



1. Employee to immediately inform Supervisor / Foreman of release. Contractor to inform City Project Manager.
2. Business Unit must report immediately to Alberta Environment and Parks (AEP) if required at 1-800-222-6514.

ISC: Unrestricted

Business Unit	Division	Section
If Contractor/Consultant, Enter Company Name and Project Designate		The City Project Manager/Designate Name and Phone Number

**RELEASE INFORMATION**

Address / Location of Release

Is this a Contamination Discovery (indication of possible contamination during ground disturbance activities)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release/Discovery	Time of Release/Discovery	Duration of Release (if unknown, estimate)
Substance/Product Name	Total Weight/Volume of Release	Units	Released To

Incident Caused By  
 City Employee  Contractor  Third Party  Unknown

**REPORTING INFORMATION**

Is the release reportable to Alberta Environment and Parks (AEP)? (see criteria below)  Yes  No

Has a phone report been made to Alberta Environment and Parks (AEP) by calling 1-800-222-6514? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Phone Report	Time of Phone Report	Name of AEP Phone Operator	AEP Reference Number
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Does the substance release contravene an operating permit OR approval issued by government agency / regulatory body?  Yes  No If yes, Report to Government Agency issuing the Permit.

If a City vehicle or piece of equipment was involved, provide type of vehicle/equipment involved and means of identification (e.g. Vehicle ID, plate number, etc.)	Was the product being transported when the release occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**RESPONSE INFORMATION**

Did the Fire Department or Water Services respond to the release?  
 No  Yes - CFD/Hazmat  Yes - Water  Yes - Water and CFD/Hazmat

What caused the release?

What actions were taken to minimize, control or stop the release? (e.g. used spill kit)

What actions were taken to clean up the spill and contaminated material, and how was this material disposed of?

What actions will be taken to prevent similar releases in the future? (e.g. regular equipment maintenance programs, daily checks)

Reported by (Print Name)	Phone Number	Date (YYYY-MM-DD)
Supervisor/Foreman/Project Manager (Print Name)	Phone Number	Date (YYYY-MM-DD)

Regulatory Reporting Determination Criteria for Substance Releases Caused by The City or A Contractor Working on Its Behalf	
Substance release scenarios (review all that apply)	Reporting requirements
Substance release to river, wetland or other <b>water body</b> .	Must be reported to Alberta Environment and Parks.
Substance release to The City's <b>storm system</b> (includes storm ponds).	Unauthorized releases must be reported to Alberta Environment and Parks. Unauthorized releases must be reported to Water using 311 (WATS service request).
Substance release to The City's <b>wastewater system</b> .	Unauthorized releases that contravene the Wastewater Bylaw (14M2012) must be reported to Water using 311 (WATS service request).
Substance release to <b>air</b> .	Must be reported to Alberta Environment and Parks. Substance releases that cause or may cause a nuisance odour affecting the public must also be reported.
Substance release to a <b>permeable surface</b> (e.g. soil or gravel).	Must be reported to Alberta Environment and Parks <b>unless all</b> of the following apply: <ul style="list-style-type: none"> <li>• Substance released is a petroleum product (e.g. hydraulic oil, diesel, antifreeze)</li> <li>• Volume released is <math>\leq 5</math> litres</li> <li>• Spill is cleaned up immediately (e.g. with spill kit materials)</li> </ul>
Substance release to an <b>impermeable/impervious surface</b> (e.g. paved, sealed or lined area).	Must be reported to Alberta Environment and Parks if the volume released is $> 30$ litres <b>and</b> it is an outdoor release.
Substance released is a <b>polychlorinated biphenyl (PCB), explosive, or nuclear substance</b> .	Must be reported to Alberta Environment and Parks or the appropriate federal agency.
Substance release contravenes an <b>operating permit or approval</b> issued by a government agency.	Must be reported to the regulator that issued the permit or approval.
For any other reason you believe the substance release has caused or may cause an <b>adverse effect</b> to the environment, human health or safety, or property.	Must be reported to Alberta Environment and Parks.

# CORPORATE RELEASE REPORTING PROCEDURES FLOW CHART

