



Spill Prevention & General Response Plan

NAME AND LOCATION OF FACILITY:

For the purpose of this document, a “Hazardous Material” is defined as: Any material that, because of its quantity, concentration, physical or chemical characteristics, may pose a hazard to human health or the environment. Hazardous materials include the following categories: Flammable or Combustible, Toxic, Corrosive, Oxidizers, Aerosols and Compressed Gases.

Spill Prevention:

The following are general requirements for any hazardous materials stored or used at this facility (named above).

General Requirements:

1. Ensure all hazardous materials are properly labeled.
2. Store, dispense, and/or use hazardous material in accordance with the manufacturer’s specifications.
3. Provide secondary containment when storing hazardous material in bulk quantities (+25gl) or when manufacturer specifications require it.
4. Maintain good housekeeping practices for all hazardous materials at this facility.
5. Routine/Daily and monthly inspections of the hazardous material storage area are to generally be performed by:_____.
6. Monthly inspections of the hazardous material storage area and secondary containment (whether aboveground storage tanks or underground storage tanks) are to be logged on the Monthly Hazardous Material Inspection Log.

Spill Containment:

The primary goal of this Spill Prevention and General Response Plan is to control (stop) the source of the spill, contain any spilled material, and clean up the spill in a timely manner to minimize environmental damage and injury to persons or property.

Each facility should have a binder that contains SDS (MSDS) sheets for every chemical at that facility whether it’s hand soap, floor cleaner, bleach, weed killer, gasoline, etc. This binder should be kept with the Spill Cleanup Kit. These items should be kept in a central, ease to get to, location that is clearly marked similar to a fire extinguisher location.

Always consult the SDS sheet for the specific spilled material for further containment and cleanup instructions.

Emergency Procedures:

- Immediately call 911 in the event of injury, fire or potential fire, or any spill of a hazardous material that gives rise to an emergency situation. Assess the area for any immediate dangers to your health or safety.
- If dangers to health and safety are present move away from the area and notify your supervisor.
- In the event of a small spill, if no dangers to health and safety are present, notify your supervisor and start Spill Response (contain the spill and secure the area).
- In the event of a large spill, a properly trained employee should:
 - Notify the appropriate Emergency personnel as directed above. Your supervisor should assess additional Emergency notification needs (i.e. police & fire).
 - Retrieve the spill kit from the closest location (if there are more than one).
 - Assess the size of the leak or spill and any immediate threat of the spill reaching floor/storm drains or permeable surfaces in the area. If there is an immediate threat to floor/storm drains and there are no safety concerns, then attempt to block the spill from coming in contact with the floor/storm drain or permeable surface. If no drain covers are available, then try to use absorbent material (cat litter, saw dust, sand, dirt, sock booms, rags, etc.) or any other means available to stop the spill from getting into the drains or to any permeable surfaces.
 - If there is no immediate threat to the floor/storm drains or permeable surfaces, or after controlling the spill, put on protective gear (gloves, goggles, protective clothing, etc.) and plug the leak.
 - Once the spill has been contained, the source has been identified and stopped and any immediate threat to floor/storm drains or permeable surfaces has been minimized, commence spill cleanup procedures.

Disposal of cleanup materials from a large or small spill should be handled by trained personnel, in accordance with the Safety Data Sheets specific to the spilled material, as long as it is safe to do so. All contaminated cleanup material and media shall be containerized, properly labeled (contents and date of collection) safely transported back to protective facility and properly stored until such time as it can be properly disposed of.

If the contaminated cleanup material and media is too large to containerize, it may be placed on a large sheet of plastic and then covered with plastic so as to contain it until such time it may be hauled off and disposed of properly.

Also see Nixa Fire Protection District document 206 Emergency Response Procedures.

Spill Reporting:

Missouri state law requires the responsible party (spiller) to report Hazardous Material releases greater than 50 gallons to the Missouri Department of Natural Resources at 573-634-2436 at the earliest practical moment upon discovery. If the release is from underground storage tanks, the reportable quantity is 25 gallons or more. Further, federal law (EPA) requires the responsible party to report ANY release of Hazardous Material if it reaches or threatens any waterway, within 15 minutes of discovery of the spill or release, to the National Response Center at (800) 424-8802. The definition of waterway includes sewers, groundwater, wetland, lakes, creeks, streams, rivers and areas that may not have running water in them at the time, such as ditches that drain into other waterways. Both agencies will want to know **WHAT WAS SPILLED, HOW MUCH WAS SPILLED AND WHERE IT WAS SPILLED.**

Chlorine: the reportable amount of chlorine spill is 10 pounds. Liquid chlorine weighs approximately 1.5 times the amount of water. **Water** weighs 8.34 PPG X 1.5 = 12.51 PPG for Liquid Chlorine.

Spill Tracking:

Any spills greater than one pint must be entered into the Spill Log. If a large catastrophic spill occurs, attach additional pages to describe the event (if needed). Include known or possible causes, areas affected, as well as the method and effectiveness of the cleanup. For small spills (one pint or less), it is sufficient to clean up the spill, dispose of the cleanup material properly and to take measures to prevent a repeat occurrence.

Spill Response:

Only persons trained on this plan shall respond to a spill. If a spill is reportable there should be no less than 2 (as many as needed) trained persons respond for containment and cleanup. If a spill is less than one gallon on hard surface (concrete or pavement) or less than 5 gallons on dirt or soil, chances are one Spill Response Trained person can contain and cleanup without help. Any spill larger than described above will likely take more than one person to contain and cleanup.

Training:

All personnel that may respond to a spill (large or small) need to be trained on the contents and procedures in this plan annually. All training is to be recorded on the provided Training Log.

Plan Management:

Each Superintendent /Department Head, or their designee, shall administer this plan and will be responsible for updating and including any required documentation.

Monthly Inspection Sheet

Date: _____

Acceptable Unacceptable

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | #1. LIDS AND LABELS?
Have all lids and caps have been returned to their proper Place?
Do all containers have legible labels? |
| <input type="checkbox"/> | <input type="checkbox"/> | #2. SIGNS OF SPILLS OR LEAKS?
Is there any evidence that a spill or leak has occurred?
If so, was the spill or leak properly cleaned up?
Was the Spill Log filled out for that incident?
Are there any lingering housekeeping issues? |
| <input type="checkbox"/> | <input type="checkbox"/> | #3. ANY ALARMS OR SENSOR ISSUES (if applicable)?
Have there been any alarm conditions or warning codes on control panels in the past month?
Is the sensor system up and working at time of inspection (test if applicable)?
When was the last time the sensor was serviced (if applicable)? |
| <input type="checkbox"/> | <input type="checkbox"/> | #4. NEW HAZARDOUS MATERIALS?
Has any new hazardous material been introduced to this facility?
Have SDS sheets been provided for any new products?
Have you assessed how to store and handle this new product safely?
Has the new hazardous material information been added to the inventory sheet in this plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | #5. SPILL KIT COMPLETE?
Have any items been used from the spill kit in the past month?
If items are missing, is there an associated entry in the Spill Log?
Are there any items missing that need to be replaced and/or are on order?
Is the spill kit stored where it is supposed to be or has it been moved to a new location?
Is there a sufficient supply of daily cleanup materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | #6. ITEMS FIXED?
Have all deficiencies previously noted (last month) been addressed or made acceptable? |

If any part of the above inspection categories is deemed “unacceptable” then that item is to be marked “unacceptable” and described on the sheet provided for that explanation.

Site Map

(This map should reflect the location of spill kits, inside floor drains, storm drains, and hazardous material storage areas in your facility.)