SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Hazmat Transportation Incident Reporting Checklist

Regulation: 49 CFR 171.15(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Handle the emergency first: people, evacuation, containment per the spill response SOP	
☐	Hazmat released or damaged during loading, unloading, or dock storage? DOT reporting applies to us, not the carrier	
☐	Death, hospital admittance, public evacuated 1+ hour, major road closed 1+ hour, radioactive or infectious material, or big marine pollutant release: call the NRC	
☐	NRC: 800-424-8802, as soon as practical, never later than 12 hours; when in doubt, call	
☐	Have the shipping papers in hand: who, where, when, what material, how much, anyone hurt, danger ongoing	
☐	Write down the NRC report number and give it to the compliance owner today	
☐	Any unintentional release or any amount of hazardous waste: compliance owner files DOT Form 5800.1 within 30 days	
☐	Keep every report copy 2 years	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Every 49 CFR 171.15(b) triggering event during transportation, loading, unloading, or temporary storage results in a telephone notice to the National Response Center as soon as practical and no later than 12 hours after the occurrence **49 CFR 171.15(a)**	
☐	The NRC caller provides the reporter's name, the company name and address, a callback number, the date, time, and location, the extent of injury, the class, shipping name, and quantity if available, and the incident type including whether a continuing danger to life exists **49 CFR 171.15(a)**	
☐	Staff placing the call can recognize all telephone triggers, including death, hospital admittance, public evacuation of one hour or more, closure of a major transportation artery for one hour or more, radioactive or infectious material involvement, marine pollutant releases over threshold, and the judgment call for a continuing danger to life **49 CFR 171.15(b)**	

☐	Every incident reported to the NRC by telephone is followed by a written report, without exception **49 CFR 171.15(c)**	
☐	DOT Form F 5800.1 is filed within 30 days of discovery for every unintentional release of a hazardous material, any quantity of hazardous waste discharged, any discovered undeclared hazardous material, and any battery fire or dangerous evolution of heat occurring while the material is in the facility's physical possession **49 CFR 171.16(a)**	
☐	Releases evaluated under the small quantity and routine operation exceptions are documented, and the exceptions are never applied when a telephone report was required **49 CFR 171.16(d)**	
☐	A copy of each filed report is retained for two years at the principal place of business, and copies stored elsewhere can be produced there within 24 hours of a DOT request **49 CFR 171.16(b)**	
☐	Filed reports are updated within one year when a death results, the material was misidentified, unknown damage becomes known, or the cost estimate moves by 25,000 dollars or 10 percent, whichever is greater **49 CFR 171.16(c)**	
☐	The NRC call record, the exception determinations, and the supporting shipping papers are kept in the incident file alongside the internal investigation record	

WARNINGS

The NRC phone call never replaces the written 5800.1 report; every phoned-in incident also gets the form

Do not hold the NRC call to gather perfect information; the 12 hour clock does not wait and quantity details are only required if available

Never assume the carrier or shipper will report; while the freight is on our dock or in our building, the duty to report is ours

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE