Please complete at least one field to run report.

Spill Reported Date

Beginning Date 11/1/2009 Ending Date 1/20/2010

Run Report Reset

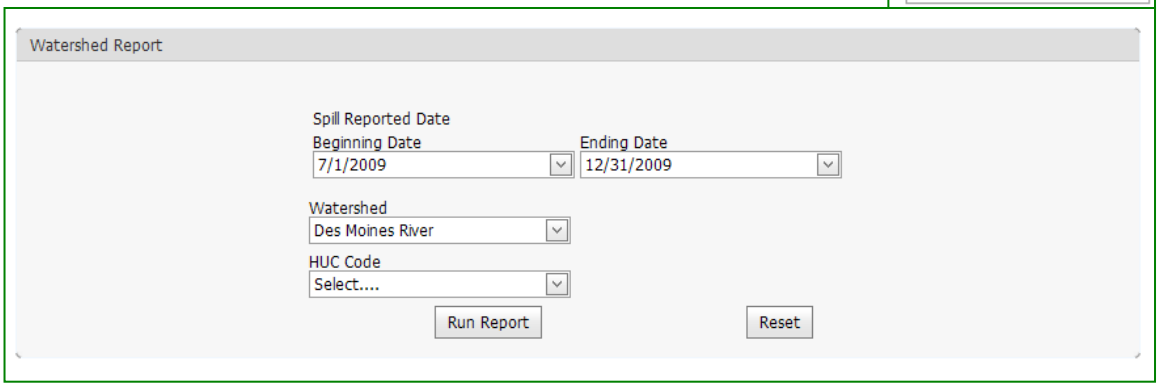
The report can be filtered and sorted as needed and can be downloaded or printed.

g. Watershed Report

The Watershed Report lists incidents that have occurred within a particular watershed. The Watershed Report can be generated for any particular date range and for any watershed (named tributary to major river). *Note this report relies on connectivity with the department's facility explorer software application.*

To use report click the report name from the left side menu

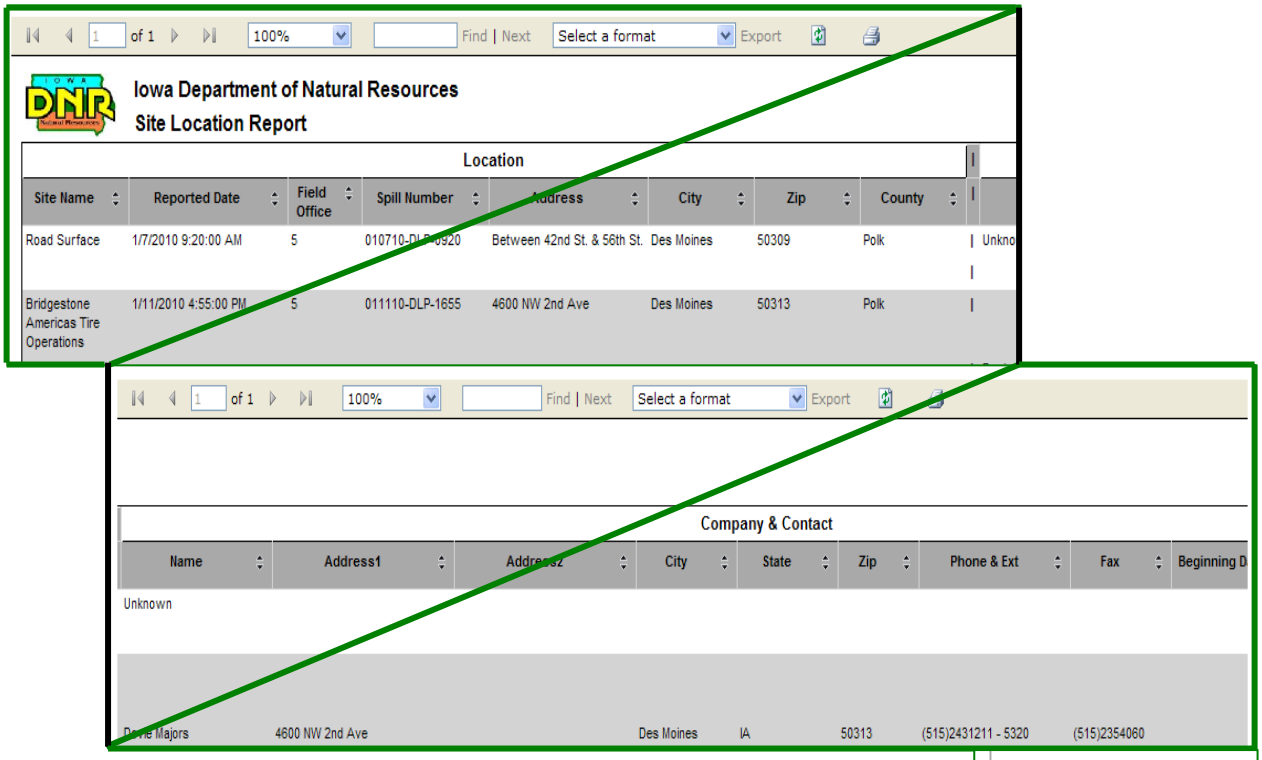
Enter a beginning and ending date of the desired date range and select either a watershed name or the watershed's HUC Code and click Run Report



The report can be filtered and sorted as needed and can be downloaded or printed.

h. Site Location Report

The Site Location Report generates a list of incidents that have been reported to the department in the site location criteria. The report generated is a large format report containing incident location information and detailed responsible party information.



Iowa Department of Natural Resources

Site Location Report

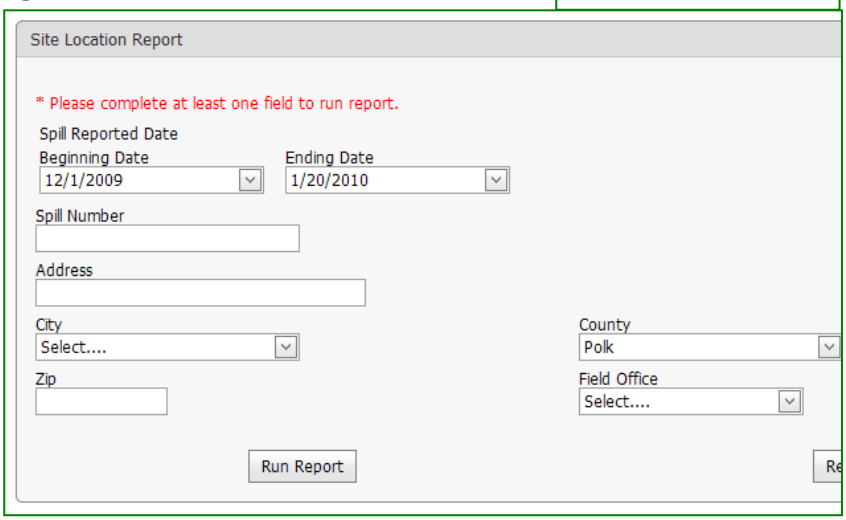
Location								
Site Name	Reported Date	Field Office	Spill Number	Address	City	Zip	County	
Road Surface	1/7/2010 9:20:00 AM	5	010710-DLP-0920	Between 42nd St. & 56th St.	Des Moines	50309	Polk	Unkno
Bridgestone Americas Tire Operations	1/11/2010 4:55:00 PM	5	011110-DLP-1655	4600 NW 2nd Ave	Des Moines	50313	Polk	

Company & Contact								
Name	Address1	Address2	City	State	Zip	Phone & Ext	Fax	Beginning D
Unknown								
Dave Majors	4600 NW 2nd Ave		Des Moines	IA	50313	(515)2431211 - 5320	(515)2354060	

To use report click the report name from the left side menu

To use this report;

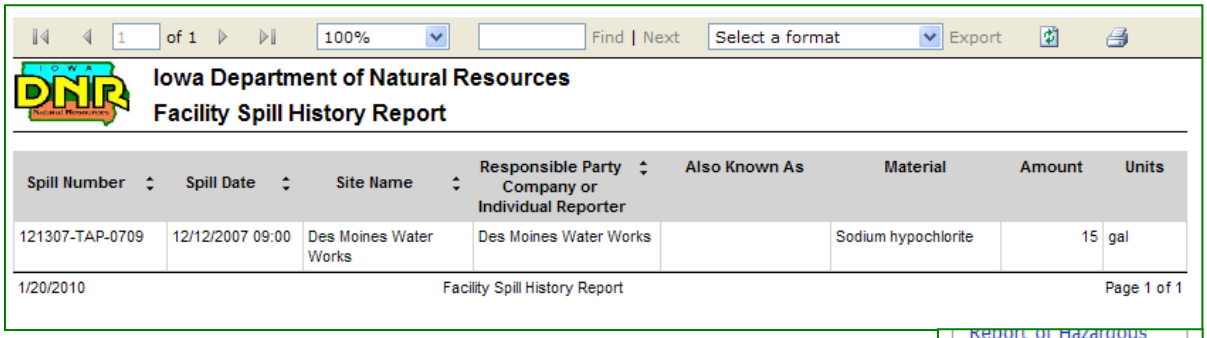
- Enter a beginning and ending date of the desired date range.
- Next choose and/or select any of the following search criteria;
  - Spill Number,
  - Enter Address,
  - Select City,
  - Select County,
  - Enter Zip Code, and/or
  - Select Field Office
- click Run Report



The Site Location Report can be filtered and sorted as needed to refine your search. The report can also be downloaded and printed. Please note when printing your printer may require a special sized paper or may split the report to accommodate the extra width as noted in the view above.

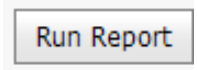
i. Facility Spill History

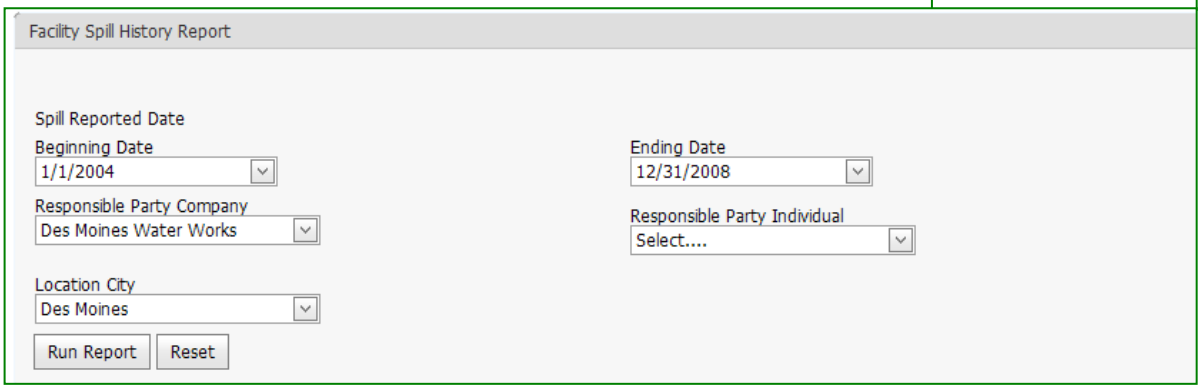
The Facility Spill History report is designed to assist facility officials with completion of the spill history requirement for EPA Risk Management Planning (RMP) and similar regulations. The report will list the incidents that have been reported over a selected time period at a particular facility.



To use report click the report name from the left side menu.

Enter a beginning and ending date of the desired date range and select a responsible party company name or responsible party individual name (if not responsible party is not part of a company). Select a city and click



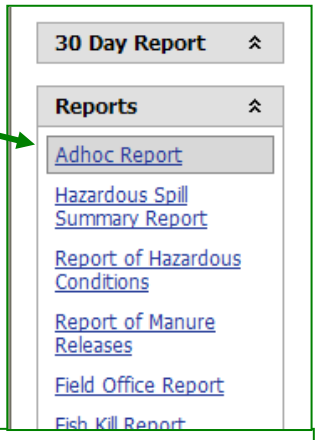


The report can be filtered and sorted as needed and can be downloaded or printed.

2. User Defined Reporting Tool (Ad-hoc Report)

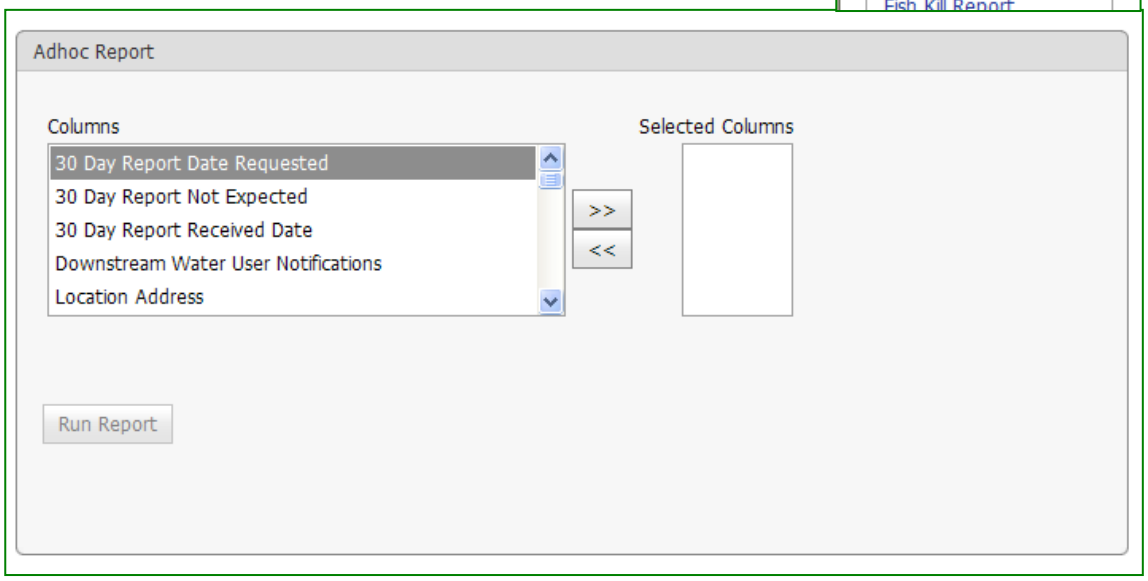
The user defined reporting tool (ad-hoc report) is designed as a report you can customize. You can generate a report that contains most of the data contained in the database and filter, sort, download or print the resulting information.

To begin using the tool select the Ad-Hoc Report from the menu at left.



The fields in the database are listed alphabetically. Select the fields you want in your report and click the add arrows.

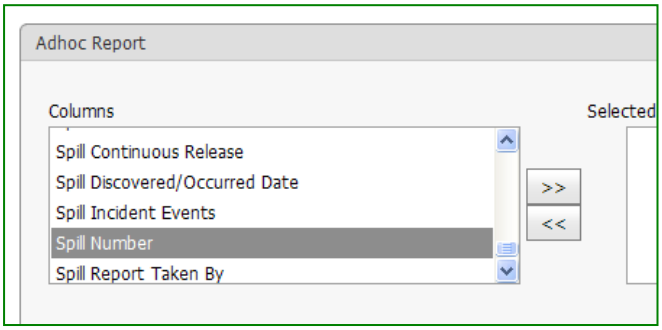
The report generated will have columns for each of the fields you select in the order in which you select them.



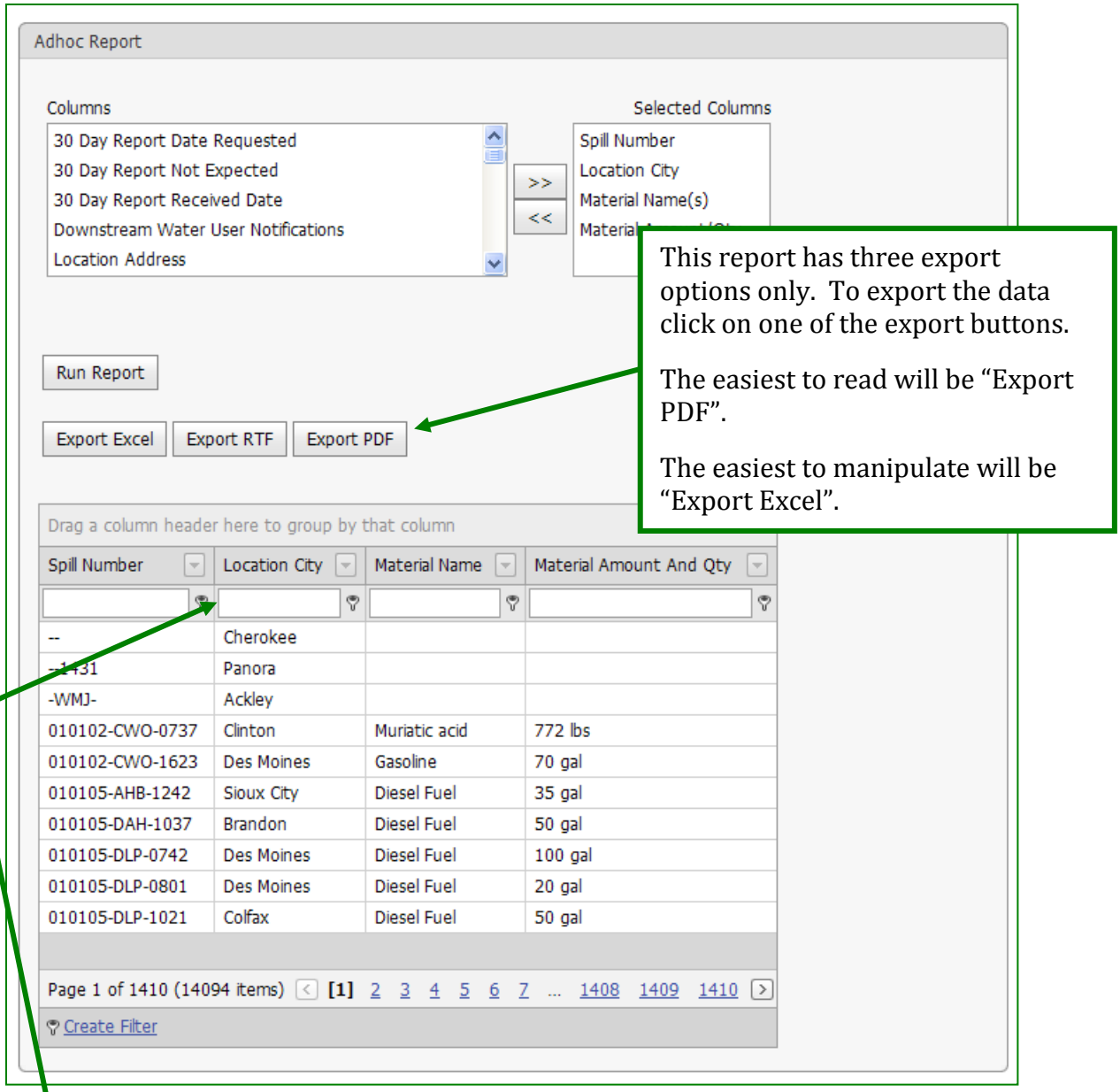
It is recommended that one of the fields selected be "spill number". This will bring up all incidents that meet the other criteria. Not selecting "spill number" may reduce the number of incidents returned.

The resulting report can be filtered and sorted to refine your search results. The report can also be downloaded.

Note - The more fields selected the longer the system will take to generate the report.



Example Report



This report has three export options only. To export the data click on one of the export buttons.

The easiest to read will be "Export PDF".

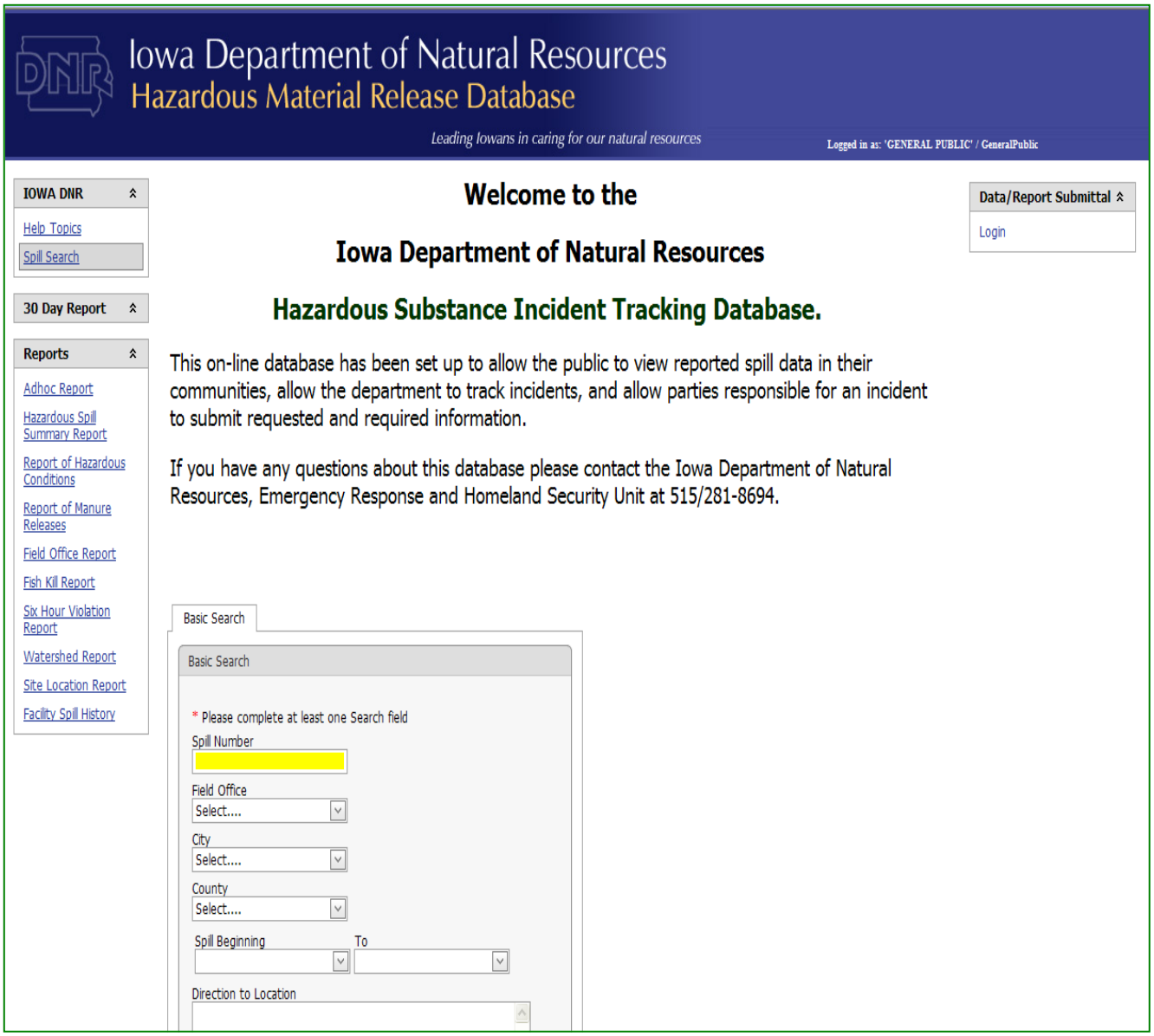
The easiest to manipulate will be "Export Excel".

This report lists all incidents contained in the database for the entire State of Iowa (14,094). From this point you can sort by any of the columns (default is the first column – Spill Number) or filter the data. For example if you only want to know about the spills in you city, type the city in the field located below the "**Location City**" heading and click the funnel next to it. You can filter the other columns in the same way.

SECTION III – Users Guide

Welcome to the Iowa Department of Natural Resources' Hazardous Substance Tracking Database commonly referred to as the spill database. This section of the Public User's Guide focuses on those sections of the data entry screens viewable by the public. For information about available reports please refer to Section II – Reporting Tools.

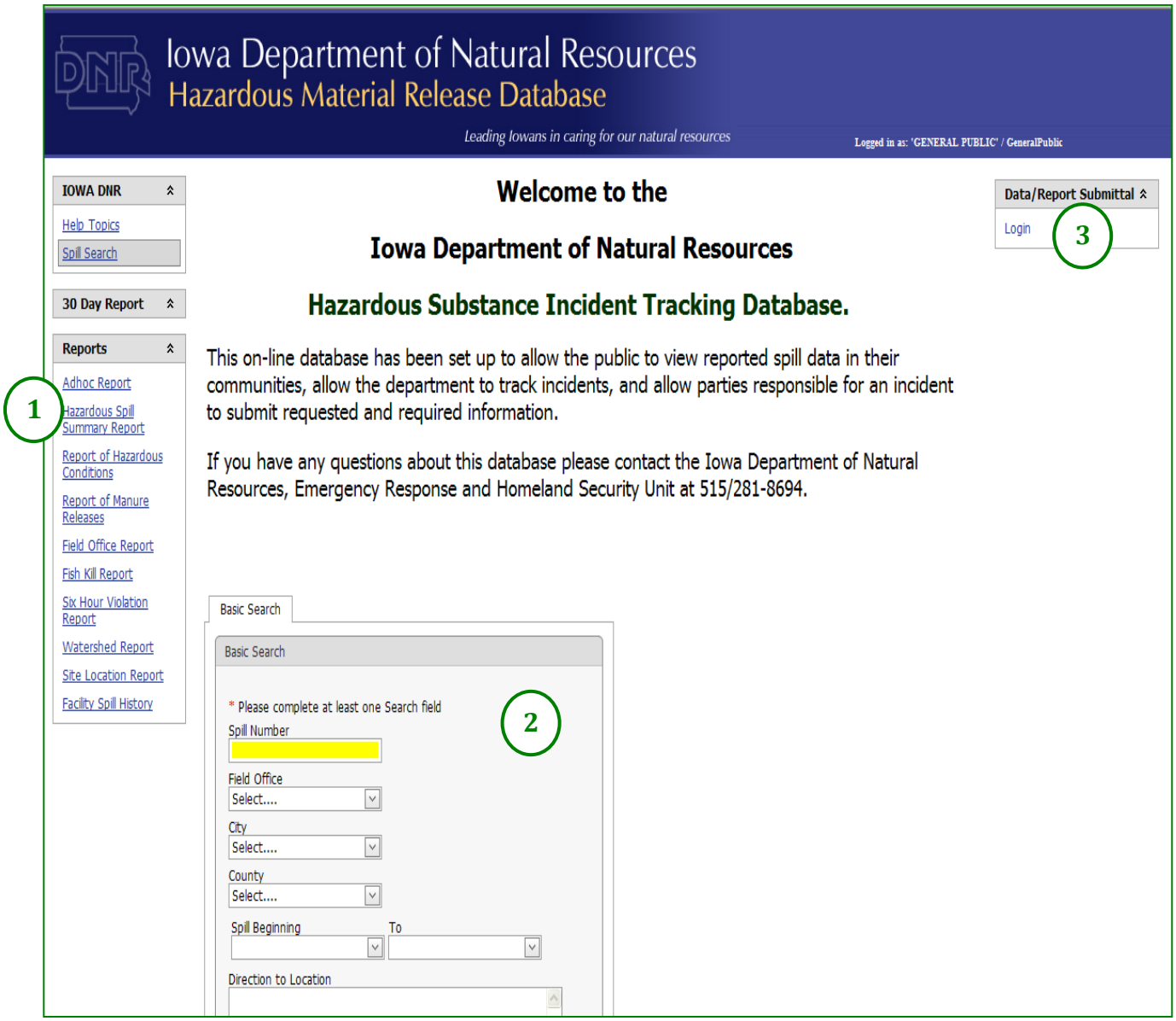
This tool provides basic information on features available to the general public. For information related to submitting a report to the system please click on the 30 Day Report link on the spill reporting website www.iowadnr.gov/spills/index.html.



