

# SPILL RESPONSE PROCEDURES

Business Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

## NOTIFICATION

- Verify the emergency condition exists.
  - Call 911 to report the emergency if fire or medical attention is needed.
  - Immediately alert area occupants and supervisor, and evacuate area if necessary.
  - Alert manager / owner of spill\*.
  - If spill presents threat to human health or the environment, notify the Dept. of Ecology (Eastern Regional Office) at (509) 329-2400.
  - If oil or hazardous materials have spilled into state waters, notify the National Response Center at 1-800-424-8802.
  - If spill has entered a storm drain or the sanitary sewer, notify the City of Spokane Wastewater Treatment Plant at (509) 625-7900, or (509) 625-7800 after hours or holidays.
- \* Refer to "Emergency Information for Spill Response" for contact names and phone numbers.

## SPILL CONTAINMENT

- Evaluate spill if you are trained, knowledgeable and equipped to handle the incident.
- Obtain personal protective equipment appropriate for the hazards. Refer to Material Safety Data Sheet (MSDS) or other references for information.
- If safe to do so, stop the source of the spill (plug leak, lift container upright, etc.).
- Protect floor drain from spilled liquids. Use spill socks and absorbents around drains as needed.
- Use pads and/or granular sorbent to clean up spilled materials.
- Leave pads on floor to absorb spilled material.

## SPILL CLEANUP MATERIAL DISPOSAL

- Loose spill control materials should be distributed over the entire spill area, working from the outside, moving to the center.
- Once spilled materials have been absorbed, place pads and sorbent materials in a leak-proof container such as a polyethylene bag or bucket. Appropriate label the containers.
- Dispose of waste materials properly. Spill cleanup materials containing hazardous waste is also considered hazardous waste and should be disposed with a hazardous waste disposal company. Small quantities of non-dripping cleanup materials containing petroleum products only, can be disposed as solid waste.
- Call a spill cleanup contractor if cleanup and disposal is large or hazardous and cannot be safely managed by staff.

# EMERGENCY INFORMATION FOR SPILL RESPONSE

|                       |       |
|-----------------------|-------|
| <b>Business Name:</b> | _____ |
| <b>Site Address:</b>  | _____ |
| <b>Phone Number:</b>  | _____ |
| <b>Date Prepared:</b> | _____ |

## On-Site Emergency Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Alternate Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

| Emergency Response Contacts                  | Number   | Reason  |
|--|--|---|
| Fire/Paramedic/Police                        | 911  | All emergencies   |
| Dept. of Ecology<br>Eastern Regional Office  | (509) 329-3400<br>daytime/after hours                    | Spills that could reach surface,<br>ground water or storm drain.                        |
| National Response Center                     | (800) 424-8802   | For reporting major spills.   |
| Spokane Wastewater Management                | (509) 625-7900<br>(509) 625-7800<br>holidays/after hours | For spills into the storm drains or<br>sanitary sewer, treatment plant<br>notification. |
| City of Spokane Valley<br>Stormwater Hotline | (509) 688-0321   | For spills to stormwater.   |
| Spokane County Utilities                     | (509) 477-3604   | For spills to stormwater.   |
| Spokane Regional Clean Air Agency<br>(SRCAA) | (509) 477-4727   | For air quality regulations and<br>reporting.   |
| Local Fire Department                        | (509) _____  | For information of fire safety<br>regulations.  |

## Nearest Local Emergency Medical Facility

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Material Safety Data Sheets (MSDS) location: \_\_\_\_\_

Spill Control Equipment Location: \_\_\_\_\_

Fire Extinguisher Location(s): \_\_\_\_\_

Hazardous Materials Management Plan Location: \_\_\_\_\_



TO BE POSTED IN CLEAR LOCATION NEAR SPILL KIT