

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**WARNER ROBINS AIR LOGISTICS COMPLEX
INSTRUCTION 91-204
2 JULY 2025**



Safety

STANDARDIZED MISHAP REPORTING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements guidance provided in Department of the Air Force Instruction (DAFI) 91-204, *Safety Investigations and Reports*, and its Air Force Materiel Command (AFMC) supplement. It further establishes standardized procedures for reporting, investigating, and documenting incidents and mishaps involving employee occupational injuries, illnesses, and property damage. It outlines responsibilities of organizational safety and management personnel for notifying Warner Robins Air Logistics Complex (WR-ALC) and other responsible agencies of incidents and mishaps that occur within WR-ALC. It applies to all WR-ALC personnel. Report errors, suggest revisions, and recommend corrective action about this instruction to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander or civilian director of the maintenance group or staff office seeking relief from compliance. Waiver requests will be submitted using the DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, or via electronic mail (e-mail) or memorandum if the form is unavailable. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to DAFMAN 90-161, *Publishing Processes and Procedures*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the AF Records Information Management System Records Disposition Schedule located at https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This revision makes several minor changes to include updating the DAF Form 978, *Supervisor Mishap Report*, and providing mishap class cost breakdown with the aim for supervisors to give a cost range if an exact estimate is not feasible.

Chapter 1

GENERAL

1.1. Mishaps are unplanned occurrences that result in personal illness or injury, property damage, or damage to the natural environment. The items below are provided as a guide to determine those that will be brought to the attention of the WR-ALC commander and other responsible organizations by the most expeditious means. In general, mishaps shall be reported immediately to the chain-of-command when they occur or are discovered. Additional clarifying guidance for reporting in specific circumstances is provided in **paragraph 2.1**. Mishaps include:

- 1.1.1. Ground accidents involving aircraft.
- 1.1.2. Injury to on- and off-duty AF military personnel where medical attention is requested or required or results in limited duty or lost time.
- 1.1.3. Death of on- and off-duty AF military personnel.
- 1.1.4. Injury to, or death of, on-duty AF civilian personnel where medical attention is requested or required or results in limited duty or lost time.
- 1.1.5. Injury to, or death of, non-AF personnel resulting from AF operations.
- 1.1.6. Occupational illness of AF military or AF civilian personnel.
- 1.1.7. In-patient hospitalization, amputation, or eye loss involving AF civilian personnel that occurs within 24 hours of a work-related incident.
- 1.1.8. Damage to any AF property (i.e., aircraft, parts, equipment, or environment).
- 1.1.9. Damage to non-AF property resulting from AF operations.
- 1.1.10. Fires or explosions.
- 1.1.11. Spills or releases of hazardous material.
- 1.1.12. Foreign object damage (FOD)/dropped object (DO) incident.
- 1.1.13. Any incident or event reported to outside agencies (i.e., Occupational Safety and Health Administration (OSHA)).

Chapter 2

PROCEDURES

2.1. Employee Reporting. Employees shall report the following to their chain-of-command (normally, the first-line supervisor) within 24 hours. If not reported within 24 hours of the time of incident, they will be categorized as late.

2.1.1. Reporting Personal Injury. Any incident that results in an injury is believed to have resulted in an injury or subsequently reveals itself as an injury. Known or suspected injuries must be reported as soon as practicable. It is understood that an injury may not become manifest at the time of the incident; however, the report must be made once injury is known to have occurred. Incidents of unknown cause that result in an ambulance call will be treated the same as an injury.

2.1.1.1. Obvious injury. When there is obvious evidence of injury (e.g., bleeding, impalement, severe pain, loss of consciousness), the injury shall be reported immediately, subject to reasonable delay for the administration of first aid. In the case of severe injury, coworkers who discover the injury shall report it.

2.1.1.2. Medical evaluation or treatment sought after end of duty day. When an incident does not produce obvious evidence of injury (e.g., bleeding, burned, or painful), at the time it occurs but an employee subsequently obtains medical evaluation or treatment after the end of the duty day, the employee shall report the incident and the suspected nature of the injury no later than the next duty day after the medical evaluation or treatment. The employee shall also indicate that medical evaluation or treatment was sought.