General Page Layout

Each page of the application is broken down into three functional areas.

1. The left side will always contain the menu items available for that section of the application.
2. The center portion will contain either the search feature or incident specific information.
3. The upper right contains the login function. If you are visiting the site to complete the 30-Day written report or add supplemental information and documents, you will need to log in.



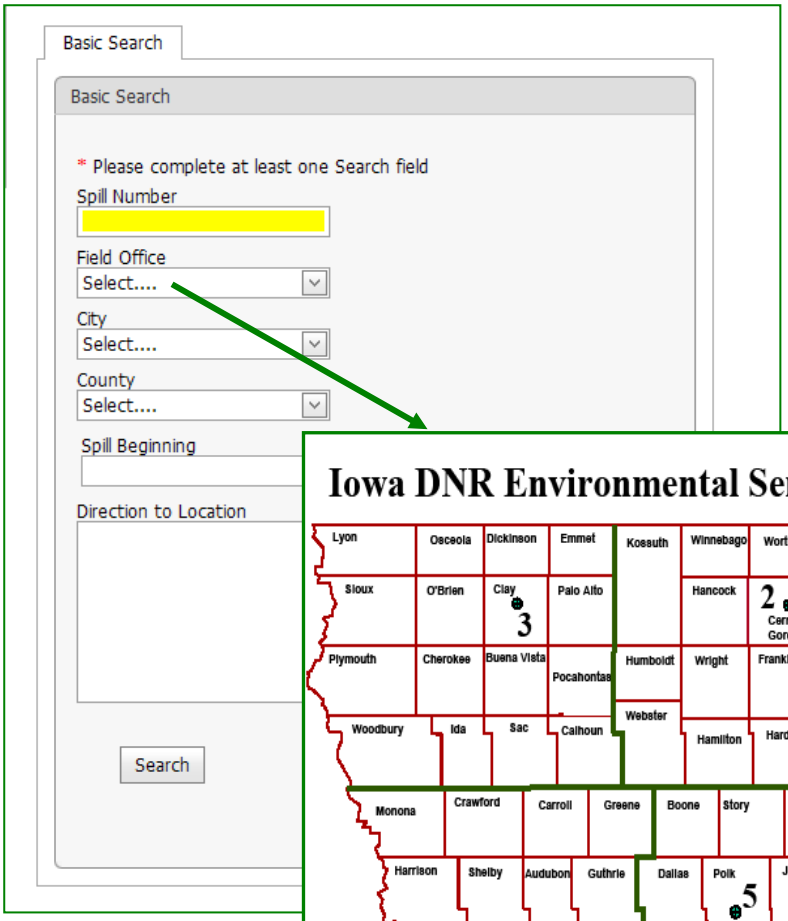
Basic Search Page

When you first access the application you will see the basic search page.

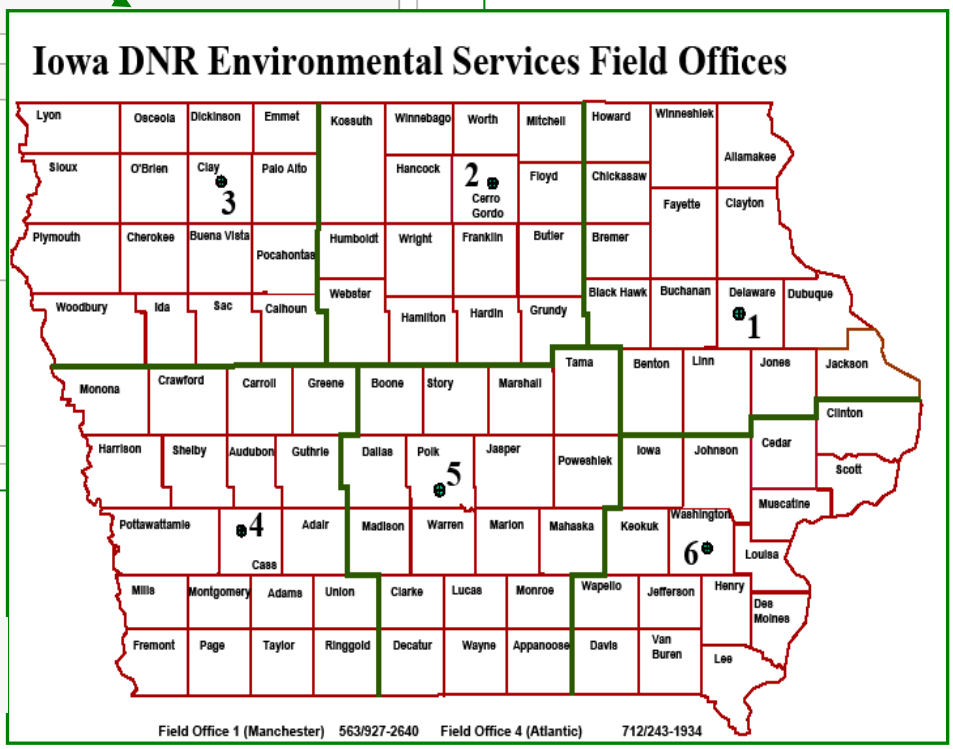
To use the basic search start by entering the any one or more of the criteria;

- Spill Number,
- Field Office,
- City,
- County,
- Date Range, or
- Directions to location.

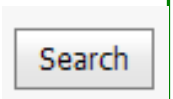
You can enter as little or as much information as you have. The system will pull all spills meeting your criteria.



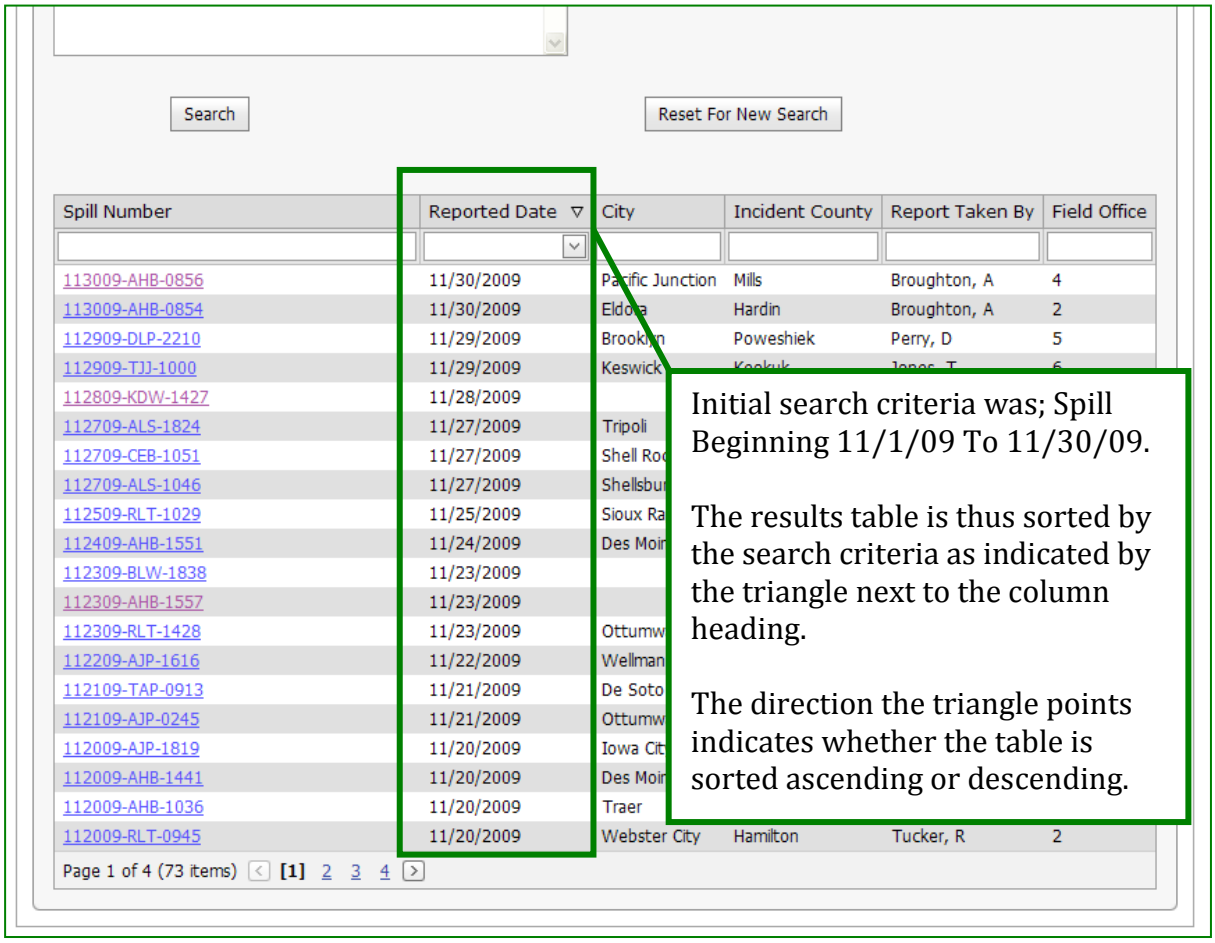
A map of the field office locations is shown below for your reference.



Once you've chosen your criteria click



The system will return a search results table.



The search results table will contain;

- spill number,
- date spill was reported,
- city where the spill occurred,
- county where the spill occurred,
- name of the DNR staff member who took the initial information, and
- field office where the spill occurred.

Sorting or filtering the results table.

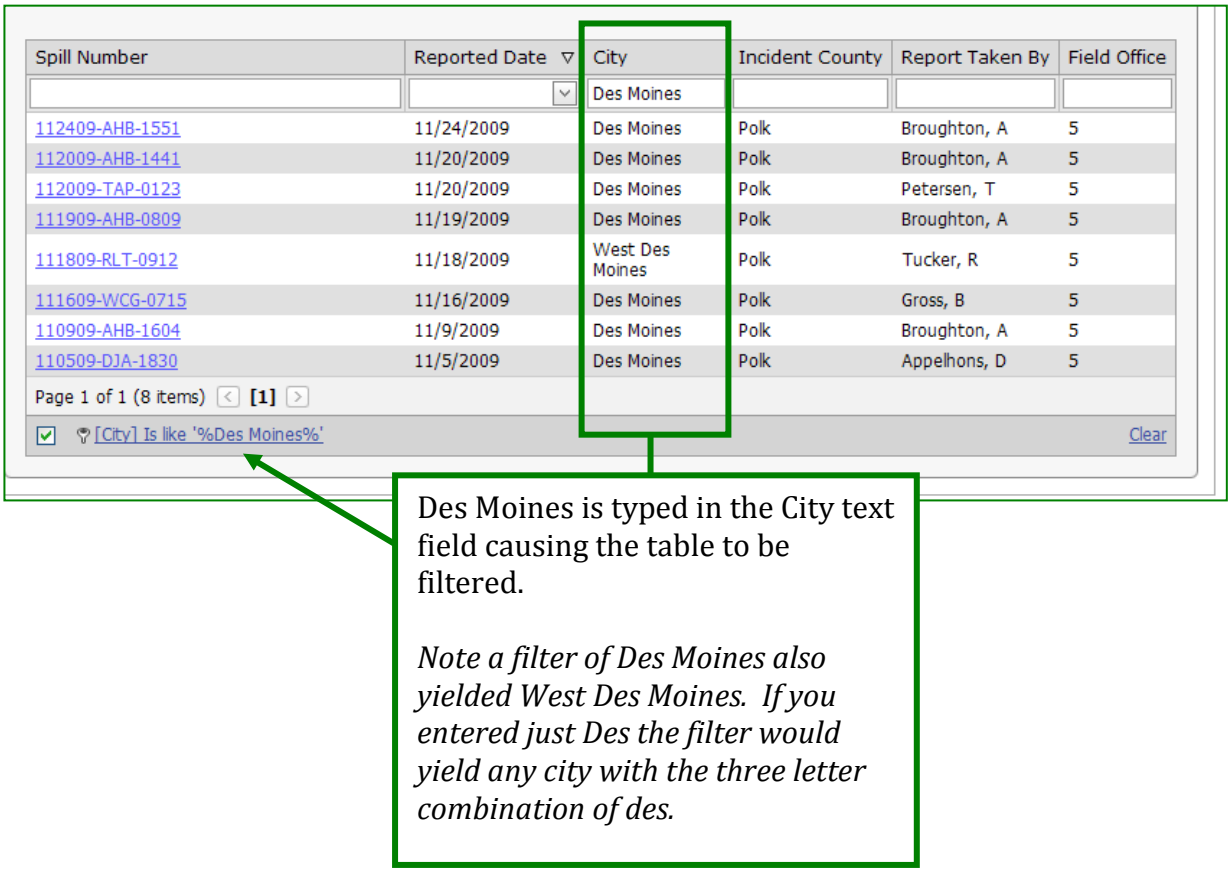
To sort the table, click on the column heading for the criteria you want to sort based on. In the example above the table is sorted by the **date reported** in descending order. To sort the table click on any column heading and the table will be sorted by that column. The default sort order is descending. To change from the sort order from descending to ascending just click the column heading a second time. Each time you click a heading the sort order will switch.

