

# Hazardous Material Spill Incident Report

## Incident Information

Date of Incident

Time of Incident

Location of Spill

Building, room, or area

## Hazardous Material Information

Material Name

e.g., Acetone

Quantity Spilled

e.g., 2 liters

Physical Form

Solid, Liquid, Gas

Hazard Classification

e.g., Flammable, Toxic

## Incident Details

Description of Incident

Describe what happened, and how the spill occurred

Suspected Cause

e.g., Human error, Equipment failure

## Response Actions

Immediate Actions Taken

e.g., Evacuated area, used spill kit

Cleanup Procedures

Describe cleanup steps and materials used

**Authorities Notified**

e.g., Fire Department, EH&S

**Personnel Information**

**Reported By**

Full Name

**Contact Information**

Phone or Email

**Supervisor/Manager**

Full Name