

**To Request State Assistance or Report a Petroleum or Hazardous Materials Spill
Call the Minnesota Duty Officer
1-651-649-5451 or 1-800-422-0798**

Minn. Stat. 115.061 – Duty to Notify and Avoid Water Pollution

(A) *Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.*

(B) *Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not affect the other requirements of paragraph (a).*

PURPOSE

- The Minnesota Duty Officer Program provides 24-Hour-A-Day, 7-Day-A-Week receptionist for emergency requests for state assistance and for reporting petroleum or hazardous materials spills and other serious accidents or incidents. The Duty Officer is a state level assistance resource and has the ability to implement national assistance if needed. **For this reason, it is not necessary to notify the Duty Officer for small incidents or accidents that can easily be handled by local or internal assistance.**
- When the Minnesota Duty Officer receives a call, they are responsible for characterizing the call by obtaining critical information from the caller. Depending on the details of the situation, the Duty Officer then determines which resources are needed, gives the caller response suggestions, and contacts the appropriate agencies for assistance.

Emergency Notification

If you spill a hazardous material or a petroleum product in Minnesota, you must call:

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|------------------------------|---|
| Local Authorities | 9-1-1 FIRST, when there is a threat to life or property |
| The Minnesota Duty Officer | If there is a public safety or environmental threat and/or if state agency notification for reportable spills is required. |
| The National Response Center | 1-800-424-8802, when a federal notification is required. |

The scope of the Minnesota Duty Officer Program includes, but is not limited to, the following incidents such as:	
<ul style="list-style-type: none"> ▪ Hazardous materials incidents (e.g., release or spills) ▪ Pipeline leaks or breaks ▪ Radiological incidents ▪ Wastewater bypasses ▪ Air releases ▪ Requests for National Guard/Civil Air Patrol Aid 	<ul style="list-style-type: none"> ▪ Aircraft accidents/incidents ▪ Search and rescue assistance ▪ Bomb Squad information ▪ Requests for State Fire Marshal Fire Investigators ▪ Natural disaster (tornado, flood, fire, etc.) response
Any incident where assistance is needed from one or more of the following state agencies or when one or more of the following state agencies has a reporting requirement should be reported to the Duty Officer:	
<ul style="list-style-type: none"> ▪ Bureau of Criminal Apprehension ▪ Department of Agriculture ▪ Department of Health ▪ Department of Natural Resources ▪ Department of Transportation ▪ Division of Homeland Security and Emergency Management 	<ul style="list-style-type: none"> ▪ Emergency Planning and Community Right-to-Know Act (EPCRA) Program ▪ State Fire Marshal Division ▪ Office of Pipeline Safety ▪ Minnesota Pollution Control Agency ▪ State Patrol

The Duty Officer will request the following information in this order. To reduce the need for call backs, collect as much of this information as practicable while still providing an expeditious report.

Caller Information

- Name
- Company
- Complete Mailing Address
- Phone #
- Have local Police and/or Fire Departments been notified?

General Narrative

- Type of contamination
- Contamination source (if known or suspected)
- Type of project
- Subcontractor contact information

Incident Report

- **Responsible Party/Property Owner Information**
 - Name
 - Company
 - Complete Mailing Address
 - Phone
- **Site Location**
 - Name of the site (or closest facility)
 - Address of the site (or closest facility)
 - County

Site Information

- Discovery date
- Discovery time
- Previously reported site
- Leak number

Tank Information (if applicable)

- Number and size of tanks
- Tank contents
- Age of tanks
- Type of tanks

Other Information

- Native soil type
- Surface water nearby
- Monitoring wells on site
- Site water source
- Contaminated soil excavated
 - If yes, ID quantity excavated & whether it was dug out
- Ground water encountered
- Depth to ground water
- Free product found
- Stained soils found
- Petroleum odors
- Highest vapor reading
- Analytical results (if known)
- If this incident involves an Above Ground Storage Tank, is there secondary containment around the tank?
- If a Phase I or Phase II site assessment is being done, is it tank related? If yes, ID the MPCA project manager and Leak Number

Before disconnecting, be sure to ask for and record the following:

- Duty Officer #
- Report #
- Request that a copy of the report be faxed to you for your project files