

**Sec. 22a-450-4. Reporting Requirements**

(a) Initial Report and Required Action.

(1) A person required to report a release shall:

(A) Provide an initial report of such release to the commissioner as soon as possible, but no later than one (1) hour after the discovery of the release, except that for releases subject to sections 22a-450-2(a)(3), 22a-450-2(b)(2)(B), or 22a-450-3(a)(5)(B) of the Regulations of Connecticut State Agencies, if the release has not been completely contained, removed or mitigated, the initial report shall be provided to the commissioner no later than two (2) hours after discovery of the release; and

(B) Using properly trained personnel, act immediately to contain and remove or otherwise properly mitigate such release to the satisfaction of the commissioner.

(2) The initial report to the commissioner required by this subsection shall be made by telephone or by any other method specified by the commissioner and posted on the department's Internet website or prepared and disseminated by the department in outreach materials. Such initial report shall include the information specified in this subdivision to the extent that such information is known at the time of such initial report.

(A) Contact Information

(i) The name of the person reporting the release, who such person represents and a telephone number of such person for immediate call back; and

(ii) The name and contact information of the person, business or entity that caused the release and the owner of the property where the release occurred.

(B) Information Regarding the Release

(i) The time, date and estimated duration of the release and when the release was discovered, including when the release began and whether the release is continuing, intermittent or has terminated;

(ii) A description of the source and the cause of the release;

(iii) The chemical name, identity, trade name, or Chemical Abstract Service, commonly known as CAS number, of each reportable material released;

(iv) An estimate of the quantity of each reportable material released and any amount recovered;

(v) For releases to the land or air, the location of the release by:

(I) Street address, city or town; and

(II) Identifiable permanent landmark and distance to such landmark or distance to the nearest street intersection; and

(vi) For releases to the waters of the state, the location of the release by:

(I) The name of the water body; and

(II) The location of the release with respect to a fixed point or points.

(C) Potential Impacts

(i) The medium such as air, water or land, including, but not limited to, in or out of a building, into secondary containment, to soils, groundwater, or surface water, into which the reportable material was released;

(ii) The identification of sensitive receptors and areas impacted or that may be impacted by the release, including, but not limited to, population centers, sensitive populations such as schools, hospitals, nursing homes, day care centers, waters of the state, wetlands, wildlife

management watershed protection areas, public or private drinking water wells, and any aquifer protection area as defined in section 22a-354h of the Connecticut General Statutes;

(iii) Whether the release has entered or is likely to enter a storm sewer, sanitary sewer, combined sewer system or catch basin; and

(iv) Whether anyone has been or may be injured and if so, a brief description of any actual or potential injuries or fatalities.

(D) Response Actions and any Additional Information

(i) The actions taken or to be taken to contain and remove, or otherwise properly mitigate the release, including, but not limited to, any areas evacuated, any safety precautions undertaken or needed, and the type and quantity of material contained and removed or mitigated in response to the release;

(ii) The name and contact information of the entity employed or retained to respond to the release; and

(iii) Any additional information or relevant circumstances that would assist the commissioner in understanding the nature and potential impacts of the release or any response efforts.

(b) Follow-Up Report.

If requested by the commissioner, verbally or in writing, including electronically, a person required to report a release shall prepare and submit a follow-up report, containing the information required by this subsection, to the commissioner within the timeframe specified in such request, or if no timeframe is specified in such request, not later than sixty (60) days after such request. This follow-up report shall be submitted in a manner and on a form prescribed by the commissioner, including, but not limited to, electronic filing, and shall include the information specified in this subsection to the extent that such information is known at the time such follow-up report is submitted.

(1) Initial Report Information

The information specified in subsection (a)(2) of this section as of the date such follow-up report is submitted, regardless of whether such information was provided in the initial report to the commissioner.

(2) Contact Information

The name, title, address, telephone number, e-mail address and signature of the person preparing the written report and person, business or entity that caused the release and the owner of the property where the release occurred.

(3) Information Regarding the Release

(A) The case number assigned by the department to the release; and

(B) A chronology of:

(i) The date and time the release began;

(ii) The date and time the release was discovered;

(iii) The date and time the release ended;

(iv) The date and time the release was reported to the department;

(v) When any response actions were initiated; and

(vi) When any response actions were completed.

(4) Potential Impacts

(A) A site map identifying:

- (i) The point at which the release occurred;
- (ii) The surrounding area, including, but not limited to, sensitive receptors or population centers, sensitive populations such as schools, hospitals, nursing homes, day care centers, waters of the state, wetlands, wildlife management watershed protection areas, public or private drinking water wells, or any aquifer protection area as defined in section 22a-354h of the Connecticut General Statutes;
- (B) The area affected by or potentially affected by the release; and
- (C) The location of any private or public drinking water supply wells impacted or that may be impacted by the release.
- (D) The results of any laboratory analyses or other information used to determine the nature and extent of the release.
- (5) Response Actions and Any Additional Information
  - (A) The method of clean-up and any proposed clean-up actions, current and future monitoring, the planned or final disposition of any materials, substances or wastes generated by containing and removing or otherwise mitigating the effects of the release;
  - (B) All analytical results from clean-up and monitoring activities as of the date of the submission of the follow-up report;
  - (C) Any actions taken and procedures implemented to prevent such a release from occurring in the future; and
  - (D) Any additional information requested by the commissioner before submission of the follow-up report.
- (c) Supplemental Information.

A person required to report a release shall, upon request by the commissioner, verbally or in writing, including electronically, provide the commissioner with any information, in addition to that required by this section, regarding the release or any actions taken in response to the release. Unless another timeframe is specified by the commissioner in writing, including electronically, any supplemental information shall be provided not later than thirty (30) days after any request for such information.
- (d) Corrected or Omitted Information.

If any information reported to the commissioner pursuant to this section is inaccurate or misleading, or any relevant information was omitted, the person required to report a release shall resubmit corrected or omitted information, in writing, as soon as possible, but not later than five (5) days after such person knows, or should have known, that the information submitted to the commissioner is inaccurate, misleading or that relevant information was omitted.

(Effective March 4, 2022)