



**Rio Grande Pacific Corporation**

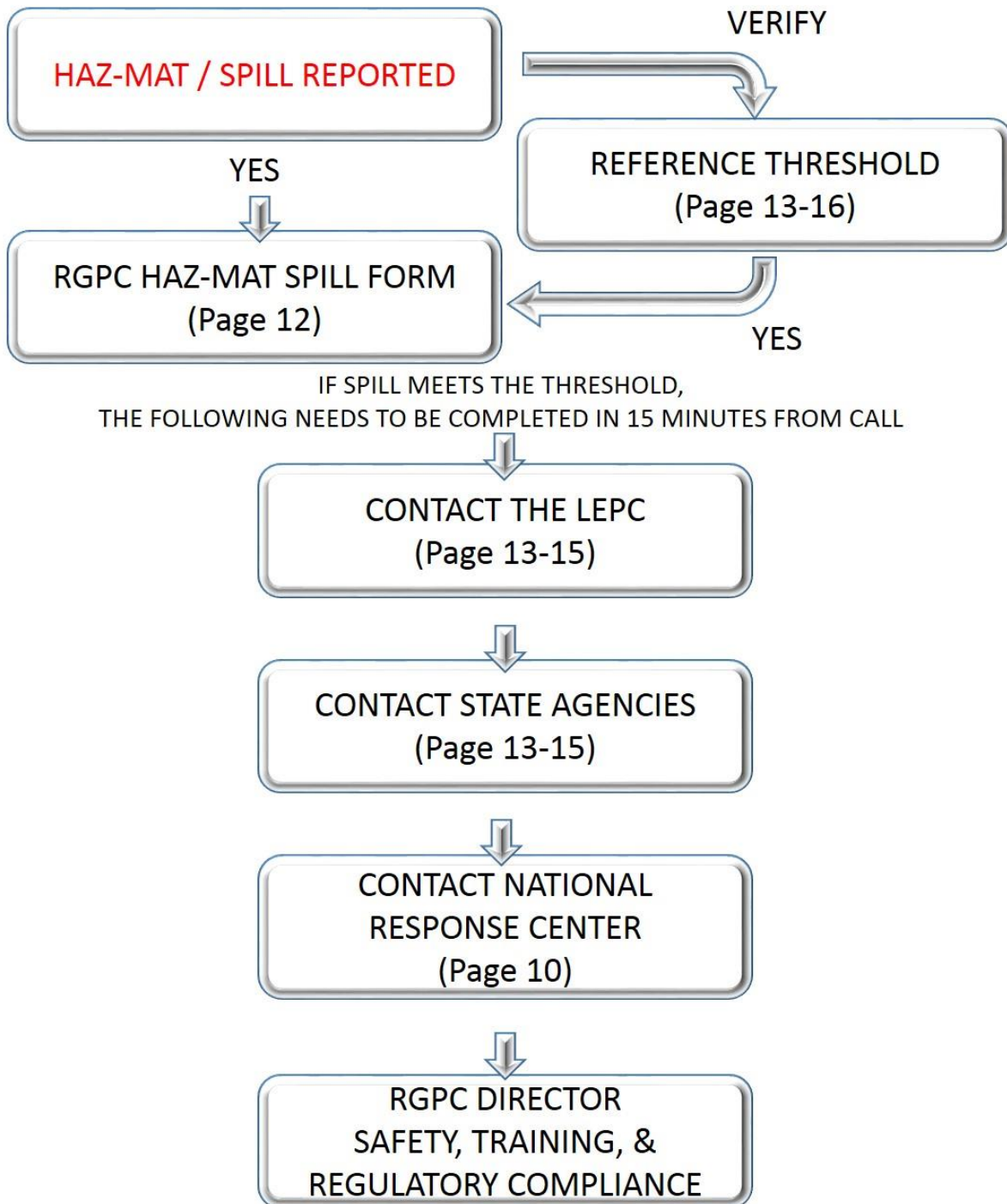
# Hazardous Material / Spill Procedure Guide

**FOR USE WHEN HANDLING THE RELEASE OF HAZARDOUS  
MATERIALS AND/OR SPILLS**

## **RGPC Hazardous Material / Spill Procedure Guide**

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## QUICK REFERENCE GUIDE FLOW CHART



