Spill Prevention & Response Plan

For

(enter facility name and address)

Certifiably Green Denver recommends auto repair facilities develop and implement a spill prevention and response plan that includes an employee training component and has the ultimate goal of preventing or reducing pollutant runoff from your facility and to promote good housekeeping practices within the facility. Even with the best preventative efforts, spills may still occur. When they do, it is up to facility personnel to respond quickly and effectively to cleanup the spilled material or notify someone who can. This Spill Prevention and Response Plan is designed as a template for auto repair shops to develop site-specific individual Spill Prevention and Response Plans. The plan should be kept in a central location that is easily accessible for employees and updated as site-specific operations change.

INSTRUCTIONS
Each facility can use this template by filling in the blanks and completing the attached:

_____ Spills that require Special Cleanup
_____ Materials Inventory
_____ Maximum Cleanup Amounts
_____ Facility Map
_____ Spill Kit Inventor and labeling
_____ Employee Training Log

Once completed, this Plan becomes the facility’s individual Plan and must be properly implemented and maintained. The finished Plan should be reviewed and updated at least annually.

Plan Implementation Date: ______________________

Plan Revision Date(s): ______________________

Facility’s Responsible Person(s) in charge of spill response planning, implementation and maintenance of the Plan:
Name __________________ Phone # __________________

__________________________________________________________
__________________________________________________________

Certifiably Green Denver

January 2014 – Version 3.0
RESPONSIBILITIES
- The Facility Responsible Person has primary responsibility for coordinating the response to emergencies, including chemical spills.

- Supervisors should ensure that employees are familiar with these procedures and receive necessary training.

- All employees should follow these procedures in the event of a chemical spill.

EMERGENCY CONTACT NUMBERS
The following telephone numbers should be posted near telephones and in other conspicuous locations:
- Outside emergency services (police, fire department, ambulance service); 911
- Denver Fire Department HazMat: 303-572-4607
- Poison Control Center: 1-800-222-1222
- Emergency Release and Incident Reporting Line: 1-877-518-5608
- Safety Department : (if applicable): __________________________

CLEAN-UP PROCEDURES
Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves only if properly trained and protected. Employees who are not trained in spill cleanup procedures should report the spill to the Responsible Person(s) listed above, warn other employees, and leave the area if necessary.

The Maximum Cleanup Amounts that properly trained employees can cleanup are listed on page 4. In the event of spills greater that these amounts, contact the appropriate responders listed in the Emergency Contact Numbers listed above.

The following general guidelines should be followed for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

1. Evacuation
Persons in the immediate vicinity of a spill should immediately evacuate the premises (except for employees with training in spill response in circumstances described below) if the material poses an immediate health hazard. If the spill is of “medium” or “large” size, or if the spill seems hazardous, immediately notify emergency response personnel.
2. **Spill Control Techniques**
   Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

   NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the material spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

   Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. MSDSs, absorbents, over-pack container, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and “caution-keep out” signs are common spill response items.

3. **Spill Responses and Cleanup**
   Chemical spills are divided into three categories: Small, Medium and Large. Response and cleanup procedures vary depending on the size of the spill.

   **Small Spills:** Any spill where the major dimension is less than 18 inches in diameter. Small spills are generally handled by internal personnel and usually do not require an emergency response by police or fire department HAZMAT teams.

   - Quickly control the spill by stopping or securing the spill source. This could be as simple as up righting a container and using floor-dry or absorbent pads to soak up the spilled material. Wear gloves and protective clothing if necessary.
   - Put spill material and absorbents in secure containers if any are available.
   - Consult the Facility Responsible Person and the MSDS for the spill and waste disposal procedures.
   - In some instances, the area of the spill should not be washed with water. Use Dry Cleanup Methods and never wash spills down the drain, onto a storm drain or onto the driveway or parking lot.
   - Both the spilled material and the absorbent may be considered hazardous waste and must be disposed of in compliance with state and federal environmental regulations.
**Medium Spills:** (to be completed if necessary)

**Large Spills:** (to be completed if necessary)

**REPORTING SPILLS**
All chemical spills, regardless of size, should be reported as soon as possible to the Facility Responsible Person. The Facility Responsible Person will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to 911 or the Environmental Release and Incident Reporting Line at 1-877-518-5608. Guidance on reporting spills can be found at: [http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251619320624](http://www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251619320624)

**MAXIMUM CLEANUP AMOUNTS**
Identify the maximum volume of spill that may be cleaned up by the facility employees or contractors based on material (use 1 qt or 1 lb unless other information is available). Also identify how wastes from a spill of material will be disposed (for example, absorbed and placed in dumpster) and the name and address of the offsite facility to which clean-up wastes will be sent for hazardous waste disposal, if applicable.

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>Max. Volume</th>
<th>Disposal Method/Location</th>
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Describe any material used in your facility that requires special materials and procedures for cleanup beyond those listed above. Provide details regarding hazards associated with these.
**MATERIAL INVENTORY**

List all materials or waste that may require clean up. List the average and maximum amounts on site and their storage locations. *(Ignore any that do not apply and add other materials of concern that are onsite. Use additional sheets if necessary)*.

<table>
<thead>
<tr>
<th>Material</th>
<th>Amount (ave/max)</th>
<th>Location(s)</th>
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<tbody>
<tr>
<td>Antifreeze</td>
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<td>Used Oil</td>
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<td>Motor Oil</td>
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<td>Degreaser</td>
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<td>Hydraulic Oil</td>
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<td>Solvents</td>
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<td>Brake Cleaner</td>
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<td>Other</td>
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**Material Hazards**

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<th>Material</th>
<th>Hazards</th>
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Spill Kits

- Label each spill kit prominently with the words ‘SPILL KIT’ or ‘Absorbent’ etc.
- Label or stencil the necessary emergency telephone number(s) or pager of the persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill kit location.

Facility Responsible Person/Phone Number: ______________ / ( ) - ______

Spill Response Contractor (if any)/Phone Number: ______________ / ( ) - ______

State Emergency Release and Incident Hotline: 1-(877)-518-5608

Spill Kit Inventory
List all response equipment that will be maintained in each spill kit location (refer to MSDSs to determine recommended clean-up methods PPE and supplies):

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ABSORBENTS (bags or loose absorbent, pigs, neutralizing agent, etc.)</th>
<th>TOOLS (shovels,, brooms, waste containers, etc.)</th>
<th>PERSONAL PROTECTIVE EQUIPMENT (impervious gloves, goggles, aprons, boots, etc.)</th>
<th>OTHER SUPPLIES (warning tape, labels, markers, MSDSs, etc.)</th>
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PERSON RESPONSIBLE FOR MAINTAINING THIS INVENTORY:

__________________________________________________________
FACILITY MAP

Attach a map or sketch of the facility showing (a) the locations of each spill response kit, (b) the locations where the material identified on page 5 are normally stored or used, and (c) the location of each storm drain or drainage ditch.