



IN REPLY  
REFER TO DESC-F

**DEFENSE LOGISTICS AGENCY**  
DEFENSE ENERGY SUPPORT CENTER  
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FORT BELVOIR, VA 22060-6222

AUG 12 2003

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Routine Reporting of Fuel Spills to DESC-FQ

As part of its environmental protection mission, DESC has a requirement to be notified of all reportable spills involving DLA-owned product at DoD DFSPs worldwide. Spill reports are necessary for a variety of purposes, including: (1) informing program managers of fuel spills; (2) allocating resources necessary for accomplishing timely and cost effective repairs and cleanups; (3) insuring affected fuel storage and distribution facilities are returned to service as quickly as possible; (4) trend analysis; and, (5) assisting in the programming of the DESC environmental budget.

We request that all DFSPs report fuel spills involving DLA-owned product to DESC-FQ (Environmental) and to your respective DESC Region/Office within 24 hours of discovery. In order to accomplish this, DESC has established a central email address to be used to report fuel spills from DFSPs worldwide. This email address is: [desc.spillreports@dla.mil](mailto:desc.spillreports@dla.mil). Reports received at this email address are reviewed by senior DESC environmental protection specialists daily.

We request that all DFSPs begin reporting fuel spills using this email address. The simplest way to accomplish this is to insert the above email address in the "cc:" line of your email message when you make initial notification to your major command. This is not intended to circumvent reporting procedures already in place. You should continue to report fuel spills up through your chain of command and to your respective DESC Region/Office just as you have done in the past.

Locally used spill report forms are acceptable to DESC and can be attached to the email message as long as the following information is included:

1. Date and time of the spill.
2. Location and source of the spill.
3. Type of product spilled.
4. Approximate quantity spilled.
5. Cause and circumstances of the spill.
6. Environmental impact and potential hazards (fire, explosion, etc.), if any.
7. Personal injuries or casualties, if any.
8. Corrective action being taken to control, contain, and clean up the spill.
9. Name and telephone number for the spill cleanup point of contact.
10. Requirement for DESC spill cleanup support and/or funding.

My POC is Mr. Tom Riffe, telephone DSN 427-8296 or (703) 767-8296.

*Donald A. Flowers*

DONALD A. FLOWERS  
Colonel, USAF  
Director

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