2.1.1.3. Manifestation of injury after end of duty day. When an incident does not produce obvious evidence of injury at the time it occurs, but an employee realizes that an injury occurred during work hours after the end of the duty day, the employee shall report the incident and the suspected nature of the injury no later than the duty day after the injury became apparent. The employee shall also indicate whether medical evaluation or treatment was sought.

2.1.1.4. Seeking evaluation of work-related injury during duty day. When an incident does not produce obvious evidence of injury at the time it occurs, but an employee elects to seek medical evaluation or treatment during that duty day or any subsequent duty day during work hours, the employee shall report the incident and the suspected nature of the injury prior to end of shift to obtain medical evaluation or treatment.

2.1.1.5. Ambulance call. If an ambulance (or another emergency responder) is called, the incident shall be reported. The report shall be made even if the employee did not request the ambulance; the employee declines medical evaluation, treatment, or transport; the employee is evaluated by emergency responders and found to be uninjured; and/or the employee is evaluated by emergency responders but declines treatment or transport. The employee shall report the incident the same day as the ambulance call. If the ambulance call occurs after business hours, the report shall be made no later than the next duty day.

2.1.1.6. Exposures. Incidents known or suspected to represent an occupational exposure to a hazardous chemical or physical condition (e.g., electrical shock) shall be reported as

soon as the exposure occurs, subject to reasonable delay for the administration of first aid. Any use of an ocular irritant (eyewash bottle), eyewash station, and/or safety shower after an exposure incident shall be reported whether or not injury occurs or is suspected.

2.1.2. Reporting Property Damage or Mishaps. Damage to Government assets under their control or under their unit's control, regardless of severity, shall be reported when it occurs. Any employee who discovers damage shall report the damage as soon as it is discovered.

2.1.2.1. Damage to privately owned assets caused by Government employee or for which the Government has or may have financial liability shall be reported when it occurs. Any employee who discovers damage shall report the damage as soon as it is discovered.

2.1.2.2. Damage caused by the employee to any property not listed above shall be reported when it occurs.

2.1.2.3. Any mishap or event involving petroleum, oil, and lubricants (POL), or hazardous material spills/release shall be reported immediately. Refer to WR-ALCVA 91-204 *Procedure for Incident/Mishap Reporting* (located at <http://www.e-publishing.af.mil/>) and Attachment 2.

2.1.2.4. All FOD and DO incidents or mishaps shall be reported as soon as they are discovered.

2.1.2.5. Any other type of mishap identified in paragraph 1.1 above.

2.2. Supervisors will (reference WR-ALCVA 91-204):

2.2.1. Take immediate action to prevent additional property damage or injury to personnel.

2.2.2. Request emergency assistance, if required, by the fastest means available. Base telephones are the preferred method (dial 911). If calling from a cell phone, dial (478) 222-2900. Handheld radios, where available, may also be used to contact the AMOC. If unable to use a base telephone line, cell phone, or radio, as a last resort, send someone for help. Ambulance service is provided at installation expense to all personnel. There is no charge to personnel for the use of ambulance service.

2.2.3. Immediately notify the AMOC at Defense Switched Network (DSN) 468-3567/468 5428/468-3029 (commercial (478) 926-3567/926-5428/926-3029) of incidents/mishaps including FOD/DO incidents.

2.2.3.1. For serious injuries and/or injuries requiring worker to be transported by ambulance, supervisors will notify squadron/group commander/director or staff office chief and Group Control Center (GCC). For incidents involving staff office personnel not associated with a group, notify the Complex Control Center at Defense Switched Network (DSN) 472-4444 (commercial (478) 222-4444).

2.2.3.2. All ambulance calls shall result in AMOC notification even if the employee did not request the ambulance; declines medical evaluation, treatment, or transport; is evaluated by emergency responders and found to be uninjured; and/or is evaluated by emergency responders but declines treatment or transport. AMOC shall be notified of the incident the same business day as the ambulance call. If the employee declined transport after an ambulance was called, write "declined transport" on DAF Form 978, *Supervisor's Mishap*

Report, Block 29. If the employee declined evaluation by emergency responders, mark Block 25 “no medical treatment needed or sought” and write “declined evaluation” in Block 29. Mark Block 25 “first/self-aid” as appropriate. Note that multiple boxes may be marked in Block 25.

2.2.3.3. Exception to AMOC notification. If the employee declines medical evaluation or transport, do not notify AMOC unless an ambulance call was made. Complete DAF Form 978 and mark Block 25 “first/self-aid” as appropriate. Note that multiple boxes may be marked in Block 25.

2.2.4. If medical treatment appears necessary or is requested by the employee, request injured employee report as follows:

2.2.4.1. Civilian employees should report to the following location for treatment: Occupational Medicine Services (OMS/SGXO), building 207 (normal duty hours), with work-related injuries/illnesses. The employee shall report to OMS, regardless of duty status, the next duty day. The employee will report to OMS prior to returning to work regardless of the day they return. When an employee receives medical treatment off-base for a work-related condition, direct the employee to report to OMS prior to returning to duty. If OMS determines a re-evaluation is needed, employee must return as directed to have an OMS Medical Evaluation for Work Status form updated.

2.2.4.2. Military members should contact the Family Practice Clinic, DSN 497-7812 (commercial (478) 327-7812), for instructions during normal duty hours. If after normal duty hours and non-emergency, contact Central Appointments, DSN 497-7850 (commercial (478) 327-7850), and follow the recorded instructions. In an emergency, members can go directly to the nearest emergency medical center for treatment.

2.2.5. Secure the mishap scene and any failed parts and retain witnesses for mishap investigation purposes until released by WR-ALC/SE. Determination on release of the scene will be made within 2 hours of notification to WR-ALC/SE personnel. Do not detain non-Department of Defense personnel if they are unwilling to wait. Simply obtain their name, phone number, and other pertinent contact information, and a written statement as determined necessary by the supervisor or other responsible personnel at the mishap scene.

2.2.6. Assist safety personnel with the initial investigation of the incident/mishap. In the event of an environmental incident, assist the unit environmental coordinator (UEC) and/or environmental management personnel in the completion of the internal environmental incident notification form, *Organization 24 Hour Incident Notification*, located at https://usaf.dps.mil/teams/10623/Robins/Shared%20Documents/Fuels%20POLs%20Storage%20Tanks/24%20Hour%20Incident%20Notification_May%202023.docx. Brief all shop/office personnel on the mishap at the earliest opportunity, but not later than the next roll call. Coordinate with applicable safety representative to ensure no privileged information is disclosed.

2.2.7. Complete, electronically sign, and submit an DAF Form 978 within 5 duty days following the discovery of the mishap. Forward to the group/squadron/staff office safety specialist for review and signature.

2.2.8. (Supervisor or designee) Provide a property damage cost estimate to the safety investigator within 5 workdays of any damage occurrence. Annotate the reported amount on DAF Form 978.

This estimate allows safety to determine mishap class. At minimum list one of the following price ranges:

- 2.2.8.1. \$2.5M or greater.
- 2.2.8.2. \$600K – \$2.5M
- 2.2.8.3. \$60K-\$600K.
- 2.2.8.4. \$25K-\$60K.
- 2.2.8.5. Less than \$25K.

2.2.9. Notify the AMOC if impoundment is required. If impoundment is necessary, comply with and complete WR-ALC Form 6A, *WR-ALC Aircraft Impoundment Checklist*.

2.2.10. Within 8 hours of notification by the injured civilian employee of his/her desire to submit a claim for injury compensation, the supervisor will enter the claim on behalf of the employee at the Employee's Compensation Operations and Management Portal (ECOMP) at <https://www.ecomp.dol.gov>. Under ECOMP, the employee must file OSHA 301, *Injury and Illness Incident Report*, United States (U.S.) Department of Labor (DOL) Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*; U.S. DOL Form CA-2, *Notice of Occupational Disease and Claim for Compensation*; or U.S. DOL Form CA-7, *Claim for Compensation*. ECOMP will electronically forward it to the supervisor who will review it, complete the employer portion of the form, and forward it to the agency's assigned ECOMP agency reviewer (AR) or OSHA record keeper (ORK). The AR or ORK will perform a final review of the form and file or forward, as needed.

