

# INTRODUCTION TO THE RELEASE NOTIFICATION/REPORTING FORM RESPONSE & REMEDIATION PROGRAM GEORGIA ENVIRONMENTAL PROTECTION DIVISION

Every July 1, since 1994, the Georgia Environmental Protection Division (EPD) publishes the Hazardous Site Inventory (HSI). The HSI is a list of sites where releases of regulated substances have occurred that are deemed to be reportable by the Rules for Hazardous Site Response, Chapter 391-3-19 (Rules). The Rules require persons who have had a release exceeding specified thresholds to complete the attached Release Notification/Reporting Form and send it to EPD. This information is then evaluated by EPD in terms of both the nature of the release and the proximity of human and environmental receptors. If this evaluation demonstrates that a potential threat to human health or the environment exists, the site is listed on the HSI.

**NOTE: PRIOR TO COMPLETING THE FORM, YOU SHOULD READ THE ENCLOSED INSTRUCTIONS AND THE RULES VERY CAREFULLY. More information including Frequently Asked Questions can be found at <https://epd.georgia.gov/hazardous-site-response-release-notifications>**

PART I of the form, "Property Information", requests information about the property location, owner, operator, and contact person. PART II, "Release Information", requests specific information regarding the site and the surrounding area. PART III, "Soil Release Information", requests information regarding releases of regulated substances to soil. PART IV, "Groundwater Release Information", requests information regarding releases of regulated substances to groundwater.

## **Are there exclusions to the notification/reporting requirements?**

YES. These exclusions are found in Section 391-3-19-.04(2) of the Rules.

## **Who should complete this form?**

Property owners who discover any of the following releases of regulated substances not specifically excluded as described above are required to complete this form, regardless of whether or not they caused the release:

- groundwater contamination above levels specified in Table 1 of Appendix III of the Rules, or if not listed, above naturally-occurring background concentrations;
- soil contamination above levels specified in Appendix I of the Rules; or
- discarded or abandoned regulated substances in barrels, drums, tanks or other containers.

## **What are "regulated substances"?**

"Regulated substance" means any substance defined in the Hazardous Waste Management Act, O.C.G.A. §12-8-62, by the terms "hazardous waste" or "hazardous constituent", or any substance defined in the Hazardous Site Response Act O.C.G.A. §12-8-92, as "hazardous substance."

## **Where can I get help?**

If, after reviewing the enclosed instructions and Rules you still have questions, please contact EPD's Response & Remediation Program at (404) 657-8600.

## **Where do I submit these forms?**

Forms should be emailed in PDF format to: [Response.Remediation@dnr.ga.gov](mailto:Response.Remediation@dnr.ga.gov). In the event an attachment file size is too large, contact RRP for a file-sharing link.

# INSTRUCTIONS FOR COMPLETING THE HAZARDOUS SITE RESPONSE RELEASE NOTIFICATION/REPORTING FORM

So that your release reporting form may be processed in a timely fashion, all of the information required by the form must be submitted. Failure to provide a completed form may result in significant delays in the processing of your notification.

## PART I - PROPERTY INFORMATION

1. If this is the first notification submitted for the release, check "Initial Release Notification". If you are providing new or additional information for a release for which an initial notification has already been made, check "Supplemental Notification".
2. Enter the EPA Identification Number, if known. The EPA Identification Number is a twelve character number and is issued by GA EPD. For all sites in Georgia, this number will begin with the letters "GA", followed by either a third letter and nine numbers or ten numbers. Leave blank if an EPA Identification Number has not been assigned to this site or facility.
3. Provide the tax map and parcel identification number assigned to the property on which the release has occurred and the acreage of that parcel. The tax map and parcel number can be obtained from the tax assessor's office in the county in which the property is located. If a copy of the county tax map is available, a copy should be provided with the notification so that GA EPD may discern the exact location of the property.
4. Provide the complete name of the site or facility. For a property with no facility name, enter "[Name of Property Owner], Property of". Include "Inc.", "Chemical Division", etc., as appropriate, including all foreign language punctuation.
5. - 6. Provide the street address, city, county and ZIP code for the property. If the property does not have a street address, then the location of the property should be indicated using adjacent roads and other descriptors (i.e. 0.2 miles east of the intersection of Elm and Maple Street).
7. Provide the GIS coordinates (latitude/longitude) in decimal degrees (e.g., 33.74984, -84.38606) using WGS84 datum. Coordinates can be obtained from various mapping tools. If using Google Maps, right click on the property location and the coordinates will display. Include a maximum of six decimal places.
8. -11. Provide the name, email address, mailing address, and telephone number for the owner(s) of the property.
12. -16. Provide the name, email address, mailing address, and telephone number for the site contact person.
17. -21. If there is an active facility at the site, provide the name of the facility operator, company name, address, email address and telephone number of the facility operator. This refers to commercial industrial sites where operation of some business has been or is taking place.
22. **Certification:** The release reporting form must be signed by the property owner or one of the following persons:  
**For a corporation:** A responsible corporate officer. This means a president, vice-president, secretary, or treasurer of the corporation in charge of principal business functions, or any other person who performs similar policy-making decisions for the corporation, or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons, or having gross annual sales or expenditures exceeding \$25 million dollars (in second quarter 1980 dollars) if authority to sign documents has been assigned to or delegated to the manager in accordance with corporate procedures.  
**For a partnership or sole proprietorship:** A general partner or the proprietor, respectively.  
**For a municipality, State, Federal, or other public agency:** Either a principal executive officer or a ranking elected official.  
**For a duly authorized representative of that person:** A person is a duly authorized representative only if the authorization is made in writing by a person described above, and the authorization specifies either an individual or a position having responsibility for overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, or a position of equivalent responsibility. *For the purposes of this section, an attorney acting on behalf of the property owner, a corporation, a proprietorship or sole proprietorship, or a municipality, State, Federal, or other public agency is not a duly authorized representative unless authorization is made in writing by a person described above.*

## PART II - RELEASE INFORMATION

1. If known, provide specific information regarding the known or suspected source of the release, such as a spill, drums, tanks, waste piles, etc. Describe the information used to conclude that the release is attributed to the known or suspected source.

2. Provide the date(s) of the release, including any known historical information available about the release, including the physical state of the material released and the quantity (if known) of each regulated substance released.
3. Describe any actions taken to investigate or remediate the release, such as the removal of the source of the contamination, soil and/or groundwater sampling, etc.
4. Indicate whether the area of the release is inaccessible, has limited access, or has unlimited access. Provide a description of any surveillance systems, fences, security personnel, or other barriers that restrict access to the site.
5. For releases of regulated substances to soil, indicate the type of material covering this release by checking the appropriate box. Provide a description of the type of material covering the release.
6. Indicate the distance from the edge of the area affected by the release to the nearest residence, playground, day care facility, school, or nursing home. Provide the name of the owner and the address of the nearest residences, playground, day care facility, school, or nursing home.
7. Indicate the distance between the area affected by the release and the nearest drinking water well in use, including wells on the site. Provide the name of the owner and address of the property where the nearest drinking water well is located.
8. Indicate whether or not there is any evidence to suspect that a person or a sensitive environment has been exposed to the release. If yes, provide details on the potentially affected person(s) or sensitive environment(s).
- 9a. Attach a site summary (no longer than one page) that gives a general description of the property, the areas affected by the release both within and beyond the property boundaries. The summary shall include a DETAILED description of the property boundaries of the site and adjacent properties, as well as a DETAILED description of the nature and known or estimated extent of the area of contamination. Provide any additional information relevant to the nature of the release such as Phase 2 reports and/or copies of analytical data.
- 9b. Attach a site map that shows the known or suspected sources, the known or suspected extent of contamination, and the locations of all soil and groundwater samples that have been collected at the site.
10. You must submit a copy of a U.S.G.S. topographic map (1:24000) with the geographic center of the site clearly marked. U.S.G.S. topographic maps are available for download or for purchase on-line at <http://store.usgs.gov/>.

### **PART III - SOIL RELEASE INFORMATION**

Complete the table by providing the name of the regulated substance and the Chemical Abstracts Service (CAS) Registry Number for **each regulated substance** released at the site. If soil samples have been collected from the site, indicate the highest concentration of each regulated substance detected at 0" to 6", 6" to 24", and at greater than 24" below ground surface.

### **PART IV - GROUNDWATER RELEASE INFORMATION**

Complete the table by providing the name of the regulated substance and the CAS Registry Number for **each regulated substance** released at the site. If groundwater samples have been collected from the site, indicate the highest concentration of each regulated substance detected, and the depth below ground surface at which the sample was collected.

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#### **WHERE TO GET HELP:**

Additional information is available on our FAQ page located at <https://epd.georgia.gov/hsra-notification-391-3-19-04-frequently-asked-questions>. General assistance can be obtained by calling EPD's Response and Remediation Program at (404) 657-8600. Assistance is available Monday through Friday (excluding state holidays) from 8:00 a.m. to 4:30 p.m.

#### **WHERE TO GET MAPS:**

U.S.G.S topographic maps (1:24000) are available for free download or for purchase on-line at <http://store.usgs.gov/>.

#### **WHERE TO SEND COMPLETED FORMS:**

Forms should be emailed in PDF format to: [Response.Remediation@dnr.ga.gov](mailto:Response.Remediation@dnr.ga.gov). In the event an attachment file size is too large contact RRP for a file-sharing link.

