

Spill Prevention and Management Plan Guidelines

The following is a general example of how the data may be organized.

I. Spill Management

A. Facility Characterization:

1. **Site Data**
Description of the facility, location, and nearby businesses or residences, site plan showing location of storage areas for hazardous materials, location of storm drains, yard drainage.
2. **Products/Materials**
List types and amounts of hazardous materials stored at the facility (wastes & products).
3. **Emergency Contacts**
List of individuals who should be contacted in the event of a spill or other emergency. List should include company personnel, police, fire, health department personnel, cleanup contractors, chemical treatment/disposal companies, and other local agencies as necessary.
4. The plan should be posted at appropriate points throughout the facility.

B. Response Actions:

1. Plan should outline what company person (s) is (are) responsible for responding to spills and notification of emergency response teams.
2. Describe equipment and material located on-site to be used in response. Include the location of the equipment and material.
3. Describe plans for evacuation of customers and employees.
4. Describe in detail the procedures that will be followed in responding to emergency situations.

II. Spill Prevention

Describe practices and procedures that are and/or will be used to prevent spills and other emergencies from occurring. These could include employee training, inventory monitoring, inspection, electronic monitoring, catch pans, etc. The plan should be evaluated and updated annually.

Spill Management

The site drawing is attached and placed within the business.

A site drawing should be available to all employees that displays where the hazardous substances are stored and the location of all the storm drains, sewer lines, local surface waters, and spill kits.

Response Actions in the Case of a Spill

- 1) Notify an emergency contact.
- 2) Try to contain the spill and keep it from going outside the building.
- 3) Cover any drains in the building or storm drains where the spill could potentially run.
- 4) Use the spill kits to clean up the spill and properly dispose of the materials. For example, if there is a used oil spill, kitty litter can be used to clean up small spills and the absorbent diapers for larger spills.

Emergency Contacts

Owner's Name _____ Phone/Cell Number _____
Manager's Name _____ Phone/Cell Number _____
Other Emergency Contact _____ Phone/Cell Number _____
Other Emergency Contact _____ Phone/Cell Number _____

Emergency Response Agencies

Fire/Police	911
Washington Emergency Management Division	1-800-258-5990
Department of Ecology Spill Response (For spills over 25 gallons)	(425) 649-7000
Skagit County Health Department Environmental Health (For spills over 25 gallons)	(360) 336-9380
City of Mount Vernon Public Works (For spills that reach a storm drain)	(360) 336-6211

Procedures for Evacuation

- 1) All customers will be safely led out of the building(s).
- 2) All employees will meet in the front of the building to be accounted for.
- 3) No one will return to the buildings until emergency responders arrive on-site and the building is cleared for entrance.

Spill Prevention

Business Name:

Site Address:

City:

Phone Number:

1) Facility inspections are conducted (Daily, Weekly, or Monthly)

- Facility inspection form is attached.

2) When loading, unloading or transferring hazardous substances, employees will:

- Inspect drums and containers for leaks
- Ensure all containers are labeled and have lids
- Ensure all containers are placed within secondary containment when necessary

3) Employee Training includes:

- Proper handling of hazardous substances
- Spill prevention
- Spill clean up, etc.

4) Hazardous substances currently on-site:

Hazardous Substances	Quantity (in gallons)

5) Warning signs are posted in areas containing hazardous substances. The signs display the dangers of the hazardous substance, for example toxic or flammable.

6) Spill prevention for hazardous substances:

- All hazardous substances are stored in proper containers and regularly checked during the facility inspections.
- Hazardous substances containers are stored in secondary containment where a spill would be contained and would not get outside the building or run off an impervious surface, such as asphalt or concrete.

7) Any temporary storage of hazardous substances in bulk:

- Hazardous substance containers are stored in secondary containment where a spill would be contained and would not get outside the building or run off an impervious surface, such as asphalt or concrete.
- Any outside storage will be stored in a covered secondary containment area.

Facility Inspection Form

Business Name:

Site Address:

City:

Phone Number:

Date & Time of Inspection:

Acceptable

Unacceptable

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All hazardous substance containers are properly labeled |
| <input type="checkbox"/> | <input type="checkbox"/> | All hazardous substance containers have lids |
| <input type="checkbox"/> | <input type="checkbox"/> | All hazardous substance containers are stored in their proper areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous substance containers are not leaking or have cracks |
| <input type="checkbox"/> | <input type="checkbox"/> | The spill kit(s) is (are) stocked |
| <input type="checkbox"/> | <input type="checkbox"/> | Any spills have been properly cleaned up |
| <input type="checkbox"/> | <input type="checkbox"/> | MSDS are available for all hazardous substances on-site |
| <input type="checkbox"/> | <input type="checkbox"/> | Other inspection areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Other inspection areas |