Hazardous Material and Oil Spill

Health and Safety

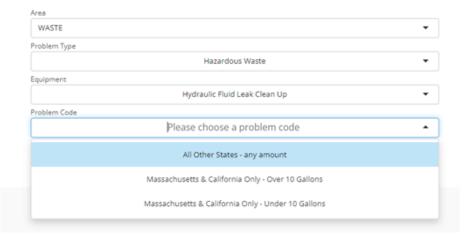


Overview

MASSACHUSETTS has separate procedures and follow steps on pages 2-4. All other states:

Procedure

- 1. Submit a work order in SFM
 - From this the proper vendor will be assigned for dispatch
 - See the drop down options for SFM for reference



Hazardous Material and Oil Spill - Mass.

Health and Safety



Overview

MASS. ONLY

All spills of oil or hazardous material <u>greater than 10 gallons</u> must be reported to the Massachusetts Department of Environmental Protection (MassDEP) <u>within two hours</u> of being made aware of the spill.

Procedure

When being made aware of a hazardous material spill (e.g., hydraulic fluid from a compactor or baler or hazardous chemicals) the Manager on Duty should be notified immediately.

The Manager on Duty should immediately notify the District Manager (DM) and District Loss Prevention Manager (DLPM). If either of these individuals cannot be contacted, do not wait for them to return your call. Continue with this procedure as directed.

The Manager on Duty should assess the spill and confer with the DM and/or DLPM. It is critical to estimate the quantity of spilled material immediately.

If the Spill is More than 10 Gallons

- 1. Immediately contact:
 - Local fire department on the non-emergency line
 - If the leak is coming from a compactor or baler and it is after hours, contact the compactor/bailer vendor (PTR) so they can stop the leak.
 See Call List for phone number.
 - Contact the Massachusetts Department of Environmental Protection (MassDEP) at 1-888-304-1133 within two hours of discovering a spill.
 - Submit a work order in SFM



- 2. Complete the "Discharge Notification Form".
 - The "Discharge Notification Form" must be completed by the Store.
 Manager and reviewed by the District Manager.
 - The form should be filed in the OSHA / Safety folder and kept for one year in the Store Manager's Office.
 - If MassDEP issues a "Notification of Release" form or other documentation, the form should be given to the Store Manager and District Manager, who will partner with Store Operations, Facilities and the Legal Department on next steps and the company's response.

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If the Spill is Less than 10 Gallons

- 1. Immediately contact:
- If the leak is coming from a compactor or baler and it is after hours, call PTR so they can stop the leak.
- If the spill is able to be contained, it does not need to be reported to the MassDEP. TJX Facilities will instruct on next steps.
- If instructed by Facilities to begin clean up, neutralize the source of the spill as necessary unless such action requires putting an Associate in an unsafe situation. Personal protective equipment (gloves, goggles, etc. should always be used).
- The type of chemical spilled should be known and the Safety Data



- 2. Complete the "Discharge Notification Form".
 - The Discharge Notification Form must be completed by the Store Manager and reviewed by the District Manager.
 - The form should be filed in the OSHA / Safety folder and kept for one year in the Store Manager's Office.

Hazardous Material and Oil Spill





Hazardous Material and Oil Spill Discharge Notification Form (Massachusetts Stores Only)	
Type of product:	Discharge date and time:
Estimated quantity released:	Discovery date and time:
Any product released to a body of water (Y/N/Unk.):	Discharge duration:
Location/Source:	
Actions taken to stop, remove, and mitigate impacts of the discharge:	
Affected media (e.g. soil, surface water, containment, etc.):	
Injuries, fatalities or evacuation required?	
What other individuals and/or organizations have been contacted?	
Notification person	Telephone contact: