



Written Report for Hazardous Conditions

The Iowa Department of Natural Resources
Requires a written report of any Hazardous Condition.

(VERBAL REPORT REQUIRED WITHIN 6 HOURS)

Written Report. The written report of a hazardous condition shall be submitted to the department within 30 days and contain the following information (Please complete as much as possible):

DNR Spill Number for hazardous condition: _____

Location of hazardous condition:

Physical Address _____ City _____

Legal Address Lat/Long or Twn/Rng _____ Zip _____

Other description _____

Time and Date of onset or discovery of hazardous condition:

Time _____ AM PM Date _____

Time and Date of verbal report to the department of the hazardous condition:

Time _____ AM PM Date _____

Hazardous Condition:

Name of material/substance(s)	Manufacturer	Volume

If more space is needed add additional pages. Attach a Material Safety Data Sheet (MSDS) if possible.

The medium in which the hazardous condition occurred/existed (Check all that apply):

Ground Water Surface Water Land Air

Weather Conditions during the time of the hazardous condition onset or discovery:

Temperature	Wind Direction	Wind Speed	Humidity	Precipitation

Contact Information:

	Name	Company	Mailing Address	Telephone
Person Reporting (if known)				
Party Responsible				
Site Contact				

Cause of the Incident: Write a narrative of the events leading to the incident

Initial Actions Taken: Write a narrative of the initial actions and instructions taken or required.

Written reports should include the DNR spill number and be addressed to the duty officer responding to the spill. Reports can be sent via mail, fax, or electronic mail.

Mail	Fax	Email
DNR Emergency Response 6200 Park Ave Ste 200 Des Moines IA 50321	515-725-8201	Emergency_Response@dnr.iowa.gov

Thank You