

HazMat Telephone Technical Advisory Log

Please fax completed form to:
(503) 373-1825 Attention: Teams

Procedures for Completing the HazMat Telephone Technical Advisory Log

PURPOSE: The HazMat Technical Advisory Log is used to provide a means of collecting information on advisory responses by Regional Teams that do not require the completion of a Hazardous Material Emergency Incident Report. Submit completed logs to OSFM by the **10th** of the following month.

- **TEAM NUMBER** – Fill in HazMat Team Number
- **MONTH & YEAR** – Indicate month and year the log is being completed for.
- **DATE** – Date the request for technical advice was received.
- **COMPANY/AGENCY REQUESTING** – The name of the company or agency requesting technical information. This includes any call from a public entity (e.g. Businesses and industries), but will not include private parties.
- **INCIDENT TYPE** – Select the letter in the key that corresponds with the incident type which most accurately describes the nature of the incident prompting the call. (E.g. o odor, s spill, h highway, f fixed site.)
- **HAZARDOUS SUBSTANCE INVOLVED** – If known, include the substance involved.
- **NAMES OF RESPONDER** – The name of the team member providing technical advise.
- **CALL REFERRED TO** - If the call is referred to another agency, provide agency name. (E.g. local fire dept, DEQ, ODOT.)
- **TOTAL TIME** – Indicate approximate amount of time spent on the call.
- **RECON** – If limited on-site recon was provided, check the box on the right side of the form.

**RETURN COMPLETED HAZMAT TELEPHONE TECHNICAL ADVISORY LOG TO
THE OFFICE OF STATE FIRE MARSHAL – ATTN: HAZMAT TEAMS**

