

2018

SPILL PREVENTION & RESPONSE PLAN TEMPLATE

Pottawattamie County

Safety & Health Program

Section B 7

It is the policy of Pottawattamie County to provide a safe and healthful workplace for employees. It is the intent of this policy to comply with OSHA requirements listed in 29 CFR 1910.1200; all local, state, and federal laws.



Important Contact Information

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“Company Nurse”:
888-770-0928

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712-328-5550

Approved by the Board of Supervisors
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SPILL PREVENTION & RESPONSE PLAN TEMPLATE

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SITE LOCATION: _____

ADDRESS: _____

FACILITY PHONE: _____

I. Objective:

This spill prevention and response plan is designed to prevent spills and to allow for the proper responses to chemical spills and other emergency releases involving hazardous materials.

For the purposes of this plan, “spill” refers to a release of hazardous materials, not simple liquid cleanup and potential slip hazards. Hazardous materials include chemicals, which present a physical hazard or a health hazard, and biological and other disease-causing agents.

These releases may be rare, but these hazards still must be prepared for. In addition to the hazards to personnel, spills may also lead to environmental damages.

The plan updates should reflect when the hazardous material inventory changes or storage locations of these materials change.

II. Scope & Applicability:

This plan covers both chemical spills and other emergency releases. In addition to this plan, employees shall refer to the following plans when dealing with chemical spills.

Comprehensive Safety and Health Program: This includes hazard analyses and ongoing hazard controls.

Hazard Communication Plan: This includes safety data sheets (SDSs), which are integral to the success of the Spill Prevention Plan, as they provide guidance for spill cleanup and emergency response procedures. SDSs also tie into the comprehensive safety program, as they inform what safety controls are necessary. SDSs must be readily available in each area products are used or stored or where byproducts or chemical waste is present.

Security & Emergency Action Plan: This section addresses the appropriate response to fire, explosion, and other possible emergencies like natural disasters.

III. Authority & Responsibility:

A. Risk Management is responsible for:

1. Working with departments to identify and ensure spill plans are developed when needed.
2. Providing training and technical guidance on SPCC requirements and procedures to all affected employees.
3. Working with departments to ensure regulatory compliance and conduct on-site inspections.
4. Notifying the appropriate regulatory agency in the event of a spill.
5. Responding to and assisting with spill incidents.
6. Reviewing and making recommendations to the Plan when necessary.

B. Departments are responsible for:

1. Enforcing the SPCC Plan provisions among department employees.
2. Providing all necessary funding to comply with the SPCC Plan.
3. Ensuring that initial and annual training requirements are met.
4. Identifying a site Plan Administrator for the department and communicating his/her name to Risk Management.
5. Identifying Responsible Person assigned to conduct daily visual and full-site inspection monthly inspections.
6. Providing and documenting training for department employees and forwarding training records to Risk Management.
7. Facilitating tank inspections by contractors or county personnel and maintaining inspection records.
8. Following county spill response procedures and preparing site specific response procedures that meet or exceed these procedures.
9. Providing a copy of site specific response procedures to Risk Management for review and retention.

10. Maintaining an adequate inventory of spill equipment to clean-up spills in the area under the department's supervision.

11. Reporting spill incidents promptly to Risk Management.

C. Employees are responsible for:

1. Participating in initial and annual training.
2. Ensuring compliance with standard operating procedures related to spill prevention and clean up.
3. Complying with the SPCC Plan requirements.

IV. Roles and Responsibilities [Location designation]:

A. Site Plan Administrator:

_____ is in charge of administering this plan and updating it as needed.

B. Chain of Command for Spill Response:

The chain of command for managing spill responses at this site is:

1. Name: _____ Contact #: _____ Cell or Pager

2. Name: _____ Contact #: _____ Cell or Pager

3. Name: _____ Contact #: _____ Cell or Pager

C. Emergency Responders [Location Designation]:

Five levels of responders, in order of the responsibility they have:

1. **First Responders** are any employees who witness or discover a hazardous substance release and initiate the emergency response. Anyone who could become a first responder must have awareness-level training, so they will recognize emergencies and know whom to contact.