2.2.11. Notify the 78th Security Forces (78 SFS) Base Defense Operations Center (BDOC), DSN 468-2187 (commercial (478) 926-2187), and group vehicle control officer (VCO) if a government vehicle is damaged. Also report any incident involving altercations, driving, or working under the influence of alcohol or drugs, or any other serious offense.

2.3. The AMOC will:

2.3.1. Ensure crash and rescue operations are notified of major aircraft incidents using the appropriate checklist.

2.3.2. Initiate 911 responses for emergencies and out-of-control spills/releases.

2.3.3. Immediately relay the AMOC Accident/Incident Report information to the appropriate WR-ALC safety office located within the groups (WR-ALC/SE for staff offices), the appropriate group commander/director or staff office chief, squadron commander/director, American Federation of Government Employees (AFGE) Local 987, the WR-ALC Control Center, and the appropriate GCC.

2.3.4. After normal duty hours, contact the on-call WR-ALC safety representative and the appropriate group commander/director or staff office chief. The group commander/director or staff office chief will determine if the WR-ALC commander is to be contacted.

2.3.5. Within 402d Aircraft Maintenance Group (402 AMXG) and 402d Commodities Maintenance Group (402 CMXG), the production superintendent will ensure the scene remains secure until the arrival of the on-call safety specialist.

2.3.6. Complete the AMOC accident/incident or FOD/DO report and make the appropriate notifications as listed on the report. The type of mishap and sound judgment by AMOC personnel will determine how (e-mail/phone/fax) and when (after duty hours or next duty day) agencies are notified.

2.4. WR-ALC/SE or authorized designee will:

2.4.1. Receive mishap notification from the AMOC and notify management of any reportable injury, illness, or property damage.

2.4.2. Review all mishaps and events within WR-ALC.

2.4.3. Ensure mishap investigations are conducted in a timely manner and IAW current directives.

2.4.4. As requested, provide assistance in reporting and reviewing mishaps and injuries to any WR-ALC group/staff office.

2.4.5. Maintain sufficient records to provide management with statistics, trend analysis, and associated recommendations for the prevention of occupational illnesses and injuries and environmental incidents.

2.4.6. Provide an on-call point of contact (POC) letter for after normal duty hours to the AMOC.

2.4.7. After normal duty hours, respond to mishaps, as required.

2.5. WR-ALC/SE specialists will:

2.5.1. Evaluate the need to respond to the scene upon notification of a mishap. If the determination is made that a response is necessary, immediately respond to the mishap scene and take control of the scene, all evidence, and any witness statements.

2.6. The responsible group commander/director or staff office chief will:

2.6.1. Assign qualified personnel to gather cost and damage information and relay the amount to the supervisor without delay. This assignment will be made immediately if the accident occurs during normal day shift duty hours; otherwise, it will be made within the first hour of the next normal day shift tour. Annotate the reported amount on DAF Form 978.

2.6.2. Receive and review the completed cost and damage report within 24 hours following the assignment of qualified evaluators (excluding weekends and holidays).

Chapter 3

MISHAP REPORTING FORMS

3.1. First-line supervisors will Complete DAF Form 978 on all mishaps and property damage.

The DAF Form 978 should be submitted within 5 duty days following the discovery of the mishap. Originating units and WR-ALC/SE shall retain DAF Form 978 IAW AFRIMS Table 91-05, Rule 05.00. **Note:** Retention period at the time of publication was 2 years.

3.2. When a civilian employee is sent to OMS for a new injury or illness, the employee will complete an OSHA Form 301, *Injury and Illness Incident Report*, or equivalent. OMS will then

forward a copy of this form to WR-ALC/SE. (Military members are exempt.)