The results table can be filtered by any of the table column data. Below each column heading is a text field. The information entered into these text fields is used to filter the table.

To filter the table;

3. Click on a text field under the column heading you wish to filter by
4. Type in the criteria. IE city name, county name, etc. *Note - If you entered a search criteria in the basic search field that filter will already be applied. In the example above the search criteria was any spill reported from 11/1/09 to 11/30/09.*

To remove the filter, simply delete the criteria typed into the field.



Spill Number	Reported Date	City	Incident County	Report Taken By	Field Office
		Des Moines			
112409-AHB-1551	11/24/2009	Des Moines	Polk	Broughton, A	5
112009-AHB-1441	11/20/2009	Des Moines	Polk	Broughton, A	5
112009-TAP-0123	11/20/2009	Des Moines	Polk	Petersen, T	5
111909-AHB-0809	11/19/2009	Des Moines	Polk	Broughton, A	5
111809-RLT-0912	11/18/2009	West Des Moines	Polk	Tucker, R	5
111609-WCG-0715	11/16/2009	Des Moines	Polk	Gross, B	5
110909-AHB-1604	11/9/2009	Des Moines	Polk	Broughton, A	5
110509-DJA-1830	11/5/2009	Des Moines	Polk	Appelhons, D	5

Page 1 of 1 (8 items) [1]

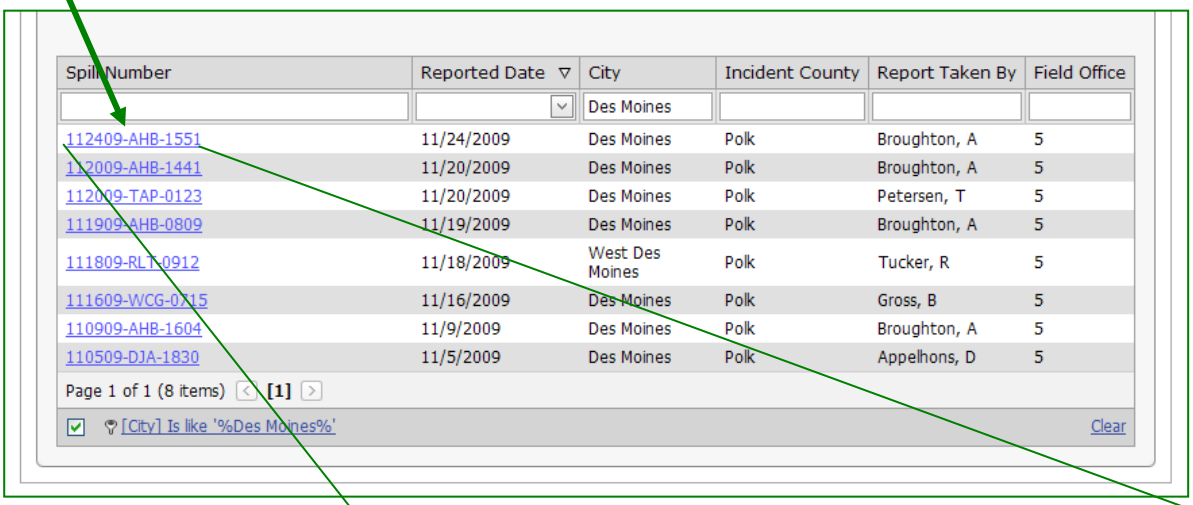
[City] Is like '%Des Moines%' Clear

Des Moines is typed in the City text field causing the table to be filtered.

Note a filter of Des Moines also yielded West Des Moines. If you entered just Des the filter would yield any city with the three letter combination of des.

Viewing particular incident information

To view the information entered into the system for a particular spill click on the spills link.



Spill Number	Reported Date	City	Incident County	Report Taken By	Field Office
		Des Moines			
112409-AHB-1551	11/24/2009	Des Moines	Polk	Broughton, A	5
112009-AHB-1441	11/20/2009	Des Moines	Polk	Broughton, A	5
112009-TAP-0123	11/20/2009	Des Moines	Polk	Petersen, T	5
111909-AHB-0809	11/19/2009	Des Moines	Polk	Broughton, A	5
111809-RLT-0912	11/18/2009	West Des Moines	Polk	Tucker, R	5
111609-WCG-0715	11/16/2009	Des Moines	Polk	Gross, B	5
110909-AHB-1604	11/9/2009	Des Moines	Polk	Broughton, A	5
110509-DJA-1830	11/5/2009	Des Moines	Polk	Appelhons, D	5

Page 1 of 1 (8 items) [1]

[City] Is like '%Des Moines%' Clear

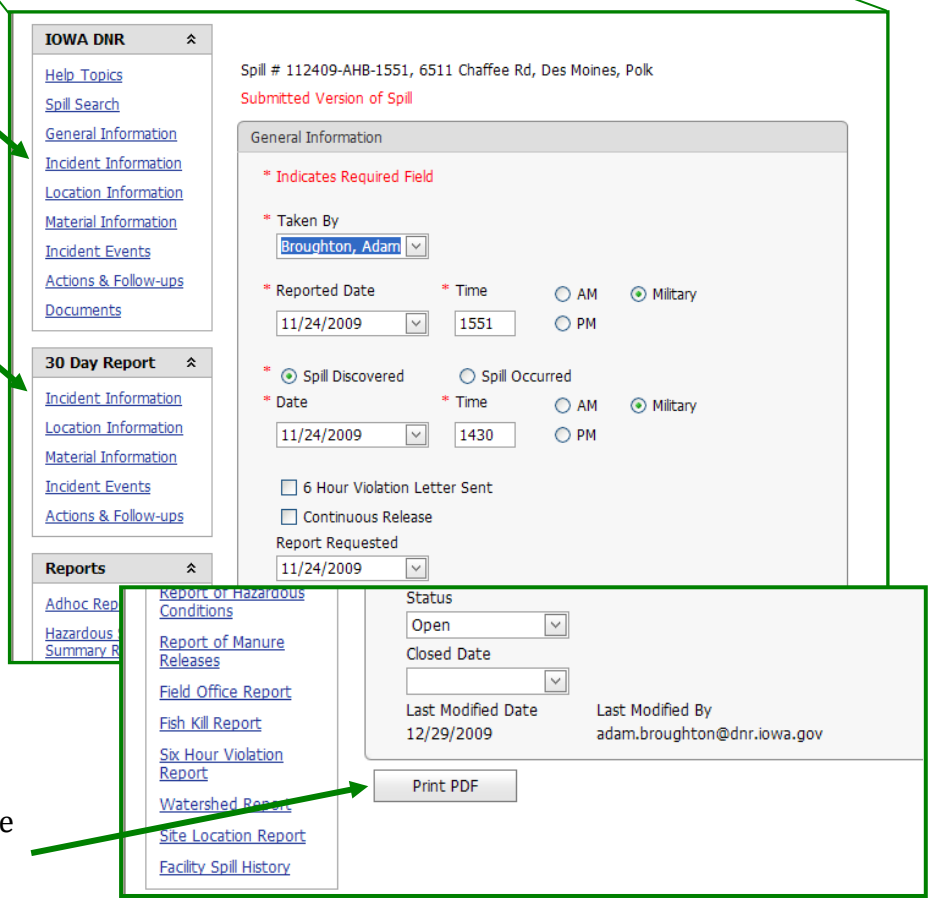
These sections include information entered by DNR staff.

These sections include information entered by the individual or company responsible for a spill (data is pre-populated by the DNR entered initial information).

Each section contains specific pieces of information. To view all the information for an incident in a single pdf file click

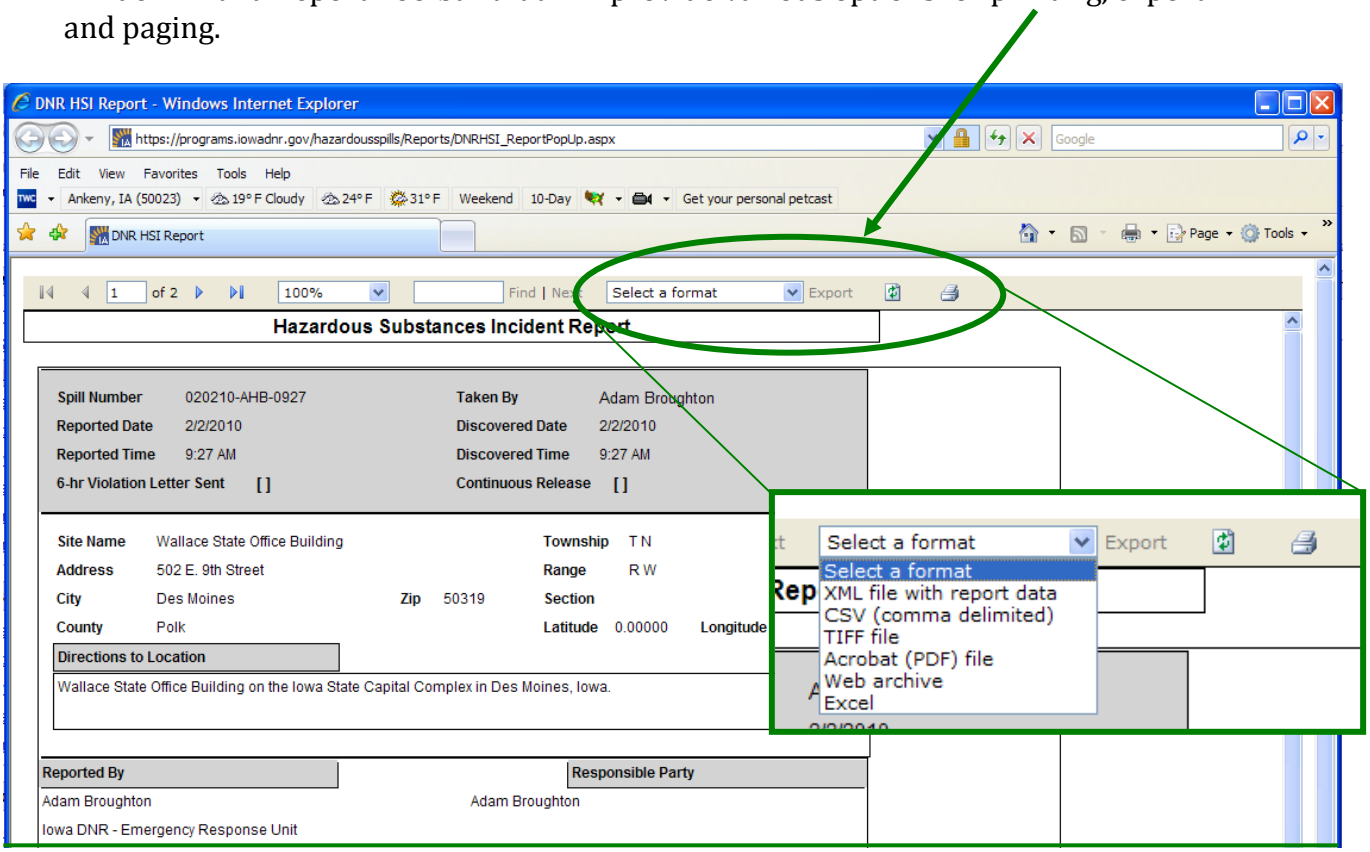
Print PDF

Located at the bottom of the each page.

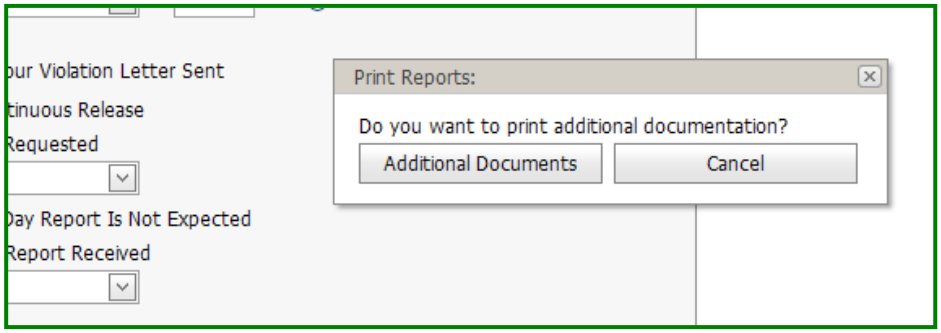


Print PDF

At the bottom of each page in the system screen is Print PDF. This will create a copy of the Incident Report in a PDF format. The report will display in a separate window with a Report Toolbar that will provide various options for printing, export and paging.

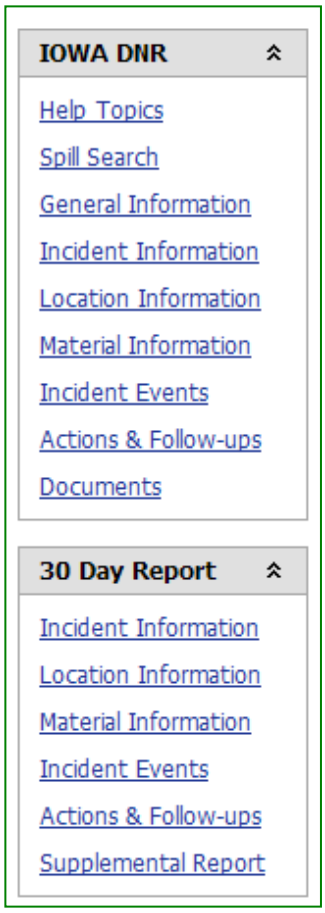


When you select Print PDF the system also give you the option to print any additional documents associated with the incident.



