

## NOTIFICATION OF UNEXPECTED RELEASES

### RHIC PROJECT

#### I. NOTIFICATION OF NON-ROUTINE SPILLS/RELEASES OF OIL, HAZARDOUS CHEMICALS, AND RADIOLOGICAL MATERIALS

- A. Any person who becomes aware of an oil or hazardous chemical or radiological materials spill or release shall immediately notify the Police Group at ext. 2222 and then his/her Supervisor.
- B. The person notifying the Police shall state the following:
  - 1. Name and department
  - 2. Location of the spill
  - 3. Material spilled
  - 4. Approximate quantity spilled
  - 5. Brief description of the incident
  - 6. Personnel notified/responding to the incident

#### II. RECORDS

- A. The Project shall retain reports and associated records of the spill or release for five years.

APPROVED Satoshi Ozaki  
RHIC Project Head

8/8/97  
DATE \_\_\_\_\_