# RELEASE NOTIFICATION/REPORTING FORM



Email to: GEORGIA ENVIRONMENTAL PROTECTION DIVISION  
 Response & Remediation Program  
[Response.Remediation@dnr.ga.gov](mailto:Response.Remediation@dnr.ga.gov)  
 2 Martin Luther King Jr. Drive, SE, Suite 1058  
 Atlanta, Georgia 30334

1. The information provided in this form is for:

- Initial Release Notification  
 Supplemental Notification

## PART I -- PROPERTY INFORMATION

(Please type or print legibly)

2	EPA ID NUMBER (if applicable)						
3	Tax Map and Parcel ID Number:					Acreage	
4	Site or Facility Name						
5	Site Street Address						
6	Site City				County		Zip
7	GIS Coordinates (decimal degree)	Latitude		Longitude			
8	Property Owner					Email	
9	Property Owner Mailing Address						
10	Property Owner City				State		Zip
11	Property Owner Telephone No.						
12	Site Contact Person					Email	
13	Site Contact Company Name						
14	Site Contact Mailing Address						
15	Site Contact City				State		Zip
16	Site Contact Telephone No.						
17	Facility Operator Contact Person					Email	
18	Facility Operator Company Name						
19	Facility Operator Mailing Address						
20	Facility Operator City				State		Zip
21	Facility Operator Telephone No.						

**22. CERTIFICATION** --I certify under penalty of law that I am, or represent, the owner of the real property described in this Release Notification and I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME (Please type or print)

TITLE

SIGNATURE

DATE

## PART II -- RELEASE INFORMATION

Page \_\_\_\_ of \_\_\_\_

***Please provide the following information for EACH release at the site. If additional space is needed to answer any of the following questions, attach additional pages, as necessary.***

**1. Source of this release (i.e., drums, tanks, spills, waste piles, etc.). Provide specific information on the suspected or known source of the release, including the source of this information:**

**2. Release date(s) and any known information about the history of the release, including the physical state of the material (solid, powder/ash, liquid/gas, sludge) and the quantity of material released (lbs, cubic yards, etc.):**

**3. Describe those actions that have been taken to investigate, cleanup or otherwise remediate this release (e.g., removal of source of contamination; soil or water sampling performed; and monitoring wells installed and sampled).**

**4. Access to the area affected by the release. Check the appropriate box:**

- Inaccessible: A 24-hour surveillance system, or a completely closed barrier or fence to prevent entry.
- Limited Access: Less than 24-hour surveillance system, and/or a barrier or fence that is partially open.
- Unlimited Access: No surveillance, and no barrier or fence.

**If the site is inaccessible or has limited access, then describe site surveillance systems, fences, security personnel or other barriers that would restrict access to the release.**

**5. For soil releases, indicate the type of material covering this release, by checking the appropriate box below.**

- A permanent or otherwise maintained, essentially impenetrable non-earthen material such as concrete or asphalt
- An engineered and maintained earthen material or compacted fill or a high density synthetic material
- Loose earthen fill or native soil
- No cover
- Other

**Describe the type and thickness of the material covering the contaminated soil or wastes.**

## PART II -- RELEASE INFORMATION

(Continued)

Page \_\_\_\_\_ of \_\_\_\_\_

6. Indicate the approximate distance from the edge of the area affected by the release to the nearest residence, playground, day care, school or nursing home.

Less than 300 feet       1001 to 3000 feet       Greater than 1 mile  
 301 to 1000 feet       3001 to 5280 feet

Provide the name and address of the nearest residence, playground, day care, school or nursing home.

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

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

7. Indicate the distance between the area affected by the release and the nearest drinking water well (including wells located on the site).

Less than 0.5 miles       1 to 2 miles       Greater than 3 miles  
 0.5 to 1 mile       2 to 3 miles

Provide the name of the property owner and address of the location of the closest drinking water well.

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

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

8. Is there any evidence to suspect that a person or a sensitive environment has been exposed to this release?

Yes       No

If yes, provide details on the potentially affected humans or sensitive environments.

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## REQUIRED ATTACHMENTS

### 9. SITE SUMMARY

A. Attach a summary (no longer than one page) that gives a general description of the property, the areas affected by the release both within and beyond the property boundaries, and any actions taken to investigate, clean up or otherwise remediate the property. The summary shall include a description of the property boundaries of the site and adjacent properties as well as a detailed description of the nature and known or estimated extent of the area of contamination. Describe any additional relevant information concerning the nature of the release. In addition to the one page summary, other information concerning the property may be attached such as Phase 2 reports and/or copies of analytical data.

B. Attach a site map that shows known or suspected sources as well as the locations of all samples collected at the site. The site map should include outlines of buildings as well as covered ground areas (e.g., parking lots or other paved areas). A legend should be provided to explain any symbols used on the map.

### 10. U.S.G.S. Topographic Map

Along with this form, you **MUST** submit a copy of a U.S.G.S. topographical map (1:24000) with the geographic center of the site clearly marked. U.S.G.S. topographic maps are available for download or purchase on-line at <http://store.usgs.gov/>.