Iowa DNR Incident Information Sections

Once you've selected a spill from the search results the system will automatically open the General Information Screen for the incident. You can view this page, print an Adobe Acrobat PDF file of the report, or select another section of the incident report to view.



Each section of the incident report will be discussed in the following sections. The incident report has two sources of information. The first is the Iowa DNR. These sections are filled in by DNR staff as information is passed on to them or gathered during their investigation.

The second source is from the 30-Day Written Report submitted by the company or individual responsible for cleaning up the incident (responsible party). State law requires that they submit information to the department within 30 days of the incident.

To assist the responsible party with making this submission the electronic database pre-populates corresponding fields with information entered by DNR staff. The responsible party can change the information or accept the information already entered. * Note - Changes made in this section will not affect the DNR staff section.

Both parties can up-load documents to the database, including; photos, site diagrams, sample results, or motor vehicle accident reports.

General Information Screen

The General Information Screen is the first screen filled out by DNR staff when entering a spill into the system. It includes basic date/time and reporting information and the current status of the spill.

Taken By – The DNR staff how received the initial information from the reporting party.

Reported Date/Time – the Time and Date a report was made to the DNR

Spill Discovered/Occurred Date/Time – The date and time the spill either occurred or was discovered by the reporting party.

6 Hour Violation Letter Sent – Was a Notice of Violation letter sent for reporting a spill more then 6 hours after it occurred or was discovered.

Continuous Release – Some releases are steady and predictable and will be on-going for an extended period of time.

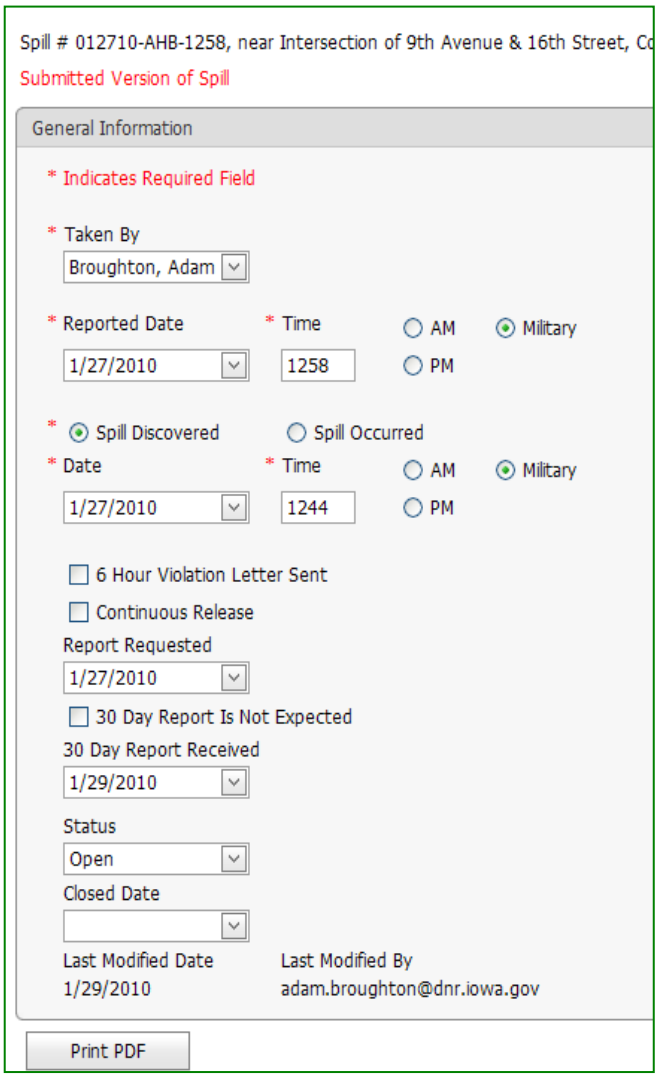
Report Requested – The date the 30-Day Written Report is requested.

30 Day Report is Not Expected – The DNR does not expect to receive a report from the responsible party.

30 Day Report Received – Date the 30-Day Written Report is received by the DNR.

Status – The status of the incident file.

Closed Date – Lists the date the status was changed to "Closed" indicating the incident file has been closed.



This section also indicates when the latest updates to the electronic file were made.

There are occasions when updates are received by the DNR in a format that cannot be placed in the electronic database. These updates are contained in the hardcopy file and can be accessed through the DNR Records Center, 515-725-8480.

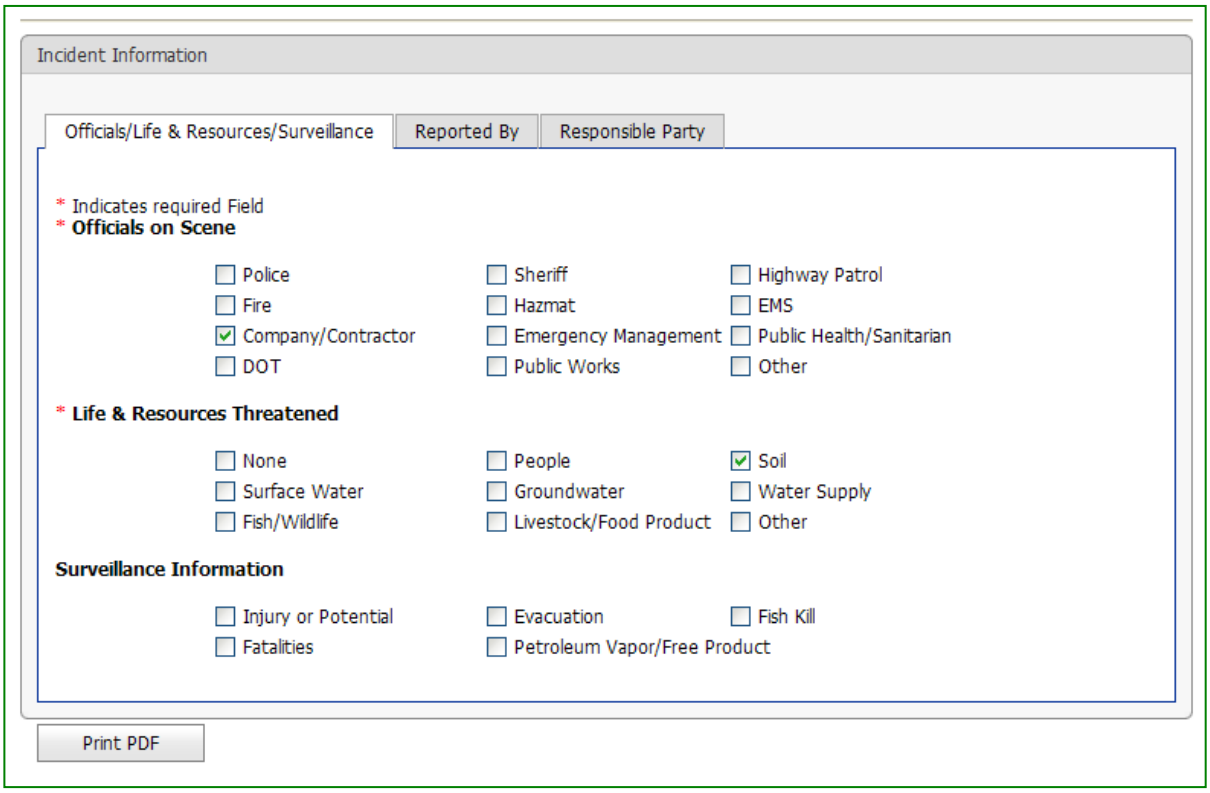
Incident Information

The **Incident Information** section consists of 3 separate tabs;

- Officials on scene, Life & Resources Threatened, and Surveillance,
- Reported By, and
- Responsible Party.

Officials on Scene, Life & Resources Threatened, and Surveillance information

This tab consists of checkboxes indicating which agencies and first responders responded to the incident, what resources were or could have potentially been impacted by the incident, and significant impacts of the incident that potentially need follow-up (surveillance).

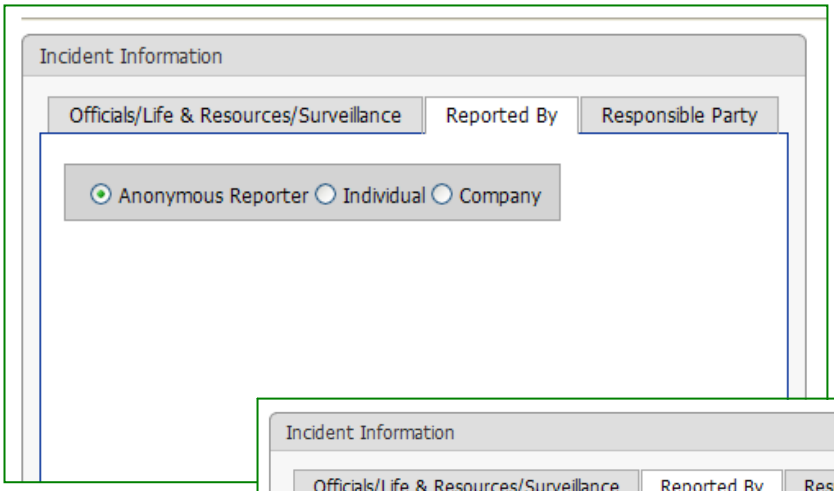


* Note the information entered may change as conditions at the site change. Boxes will not be unchecked unless checked in error, however problems during a response to an incident may lead to more officials on scene, additional resources being threatened, or lead to an injury, evacuation, or fish kill.

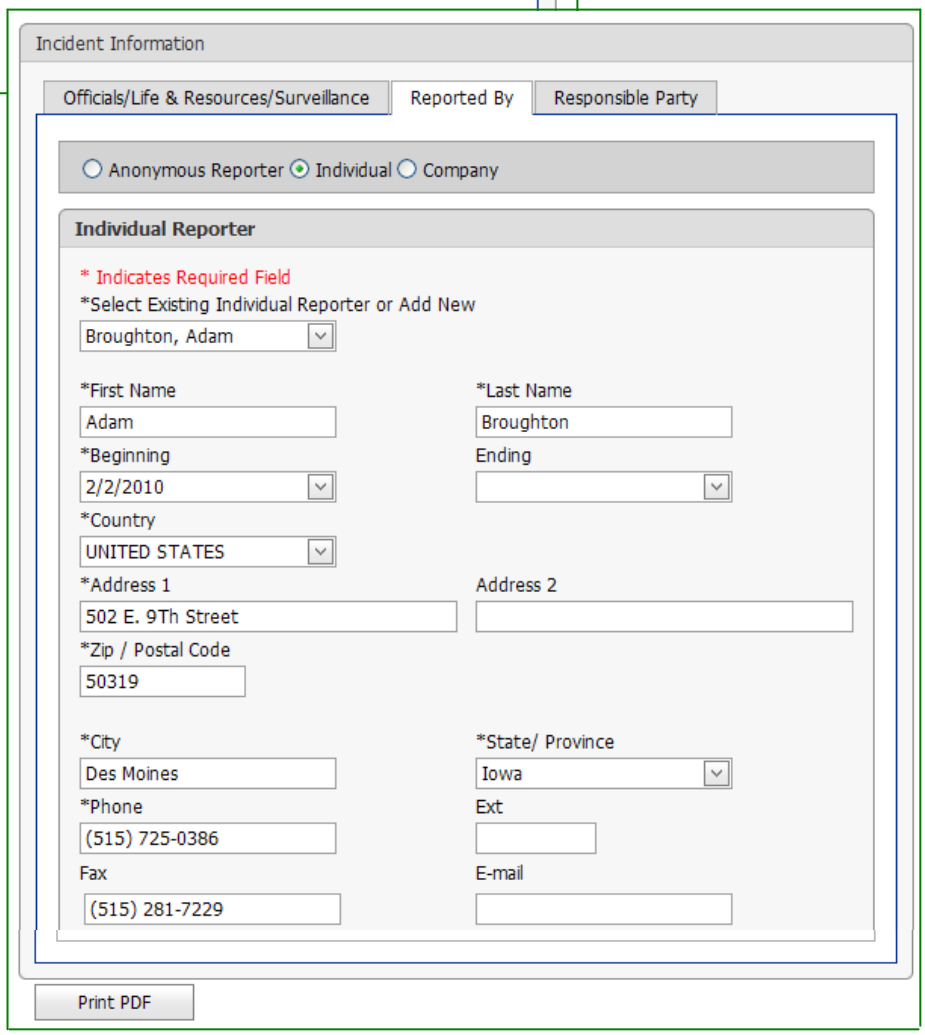
Reported By (Reporting Party Information)

This tab consists information about the individual or company that reported the incident to the department. In Some cases the reporting party may wish to remain anonymous. If anonymous is selected no other fields will be visible on this tab. Each of the three options are shown below.

Anonymous Reporter



Individual Reporter



Company Reporter

If company reporter is selected two new tabs will appear. The first contains company information while the second contains information for the company representative for the incident.

Officials/Life & Resources/Surveillance | Reported By | Responsible Party

Anonymous Reporter ○ Individual ◉ Company

Company | Company Contact

Company Details

* Indicates Required Field

* Select Existing Company or Add New: Iowa DNR - Emergency Re

*Beginning: 7/24/2009

Previously Known As: Select....

*Beginning:

Add Previous Company

*Company Address: 502 E. 9th. St.,,Des Moine

*Country: UNITED STATES

*Address 1: 502 E. 9th. St.

*Zip / Postal Code: 50319

*City: Des Moines

*Phone: (515) 725-0384

E-mail:

Company Information Tab

Officials/Life & Resources/Surveillance | Reported By | Responsible Party

Anonymous Reporter ○ Individual ◉ Company

Company | Company Contact

Contact Details

* Indicates Required Field

* Select Existing Title/Contact or Add New: Broughton, Adam

*Company Contact Title: Select....