2. **“Operations-level” First Responders** perform initial containment to prevent the spread and further release of hazardous materials as well as controlling exposures. Operations-level first responders for this location include:

3. **Hazardous Materials Technicians** work to clean up the spill. Hazardous materials technicians for this location include:

4. **Hazardous Materials Specialists** use their specific knowledge of the substances to be contained to guide the response. Hazardous materials specialists for this location include:

5. **Incident Commanders** have control of the scene, coordinate the cleanup, and work with outside responders as necessary. Incident commanders for this location include:

V. Spill Prevention

An effective spill prevention program includes inspections, proper labeling, storage, and precautions for containers.

A. Inspections:

Daily visual inspections are conducted to check for the indication of spills or leaks associated with hazardous substance containers, storage tanks both under- and above-ground, and the surrounding areas.

1. Daily visual inspections are conducted by: **[Responsible Person(s)]**.
2. Full-site inspections are conducted by **[Responsible Person]** on at least a monthly basis.

[See Appendix C and D for inspection checklist and log templates.]

B. Labeling and Hazard Communication:

1. Chemical containers (including secondary containers, storage tanks, and containers of chemical waste) are properly label according to the Hazard Communication Standard and GHS.
2. Corresponding SDSs must be readily available.
3. Empty containers must be marked as empty.
4. Use signage to identify hazardous substance storage or waste collection areas.

C. Storage:

1. All hazardous substance containers must be in good condition and compatible with the materials they store.
2. Stored containers must be spaced to allow access.
3. Keep all storage areas clean and in good condition.
4. All hazardous substances must be stored inside buildings or under cover. Follow OSHA guidelines for segregating stored flammable or combustible materials.
5. Store all bulk chemical containers (equal or greater than 55 gallons) with appropriate secondary containment.

D. Other Precautions for Containers:

1. Flammable materials stored or dispensed from drums are properly ground.
2. Do not overfill waste drums (allow four inches of headspace to allow expansion).
3. All hazardous substance containers must be close while not in use.
4. Both during use and when in storage, use drip pans or other collection devices to contain drips or leaks which may exit containers at the point where the material is dispensed.

VI. Spill Containment and Response Plan

Every spill must be clean up as soon as possible. However, the size, nature, and location of the spill determine the procedure for containment and cleanup.

All spills, whether large or small, will be tracked by **[Responsible Person]** using Appendix E and F.

A. For Awareness-Level First Responders:

1. Call for help using chain of command and alert others of the release.
2. Call 911 if appropriate: for example, if the spill is especially large or poses hazards to employees.
3. Do not attempt to contain or clean up the spill. After notifying the proper authorities, leave the scene and report to designated evacuation area.

B. Authorization for Spill Containing or Cleaning:

You are authorized to stop, contain, or clean up a chemical spill if:

- a. You have the proper training for the task. For example, hazardous materials technicians are authorized to clean up the spill, but operations-level first responders are only authorized to perform initial containment.
- b. You are aware of the chemical's hazardous properties.
- c. You will not risk injury to yourself in doing so.
- d. The spill is small and easily contained.

C. Small Spill Procedures:

1. Notify onsite emergency contacts using the chain of command.
2. Use appropriate PPE to protect yourself from the spill.
3. Attempt to shut off the source of the release.
4. Eliminate sources of ignition (if it is safe to do so).
5. Protect drains by the use of adsorbent, booms, or drain covers (if it is safe to do so).
6. Contain any spilled material.
7. Clean the spill up in a timely manner to prevent accidental injury or other damage if trained to do so.

D. Large Spill Procedures:

In the event that the spill/release is large or any amount has been release to soil, surface water, or storm drains or cannot be safety dealt with in-house personnel, the following procedures apply:

1. Call for help using chain of command or 911, if appropriate. Alert others of the release.
2. Evacuate immediate area and provide care to the injured.
3. Incident commanders must coordinate response with local emergency personnel.
4. Contact spill cleanup contractor to properly assist with the cleanup
5. Incident commanders should also notify the appropriate agency if the release has entered the environment.

[See contact information in Section 1.]

E. Fire, Explosion, and Human Health Hazard Procedures:

In the event of a hazardous substance release that has the potential for fire, explosion, or other human health hazards, the following procedures will be implemented by the chain of command:

1. One or more of the following methods will notify facility staff of evacuation:
_____ *[Note: This can include verbal, intercom, portable radio, alarm, or other.]*
2. Emergency services are notified by calling 911.

