

It is critical to have your employees trained, and have a plan and supplies in place to address spills that might occur on or near your property. A spill plan identifies the materials of concern and outlines the steps to be taken when responding to a spill. Plans are customized to each site and can be prepared in-house or by consultants. A template for a sample spill plan follows. There are numerous resources and templates for spill prevention and clean-up plans that can be found online.

The nature of the business, the type and amount of liquid materials transferred and stored on site, and the potential for spills will dictate the scope and detail of a spill plan. It is critical that the plan be kept up to date to reflect personnel and procedural changes and to have a regular, ongoing review of the plan by all affected employees.

Spill plans should include the following elements:

- Identification of materials of concern
- Spill prevention methods (if you don't have a site pollution prevention plan)
- Likely areas for spill or leaks to occur
- Site plan that identifies the locations of liquid material storage and spill control equipment
- Spill control techniques
- Evacuation procedures (if necessary)
- Cleanup procedures
- Designated responsible employees
- Spill reporting protocols
- Emergency contact numbers

Even if unsure whether a spill presents a threat to human health, welfare, or the environment, go ahead and report it. This will ensure that you have complied with state and federal spill reporting laws. The sooner the agencies know about an incident, the quicker they can deploy resources and assistance to reduce damage to the environment and protect natural resources.

SPILL RESPONSE AND CLEANUP PLAN

Company Name	Date
Site Address	Runoff Drains to

FACILITY ACTIVITIES (Check all that apply)

<input type="checkbox"/> Fueling & fuel transfer	<input type="checkbox"/> Loading/unloading of products
<input type="checkbox"/> Outdoor manufacturing	<input type="checkbox"/> Landscape construction/maintenance
<input type="checkbox"/> Outside drum or container storage	<input type="checkbox"/> Outside storage of uncovered materials
<input type="checkbox"/> Vehicle, equipment & building washing	<input type="checkbox"/> Other: _____

LIQUIDS STORED ONSITE (Check all that apply)

<i>Food Preparation/Waste</i>	<i>Acids, Bases, Chemicals</i>	<i>Other</i>
<input type="checkbox"/> Cooking Oil <input type="checkbox"/> Grease <input type="checkbox"/> Other liquids	<input type="checkbox"/> Acid <input type="checkbox"/> Ammonia <input type="checkbox"/> Caustic, base, lye <input type="checkbox"/> Photographic chemicals	<input type="checkbox"/> Fertilizers <input type="checkbox"/> Inks, dyes <input type="checkbox"/> Other liquids <input type="checkbox"/> Pesticides, herbicides
<i>Food Preparation/Waste</i> <input type="checkbox"/> Cooking Oil <input type="checkbox"/> Grease <input type="checkbox"/> Other liquids	<i>Acids, Bases, Chemicals</i> <input type="checkbox"/> Acid <input type="checkbox"/> Ammonia <input type="checkbox"/> Caustic, base, lye <input type="checkbox"/> Photographic chemicals	<i>Other</i> <input type="checkbox"/> Fertilizers <input type="checkbox"/> Inks, dyes <input type="checkbox"/> Other liquids <input type="checkbox"/> Pesticides, herbicides

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

CONTACTS

Title	Name	Phone Numbers
Site Manager		
Environmental Officer		
Onsite Spill Cleanup Coordinator		
Backup Spill Cleanup Coordinator		
Business Owner		
Cleanup Contractor		

Potential Spill Areas (list all locations)

Spill Material & Spill Kit Locations (list all locations)

Attach a Site Plan

SPILL REPORTING

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified;
- The spill is small and easily contained; and
- The responder is aware of the chemical's hazardous properties.

Spill clean up

- Alert the manager/owner of property where the spill has occurred.
- Obtain personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
- Stop the source of the spill (upright container, plug leak, etc.).
- Seal off storm drains with berms or drain covers and stop any spread of the spill.
- Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
- Use pads and/or granular sorbent to clean up spilled material. Loose spill-control material should be distributed over the entire spill area, working from the outside, circling to the inside. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container.
- Let pads sit on spill to absorb spilled material.
- Remove spent pads and/or sorbent and dispose of properly.

If a spill or release cannot be controlled or injuries have occurred due to the release the following procedures should be implemented:

- Summon help or alert others of the release;
- Evacuate the immediate area and provide care to the injured – Call 911;
- If potential fire or explosion hazards exist, initiate evacuation procedures – Call 911;
- Respond defensively to any uncontrolled spills:
- Use appropriate personal protective equipment when responding to any spill;
- Attempt to shut off the source of the release (if safe to do so);
- Eliminate sources of ignition (if safe to do so);
- Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify the onsite emergency contacts;
- Notify other trained staff and/or emergency response contractors to assist with the spill response and cleanup activities;
- Be prepared to provide MSDS information to the fire department, EMT, hospital or physician;
- Notify the appropriate agency if a release has entered the environment. Refer to the Spill Reporting Table for reporting thresholds.

SPILL RESPONSE AND CLEANUP PLAN, CONTINUED

SPILL REPORTING		
A spill of hazardous material, oil, or other substance, unless there is no chance it will leak out of the building, get into a storm or sewer drain or endanger people.	Ecology Northwest Regional Office: (425) 649-7000	Immediately, but no later than 24-hours after obtaining the knowledge.
A spill or discharge which could constitute a threat to human health, welfare, or the environment.	Ecology Northwest Regional Office: (425) 649-7000 AND 911	Immediately, but no later than 24-hours after obtaining the knowledge.
A spill or discharge of oil or hazardous substances which presents a threat to human or health, welfare, or the environment.	National Response Center: (800) 424-8802 AND Washington Emergency Management Division: 1-800-258-5990 OR 1-800-OILS911 AND Ecology Northwest Regional Office: (425) 649-7000 AND 911	Immediately
A spill or discharge which might cause bacterial contamination of shellfish.	WA State Department of Health: (360) 236-3330 AND Ecology Northwest Regional Office: (425) 649-7000	Immediately
All spills to the storm drain system, including catch basins and drainage ditches, as well as streams, lakes, etc.	King County Stormwater Services: (206) 477-4811	Immediately

To the best of your ability, please be ready with the following information:

- Where is the spill?
- What spilled?
- How much spilled?
- How concentrated is the spilled material?
- Who spilled the material? Is anyone cleaning up the spill?
- Are there resource damages (e.g. dead fish or oiled birds)?
- Who is reporting the spill?
- How can we get back to you?