- OR -

*First Name: Adam

*Last Name: Broughton

*Beginning: 7/24/2009

Ending:

*Phone: (515) 725-0386

Ext:

E-mail:

Fax: (___) ___-____

Cell Phone: (___) ___-____

☐ Contact / Title address same as Company Address ?

*Country: UNITED STATES

*Address 1: 502 E 9th Street

Address 2:

*Zip / Postal Code: 50309-4611

*City: Des Moines

*State/ Province: Iowa

Company Contact Information Tab

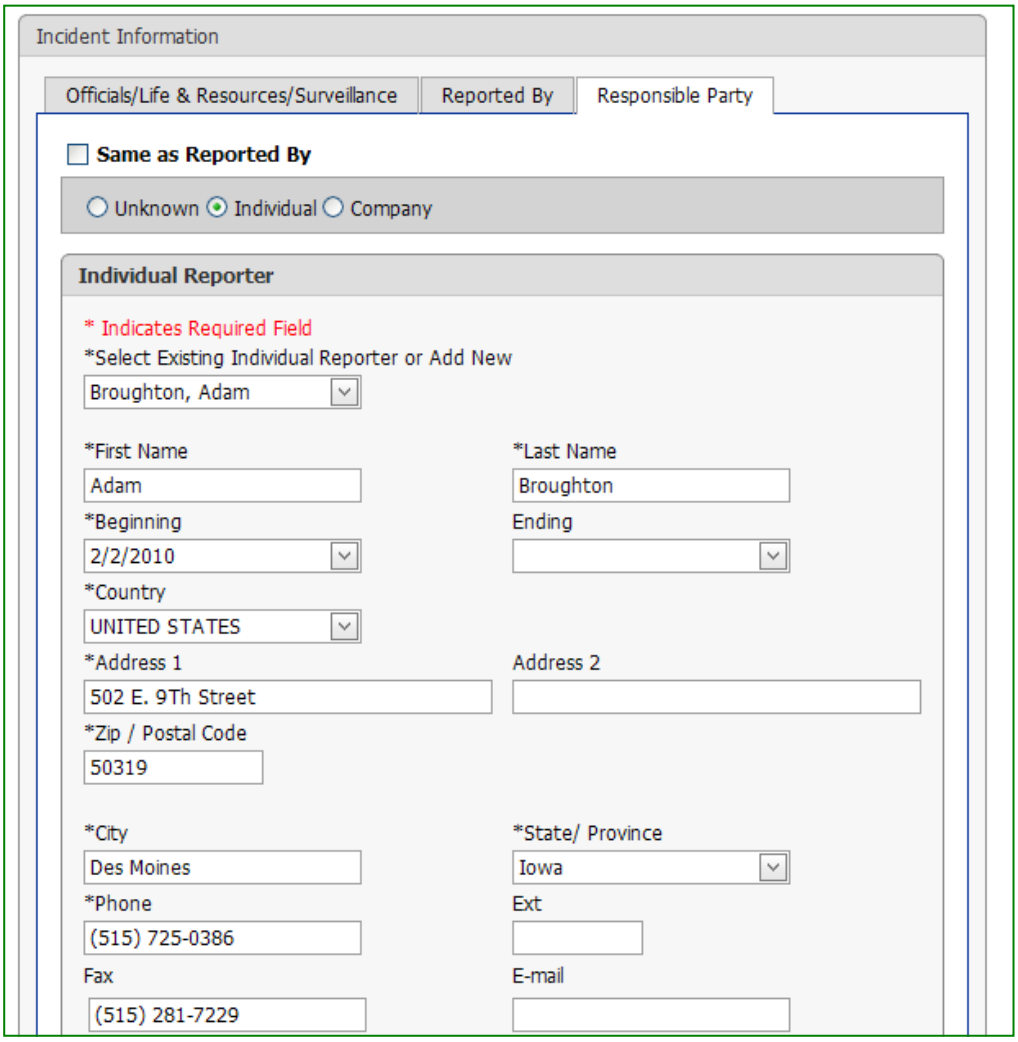
Responsible Party Information

This tab consists of information about the individual or company that the department considers responsible for the cleanup of an incident. Because incidents sometimes involve more then one party (traffic accidents for example) the department considers the responsible party to be the party that had control of the released material immediately prior to the incident that caused the release. This may not be the party responsible for the incident.

This tab has two differences from the "Reported By" tab discussed previously.

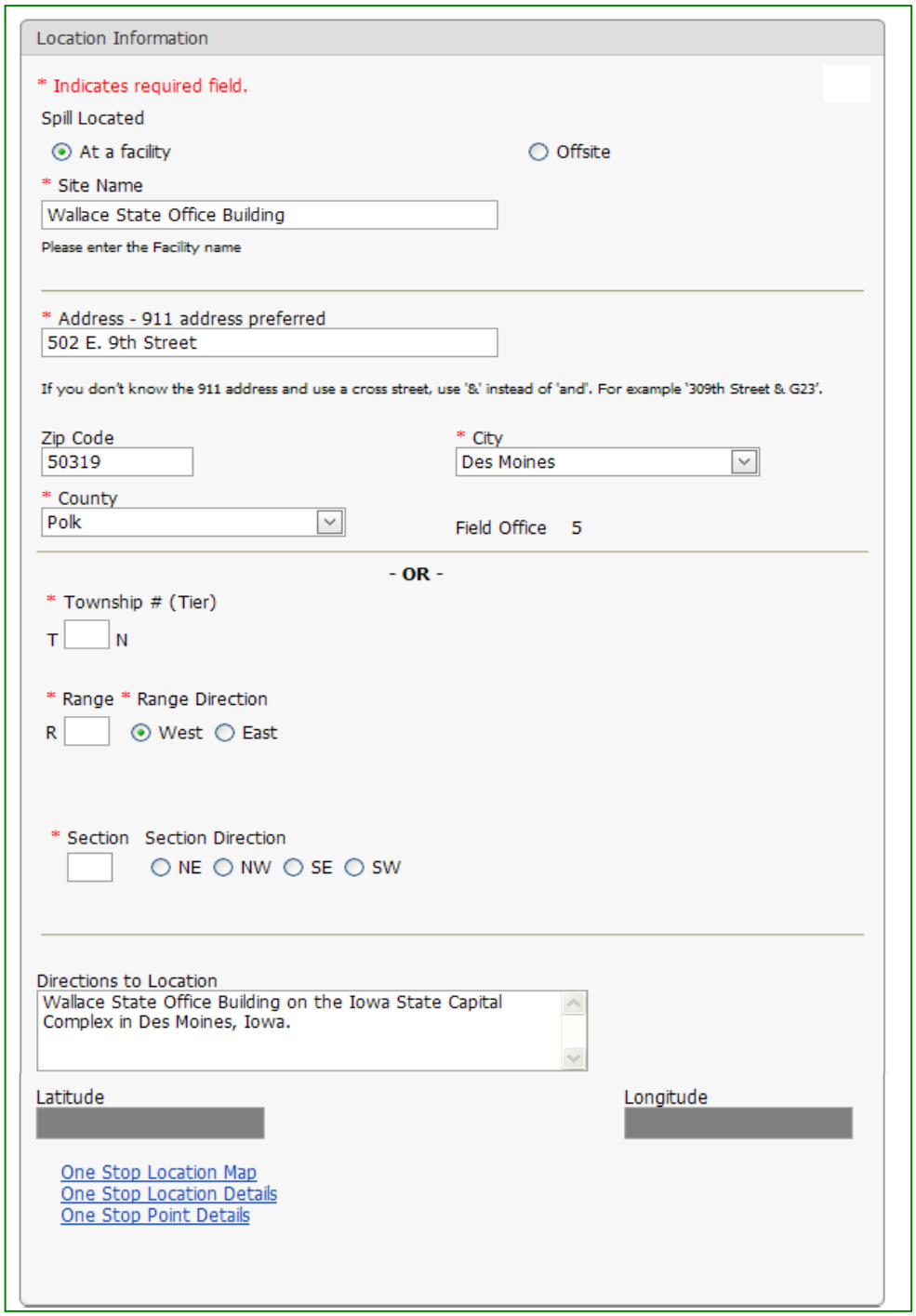
- Staff have the option to select "Same as Reported By" if the reporting party and the responsible party are the same.
- Anonymous in the "Reporting By" tab is replaced by "Unknown" in this tab. In Some cases the department is unable to determine the party responsible for a release. In this case the responsible party is listed in the system as unknown. If unknown is selected no other fields will be visible on this tab.

The screens associated with this tab have the same layout as the reporting party tab and only an individual responsible party be shown here for reference.



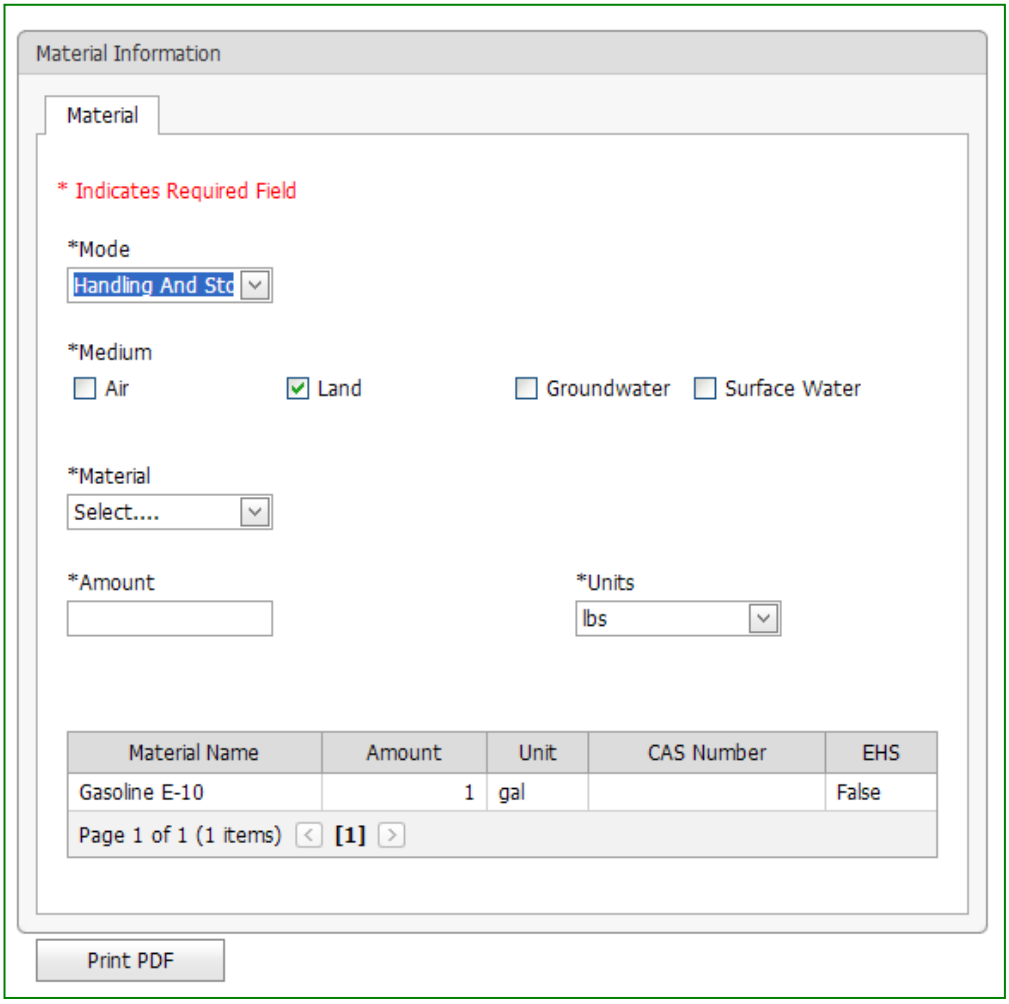
Location Information

The Location Information section provides information about where an incident occurred. The information can be entered by DNR staff as a 911 address, Township/Range/Section, Township Name/Section, or generated using the mapping utility. The information entered is based on the information given to the department and may not be field verified for several days after the incident.



Material Information

The Material Information section includes information on during what activity or from what source the material was released (Mode), into or onto what media the material was released (air, soil, or water) and the material and quantity released.

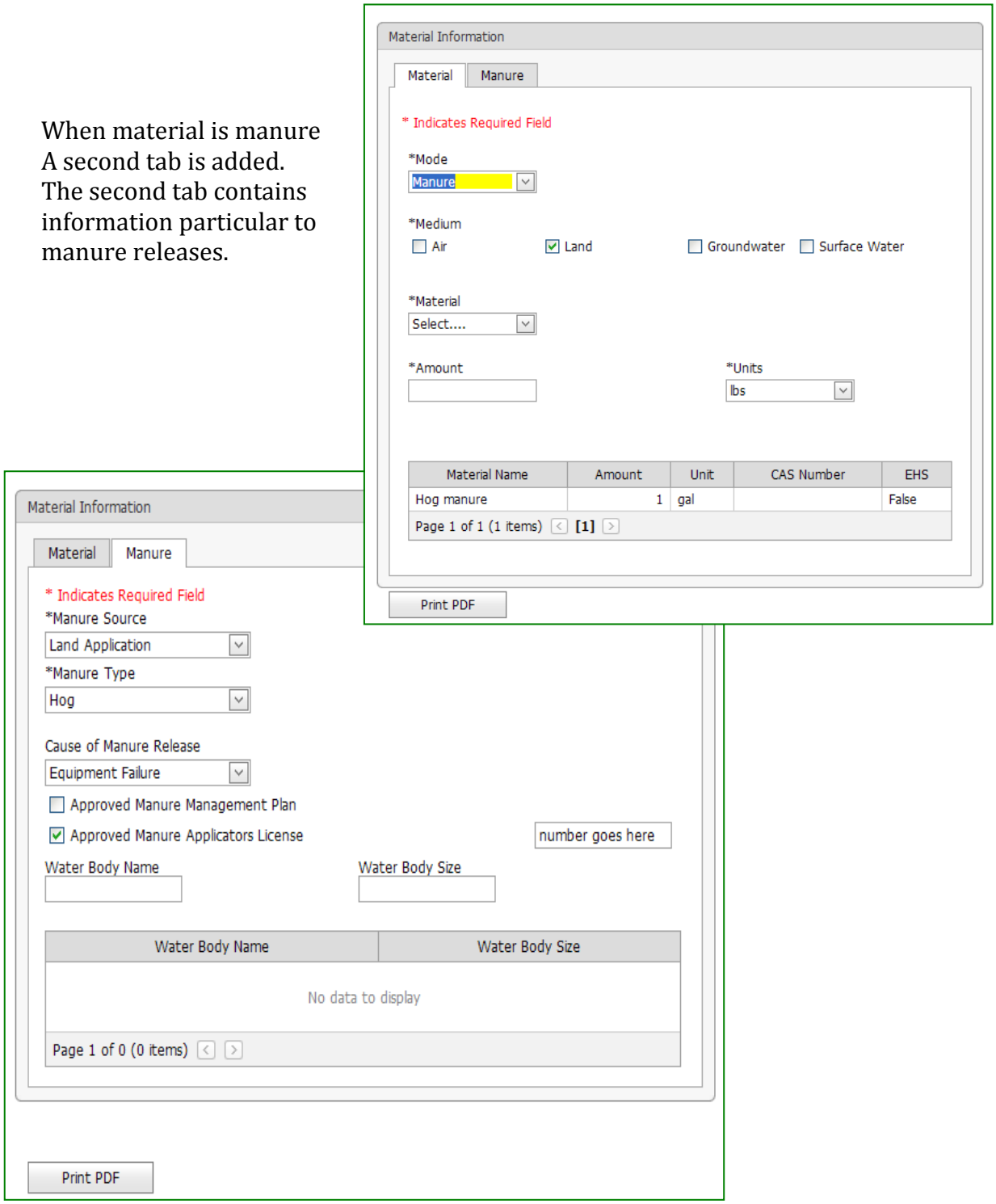


The material information may also contain additional information useful in identifying the material. The CAS Number is the Chemical Abstract Number and can be used to search for additional information on the materials properties. Extremely Hazardous Substance (EHS) is a designation given by the US Environmental Protection Agency to materials considered to have an increased risk to life and health.

Manure Information Tab

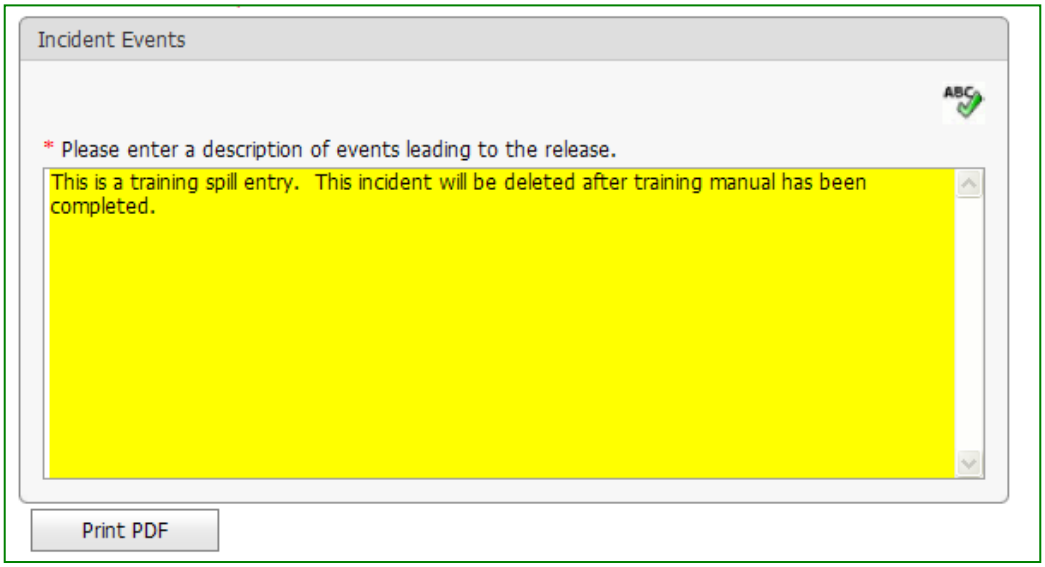
If the material released was manure a second tab will appear. This tab is designed to gather additional information related to manure releases.

When material is manure
A second tab is added.
The second tab contains information particular to manure releases.



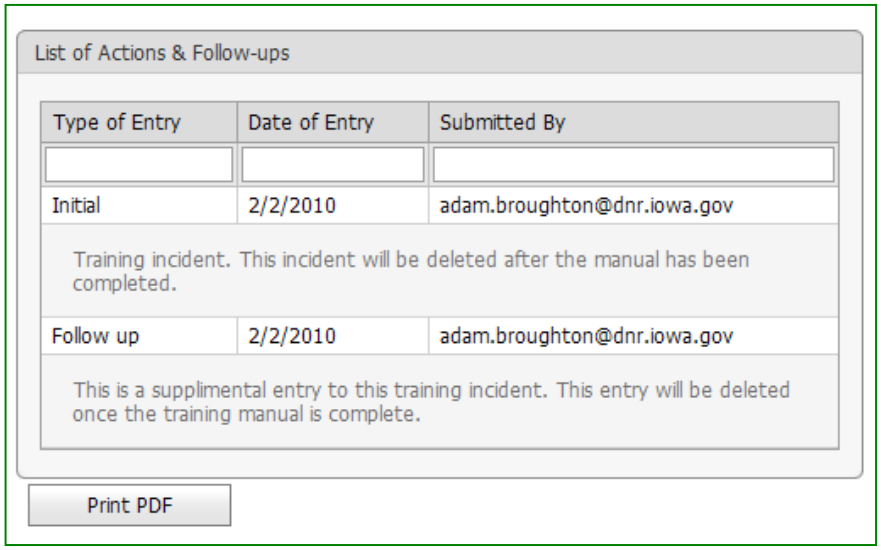
Incident Events

The incident Event section contains a description of the events that lead up to the release of the material. This is a descriptive field and will contain varying amounts of information based on the information provided to the DNR.



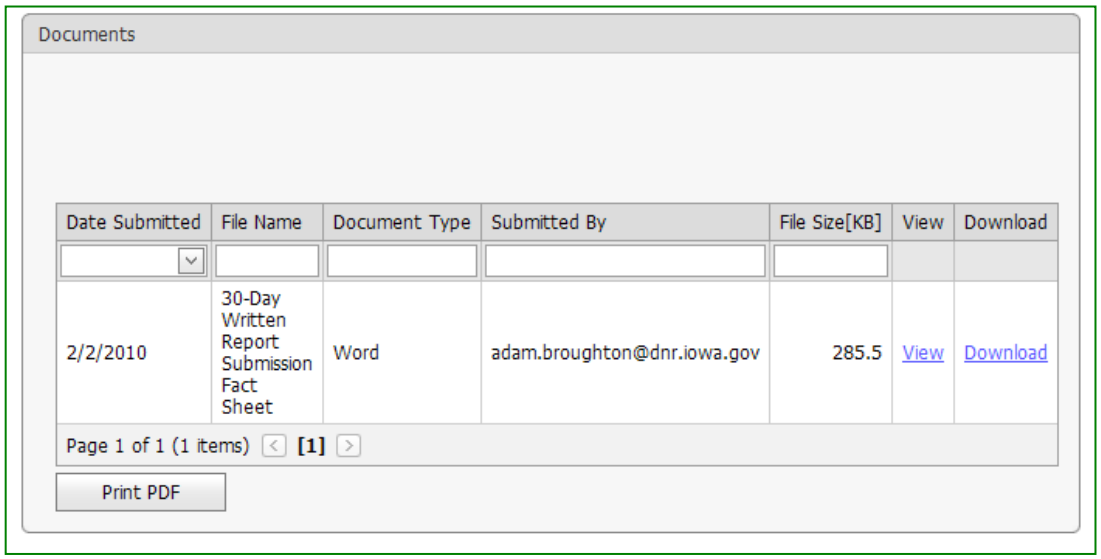
Actions & Follow-ups

The Actions & Follow-up section contains a table listing the actions taken by the responsible party and/or first responders once the incident occurred or was discovered. This section may also include any directions given or requirements made by DNR staff to the responsible party and any follow-up information provided to the department.



Documents

Documents can be attached to the incident and stored in the database by DNR staff or the Responsible Party. Not all incidents will have attached documents, but if they do they can vary in size and format. To view a document simply click "**view**" or if you would prefer to download the document click "**download**".



Documents

Date Submitted	File Name	Document Type	Submitted By	File Size[KB]	View	Download
2/2/2010	30-Day Written Report Submission Fact Sheet	Word	adam.broughton@dnr.iowa.gov	285.5	View	Download

Page 1 of 1 (1 items) [1]

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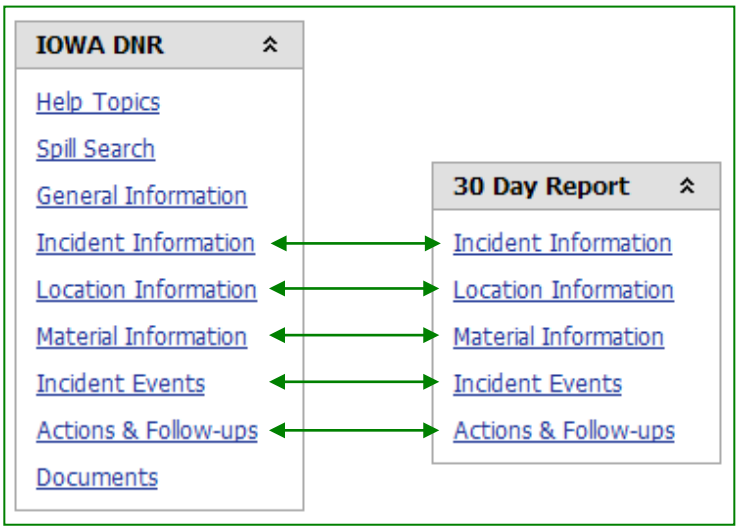
30 Day Report Section

Responsible Parties are required to submit a written report within 30 days to the department. The system allows them to submit electronically. Once the reports have been submitted to the department they can be viewed by the public.

The system is set up to pre-populate this section with information entered in corresponding section by DNR staff. This reduces the amount of work the responsible party needs to do to submit the report. The responsible party can make any changes or additions to the information pre-populated in this section without changing the information entered by DNR staff.

DNR Staff cannot edit the 30 Day Report but they can view the information entered by the Responsible Party and make necessary changes to the incident information in the rest of the system if deemed appropriate.

The 30-Day Report section mirrors the Iowa DNR section with some additional information requirements.



Help Topics, Spill Search, and Documents are contained in the Iowa DNR section but are available to all users.

The General Information section is not editable by the responsible party and thus not included in the 30 Day Report section.

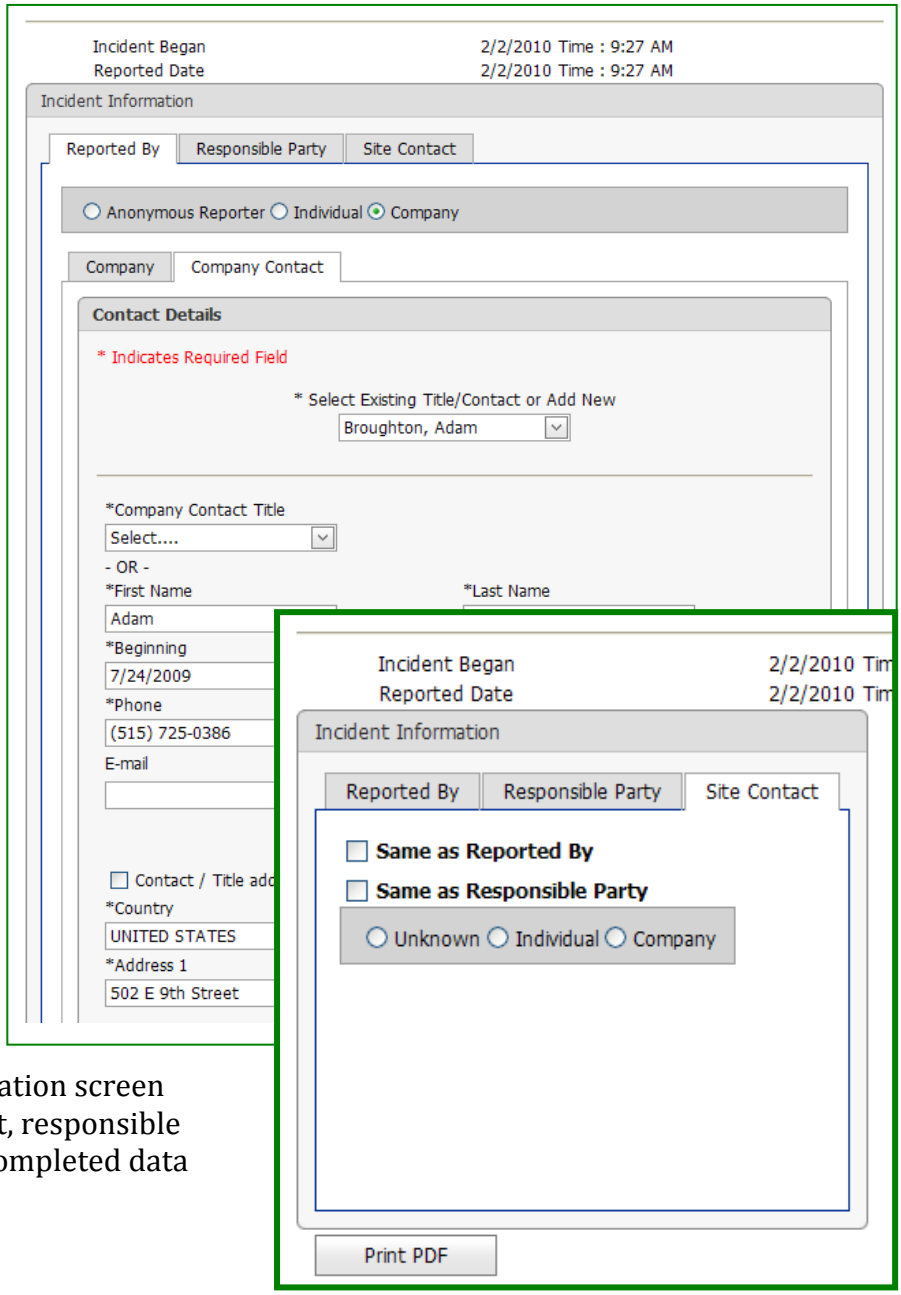
The remaining screens, Incident Information, Location Information, Material Information, Incident Events and Actions & Follow-ups contain related information.

