## Spill Prevention and Response

1. **Purpose**

The purpose of this plan is to provide the standard operating procedures to prevent and respond to spills of hazardous substances.

1. **Container Management**

* Chemical substances shall be stored in proper containers to minimize the potential for a spill.
* Chemicals shall be kept in closed containers and stored so they are not exposed to storm water.
* All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
* Do not overfill waste drums. 4”of headspace must remain to allow for expansion.
* All hazardous substance containers must be in good condition and compatible with the materials stored within.
* Implement preventative maintenance activities to reduce the potential for release from equipment.

1. **Housekeeping**

* Keep all work areas and hazardous substance storage areas clean and in good general condition.
* Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
* Provide secondary containers when storing hazardous substances in bulk quantities (>55gl).
* All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
* Any spills on the exterior of the container must be cleaned immediately.

1. **Spill Response Equipment**

* Spill response equipment must be maintained and located in areas where spills are likely to occur.
* Stock spill kits that are compatible with the hazardous substances stored on site.
* Spill kits should be sized to managing an anticipated release.
* Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred)

1. **Spill Response**

The following guidelines shall be used in the event of a hazardous substance release:

* Immediately notify your supervisor and coworkers in the area.
* If the spilled material is flammable or volatile, shut off flame sources and air the area out if it is safe to do so.
* Identify the substance and its hazardous properties.
* If possible, protect floor drains or outside access areas from the spill.
* If the spill is small cordon off the spill area to prevent further access and potential exposures.
* If you or a coworker was exposed to the spilled material, use emergency eye washes or showers, get to a well-ventilated area, and seek medical attention if needed.
* If the spill can’t be contained summon for help.
* In the event of a hazardous substance release spill cleanup materials are to be properly characterized to determine if it designates as a Hazardous Waste.

1. **Spill Reporting**

If a hazardous substance spill has been released to soil, surface water or drains the following notifications must be performed:

* Fire Department (any release that poses an immediate threat to human health, property or the environment).
* County Health Department
* Water/Wastewater Management
* Clean Air Agency
* National Response Center(release of oil or fuel to surface water, or a release of a chemical with an established Reportable Quantity-RQ).

1. **Training**

Employees shall be instructed on the proper response procedures for spilled materials. The training shall include materials available for use, proper waste disposal, and communication procedures.