## Railroad Environmental Contacts

<b>Railroad Environmental Contacts</b>				
<b><u>Railroad Contact</u></b>	<b><u>Location</u></b>	<b><u>Email</u></b>	<b><u>Mobile</u></b>	<b><u>Address</u></b>
Mitch Harris	Corporate	<a href="mailto:mharris@rgpc.com">mharris@rgpc.com</a>	(208) 861-7590	7660 N. Horseshoe Bend Rd. Suite D Boise, ID 83714
Randy Aden	DMVW	<a href="mailto:raden@dmvwrr.com">raden@dmvwrr.com</a>	(701) 471-0855	3501 E Rosser Ave Bismarck, ND 58501
Neil Cox	INPR	<a href="mailto:nbc@rgpc.com">nbc@rgpc.com</a>	(208) 871-7732	119 N. Commercial Ave. Emmett, ID 83617
Mark Miller	MSER	<a href="mailto:mmiller@mserr.com">mmiller@mserr.com</a>	(228) 381-2847	4519 McInnis Avenue Moss Point, MS 39563
Eldon Vohs	NCRC	<a href="mailto:evohs@rgpc.com">evohs@rgpc.com</a>	(402) 992-7113	304 N. 5th Sreet Suite B. Norfolk, NE 68701
Scott Wollack	NOGC	<a href="mailto:swollack@rgpc.com">swollack@rgpc.com</a>	(504) 909-6474	9387 Hwy 23 Belle Chasse, La. 70037
Marc Syring	SWR	<a href="mailto:marc@southwesternrr.net">marc@southwesternrr.net</a>	(575) 361-3655	110 E. Fox Carlsbad, NM 88220
Martin Cicalla	WTJR	<a href="mailto:martin@rgpc.com">martin@rgpc.com</a>	(940) 632-8082	700 Jefferson Wichita Falls, TX 76306

# Environmental Procedure

## RGPCE219

### Petroleum Spill Response

Issued: April 1, 2015

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**Departments:** All Railroads

**Foreword:** RGPC will respond to Petroleum (or petroleum derivative) spill incidents in a timely and effective manner so as to minimize or eliminate hazards to human health and the environment.

**Regulatory Citation:** 33 U.S.C. 2701 – “Oil Pollution Prevention Act”

**Common Items:** Storage Tanks, Service Islands, Maintenance Bays, Used Oil Drain Lines, Facility Heating systems, Transfer Facilities, Team Tracks, Buildings, Hydraulic Lifts, Heavy Equipment and Vehicles

**Definitions:** Incident Commander – the principal person directing the response as per the National Incident Management System; usually the fire chief for local responses or the USCG or EPA agent for larger responses.

Impervious – Resistant, solid, impermeable, without passage of liquids.

National Response Center (NRC) – is the sole federal point of contact for reporting oil and chemical spills.

Local Emergency Planning Commission (LEPC) – group comprised of representatives of local first responders, manufacturers, transporters, and/or storage facilities.

Spill Prevention, Control & Countermeasures (SPCC) – specific requirements for facilities that maintain >1,320 gallons of fixed oil storage. These facilities will have a facility-specific Plan detailing response procedures that should be implemented at that location.

## Steps

### For ALL incidents at railroad facilities:

If an actual or potential spill incident involving Petroleum is discovered by an employee, they are required to do the following:

1. Stop the flow source of the spill, if safe to do so. Company employees are not trained for Hazardous Waste Operations and are not expected to take any action putting themselves or others at risk or a perceived risk.
2. Notify their Supervisor immediately. The employee must convey basic information regarding the incident such as:
  - a. Type of product spilled
  - b. Amount (actual or estimated) volume spilled
  - c. Whether the spilled product is “contained” or “uncontained”
  - d. Initial steps taken to stop the spill (valves turned, absorbents used, catch basins blocked, etc.)
  - e. Report any hazardous conditions (vapors, sheen on water body, spill product lowing off site, injuries, etc.) if any, that may exist
  - f. Whether there are any resultant personal injuries
3. The Supervisor and the Railroad Environmental Coordinator shall jointly initiate a RGPCE219 Spill Report (Form RGPCE219A, attached) based on information received from the employee and complete it to the best of their ability. The Spill Report shall be submitted to Management within 24 hours of the initial occurring, if applicable.
4. The Supervisor or the Railroad Environmental Coordinator shall conduct notifications per the Crisis Notification procedure according to and in consideration of the level of severity of the spill or incident.