3.3. In all cases. OMS will also provide a copy of the *OMS Medical Evaluation of Work Status* to the civilian employee and forward an electronic copy, via e-mail, to the immediate supervisor and the Complex and group limited duty monitors. Supervisors will ensure that employees return to OMS for re-evaluation (if required by OMS) on the date designated on the form. (Military members are exempt.)

3.4. Consult with the VCO regarding additional reporting requirements for mishaps involving vehicles and/or Material Handling Equipment (MHE). IAW applicable 24-series (Transportation) directive publication.

GOVERNMENT MOTOR VEHICLE (GMV) MISHAP REPORTING

4.1. Unless physically incapacitated by personal injury, the vehicle operator will immediately report all vehicle mishaps to his/her immediate supervisor, who will notify the AMOC, GCC, group/squadron VCO, and BDOC. The AMOC will then notify WR-ALC/SE. In accidents involving government vehicles where the operator is injured to the point where the operator cannot complete the Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*, the VCO or designated representative is responsible to ensure SF 91 is completed. The operator is not required to complete SF 91 when an alternative police report has been made and is available to support the mishap investigation. The supervisor must also complete and submit a DAF Form 978.

4.2. The supervisor is responsible for investigating and collecting the facts on all GMV mishaps involving personnel or vehicles assigned to the organization to determine liability. WR-ALC/SE is available to assist in the investigation.

4.3. In the event a GMV is discovered damaged, and the accountable individual is unknown: The supervisor, assisted by the group/squadron VCO, will prepare an SF 91 for submission to the 78th Logistics Readiness Squadron Vehicle Management Flight (78 LRS/LGRV).

Chapter 5

MATERIAL DAMAGE REPORTING

5.1. Supervisors will ensure property involved is secured and not disturbed until WR-ALC/SE has completed their investigation. Determination on release of the scene will be made within 2 hours of notification to WR-ALC/SE personnel. Compliance with this requirement assumes that leaving the damaged property in place will not jeopardize life or property.

5.2. Immediately report any material damage incidents to the AMOC. Supervisors will complete and submit a DAF Form 978. The DAF Form 978 should be submitted within 5 workdays.

Chapter 6
CORRECTIVE ACTION

6.1. Supervisors will: Take corrective action to eliminate and/or minimize unsafe conditions in the workplace. Disciplinary action may be initiated when gross negligence or deliberate violations of safe operating procedures are observed or noted.

Chapter 7 ASSISTANCE

7.1. S Safety offices are located in: 402 AMXG, 402 CMXG, 402d Electronics Maintenance Group (402 EMXG), and the 402d Maintenance Support Group (402 MXSG) and are available to assist supervisors in all aspects of the mishap reporting process.

7.2. OMS, DSN 497-7590 (commercial (478) 327-7590): is available to assist supervisors with interpreting work restrictions, ordering ergonomic evaluations, completing fitness for duty evaluations, and planning return to work.

7.3. The Injury Compensation Office (AFPC/OWC), DSN 497-9979 (commercial (478) 327-9979). Is available to assist with completion of U.S. DOL forms and answer questions about the claim process.

JON A EBERLAN
Brigadier General
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Record Management and Information Governance Program*, 23 March 2020

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFI 91-204_AFMCSUP, *Safety Investigations and Reports*, 6 January 2022

WR-ALCVA 91-204, *Procedure for Incident/Mishap Reporting*, 14 March 2024

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*

DAF Form 978, *Supervisor's Mishap Report*

OSHA Form 301, *Injury and Illness Incident Report*

SF 91, *Motor Vehicle Accident (Crash) Report*

DOL CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*

DOL CA-2, *Notice of Occupational Disease and Claim for Compensation*

DOL CA-7, *Claim for Compensation*

WR-ALC Form 6A, *WR-ALC Aircraft Impoundment Checklist*

Abbreviations and Acronyms

AF—Air Force

AFGE—American Federation of Government Employees

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFSAS—Air Force Safety Automated System

