

<Date>

<RP>

<Mailing Address>

Subject: **Request For Release/Spill Information**

Facility: <Release/Spill Address>

Facility ID: <Case No.>

**OR**

Spill Report No. <Spill Report No.>

Dear <RP>:

The Nevada Division of Environmental Protection (NDEP) received notification on <Notification Date> of a Release/Spill (Release) of contaminants at the above described property. <2-3 sentence description of release> Because this Release appears to have resulted in contamination that exceeds limits established by Nevada Administrative Code (NAC) 445A.347, you are required to provide an evaluation of the release per 445A.2269 and 445A.227.

Accordingly, you are required to provide one of the following reports within 45 days from the date of this letter, and no later than <hard date>:

- (A) For Releases that have only impacted soil (not groundwater or surface water), have been excavated such that all residual soil concentrations of contaminants are less than state action levels listed in NAC 445A.2272, and meet other criteria listed in Attachment A, provide a report that contains all the information listed in Attachment A; or
- (B) For all other Releases that do not meet the criteria listed in Attachment A, a report that contains all the information listed in Attachment B.

Should you have trouble meeting this deadline, please contact the undersigned to discuss the need for additional time, as the NDEP is interested in resolving incidents such as this as efficiently and amicably as possible.

This information will be used to ensure that sound decisions are collectively made regarding the Release. Please understand that the release of contaminants can be harmful to human health and the environment and that you may be required per NAC to perform cleanup activities related to the Release.

You should make every effort to determine the source and location of the Release. Additionally, every effort should be made to: isolate, contain and remove the source of the Release; and repair or replace equipment and revise operating, maintenance and inspection procedures necessary to prevent recurrence of this Release.

Community health and safety concerns require that you undertake rapid recovery and remediation efforts. You should make every effort to assess the site and conduct cleanup as quickly as possible. Assessment and cleanup may be conducted concurrently. Quick response minimizes contaminant migration and helps reduce cleanup costs. Please recognize that Petroleum Fund Coverage and related work scope and reimbursement concurrences are managed through separate correspondence if these are applicable to this release.

NAC 459.9719 requires that consulting services involving response, assessment, or cleanup of a hazardous substance release that are conducted for a fee must be performed under the direction and responsible control of a Nevada Certified Environmental Manager. Information on the NDEP Certification Program can be obtained by contacting Certification Program staff at 775-687-9368 or at the Certification Program website at <http://ndep.nv.gov/bca/certhome.htm>.

If you have any questions or need further assistance, please contact me at 775-687-9379 or [l\\_johnson@ndep.nv.gov](mailto:l_johnson@ndep.nv.gov).

Sincerely,

Lisa Johnson, CEM, CHMM  
Bureau of Corrective Actions

Attachments (2)

Attachment A – Information Requirements for Soil Releases Excavated to Below Soil Action Levels

Attachment B – Information Requirements for all other Releases

cc: Rob Piekarz, Nevada Department of Transportation, Hazardous Materials Section, 1263 E Stewart St, Carson City, NV 89712

**FILE PATH**

**ATTACHMENT A**  
**Information Requirements for Soil Releases**  
**Excavated to Below Soil Action Levels**

Release circumstances and initial abatement actions must meet the following criteria for the information requirements in this Attachment to be applicable:

- Location and type of container from which the Release occurred must be known
- Neither groundwater or surface water have been impacted by the Release
- All soil with concentrations of hazardous substances or petroleum substances that exceed soil action levels listed in NAC 445A.2272 has been removed
- Confirmation sampling has been performed that verifies the removal of all soil with concentrations of hazardous substances or petroleum substances that exceed soil action levels in 445A.2272
- Removal of soil with concentrations of hazardous substances or petroleum substances that exceed soil action levels in NAC 445A.2272 has not been prevented by permanent structures or impediments, including, but not limited to sidewalks, utilities, building or road foundations, trees

If the Release meets the criteria listed above, you are required to provide the information listed below.

**For all Releases that do not meet the criteria listed above, you are required to provide the information listed in Attachment B.**

1. Description of the Release of Hazardous or Regulated Substances
  - (a) Type of material released, including any available documentation (e.g. Material Safety Data Sheets or test results)
  - (b) Estimated quantity of material released and the estimation technique utilized
  - (c) Date and time of Release or of the release discovery
  - (d) Cause of Release
  - (e) A description of measures taken to correct and prevent recurrence of this incident
  - (f) Potential for a hazard related to fire, vapor or explosion
  - (g) A description of any damage known to the operator to have been caused by the release
  - (h) Description of soil action levels from NAC 445A.2272 applicable to the hazardous substances and/or petroleum substances released and how these soil action levels were established.
  
2. Description of Site Conditions
  - (a) Spill Location Information:
    - i. Latitude/Longitude in decimal degrees (NAD 83)
    - ii. Estimated accuracy in feet
    - iii. Location determination method used
  - (b) Names and correspondence address information for all property owners

## ATTACHMENT A

- and facility owners and operators at the site of the Release
- (c) Scaled drawing(s) depicting:
    - i. Property, current land use and structures
    - ii. Locations and description of underground utilities within 10 feet of Release boundaries
    - iii. Release surface area boundaries
3. Sample Results
- (a) All available testing results (such as laboratory or field soil and/or groundwater sample analysis) including chain of custody sheets, description of sample collection and preservation methods, analytical test methods used, laboratory result sheets with analytical detection limits, and “confirmation” sample results
  - (b) Scaled drawing depicting Release surface area boundaries, excavation boundaries, and location and depth of each soil/water sample.
4. Description of investigation or cleanup activities completed, underway, and/or proposed
- (a) Names and contact information for contractors and consultants employed and scope of duties and responsibilities
  - (b) A description of completed abatement, containment, and/or remediation activities conducted to date and disposition of any liquid wastes or contaminated soil (include bills of lading, disposal certificates or manifest documentation), including location of soil removal activities and quantity of soil removed and source of material used for backfill
  - (c) Extent of Contamination (i.e. lateral and vertical dimensions and volume of impacted soil).
  - (d) Description of sample collection and preservation procedures, analytical test methods, and sample location and depth for all samples collected to date and proposed
  - (e) Description of proposed additional characterization and/or remediation activities
  - (f) Scaled drawing depicting (can be included on Drawing(s) associated with 2.(c) above):
    - i. Surface area boundaries of Release incident
    - ii. Locations of initial abatement activities
    - iii. Surface area boundaries and depths of soil removal.

## **ATTACHMENT B**

### **Information Requirements for all other Releases**

For all Releases that do not meet the criteria listed in Attachment A, you are required to provide the following information.

1. Description of the Release of Hazardous or Regulated Substances
  - (a) Type of material released, including any available documentation (e.g. Material Safety Data Sheets or test results)
  - (b) Estimated quantity of material released and the estimation technique utilized
  - (c) Date and time of Release or of the release discovery
  - (d) Cause of Release
  - (e) A description of measures taken to correct and prevent recurrence of this incident
  - (f) Potential for a hazard related to fire, vapor or explosion
  - (g) A description of any damage known to the operator to have been caused by the release
  
2. Description of Site Conditions and Surrounding Areas
  - (a) Township, Range and Section
  - (b) Spill Location information:
    - i. Latitude/Longitude in decimal degrees (NAD 83)
    - ii. Estimated accuracy in feet
    - iii. Location determination method used
  - (c) Depth to groundwater and how estimated
  - (d) Soil classification (e.g. ASTM D 2487-00 Standard Practice for Classification of Soil for Engineering Purposes) of impacted, underlying, and surrounding soils
  - (e) Annual precipitation
  - (f) Description and identification and location of any threatened, endangered, or sensitive plant or animal species in the area which may have been or has the potential to be impacted by the Release, if warranted. The Nevada Natural Heritage Program can be contacted at 775-684-2900 to determine locations of recorded threatened, endangered, or sensitive species
  - (g) Names and correspondence address information for all property owners and facility owners and operators at the site of the Release
  - (h) Names and correspondence address information for all adjacent property owners and location of their property in relation to Release location
  - (i) Scaled drawing(s) depicting:
    - i. Property, adjacent properties, and current land uses
    - ii. Locations and description of underground utilities
    - iii. Drainage features and structures
    - iv. Roadways and right-of-ways
    - v. Release surface area boundaries
    - vi. Locations of structures or other impediments to subsurface

## ATTACHMENT B

- investigation or cleanup
  - vii. Municipal, domestic, and irrigation supply wells within 1 mile of Release location.
3. Sample Results
- (a) All available testing results (such as laboratory or field soil and/or groundwater sample analysis) including chain of custody sheets, description of sample collection and preservation methods, analytical test methods used, laboratory result sheets with analytical detection limits, and “confirmation” sample results
  - (b) Scaled drawing depicting Release surface area boundaries, excavation boundaries, and location and depth of each soil/water sample.
4. For non-residential properties, if the specific release source (location and/or container) and timing of the release cannot be identified, then you must evaluate past chemical use on the property by submitting a Phase 1 Environmental Site Assessment conducted by a Certified Environmental Manager, or by other method(s) approved by the Division, conducted in accordance with accepted industry standards.
5. Description of investigation or cleanup activities completed, underway, and/or proposed
- (a) Names and contact information for contractors and consultants employed and scope of duties and responsibilities
  - (b) A description of completed abatement, containment, and/or remediation activities conducted to date and disposition of any liquid wastes or contaminated soil (include bills of lading, disposal certificates or manifest documentation) including location of soil removal activities and quantity of soil removed and source of material used for backfill
  - (c) Extent of Contamination (i.e. lateral and vertical dimensions and volume of impacted soil). If the full extent is not yet defined, then provide details and a schedule for future characterization activities.
  - (d) Description of sample collection and preservation procedures, analytical test methods, and sample location and depth for all samples collected to date and proposed
  - (e) Description of proposed additional characterization and/or remediation activities
  - (f) Scaled drawing depicting (can be included on Drawing(s) associated with 2.(i) above):
    - iv. Surface area boundaries of Release incident
    - v. Locations of abatement and remediation activities
    - vi. Future/proposed sampling locations.