**For Small Spills (<5 gallons to land or <25 gallons to impervious surface; no sheen receiving water body)**

1. After notification to their supervisor, use available material, as necessary to fully contain the spill.
2. Secondly, use absorbent material to soak up the spill (Speedi-dry or absorbent pads).
3. Next, properly dispose of the absorbent material. As long as the spill only contains oil, and the oil has been fully absorbed by the spill control material (e.g. the pads or Speedi-drip is drip dry), this material may be disposed of in the regular trash.
4. Clean all areas affected by the spill (remove oil from all impacted surfaces)
5. The Railroad Environmental Coordinator will follow-up with an emailed report detailing the spill response and proposed disposal options to Management, within 24 hours of the incident occurring. Form RGPCE219A is not required for these small spills.

**IMPORTANT NOTE:**

**IF AT ANY TIME A SPILL APPEARS BEYOND LOCAL CONTROL, APPEARS GREATER IN QUANTITY, APPEARS TO AFFECT LAND ADJACENT TO OR BEYOND THE VISIBLE SURFACE, OR AFFECTS ANY WATER BODY, PROCEED TO “LARGE SPILL” PROCEDURE IMMEDIATELY.**

**For Large Spills (>5 gallons to land or greater than 25 gallons to impervious surface; any sheen or layer on water body)**

1. The Railroad Environmental Coordinator will be notified and shall be responsible for notifying the following:
  - a. 911 Emergency Services, as required
  - b. Nebraska Central Dispatching Center
  - c. Railroad General Manager and Company Officer of Regulatory Compliance
  
2. The Railroad Environmental Coordinator will be responsible for notifying or ensuring a delegate notifies the following in order of priority:
  - a. National Response Center (NRC) at (800) 424-8802  
(the NRC will notify the EPA, as required)
  - b. TSA – Freedom Center – 866-615-5150
  - c. State Environmental Agency and/or Local Emergency Planning Commission (LEPC)
  - d. Emergency contractor(s) for cleanup, control and remediation
  - e. Adjacent property owners, as required
  
3. All notifications and responses for each contact shall be documented with the time, date and all contact information (name, title, and alternate phone numbers).
  
4. The actions taken during the response that should be documented on a regular basis are a minimum recording arrival times, equipment deployment times, departure times and names/titles of personnel responding. Other items to document include the weather, extent of the spill, officials or media who show at site, other important factors such as traffic, inaccessible areas, special circumstances, etc.
  
5. Company employees will work with the Incident Commander as requested. Company employees should not engage in any rail operations that would conflict with the spill response.
  
6. At least one Company employee will remain with the Incident Commander until the response is considered complete by the Incident Commander.
  
7. The continuation of routine railroad operations with any conditions shall be determined by the Railroad General Manager, and other Company personnel, as necessary.



8. The Railroad Environmental Coordinator will follow up with a report detailing the spill response and proposed disposal options to the railroad management.
9. The Railroad Environmental Coordinator will work with the Railroad General Manager to develop the report information to be submitted to the respective agencies as appropriate.
10. The Railroad Environmental Coordinator will be responsible for preparing all reports to the respective agencies. The Railroad General Manager will be responsible for reviewing and signing all reports to respective agencies. Both will be jointly responsible for the timely submittal of all reports.

**IF THE FACILITY HAS A SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC), PERSONNEL SHALL UTILIZE THE PROCEDURES LISTED IN THE PLAN**

## **National Response Center Notification**

### **1-800-424-8802**

The National Response Center (NRC) is the federal government's national communications center staffed 24-hours per day, 365 days per year by U.S. Coast Guard personnel. It's primary function is to serve as the sole national point of contact for reporting all oil, chemical, radiological, biological and etiological (disease causing) discharges into the environment anywhere in the United States and its territories. In addition to gathering and distributing spill data for Federal On-Scene Coordinators (FOSC) and serving as the communications and operations center, the NRC maintains agreements with a variety of federal entities (e.g., ASTDR, CDC, etc.) to make additional notifications regarding incidents meeting established trigger criteria.

The NRC must be notified immediately upon release, or discovery of a release, of oil, hazardous substances, pollutants, or contaminants into the environment that "may present an imminent and substantial danger to the public health or welfare of the environment, arising from the release of oil, radioactive materials, or hazardous chemicals into the air, land, or water regardless of cause" (i.e., includes both natural and man-made disasters).

When the following occur the NRC should immediately be notified at **(800) 424-8802**:

#### **Oil Releases (40 CFR 110.6)**

Any amount of oil that causes a sheen or poses a threat of causing a sheen to navigable waterways of the United States.

#### **Hazardous Materials Releases (33 CFR 153 subpart B and 40 CFR 300 subpart E)**

All releases of hazardous materials (including radioactive substances) equal or exceeding the Reportable Quantity (RQ).

#### **Transportation Incidents (49 CFR 171.15 and 171.16)**

Transportation accidents involving hazardous materials must be reported to the NRC whenever:

- A person is killed;
- A person receives injuries requiring hospitalization;
- Property damage exceeds \$50,000;
- Fire, breakage, spillage, or suspected contamination occurs involving an etiological agent or radiological material;
- An evacuation of the general public lasting one hour or more;
- A shutdown of a major transportation artery or facility for one hour or more;
- A release of a marine pollutant exceeding 119 gallons (liquid) or 882 pounds (solid); or,
- The operational flight pattern or routine of an aircraft is altered.

**Gas Pipeline Releases (49 CFR 191)**

- A release of any toxic, corrosive, or flammable gas; liquefied natural gas (LPG); or gas from an LNG facility when:
- A death or injury involving patient hospitalization occurs;
- More than \$50,000 in damages (including cost of product loss, cleanup, and recovery); and,
- The release results in the emergency shutdown of an LNG facility.

**Liquid Pipeline Releases (49 CFR 195)**

- A release of hazardous liquid or carbon dioxide resulting from a pipeline system failure causes:
- An explosion or fire;
- An escape into the atmosphere of more than 5 barrels per day;
- A death or injury involving patient hospitalization occurs;
- More than \$50,000 in damages (including cost of product loss, cleanup, and recovery);
- Loss of 50 or more barrels of hazardous substances; and,
- Pollution of any navigable body of water.

- Form: RGPCE219A

## **RGPC Uniform Hazardous Spill Report**

Whenever a SPILL occurs, please complete this form and email it with all information available within 12 hours of the incident, if at all possible.

Date of Spill: \_\_\_\_\_

Time of Spill: \_\_\_\_\_

Railroad where Spill occurred: \_\_\_\_\_

Exact Location of Spill (be specific): \_\_\_\_\_

Person Reporting Spill: \_\_\_\_\_

Approximate Quantity Spilled (with units): \_\_\_\_\_

Type of Material Spilled: \_\_\_\_\_

Names of Railroad Company officials notified (if any): \_\_\_\_\_

Names of State or Federal Officials notified (if any): \_\_\_\_\_

Were there any personal injuries associated with this Spill? \_\_\_\_\_

What cleanup measures have been taken thus far? \_\_\_\_\_

Will this Spill require more cleanup later? If so, what and when?

\_\_\_\_\_

Circumstances and Remarks surrounding this incident (please be very specific)

\_\_\_\_\_

(Attach additional sheets if more space for information is required)

When completed, email Spill Report to RGPC Director of Regulatory Compliance  
(mharris@rgpc.com)

## Emergency Response Notifications – by Railroad, State, and Threshold

<b>Emergency Response Notifications - By Railroad, State, and Threshold</b>				
<u>Railroad</u>	<u>State</u>	<u>Threshold</u>	<u>Contact</u>	<u>ER Vendor</u>
<b>INPR</b>	<b>Idaho</b>	<b>Report All Spills</b>	<b>ID DEQ – Boise Regional Office</b> 208-373-0550 <b>or</b> 888-800-3480	<b>HAZ-MAT Response, Inc.</b> 1203 C. South Parker Olathe, KS 66061 800-229-5252
<b>NOGC</b>	<b>Louisiana</b>	<p style="text-align: center;"><b>Reportable Quantities:</b></p> Petroleum - off site - any spill; onsite - >42 gallons. Verbal notification required within one hour to state police for any incident of any released amount of Hazardous Materials, substances, wastes and petroleum oil. Written notification required within 5 working days, or 7 calendar days. A letter must be sent to LA Emergency Response Commission.	<b>LA Dept. of Environmental Quality</b> 225-342-1234  <b>LA State Police Right to know unit</b> 225-925-6595  <b>NRC - If Required</b> 800-424-8802	<b>HAZ-MAT Response, Inc.</b> 1203 C. South Parker Olathe, KS 66061 800-229-5252
<b>MSER</b>	<b>Mississippi</b>	Mississippi has not enacted any statute or promulgated any regulations requiring reporting of non-permitted discharges, spills or leaks other than releases from UST's and has generally adopted the federal hazardous waste regulations. However, you should notify the MDEQ by telephone about any spills that may affect state waters, land, air or public health. 24 hour number - Mississippi Emergency Management Agency (MEMA - 601-352-9100 or 800 222-6362 and any affected local emergency planning committee.	<b>MDEQ</b> 601-352-9100 <b>or</b> 800-222-6362 and any affected local emergency management planning committee  <b>NRC</b> 800-424-8802 if equals or exceeds CERCLA Federal Reportable Quantities	<b>Multiple (Contact Mark Miller)</b>
<b>DMVW</b>	<b>Montana</b>	<p style="text-align: center;"><b><u>Petroleum</u></b></p> Must be reported to the DEQ within 24 hours of being detected as required by ARM 17.56.501. DEQ must be notified of releases > 25 gallons from an AST or UST. DEQ must be notified if cleanup cannot be completed within 24 hours for releases < 25 gallons. (Releases must be reported to a live person)  <p style="text-align: center;"><b><u>All Other Releases &amp; Spills</u></b></p> Should be reported immediately to the state's Disaster and Emergency Services (DES).  If no one can be reached at that number, the release or spill may be reported to the Montana Department of Environmental Quality (DEQ) duty officer.	<b>MDEQ (Business Hours)</b> 406-457-0568  <b>or</b> <b>DES (After Hours)</b> 406-324-4777  <b>NRC - If Required</b> 800-424-8802	<b>Multiple (Contact Railroad Mgmt.)</b>

<p><b>NCRC</b></p>	<p><b>NEBRASKA</b></p>	<p>Releases of Oil and Hazardous Substances: 1. The Nebraska DEQ Regulations pertaining to Release of Oil and Hazardous Substances require notification whenever: a. Regardless of quantity, there is a release of an oil or a hazardous substance which occurs beneath the surface of the land or impacts or threatens waters of the state or threatens the public health and welfare; b. &gt; 25 gallons of oil is released on the surface of the land; or c. Either 100 pounds of a hazardous substance or its Reportable Quantity as listed in the List of Hazardous Substances, whichever is less, is released onto the surface of the land.</p>	<p>Notify by Telephone (Immediately) For spills or releases of petroleum products or hazardous substances:</p> <p><b>Nebraska DEQ</b> 402-471-2186 or 877-253-2603 if the incident occurs during normal working hours or <b>Nebraska State Patrol</b> 402-471-4545 at all other times.</p>	<p><b>HAZ-MAT Response, Inc.</b> <b>1203 C. South Parker</b> <b>Olathe, KS 66061</b> 800-229-5252</p>
<p><b>SWRR</b> <b>WWRR</b></p>	<p><b>New Mexico</b></p>	<p>A discharge of any material in a quantity that may, with reasonable probability, injure or be detrimental to human health, animal/plant life, or property; or may unreasonably interfere with the public welfare or the use of the property must be reported. This includes chemicals, biohazard materials, petroleum products, and sewage. In addition to recent spills, the discovery of evidence of previous unauthorized discharges, such as contaminated soil or ground water, also must be reported.</p>	<p><b>New Mexico Environment Department Hazardous Bureau</b> (505) 476-6000</p>	<p><b>Multiple (Contact Railroad Mgmt.)</b></p>
<p><b>DMVW</b></p>	<p><b>North Dakota</b></p>	<p>Specific minimum quantities for mandatory reporting of spills have not been established. All spills which may potentially impact waters of the state, either surface water or ground water, must be reported. This includes all substances, not just "hazardous materials." Recent examples that a person may not normally think of as having a potential impact to water, include "nontoxic" substances such as molasses or salt. These may not be immediately harmful to human health, but they may impact aquatic life or soil fertility.</p>	<p><b>North Dakota HAZ-MAT Emergency Assistance</b> 800-472-2121</p>	<p><b>Multiple (Contact Railroad Mgmt.)</b></p>

<p><b>WTJR</b></p>	<p><b>Oklahoma</b></p>	<p>Any aboveground release of a hazardous substance that exceeds its reportable quantity under CERCLA (40 CFR Part 302) or 25 gallons, whichever is the lesser; Any above ground release of petroleum (a) that is greater than 25 gallons or (b) that causes a sheen on the waters of the state; and any aboveground release of petroleum which is less than 25 gallons, but cannot be contained and cleaned up within 24 hours.</p>	<p><b>Spills and releases from UST and AST systems</b> <b>Oklahoma Dept. of Environmental Quality</b> 1-800-522-0206 (24 hour in state) <b>or</b> 405-271-4468 (out of state) <b>Petroleum Storage Tank Division (PSTD)</b> 405-521-6575 <b>or</b> 1-888-621-5878 and if after hours/holidays, you must leave a message on the answering machine within 24 hours of discovering the conditions / substance. <b>National Response Center</b> 800-424-8802 (if required)</p>	<p><b>HAZ-MAT Response, Inc.</b> <b>1203 C. South Parker</b> <b>Olathe, KS 66061</b> 800-229-5252</p>
<p><b>INPR</b></p>	<p><b>Oregon</b></p>	<p>Spills and releases, or threatened spills or releases of oil or hazardous materials as defined by OAR 340-1420050(9) in quantities greater than the following amounts must be reported: (a) Any quantity of radioactive material or radioactive waste; (b) If spilled or discharged into waters of the state or in a location from which it is likely to escape into waters of the state any quantity of oil that would produce a visible film, sheen, oily slick, oily solids, or coat aquatic life, habitat or property with oil, but excluding normal discharges from properly operating marine engines; (c) If spilled on the surface of the land, and not likely to escape into waters of the state, any quantity of oil over one barrel (42 gallons); (d) An amount equal to or greater than the quantity listed in 40 CFR Part 302-Table 302.4 (List of Hazardous Substances and Reportable Quantities) and amendments adopted prior to July 1, 2002.</p>	<p><b>In the case of a spill or release or a threatened spill or release of oil or hazardous materials exceeding the reportable quantities listed in OAR 340-142-0050 in any 24-hour period, or in the case of a spill or threatened spill of a quantity of oil into public waters that would produce a visible oily slick, oily solids, or would coat aquatic life, habitat or property:</b> <b>Oregon Emergency Management Division</b> (In-State) 800-452-0311 (Out-of-State) 503-378-6377  <b>Once the duty manager at the Oregon Emergency Management Division has been informed of the nature of the spill, s/he will coordinate notification to the appropriate agencies.</b>  <b>In case of a spill or release or a threatened spill or release of hazardous material exceeding certain reportable quantities:</b> <b>National Response Center</b> (800) 424-8802.</p>	<p><b>HAZ-MAT Response, Inc.</b> <b>1203 C. South Parker</b> <b>Olathe, KS 66061</b> 800-229-5252</p>

<p><b>DMVW</b></p>	<p><b>South Dakota</b></p>	<p><b>Petroleum - A reportable quantity has been released if:</b></p> <p><b>A.</b> The discharge threatens or is in a position to threaten the waters of the state;</p> <p><b>B.</b> The discharge causes an immediate danger to human health or safety;</p> <p><b>C.</b> The discharge exceeds 25 gallons or causes a sheen on surface water or it exceeds state groundwater quality standards or surface water quality standards;</p> <p><b>D.</b> The discharge harms or threatens to harm wildlife or aquatic life; or</p> <p><b>E.</b> The discharge is required to be reported according to 304 of the Emergency Planning and Community Right-to-Know Act.</p>	<p><b>South Dakota Department of Environment and Natural Resources (DENR), Emergency Response Center</b></p> <p>605-773-3296 (business hours) 605-773-3231 (after hours - state radio communications)</p> <p><b>National Response Center</b> 800-424-8802</p> <p>The Emergency Response Center dispatcher will notify the appropriate agencies and serves a primary communication link during the response.</p>	<p><b>Multiple (Contact Railroad Mgmt.)</b></p>
<p><b>WTJR</b></p>	<p><b>Texas</b></p>	<p><b>Reporting of spills and overfills:</b></p> <p><b>(1)</b> The owner and operator must contain, and notify TCEQ within 24 hours of a spill or overfill from a UST and AST. Reporting is required upon the occurrence of any of the following conditions:</p> <p><b>(a)</b> Spill or overflow of petroleum that results in a release in excess of 25 gallons or causes a sheen on nearby surface water;</p> <p><b>(b)</b> Spill or overflow of hazardous substance that results in a release that equals or exceeds the RQ under CERCLA</p> <p><b>(2)</b> Spills and overflows must be cleaned up within 24 hours. If the spill or overfill cannot be cleaned up within 24 hours, the TCEQ must be immediately notified of the estimated time for cleanup.</p>	<p><b><u>The emergency coordinator shall notify as soon as possible, but not later than 24 hours:</u></b></p> <p><b>The agency regional office during working hours or the Texas Emergency Response Unit during non-working hours</b> 512-239-2507 or <b>the State Toll Free Emergency Hotline</b> 800-832-8224</p> <p><b>National Response Center</b> 800-424-8802. (If federal reportable spill quantities are exceeded)</p>	<p><b>HAZ-MAT Response, Inc.</b> <b>1203 C. South Parker</b> <b>Olathe, KS 66061</b> 800-229-5252</p>



## Spill Reporting Table by States

The spill reporting requirements at the state level are summarized here based on information available from the state agencies' websites. Some states require reporting of spill of any amount regardless of the federal reportable quantities. Always check with your state to confirm the state's reporting requirements. Note that the Federal reporting requirements and Reportable Quantities apply in ALL states in addition to the states individual requirements.

In general, if you are not sure about whether you should report a spill, **REPORT IT!**

<b>Spill Reporting - By States</b>			
<b>State</b>	<b>Agency</b>	<b>Reportable Quantity</b>	<b>Contact</b>
<b>Idaho</b>	Idaho State Communication Center	Federal RQ Applies	800-632-8000
<b>Louisiana</b>	Louisiana Department of Environmental Quality	Federal RQ Applies	225-432-1234
<b>Mississippi</b>	Mississippi Emergency Management Agency	All Spills Regardless of Quantity	800-222-6362
<b>Montana</b>	Disaster and Emergency Services	Federal RQ Applies	406-841-3911
<b>Nebraska</b>	Department of Environmental Quality	Federal RQ Applies	402-471-2186
<b>New Mexico</b>	New Mexico Environmental Department	All Spills Regardless of Quantity	505-827-9329
<b>North Dakota</b>	Department of Health	All Spills Regardless of Quantity	701-328-5210
<b>Oklahoma</b>	Oklahoma Corporation Commission and Department of Environmental Quality	>10 Barrels of Material Used for Drilling, Any Amount That Enters Water, Federal RQ Applies	405-521-2240
<b>Oregon</b>	Oregon Emergency Response System	Federal RQ Applies	800-452-0311
<b>South Dakota</b>	Department of Environmental and Natural Resources	All Spills Regardless of Quantity	605-773-3296
<b>Texas</b>	Texas Commission on Environmental Quality	RQ is 100lbs. For Any Chemicals That Touch Texas	800-832-8224
<p><b>The information in this table was provided as a courtesy of Environmental Management and Training LLC . Website: <a href="http://www.proactenv.com">www.proactenv.com</a> Phone: 877-EPA-LAWS</b></p> <p><b>This table is to be used as a guide only.</b></p>			