


Standard Operating Procedures (SOPs) for:		Revised September 1, 2009	
Spill Prevention, Clean Up and Reporting			
Purpose of SOP:	Stormwater pollution prevention procedures for spill prevention and clean up and for reporting spills at municipal yards or facilities.		
Location of SOP:	(Indicate where SOP is kept- electronic or hard copy.)		
Administrator of SOP:	(Indicate who reviews and updates SOP.)		

Prerequisites

1. Employees should attend PACE's general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP should read the materials in the *References and Related Procedures* section of this SOP.

Stormwater Protection Equipment and Materials

1. Spill Response Plan with contact information
2. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, container for dirty absorbent and dustpan).
3. Storm drain inlet Protection (drain covers, booms)
4. Secondary Containment (over pack containers or pallets)

Standard Operating Procedures

1. Spill Prevention - Materials and Waste Handling and Storage

- If possible, liquid or hazardous materials should be handled, used, stored, re-package and transferred indoors or under cover.
- Deliveries of bulk liquids should be supervised. Down gradient storm drain inlets should be covered during deliveries.
- Cover and contain containers, materials and wastes.
- Keep all containers closed unless adding or removing materials.

2. Spill Kit Maintenance

- Spill kits are located at the following locations: _____
- (Name) _____ is responsible for spill kit(s) inventory and re-ordering supplies.
- Inspection of spill kit and re-supplying is done _____x's/_____ (month/year).

3. Spill Clean Up and Storm Drain Protection

- Clean up minor spills immediately.
- Block any down gradient storm drains with berms, covers, absorbent socks or "pigs".
- Never hose down spills or leaks.
- Always use "Dry Clean up Methods" for clean up of fuel spills (gas, diesel, motor oil or kerosene).
 1. Spread absorbents ("kitty litter" or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
 2. Sweep up or pick up the absorbed materials.
 3. Dispose of wastes properly.
- If fluids are leaking or have spilled on an impermeable surface, such as a roadway, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering it.
- Put down absorbent on the spill area.
- After clean up, be sure to sweep up the contaminated absorbent and remove the berm or dike at storm drain.
- If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area and report the spill to 911 or 303-441-4444.

4. Reporting Spills

- Any spill or discharge of any pollutant (ex: oil, paints, fuels, hazardous liquids, sediment, or super-chlorinated water) that reaches storm drains or enters *Waters of the State** must be reported to the CDPHE Emergency Spill Reporting line at 1-877-518-5608.
- If a spill or leak is of a hazardous substance that exceeds 1 pint or is of an unknown substance of any amount, call 911 and notify the Colorado Department Public Health and the Environment 's (CDPHE) 24-hour emergency spill notification hotline at 1- 877-518-5608, immediately.
- If the spill is more than 25 gallons of a petroleum product from a regulated storage tank or delivery truck or any amount that causes a sheen on nearby surface water, it must be reported to the Division of Oil and Public Safety at the Colorado Department of Labor and Employment within 24 hours at (303) 318-8547 or to CDPHE Emergency Spill Reporting line at 1-877-518-5608 – if after normal business hours. If cleanup cannot be accomplished within 24 hours, the Division of Oil and Public Safety must be notified immediately.
- For non-emergency spills, call 303-441-4444 and page Boulder County Public Health Environmental Emergency Response Team to assist with clean up.
- Report spills to the facility supervisor (Name): _____ Phone (____)_____
- Report spills that reach storm drains or waterways to your city's Stormwater Coordinator (Name): _____ Phone (____)_____. (See list at: <http://www.keepitcleanpartnership.org/> or click on: [stormwater coordinators](#) or see list, below.)

Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a Spill Response Plan on site. The plan is located at: _____ (Facility SWPPP or separate document).
2. Post signs as to whom to report spills to (Facility Supervisor, Stormwater Coordinator, Fire Department, BC Dispatch, CDPHE etc.)
3. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location. (This is also recorded in PACE's Training List).
4. Keep copies of any correspondence with CDPHE if the spill reaches "waters of the state". *

References and Related Procedures

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

1. PACE SOP: *Fueling and Fuel Spill Clean Up*
2. PACE BMP: *Good Housekeeping & Spill Prevention*
3. PACE BMP: *Spill Clean Up*
4. PACE BMP: *Liquid Bulk Material Storage, Loading & Unloading*
5. PACE BMP: *Materials Loading & Unloading*
6. PACE BMP: *Outdoor Container Storage*
7. PACE BMP: *Waste Management & Disposal*
8. PACE Resource Sheet: *In Case of a Fuel Spill*
9. CDPHE Spill Reporting Brochure: <http://www.cdphe.state.co.us/hm/spillreportingbroch.pdf>
10. CDPHE Regulation 65: <http://www.cdphe.state.co.us/regulations/wqccregs/100265dischargestoStormSewers.pdf>
11. CDPHE Spill Guidance: <http://www.cdphe.state.co.us/op/wqcc/Resources/Guidance/spillguidance.pdf>
12. Keep It Clean Partnership Stormwater Coordinators list at http://bcn.boulder.co.us/basin/kicp/kicp_links.htm (Also, see below.)

City of Boulder: Stormwater Quality: 303-413-7350, Public Works: 303-413-7100 or Police Dispatch 303-441-3333
City of Longmont: Public Works & Natural Resources: 303-651-8468 or Police Dispatch: 303-651-8501
nights/weekends
City of Louisville: 303-335-4780 or 720-363-9071
Town of Superior: Public Works: 303-499-3675
Town of Erie: Public Works: 303-926-2880
Un-incorporated Boulder County: BC Public Health, Environmental Health, Water Quality: 303-441-1564

** "Waters of the State" means "any and all surface and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems and all water withdrawn for use until use and treatment have been completed. Examples of State waters include, but are not limited to, perennial streams, intermittent or ephemeral gulches and arroyos, ponds, lakes, reservoirs, irrigation canals or ditches, wetlands, stormwater conveyances (when they discharge to a surface water) and groundwater."*