

How to submit a 24-Hour Report to EPA Region 6

1. On the left side of the screen, select the arrow next to "EPA Offshore Incident". When the arrow is selected, a drop-down menu will appear.
2. In the drop-down menu, select "Submit New Incident Report" to report a new incident required by the EPA NPDES GMG290000 General Offshore Oil & Gas Permit.
3. On the right side of the screen, select the "*Create" button to add an incident.
4. Fill out the online form with the necessary information relevant to the incident. When a red asterisk is present, you are required to fill out the information.
5. Once you reach the "Sample Section" in the form, you will see the note: Please Save Incident Event Information then add Sample Information. Continue adding information to the fields below it. Steps 8, 9, 10 & 11 will tell you how to input your sample information later on.
6. On the top right corner of the screen, select "Save". The portal will automatically take you back to the "Offshore Incident Reports" page.
7. The incident report you just created will be shown on the "Offshore Incident Reports" page. Click on the "Edit" button (indicated by a pencil/paper icon).
8. In the "Sample Section", select the "Add Sample Information" button if the sample data is available of the event being reported and then click on the "Save" button. Otherwise, submit and save the sample information when you do receive the lab report. Note: You will see a note that says "Attachments: Please save the sample section before attaching supporting files." You will be able to add an attachment after you click "Save" in the Sample Section.
9. You will be directed to the incident page where you have just added your sampling information to the "Sample Section". Click on the "Edit" button (indicated by a pencil/paper icon) and select the "Attach File" button (indicated by a paperclip).
10. You will now see the "Attachment" page. Next to *File, click on "Choose File" and select the sample file you would like to add. There is a "Comments" section if you would like to provide additional information on the file.
11. Once you have added the attachment and comments, select the "Save" button. You will be directed to the same incident page again. If you need to add additional attachments, follow Step 10 again. You can only add 1 attachment at a time.
12. Review the information on the online form and verify the information is correct.
13. Click "Submit". You may receive a yellow flag if there is missing required information. Once the required information is completed, select the submit button again.
14. You will know your incident report has been submitted to EPA when you can see it in "Saved Incident Reports". This can be found on the left side of the screen under "EPA Offshore Incident".

Note: You will be able to edit the "Sample Section" at any time, which includes adding attachments. However, you will not be able to edit anything else on the incident report. If you would like to make any changes, please contact Mitty Garcia, garcia.mitty@epa.gov or Sharon Angove, angove.sharon@epa.gov.

For technical issues, please contact Linh Nguyen; nguyen.linh@epa.gov.