

STORMWATER POLLUTION PREVENTION & SPILL RESPONSE PLAN

for

(enter facility name and address)

Federal and State Phase II storm water regulations require municipal facilities to implement an operation and maintenance program that includes an employee training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Preventing spills of materials and wastes is a significant component of complying with these regulations. However, even with the best prevention efforts, spills may still occur. When they do, it is up to facility personnel to respond quickly and effectively to cleanup the spilled material or notify someone who can. This Spill Response Plan is designed as a template for municipal facilities to develop site-specific individual Spill Response and Prevention Plans. The plan should be kept in a central location that is easily accessible for employees.

INSTRUCTIONS

Each facility can use this template by filling in the blanks and completing the attached:

- Spills that require Special Cleanup,
- Materials Inventory,
- Maximum Cleanup Amounts,
- Facility Map,
- Spill Kit Inventory and labeling, and the
- Employee Training Log.

Once completed, this Plan becomes the facility's individual Plan and must be properly implemented and maintained. The finished Plan should be reviewed and updated at least annually.

Plan Implementation Date: _____

Revision Date(s): _____

Facility's Responsible Person(s) in charge of spill response planning, implementation and maintenance of this Plan:

Name

Phone #

RESPONSIBILITIES

- The **Facility Responsible Person** has primary responsibility for coordinating the response to emergencies, including chemical spills.
- **Supervisors** should ensure that employees are familiar with these procedures and receive any necessary training.
- **All employees** should follow these procedures in the event of a chemical spill.

EMERGENCY CONTACT NUMBERS

The following telephone numbers should be posted near telephones and in other conspicuous locations:

- Outside emergency services (police, fire department, ambulance service): 911
- Hospital: [Avista, Louisville 303-673-1000, Boulder Community 303-440-2273, Exempla, Lafayette 303-689-4000, Longmont United 303-651-5111], Other: _____
- Facility Responsible Person: _____ Phone #: _____
- Safety Department: (if applicable): _____
- Poison Control Center: 303-739-1127
- Regional EPA Office: 303-312-6312
- State environmental agency (Colorado Dept Public Health & Environment: 303-692-3019
- OSHA area office: 1-800-321-OSHA (6742)
- National Response Center: 1-800-424-8802
- Colorado Office of Emergency Management: 303-273-1778
- Boulder County Illicit Discharge Hotline: 303-441-4444
- Boulder County Disaster Preparedness Team: 303-944-8891
- Boulder County Dispatch (Non-emergency): 303-441-4444
- Others: _____

CLEAN-UP PROCEDURES

Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Responsible Person(s) listed above, warn other employees, and leave the area.

The Maximum Cleanup Amounts that properly trained employee can cleanup **are listed on page 8**. In the event of spills greater than these amounts, contact the appropriate responders listed in the Emergency Contact Numbers listed above.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

1. Evacuation

Persons in the immediate vicinity of a spill should *immediately evacuate* the premises (except for employees with training in spill response in circumstances described below). If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel.

2. Spill Control Techniques

Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. MSDSs, absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

3. Spill Response and Cleanup

Chemical spills are divided into three categories: Small, Medium and Large. Response and cleanup procedures vary depending on the size of the spill.

Small Spills: Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

- Quickly control the spill by stopping or securing the spill source. This could be as simple as uprighting a container and using floor-dry or absorbent pads to soak up spilled material. Wear gloves and protective clothing, if necessary.
- Put spill material and absorbents in secure containers if any are available.
- Consult with the Facility Responsible Person and the MSDS for spill and waste disposal procedures.
- In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and **never** wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
- Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.

Medium Spills: Spills where the major dimension exceeds 18 inches, but is less than 6 feet. Outside emergency response personnel (police and fire department HAZMAT teams) should usually be called for medium spills. Common sense, however, will dictate when it is necessary to call them.

