

City of Austin, MN

Spill Reporting & State Assistance Guide

Use this guide when reporting petroleum spills, hazardous material releases, wastewater bypasses, or other incidents that may threaten public safety or the environment.

Emergency Contacts

- Emergency (life/property threat): 911
- Minnesota Duty Officer: 651-649-5451 or 800-422-0798
- National Response Center: 800-424-8802 (when federal reporting is required)

When to Report

Report incidents that pose a public safety risk, environmental threat, or require state notification. This includes spills, leaks, wastewater releases, air releases, and other emergencies requiring assistance.

Legal Reference

Minnesota Statute 115.061 requires immediate notification of discharges that may pollute state waters and requires responsible parties to act to minimize impacts.

What to Do First

1. Protect people first – call 911 if needed.
2. Stop or contain the release if safe.
3. Notify the Minnesota Duty Officer if required.
4. Contact the National Response Center if federal reporting applies.
5. Document the incident. (next sheet for easy documentation)
6. Notify City of Austin Engineering Department at 507-437-9950 or email: gmorris@ci.austin.mn.us – we will work with state agencies to ensure proper protocols are in place to deal with the situation

The Duty Officer will request the following information in this order. (Print out the next page if you would like to help for easy documentation and information gathering.



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Caller Information: _____

- Name, company, address, phone: _____
- Whether police/fire have been notified : _____

Incident Details: _____

- Type of material: _____
- Source (if known): _____
- Project/activity type: _____

Responsible Party & Location: _____

- Owner name, company, contact: _____
- Site name, address, county: _____

Site Details: _____

- Date/time discovered: _____
- Soil type, nearby water, groundwater: _____
- Visible contamination, odors, testing results: _____

Tank Info (if applicable):

- Size, type, contents, containment: _____

Before Ending the Call

- Record Duty Officer number: _____
- Record report number: _____
- Request report copy if needed: _____