AMOC—Aircraft Maintenance Operations Center

AR—Agency Reviewer

BDOC—Base Defense Operations Center

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DO—Dropped Object

DOL—Department of Labor

DSN—Defense Switched Network

ECOMP—Employee’s Compensation Operations and Management Portal

e-mail—Electronic Mail

FOD—Foreign Object Damage

GCC—Group Control Center

GMV—Government Motor Vehicle

IAW—In Accordance With

MHE—Material Handling Equipment

OMS—Occupational Medicine Services

OPR—Office of Primary Responsibility

ORK—OSHA Record Keeper

OSHA—Occupational Safety and Health Administration

POC—Point of Contact

POL—Petroleum, oil, and lubricants

SF—Standard Form

SME—Subject Matter Expert

UEC—Unit Environmental Coordinator

U.S.—United States

VCO—Vehicle Control Officer

Office Symbols

78 LRS/LGRV—78th Logistics Readiness Squadron Vehicle Management Flight

78 SFS—78th Security Forces

402 AMXG—402d Aircraft Maintenance Group

402 CMXG—402d Commodities Maintenance Group

402 EMXG—402d Electronics Maintenance Group

402 MXSG—402d Maintenance Support Group

WR-ALC—Warner Robins Air Logistics Complex

WR-ALC/SE—Warner Robins Air Logistics Complex Safety Office

Attachment 2

HAZARDOUS MATERIAL SPILL/RELEASE PROCEDURES

A2.1. Immediately notify the AMOC, DSN 468-3567/468-5428/468-3029 (commercial (478) 926-3567/926-5428/926-3029).

A2.2. Upon discovery of a hazardous spill or release. The person discovering the spill shall first determine if Base notifications are needed. If required, the UEC and/or the Fire Department can be contacted to aid in this determination. Some signs that an area is unsafe include:

- A.2.2.1. Ignition sources that might come in contact with the spilled material.
- A.2.2.2. Bulging tanks or drums.
- A.2.2.3. Visible clouds of unknown gases, fumes, etc.
- A.2.2.4. Personal knowledge of the spilled material or that the associated storage area contains hazardous materials.
- A.2.2.5. Mixing of spilled material that may cause an unknown reaction.
- A.2.2.6. Material leaking at a high rate that cannot be controlled or contained using equipment on site.
- A.2.2.7. If the spill reaches a drain, outside soil, or any surface water or is greater than two feet in any direction.
- A.2.2.8. Any fluid observed coming out of the ground.

A2.3. If the area is determined to be safe. On-site personnel can clean up incidental spills with response equipment kept on-site in spill kits. Depending upon the chemical involved, in general, if the source of the hazardous material release can be stopped, the area can be considered safe. If the release is continuous:

- A.2.3.1. If it is safe to do so, don appropriate personal protective equipment and attempt to stop the source of the leak unless the extent of the release is sufficient to require evacuation.
- A.2.3.2. For liquid releases, use booms and/or absorbent socks to contain spilled material and prevent it from entering storm drains or water resources, as necessary.
- A.2.3.3. If the spill requires notification of response personnel (e.g., the spill is greater than 2 feet in any direction or could potentially enter a storm drain or waterway), call 911 immediately. If dialing from cell phone, dial 478-222-2900.
- A.2.3.4. Cleanup of spills will be directed by the Hazardous Material Spill Response Team/Fire Department.

A2.4. After any spill. The following reporting requirements must be completed by the organization responsible for the material:

- A.2.4.1. Within 24 hours:

A2.4.1.1. Complete the internal environmental incident notification form, Organization 24 Hour Incident Notification, which can be accessed at https://usaf.dps.mil/teams/10623/Robins/Shared%20Documents/Fuels%20POLs%20Storage%20Tanks/24%20Hour%20Incident%20Notification_May%202023.docx.

A2.4.1.2. Email completed form to POCs listed on the form.

A2.4.1.3. Email completed form to group UEC.

A2.4.2. File a copy of this form at site.

A2.4.3. Follow-up with POCs listed on the form to ensure the form was received.