



<i>Environmental Guideline</i> Spill Response	
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Activity Description
<p>Make correct notifications and application of resources to prevent, detect, contain, control and manage spilled material. Eliminate the discharge of pollutants to sewers and stormwater drainages resulting from materials spills. Mitigate potential impacts by responding quickly with trained personnel.</p> <p>Document spills using CCD-305.08 Spill Reporting Form.</p>

Potential Environmental Risks
<p>The following environmental concerns are associated with this activity:</p> <ul style="list-style-type: none"> • Contamination of soil • Contamination of surface water • Contamination of ground water • Improper or inappropriate disposal of used spill response media.
<p>Potential consequences from performing the activity incorrectly:</p> <ul style="list-style-type: none"> • Environmental damage, injury to fish and wildlife, property damage, personal injury. • Notices of Violation from authorities, legal and monetary penalties, high site clean-up and remediation costs

Critical Tasks / Operating Requirements	
A. General Guidance	<i>Responsible: All Staff</i>
General Considerations	
<ul style="list-style-type: none"> • Each operator conducting spill response activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant as guidance only and does not supersede any laws or legal requirements. • Agency staff is responsible for engineering controls and practices for preventing and containing and controlling spills and releases. • Agency staff is responsible for detecting and responding to spills and leaks as rapidly as possible. • Trained responders, an agency supervisor, or manager must assess the spill site for safety, and make arrangements to protect personnel if material is unknown or known to be dangerous. • Notify the DEH of the spill immediately; <ul style="list-style-type: none"> ○ Call 3-1-1 during normal business hours ○ Call 303-206-0001 after normal business hours • As personnel safety allows, contain and control spill as soon as it is deemed safe to do so. • The agency safety officer should be contacted as soon as possible, but as time allows. • The agency safety officer, a designated supervisor or manager must generate a written spill report, and this report must be made available to the DEH and others as severity and jurisdiction are determined. 	

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Training Requirements

- Personnel involved in activities that have a reasonable possibility of resulting in a spill or release should be trained in proper spill response management, operating and reporting procedures.
- Personnel who regularly perform fueling activities should receive appropriate spill response training and facility specific SPCC training from the operating agency prior to conducting any fueling activities. See Fueling Vehicles and Auxiliary Equipment Guideline.

Storage & Materials Management Requirements

- Spill response materials should be stored in areas where spills are probable, such as product or waste storage, fueling or maintenance areas.
- Spill response materials should be stored in accessible containers with proper labels and signage.
- Ensure that spill kits contain appropriate resource materials i.e., containment booms, granular absorbent, disposal bags, drain cover mats, and personal protective equipment.
- Replace the contents of spill kits with new materials immediately after they have been used.
- Inspect spill kits routinely make sure they are not empty and that their contents are adequate for use in a spill.

B. Planning

Responsible: Agency Management

- B1. Develop site-specific spill response procedures or plans to address prevention, response and clean-up of spills, leaks, or discharges of substances that can impact the environment.
- Train all employees on basic knowledge of spill prevention, response and control procedures.
 - Train key personnel in formal spill prevention, response and control procedures through additional training to first responder level, (29 CFR 1910.120) as required.
- B2. Post emergency contact information and phone numbers of response coordinators, locations of spill kits and emergency response equipment, and a summary of spill response procedures at appropriate work stations and other locations.

C. Critical Activities

Responsible: All Staff

- C1. Identify the spilled material and potential media impacts. Control and mitigate spill impacts safely.
- C2. Notify DEH immediately at 3-1-1 during normal business hours, or at 303-206-0001 after normal business hours with the following information:
- Material and amount spilled.
 - Location and threat to drains and soils
 - Containment or response needs and cleanup progress.
- C3. Control and collect spilled materials using appropriate measures and spill kits.
- C4. Properly contain and dispose of used spill containment and cleanup materials according to DEH guidelines (see the Environmental Guideline for General Regulated Waste Management).
- C5. Coordinate with DEH to file reports and make proper spill notifications.

