

**CLEAN WATER SERVICES (CWS)  
EMERGENCY NOTIFICATION PROCEDURES**

If an industry has a spill, slug discharge, unauthorized discharge, or any other discharge beyond the normal permitted operation, Clean Water Services must be notified as soon as possible.

- Follow these procedures for discharges occurring between the hours of 7 a.m. and 5 p.m. Monday through Friday, with the exception of legal holidays.

Immediately notify Clean Water Services at 503-681-3600. Ask for the Source Control Division. Be sure to state that a potential emergency exists.

The following data should be given.

1. Date, time, and location of the spill;
  2. Type, volume and concentration of waste discharged;
  3. What corrective action has been taken; and
  4. Industrial contact person's name and telephone number where s/he can be reached.
- Follow these procedures for discharges occurring **after normal business hours, during holidays or weekends.**

Call the CWS Main Office at **503-681-3600**. After hours, you will be connected to the CWS answering service. **Be sure to inform the answering service that a potential emergency exists**, giving them items 1-4 above. This will ensure that the CWS Duty Officer is contacted as quickly as possible.