



Written Report for Illicit Discharge / Spill

Borough of Hanover, York County, Pennsylvania

Department of Planning & Engineering (DPE)

Illicit Discharge. The United States Environmental Protection Agency defines an illicit discharge as, “any discharge into a storm drain system that is not composed entirely of stormwater.” This means that anything other than simply the water that falls from the sky is an illicit discharge. There are many hazardous household products, yard care products, fertilizers, dog waste, car soaps and automotive fluids that turn what should only be stormwater into an illicit discharge that pollutes and degrades local water quality. A spill is simply an unplanned and unintended illicit discharge, often the result of an accident or failure of a mechanical device (valve, hosing, etc.).

Verbal Report. A verbal report of an illicit discharge / spill is required to be made to DPE as soon as discharge/spill conditions are observed, but no greater than 4 hours from time of incident. The verbal report can be made to the Codes Officer, Chris Miller at (717) 637 – 3877, Extension 1004.

Written Report. A written report of an illicit discharge / spill shall be submitted to the Borough of Hanover, Department of Planning & Engineering within 10 business days and contain the following information (Please complete as much as possible) if you wish to email, (cmiller@hanoverboroughpa.gov):

Location of Illicit Discharge / Spill:

Physical Address _____ City _____

Nearest Legal Address (*with Lat/Long if known*) _____

Other description _____

Time and Date of onset or discovery of hazardous condition:

Time _____ AM PM Date _____

Time and Date of verbal report to the Hanover Borough of the hazardous condition:

Time _____ AM PM Date _____

Hazardous Condition:

Name of material/substance(s)	Manufacturer	Volume

If more space is needed add additional pages. Attach a Material Safety Data Sheet (MSDS) if possible.

The medium in which the hazardous condition occurred/existed (Check all that apply):

Ground Water Surface Water Land Air

Weather Conditions during the time of the hazardous condition onset or discovery:

Temperature	Wind Direction	Wind Speed	Humidity	Precipitation

Contact Information:

	Name	Company	Mailing Address	Telephone
Person Reporting (if known)				
Party Responsible				
Site Contact				

Cause of the Incident: *(Write a narrative of the events leading to the incident).*

Mitigation Actions Taken: *(Provide a narrative of both the initial actions and mitigation actions taken, as well as any instructions given after notification of the incident.)*

Written reports should be submitted to the Code Enforcement officer responding to the spill. Reports can be sent via mail, fax, or electronic mail.

Mail	Fax	Email
Borough of Hanover Department of Planning & Engineering 44 Frederick Street Hanover, PA 17331	717-637-3877	cmiller@hanoverboroughpa.gov

Thank You