

SPILL RESPONSE PLANNING & SPILL CONTAINMENT SUPPLIES

Your best defense against the impact of a chemical spill is to be prepared. A Spill Response Plan and a Spill Kit are two ways you can be prepared to respond and cleanup a spill.

Spill Response Planning

Do your employees know how to protect themselves in the event of a petroleum or fluids spill? Even small spills that occur on a regular basis can turn into big problems. A Spill Response Plan prepares you and your employees to deal with small leaks and spills during business operations. A ***Spill Response and Cleanup Plan*** is provided as an attachment. These forms should be posted near the spill kit at the business.

The following elements are recommended as part of your spill response plan.

- Current Material Safety Data Sheets (MSDS) on-site at all times.
- A list of emergency response notification phone numbers and after hour contacts should be posted by phones and provided for all staff.
- Spill response procedures.
- Responsibilities and actions of each employee in the case of an emergency.
- Description and location of emergency equipment such as fire extinguisher, spill control materials and alarm system.
- Training and awareness for employees on a regular basis.

Once you have your spill kit in place, make certain your employees are educated about the location of the spill kit and how to use and dispose of the materials. This is the most important step for implementation of the spill response plan.

POST IN A CLEAR LOCATION NEAR SPILL KIT

ACTIONS

The following are the steps to take in the event of a spill.

Notification

1. Alert manager/owner of the spill.
2. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
3. If there is a fire or medical attention needed, contact Emergency at 911.
4. Evaluate if you are trained, knowledgeable and equipped to handle the incident.
5. If spill gets into storm drain or other water body, call Kitsap 1, 360-337-5777.

Spill Cleanup

1. Obtain personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet (MSDS) or other references for information.
2. Stop source of spill (upright container, plug leak, etc.)
3. Seal off storm drain with berms or drain cover and stop any spread of the spill.
4. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains as needed.
5. Use pads and/or granular sorbent to clean up spilled material.
6. Let pads sit on spill to absorb spill material.

Spill and Cleanup Material Disposal

1. Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splashing or spreading of the spilled chemical.
2. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container.
3. Remove spent pads and/or sorbent and dispose of properly. For information, contact Kitsap 1, 360-337-5777.
4. Call spill cleanup contractor if necessary.

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SPILL RESPONSE AND CLEANUP PLAN

Business/Facility Name: _____

Site Address: _____

Phone Number: _____

Date Prepared: _____

Runoff drains to: _____

Business Owner: Name: _____

Home Phone: _____ Cell: _____

Alternate Contact: Name: _____

Home Phone: _____ Cell: _____

Cleanup Contractor: Name: _____

Home Phone: _____ Cell: _____

FACILITY ACTIVITIES (Check all that apply)

- Fueling and fuel transfer
- Outside drum or container storage
- Vehicle, equipment and building washing
- Outside storage of uncovered materials

LIQUIDS STORE ONSITE (Check all that apply)

Solvents and Paints	Petrochemicals
<input type="checkbox"/> Solvents, Citra Solv, degreasers	<input type="checkbox"/> Antifreeze
<input type="checkbox"/> Paint thinner, turpentine	<input type="checkbox"/> Brake fluid, transmission fluid
<input type="checkbox"/> Paint, coatings, oil based	<input type="checkbox"/> Gasoline
<input type="checkbox"/> Paint latex	<input type="checkbox"/> Machine oil, cutting oils
<input type="checkbox"/> Sealers	<input type="checkbox"/> Motor oil
<input type="checkbox"/> Wood preservatives	<input type="checkbox"/> Hydraulic fluids
<input type="checkbox"/> Other liquids	<input type="checkbox"/> Other liquids

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EMERGENCY CONTACTS

AGENCY	NUMBER	ALL EMERGENCIES
Fire/Paramedic/Police: Kitsap County Department of Emergency Management via CENCOM	911	For a spill that is an immediate threat to human health or the environment
Kitsap 1	(360) 337-5777	For a spill that flows into a public storm drainage system – Remember “Only rain down the drain.”

Material Safety Data Sheets are located: _____

Spill Kits are located: _____

Fire Extinguishers are located: _____

Hazardous Materials Management Plan is located: _____

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