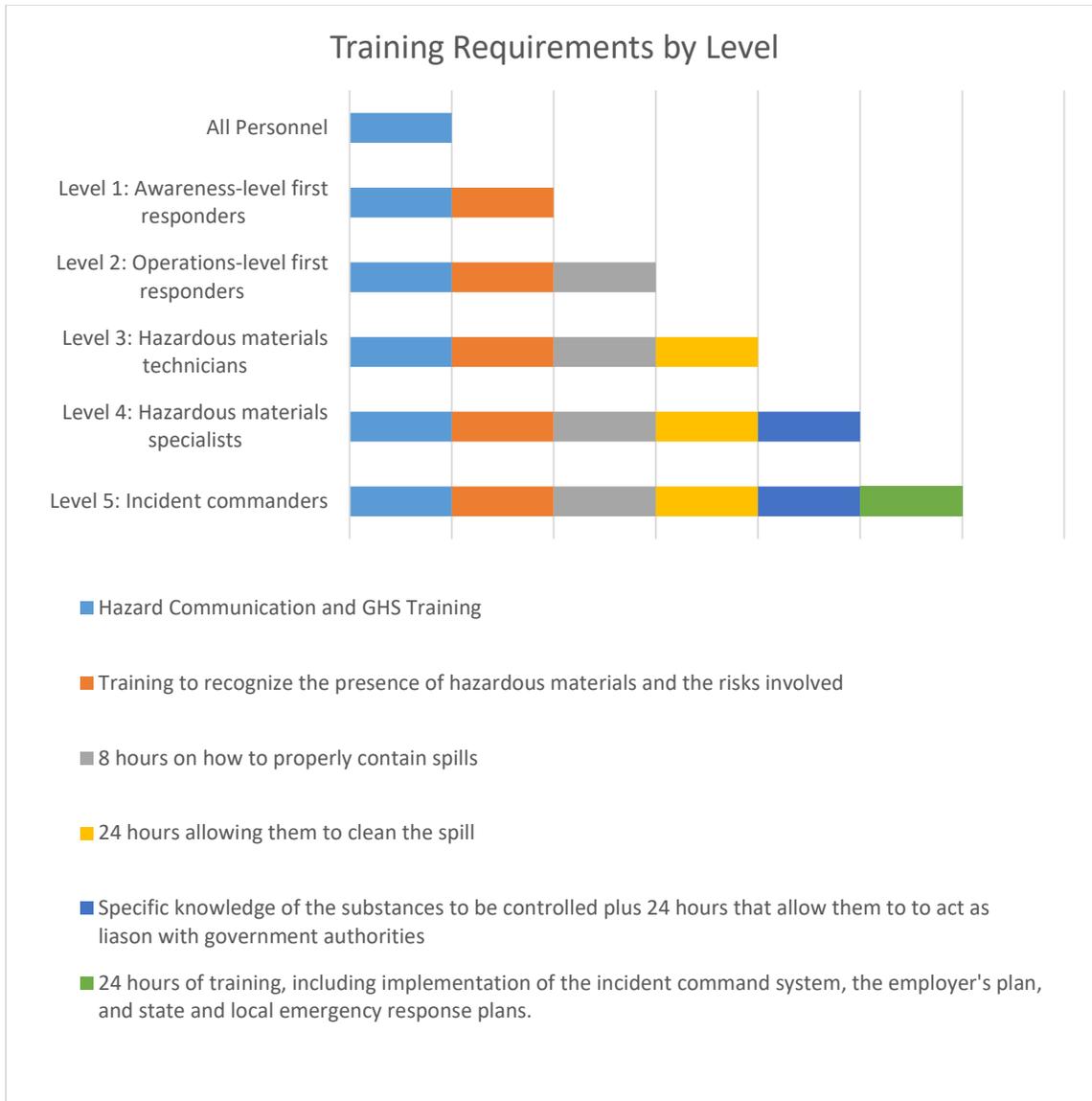
3. Facility staff will follow predetermined evacuation routes and assemble at designated assembly areas. See the Emergency Action Plan for evacuation routes.
4. Some particularly hazardous materials may require specific response procedures. See Appendix H for these specific response procedures.

