

**PETROLEUM STORAGE TANK BUREAU - INITIAL INCIDENT REPORT**

**(For reporting confirmed and suspected releases including those related to failures from periodic testing)**

Form Date: 9/29/2021

Facility ID	
Owner ID	
Release ID	(office use)
AI ID	(office use)

**Contact Information** County: \_\_\_\_\_ District:  1  2  3 Date Received: \_\_\_\_\_

Caller Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

Facility City/Zip Code: \_\_\_\_\_

**Owner Information**

Responsible Tank Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Name Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Operator Information (if different than tank owner)**

Responsible Tank Operator: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Name Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Release Information**

Confirmed  Suspected Leaking Tank Type?  AST  UST  Hybrid  Both AST & UST  Unknown

Type of Product Lost(1)? \_\_\_\_\_ Type of Product Lost(2)? \_\_\_\_\_ Type of Product Lost(3)? \_\_\_\_\_

Type can be: Unleaded gas, E85, Leaded gas, Diesel, BioDiesel, Avgas, Jet Fuel, New Lube Oil, Waste Oil, TCE, Kerosene, Unknown

-----**IF RELEASE IS NOT CONFIRMED, SKIP TO "Tank Information-Suspected Releases" BELOW**-----

Date of Release: \_\_\_\_\_ Duration: \_\_\_\_\_ Volume released: \_\_\_\_\_

Has further release been prevented?  Yes  No  Unknown \_\_\_\_\_

Further release prevented by  Emptying tank system  Removing tank system  Repairing tank system

Fire Authorities notified?  Yes  No  Unknown Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Has responsible party been informed of their responsibilities?  Yes  No  Unknown

Contaminated saturated soils present?  Yes  No

Describe any removal: \_\_\_\_\_

**Hydro-geological Information**

Depth to groundwater: \_\_\_\_\_ ft (Enter 0-10, 11-20, 21-30, 31-40, 41-50, 51-60, 61-70, 71-80, 81-90, 91-100, >100, or unknown)

Direction (N, W, or SE, etc.) of GW flow: \_\_\_\_\_ (if known) Surface waters endangered?  Yes  No  Unknown

**Actual/Possible Impacts**

Well locations, depths, types: \_\_\_\_\_

Utility Corridors: \_\_\_\_\_

Vapors in building: \_\_\_\_\_

**Source Information** - Where did the release come from?

- Tank       Piping       Spill Prevention       Containment Sump       Dispenser/Loading Rack
- Flex Connector       Submersible turbine pump area       Delivery Problem
- Other, please describe in comment section below

Comments: (Please provide as much information as possible about the probable source(s) of the release.)

**Cause Information** - Why did the release occur?

- Spill       Overfill       Corrosion (if corrosion is the only apparent cause of the release)
- Installation Problem       Physical or Mechanical Damage       Other, please specify in comment field below

Comments: (Please provide as much information as possible about the cause(s) of the release.)

Unknown (If cause and source of release is not known, please state why below):

**Tank Information** - Suspected Releases

Tank ID	Capacity	Contents	Date of Tank Installation	Date of Piping Installation

**Suspected Release Information\* (What are the conditions for suspecting a release?)(check all that apply)**

- Non-aqueous phase liquid or vapors in soils, basements, sewer, utility lines, groundwater, drinking water, or surface water. (Please describe site conditions in the comment field below)
- Unusual operating conditions: \_\_\_\_\_  
Enter: No flow of product, Slow flow of product, Erratic function of product dispensing equipment, Sudden loss of regulated substance from system, Unexplained water in the tank system, Presence of a regulated substance in annular space of tank or piping, Interstitial sensor alarm, or describe something else
- Monthly monitoring results or leak detection tests were not a "pass" or "normal," or no monthly monitoring being conducted.

- Statistical Inventory Reconciliation monthly results were either a "fail" or "inconclusive" that were not overturned by the third-party vendor within 24-hours.
- Periodic testing or continuous monitoring of spill prevention equipment has failing results.
- Periodic testing or continuous monitoring of secondary containment sumps has failing results.
- Presence of regulated substances in containment sumps. Inches/Level: \_\_\_\_\_
- Annual test of Automatic Tank Gauge (ATG) system indicates it is not performing monthly monitoring.
- Primary tank of double walled tank failed tightness test.

Comments:

Pursuant to 20.5.118.1801.B NMAC, owners and operators shall investigate all suspected releases within seven days of discovery. An appropriate system test(s) shall be conducted in order to determine if there was a release to the environment. If a system test such as a line tightness test conducted in response to a suspected release has either a failed or inconclusive result, then a site check is required.

Owners and operators who do not demonstrate that a release has not occurred within 30 days of the reporting of a suspected release, or another time frame approved by the department, shall be subject to the requirements for a confirmed release in 20.5.118.1802 NMAC. If you want to request additional time to meet this requirement, please send a written request to:

Joe Godwin, Program Manager  
 Prevention and Inspection Program  
 2905 Rodeo Park Drive East, Bldg. 1  
 Santa Fe, NM 87505

\*Please provide a copy of records, test reports, and inspection reports pertaining to the suspected release when submitting this form.

**FOR NMED USE ONLY**

**Assignment Information**

Report received by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

PI SCSR ID #: \_\_\_\_\_

- Suspected release referred to Remedial Action Program for Site Check.
- Suspected release referred to Remedial Action Program as confirmed release.
- Suspected release with Remedial Action Program is determined to be a confirmed release.

Date Referred: \_\_\_\_\_

