

## **DEPARTMENT OF NATURAL RESOURCES**

**Administrative Policy No.: 12**

**EFFECTIVE DATE: JULY 1, 2015**

**SUBJECT: NOTIFICATION OF ENVIRONMENTAL  
CONTAMINATION**

**AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY**

### **I. POLICY**

The Louisiana Constitution imposes upon the Department of Natural Resources (DNR) a public trust to protect, conserve and replenish the natural resources of this State. In satisfaction of this obligation, the employees of DNR are required to timely report, through the chain of command, confirmed environmental contamination that poses an immediate and imminent danger to the health, safety and welfare of the citizens of this State.

### **II. PURPOSE**

This policy establishes a procedure for reporting confirmed environmental contamination to ensure timely notice to the public who could be adversely affected by exposure.

### **III. APPLICABILITY**

This policy, applicable to all DNR employees, is in addition to, but does not supersede any other reporting requirement or procedure relative to environmental contamination established by law or internal DNR policy.

### **IV. PROCEDURE**

- 1) DNR employees who, in the course and scope of employment, identify environmental contamination that exceeds applicable federal and state health standards and poses immediate or imminent danger to public health, safety and welfare shall immediately submit a report through the supervisory chain of command to ensure the department's timely and appropriate response to the situation. This report shall include:
  - a) A description, with as much detail as possible, of the nature and location of the contamination;
  - b) The cause of the contamination, if known;

- c) The party(s) responsible for the contamination, if known;
  - d) Sample results, photographs and other such documentation of the contamination, if available; and
  - e) The nearest known water wells, surface water bodies and residential/commercial areas which may be affected by the contamination.
- 2) The reporting employee's supervisor shall submit a copy of the report to the division head and Assistant Secretary who collaboratively will determine the recommended course of action, including contacting the appropriate governmental entity(s) best qualified to address the contamination and provide notice, as warranted, to the public in the area subject to the contamination.
  - 3) When action by the department, in accordance with #2 above, is required responsive to a report of environmental contamination, the Secretary shall be notified and apprised in advance by the Assistant Secretary of the course of action proposed.

**V. EXCEPTIONS**

There shall be no exceptions to this policy.

**VII. QUESTIONS**

Questions regarding this policy should be directed to DNR's Legal Division.

  
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**STEPHEN CHUSTZ, SECRETARY**

6/30/15  
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**DATE**

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