30 Day Report - Incident Information

The Incident Information screen of the 30 Day Report section is the same as the corresponding section of the Iowa DNR section with two exceptions. First you will notice the Officials on scene, Life & Resources Threatened, and Surveillance tab is not present. This tab can not be edited by the responsible party and is thus not present in the 30 Day report section. You will notice there is an additional tab on this screen, Site Contact. This tab allows the responsible party to designate a local contact who is different then either the reporting or responsible party.

The **Reported By** and **Responsible Party** tabs will be pre-populated with information from the Iowa DNR section. This is intended to save data entry time for responsible party staff.

Any changes or additions are made to this data by responsible party staff will not effect the information entered in the Iowa DNR section.



If the Site Contact information screen appears as shown at right, responsible party staff have not yet completed data entry.

30 Day Report – Location Information

The Location Information screen has the same layout in the 30 Day Report section as in the Iowa DNR section. The information contained on this screen may vary depending on what was entered by responsible party staff.

Incident Began 2/2/2010 Time : 9:27 AM
Reported Date 2/2/2010 Time : 9:27 AM

Location Information

* Indicates required field.

Spill Located

(•) At a facility ( ) Offsite

* Site Name

Wallace State Office Building

Please enter the Facility name

* Address - 911 address preferred

502 E. 9th Street

If you don't know the 911 address and use a cross street, use '&' instead of 'and'. For example '309th Street & G23'.

Zip Code 50319

* City Des Moines

* County Polk

Field Office 5

- OR -

* Township # (Tier)

T N

* Range * Range Direction

R (•) West ( ) East

* Section Section Direction

( ) NE ( ) NW ( ) SE ( ) SW

Directions to Location

Wallace State Office Building on the Iowa State Capital Complex in Des Moines, Iowa.

Latitude 0.00000

Longitude 0.00000

One Stop Location Map
One Stop Location Details
One Stop Point Details

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30 Day Report – Material Information

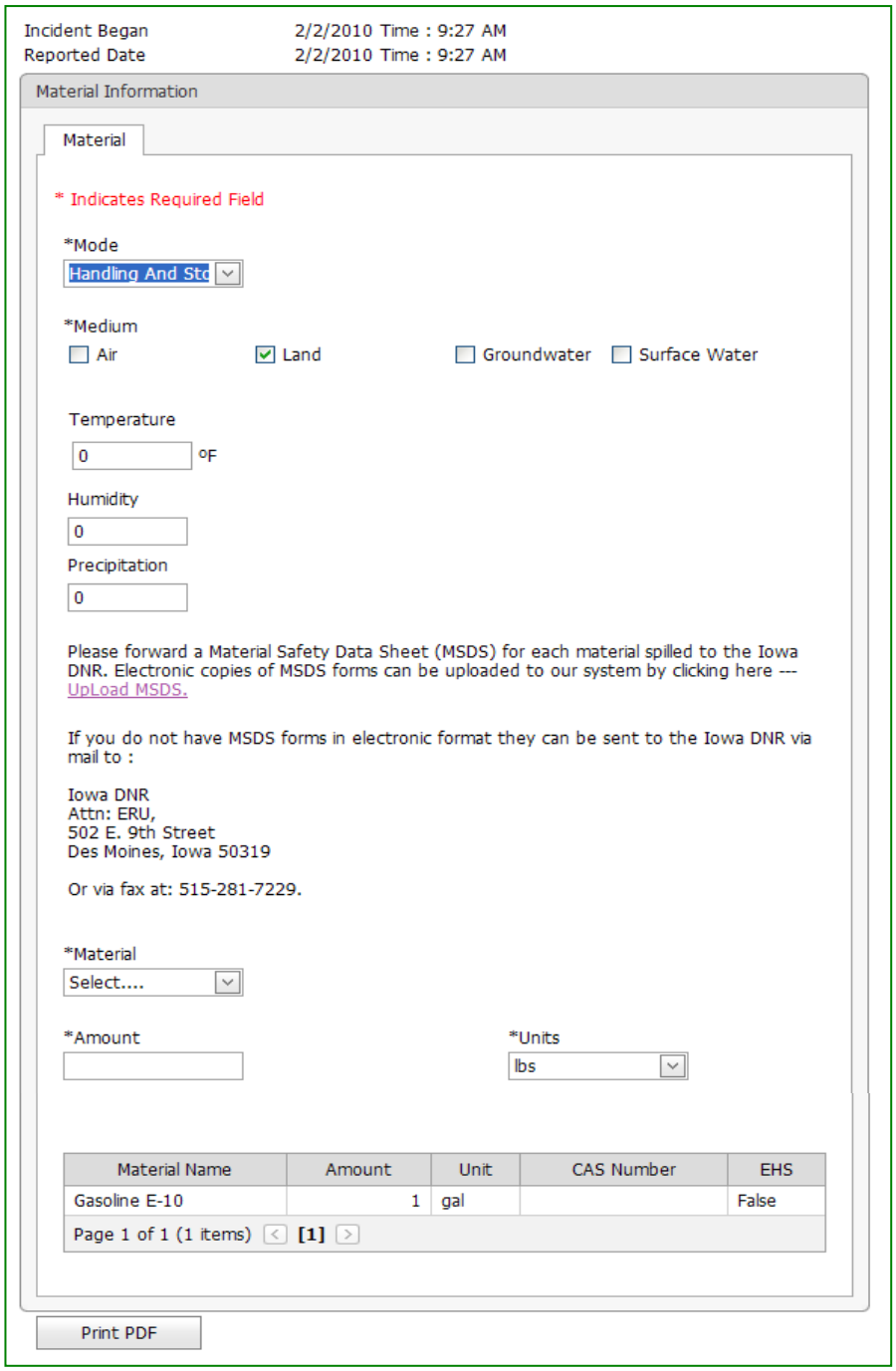
The Material Information screen of the 30 Day Report section contains additional information not included on the Material Information screen in the Iowa DNR section.

The 30 Day Report version includes information on the weather conditions at the time of the incident.

Note if air is selected as medium, the screen would also indicate wind direction and speed.

The form filled out by responsible party staff includes a request for the Material Safety Data Sheet (MSDS) for the materials released.

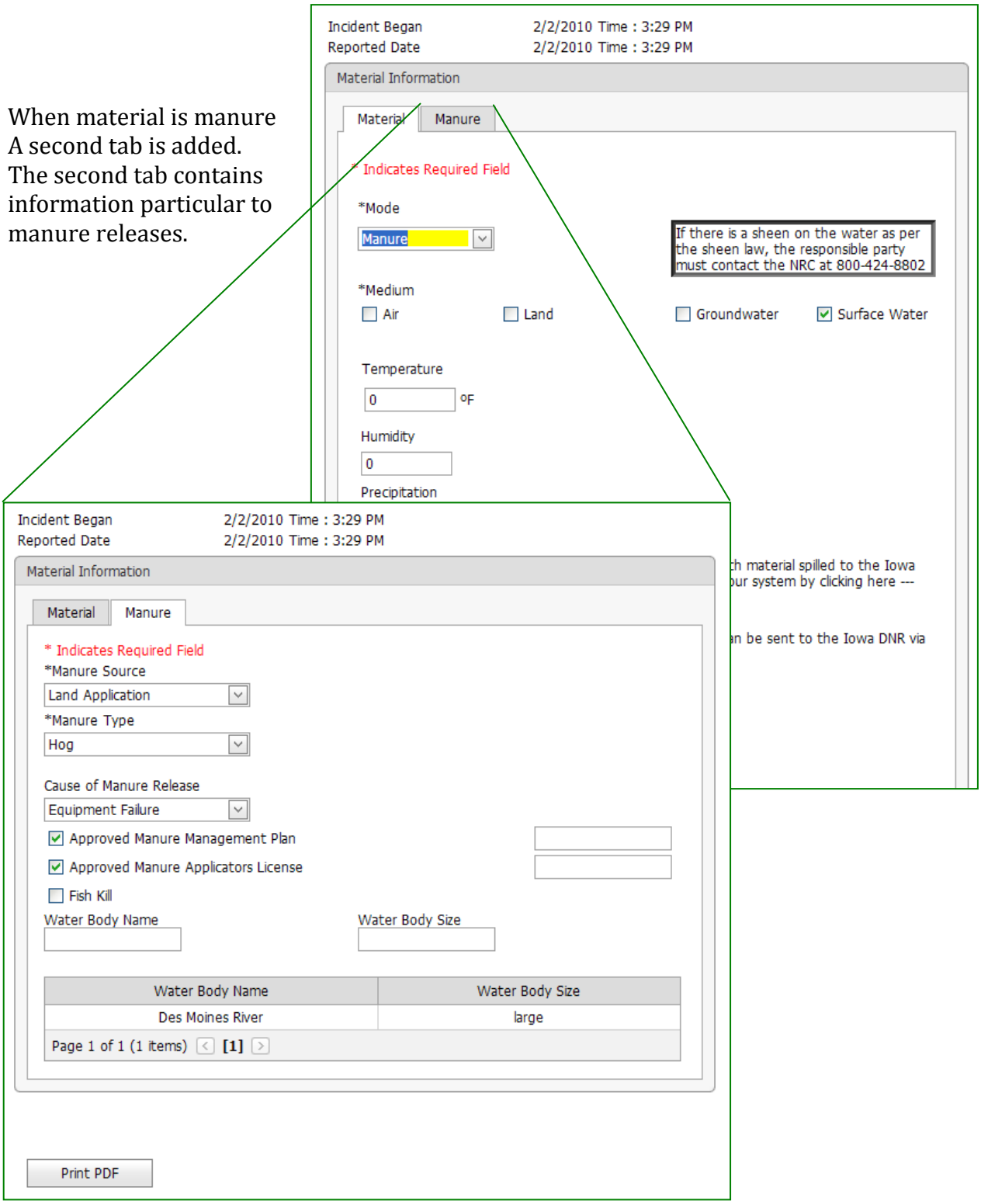
If the MSDS was sent in electronically to the department it will be attached to the incident report as a document (see the section on Documents). If the MSDS was sent in as a hardcopy document, it will be included in the incident file located at the DNR Records Center, 515-725-8480.



Manure Information Tab

The Material Information Manure Tab has the same layout in the 30 Day Report section as in the Iowa DNR section. The information contained on this tab may vary depending on what was entered by responsible party staff.

When material is manure A second tab is added. The second tab contains information particular to manure releases.



30 Day Report – Incident Events and Actions & Follow-ups

The Incident Events screen and Actions & Follow-ups screen has the same layout in the 30 Day Report section as in the Iowa DNR section. The information contained on these screens may vary depending on what was entered by responsible party staff.

Incident Began 2/2/2010 Time : 9:27 AM
Reported Date 2/2/2010 Time : 9:27 AM

Incident Events

Incident Began

Date 2/2/2010 Time (HH:MM) 0927 AM Military PM

* Please enter a description of events leading to the release.

This is a training spill entry. This incident will be deleted after training manual has been completed.

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Incident Events

Actions & Follow-ups

Incident Began 2/2/2010 Time : 9:27 AM
Reported Date 2/2/2010 Time : 9:27 AM

List of Actions & Follow-ups

Type of Entry	Date of Entry	Submitted By
Initial	2/2/2010	adam.broughton@dnr.iowa.gov
Training incident. This incident will be deleted after the manual has been completed.		
Follow up	2/2/2010	adam.broughton@dnr.iowa.gov
This is a supplimental entry to this training incident. This entry will be deleted once the training manual is complete.		

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Questions and Further Information

If after reviewing this guide you have additional questions about the application or about a particular incident the department can be contacted at:

Iowa Department of Natural Resources
Field Services Emergency Response
7900 Hickman Rd. Suite 200
Windsor Heights, IA 50324

515-281-8694
515-281-7229 fax

Iowa Department of Natural Resources
Records Center
502 E. 9th Street
Des Moines, IA 50319-0034

515-725-8480
515-725-8202
http://www.iowadnr.gov/InsideDNR/SocialMediaPressRoom/IowaDNRRecordsCenter.aspx

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Iowa Department of Natural Resources
Customer Service Center
515-725-8200