- Immediately try to help contain the spill at its source by simple measures only. This means quickly uprighting a container, or putting a lid on a container, if possible. Do not use absorbents unless they are immediately available. Once you have made a quick attempt to contain the spill, or once you have quickly determined you cannot take any brief containment measures, leave the area and alert Emergency Responders at 911. Closing doors behind you while leaving helps contain fumes from spills. Give police accurate information as to the location, chemical, and estimated amount of the spill.
- Evaluate the area outside the spill. Engines and electrical equipment near the spill area must be turned off. This eliminates various sources of ignition in the area. Advise Emergency Responders on how to turn off engines or electrical sources. Do not go back into the spill area once you have left. Help emergency responders by trying to determine how to shut off heating, air conditioning equipment, or air circulating equipment, if necessary.
- If emergency responders evacuate the spill area, follow their instructions in leaving the area.
- After emergency responders have contained the spill, be prepared to assist them with any other information that may be necessary, such as MSDSs and questions about the facility. Emergency responders or trained personnel with proper personal protective equipment will then clean up the spill residue. Do not re-enter the area until the responder in charge gives the all clear. Be prepared to assist these persons from outside the spill area with MSDSs, absorbents, and containers.
- Reports must be filed with proper authorities. It is the responsibility of the spiller to inform both his/her supervisor and the emergency responders as to what caused the spill. The response for large spills is similar to the procedures for medium spills, except that the exposure danger is greater.

Large Spills: Any spill involving flammable liquid where the major dimension exceeds 6 feet in diameter; and any “running” spill, where the source of the spill has not been contained or flow has not been stopped.

- Leave the area and notify Emergency Responders (911). Give the operator the spill location, chemical spilled, and approximate amount.
- From a safe area, attempt to get MSDS information for the spilled chemical for the emergency responders to use. Also, be prepared to advise responders as to any ignition sources, engines, electrical power, or air conditioning/ventilation systems that may need to be shut off. Advise responders of any absorbents, containers, or spill control equipment that may be available. This may need to be done from a remote area, because an evacuation that would place the spiller far from the scene may be needed. Use radio or phone to assist from a distance, if necessary.
- Only emergency response personnel, in accordance with their own established procedures, should handle spills greater than 6 feet in any dimension or that are continuous. Remember, once the emergency responders or HAZMAT team is on the job cleaning up spills or putting out fires, the area is under their control and no one may re-enter the area until the responder in charge gives the all clear.
- Provide information for reports to supervisors and responders, just as in medium spills.

REPORTING SPILLS

All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to 911 or the National Response Center at 800-424-8802. Examples of spills that could affect the outside environment include spills that are accompanied by fire or explosion and spills that could reach nearby water bodies.

Accidental releases of certain toxic substances must be reported to the Colorado Office of Emergency Management and the Boulder County Disaster Preparedness Team, as required by the Emergency Planning and Community Right-to-Know Act. The Responsible Person will also make this determination.

FACILITY MAP

Attach a map or sketch of the facility showing (a) the locations of each spill response kit, (b) the locations where the materials identified on page 6 are normally stored or used, and (c) the location of each storm drain inlet or drainage ditch.

SPILL KIT INVENTORY

List the spill response equipment that will be maintained in each locker (refer to MSDSs to determine recommended clean-up methods and supplies):

LOCKER NUMBER OR LOCATION	ABSORBENTS (bags of loose absorbents, pags, rolls of sheets, containers of neutralizing agents)	TOOLS (shovels, brooms, dust pans, waste containers, squeegees, etc.)	PERSONAL PROTECTIVE EQUIPMENT (impervious gloves, goggles, aprons, boots, dust masks, etc.)	OTHER SUPPLIES (warning tape, labels, markers, MSDSs, etc.)

PERSON RESPONSIBLE FOR MAINTAINING THIS INVENTORY: _____

LABEL SPILL KITS

- Label each spill kit prominently with the words “SPILL KIT” or “ABSORBENTS” etc.
- Label or stencil the necessary emergency telephone number(s) or pager number(s) of persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill locker:

Facility Responsible Person/Phone Number: _____/(____)____-____

Spill Response Contractor (if any)/Phone Number: _____/(____)____-____

State 24-Hour Emergency Spill Reporting Hot-Line: 1 (877) 518-5608

- Stencil the following warning *PROMINENTLY* on each spill locker:

**“WARNING: NEVER HOSE DOWN A SPILL!
CLEAN IT UP PROMPTLY AND DISPOSE OF THE
WASTE PROPERLY.”**