D. Emergency Response

Responsible: All Staff

- D1. If a spill occurs, refer to Environmental Guideline Spill Response.
- **Call 311 immediately (during normal business hours) or at 303-206-0001 after normal business hours for all spills.**

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D2. This is the emergency response guideline only. In the event of a catastrophic spill or other life threatening condition, request for emergency services immediately by calling 911, or an equivalent action. Protect yourself, alert other, and help minimize imminent dangers. Follow the other procedures described here as appropriate, within reason, and as time allows.

Expected Records / Outputs

<u>Record / Output</u>	<u>Destination / Location Maintained</u>
1. Spill report	<ul style="list-style-type: none"> Communicated verbally or in writing to DEH and other authorities. Document using "Initial Incident Reporting Form" at the end of this guideline.
2. Follow-up Spill Report	<ul style="list-style-type: none"> Communicated to and submitted in writing to the DEH and other authorities.
3. Formal Spill notifications	<ul style="list-style-type: none"> Issued to state and federal authorities by the DEH Manifests and other forms can be obtained from the disposal facility or disposal contractor/broker.
4. Waste disposal profile, LDR, manifests & shipping forms	<ul style="list-style-type: none"> All manifests must be provided to DEH for recordkeeping. Copies of manifests must be maintained on file for at least three years.

References

Phone Numbers

- **DEQ Emergency Response (during normal business hours) 3-1-1**
- DEH DEQ Emergency Response (after normal business hours) (303) 206-0001
- Gary Lasswell (DEH DEQ Environmental Compliance Supervisor) (720) 865-5440
- Paul Bedard (Facility Compliance Program Administrator)..... (303) 880-9865

Guidance Materials (list not limited to the following)

- NIOSH Pocket Guide to Chemical Hazards (NPG)
- DOT Emergency Response Guidebook
- EPA Office of Solid Waste and Emergency Response guidance
- OSHA Emergency Preparedness and Response guidance
- Material Safety Data Sheets (MSDSs)
- NIOSH Pocket Guide (NPG) to Chemical Hazards
- DOT Emergency Response Guidebook (ERG)
- Facility specific Spill Prevention, Control and Countermeasure (SPCC) Plan
- Facility specific Municipal Facility Runoff Control Plan (MFRCP)
- Site specific Construction Activities Stormwater Management Plan (CASMP)
- Facility specific SPCC Plan

Training Materials (list not limited to the following)

- 40 CFR 311 Worker Protection
- OSHA 1910.120 Hazardous Waste Operations and Emergency Response

Related Environmental Guidelines (list not limited to the following)

- CCD.301.03.06 Emergency Preparedness and Response
- CCD.301.03.10 General Regulated Waste Management

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References

Applicable Regulations (list not limited to the following)

Federal:

- 40 CFR 110.3 Discharge of Oil
- 40 CFR 112 Oil Pollution Prevention (SPCC/OPA Plan)
- CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
- 40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
- 40 CFR 122-124 NPDES Regulations for Storm Water Discharges
- 40 CFR 260-282 Federal RCRA Regulations
- 6 CCR 1007-3, Part 261 State RCRA Regulations

State:

- Colorado Water Quality Control Act (CRS 25-8-101 through 25-8-702)
- 5 CCR 1002-61 Colorado Discharge Permit Regulations (CDPHE Regulation 61)
- 5 CCR 1002-65 Regulations for Controlling Discharges to Storm Sewers (CDPHE Regulation 65)
- 6 CCR 1007-3 Part 261 – Identification and Listing of Hazardous Waste (State RCRA Regulations)
- 7 CCR 1101-14 Underground Storage Tanks and Aboveground Storage Tanks
- CCD Municipal Separate Storm Sewer System (MS4) CDPS Permit Number COS-000001

Local:

- [CCD Revised Municipal Code](#)
 - Chapter 24 – Health and Sanitation
 - Sec. 24-8. Unlawful to discharge water or waste into streets.
 - Chapter 49 – Streets, Sidewalks and Other Public Ways
 - Sec. 49-555. Industrial waste water; polluted water.
 - Sec. 49-557. Unlawful to discharge water or waste into streets.
 - Chapter 56 – Utilities
 - Sec. 56-102. (a) Polluted water prohibited in storm sewers and watercourses
- [DPW Rules and Regulations Governing Sewerage Charge and Fees and Management of Wastewater](#)
 - Chapter 7 – Quality Control
 - Sec. 7.01. Prohibited Discharges to the Storm Sewer System