

ADMINISTRATIVE POLICY NO.: 12

EFFECTIVE DATE: November 15, 2004

SUBJECT: Notification of Environmental Contamination

AUTHORIZATION: R. S. 36:354

I. POLICY:

It is the policy of the Department of Natural Resources that known environmental contamination that may affect health, public safety and welfare is reported to the Department by its employees.

II. PURPOSE:

This policy will establish procedures for the reporting of known environmental contamination, and a procedure by which various persons, state agencies and other entities receive notice of environmental contamination that may affect health, public safety and welfare.

III. APPLICABILITY:

This policy will apply to all Offices within the Department of Natural Resources that do field work. This policy shall not apply to nor affect any other reporting requirements or procedures established by DNR or its offices. This policy does not apply to any potential environmental contamination observed outside the course and scope of the employees' work as these complaints may be made as a private citizen to the appropriate state agencies.

IV. PROCEDURES FOR REPORTING KNOWN ENVIRONMENTAL CONTAMINATION THAT MAY AFFECT HEALTH, PUBLIC SAFETY AND WELFARE:

A. In the event that anyone employed by the Department, in the course and scope of their work for the Department, observes conditions or receives scientific information that there is environmental contamination, which may result in harm, or significant impact to health or public welfare shall:

1. Submit a written report to their supervisor describing, with as much specificity as possible, the date and time such conditions were observed or the information received, the physical location of the contamination, the type of contamination (if known), and the nearest known water well, surface water body, residential dwelling and commercial structure.
2. Such report shall describe any other action taken or report made by such employee.

3. If there is an apparent cause (such as a leaking tank), the report should include such cause.
4. The report shall contain any information the employee possesses which may indicate a responsible party for the contamination.
5. The report shall indicate whether any samples or photographs were taken of the environmental contamination.
6. Such report shall contain a list of names, addresses and phone numbers (if known) of any other persons who have observed or reported the environmental contamination.

B. After receiving a report as described above, each supervisor shall submit a copy of the report to the appointing authority or Office head. Such submittal should indicate any additional information acquired and what actions, if any, the supervisor has taken in regard to the reported environmental contamination.

C. Each appointing authority or Office head shall submit a copy of the report, along with a cover letter or memorandum, to the Secretary or his designee and the Public Information Officer. Such submittal should indicate any additional information acquired and what actions, if any, the appointing authority or Office head has taken in regard to the reported environmental contamination.

D. After receipt of such report, the Public Information Officer shall submit a copy of the report to the Department of Environmental Quality, the Department of Wildlife & Fisheries, the Department of Agriculture and Forestry and the Department of Health and Hospitals.

E. The Secretary or his designee and the Public Information Officer shall thereafter confer to determine what further action may be necessary and proper in the circumstances.

F. If, in the judgment of the employee, supervisor, Office head or the Secretary of DNR, the environmental contamination poses an immediate threat to health, public safety and welfare, all reports provided herein shall be made in the most expeditious manner practicable with the formal documentation to follow.

V. PROHIBITIONS:

Employees are not permitted to make any type of public notification to any person or persons without receiving prior approval from the Office of the Secretary.

VI. RESPONSIBILITY:

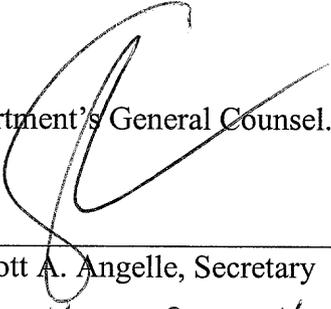
It is the responsibility of each Assistant Secretary to inform employees of this policy and ensure their compliance.

VII. EXCEPTIONS:

Exceptions to this policy may be approved, in writing, by the Secretary

VIII. QUESTIONS:

Questions regarding this policy should be directed to the Department's General Counsel.



Scott A. Angelle, Secretary

11-20-04

Date