F. Spill kits:

1. Spill kits should enable the user to manage any anticipated spill or release. Spill kits are maintained and located in areas where spills are likely to occur. See Appendix B for the locations of spill kits.
2. Spill kits must be specific to the hazardous materials, quantities, and locations involved. For example:

<u>Location</u>	<u>Spill Kit Description and Contents</u>
Loading Dock	40-gallon spill kit including 65-gallon over pack drum, universal absorbent socks, pillows and pads, personal protective equipment (specified by the hazard assessment), non-sparking shovel, disposable bags/ties, and Emergency Response Guidebook

3. **[Responsible Person]** will assure that the following is completed:
 - i. Spill kits are compatible with the hazardous substances stored on site.
 - ii. Spill kits are located in areas where spills are likely to occur, such as loading docks, chemical storage areas, or locations where hazardous substances stored.
 - iii. Spill kits are sized to manage an anticipated release. (The spill kit is equal to the largest chemical container.)
 - iv. Emergency response equipment are inspected periodically as part of the monthly inspection to assure that each kit is complete.



MODEL FORMS

Model forms for this program are located on the following pages.
Departments may modify or develop their own forms based on
the specific needs of their department.

Modified forms are subject to
review and approval of Risk Management

SPILL PREVENTION AND RESPONSE PLAN

Appendix B Facility Site Map

Instructions: Create a facility site map that indicates the locations of the following:

- Stored hazardous substances
- Floor, sewer, and storm drains
- Spill kits and other containment or cleanup materials
- Emergency exit routes
- Evacuation meeting places
- Fire alarms
- Fire extinguishers
- Eyewash stations/showers
- First aid stations

SPILL PREVENTION AND RESPONSE PLAN

Appendix C

Visual Inspection Checklist

[Instructions: Personalize an inspection form used for daily visual inspections to check for the indication of spills or leaks in a specific area.]

Inspection Month: _____ Year: _____ Site/Building: _____

Inspector: _____ Inspector's Signature: _____

Area:	[Insert Area to Be Inspected]		
HOUSEKEEPING	YES	NO	N/A
1. Is the area free of spills?			
2. If spills were found: Was the spill cleaned up properly?			
Was the spill log and report completed?			
3. Is the area free of other housekeeping issues?			
SPILL KITS INSPECTION	YES	NO	N/A
4. Are the spill kits in this area complete?			
5. Are the spill kits in this area stored in the appropriate locations?			
HAZARDOUS SUBSTANCES INSPECTION	YES	NO	N/A
6. Are lids secure on all chemical containers in the area?			
7. Are labels present on all chemical containers in the area?			
OTHER SAFETY CONCERNS IN THE AREA	YES	NO	N/A
8. Are storm drain traps free from buildup?			
9. Are drains free from evidence of clogging?			
10. Are filters in good condition? (Choose "no" if they need to be replaced.)			
11. For tanks with alarm systems: Are alarms/sensors operating properly?			
Have alarms/sensors been serviced according to schedule?			
NEW HAZARDOUS SUBSTANCES	YES	NO	N/A
12. If any hazardous substances have been introduced to the area: Have they been added to the hazardous materials inventory?			
Do SDSs exist for all new hazardous substances?			
Have the new containers been properly labeled?			
Are cleanup supplies sufficient for these substances?			

SPILL PREVENTION AND RESPONSE PLAN

NOTES PAGE

For every "NO answer" above, give a description of the deficiencies:

Describe any other concerns:

Describe corrective actions:

SPILL PREVENTION AND RESPONSE PLAN

Appendix D: Visual Inspection Log

Building or Location: _____

Date: _____ Inspection Conducted by: _____

Area		Inspection complete	Area is free from spills or defects? (Yes/No)	Notes
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present on [Date] _____.

[Signature] _____

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Appendix E: Spill Log

Date of spill	Location of spill	Spill size (gallons)	Preventive Measures taken	Spill kit materials reordered	Was spill kit adequate? List deficiencies/missing items

SPILL PREVENTION AND RESPONSE PLAN

Appendix F

Spill Report

[Instructions: Adapt this spill log to fit your organization's needs.]

Site Name: _____ Date of Spill: _____

Spill started at (time): _____ AM PM Spill ended at (time): _____ AM PM

This report filled out by: _____

SPILL TYPE	
Spilled substance (common name):	
Quantity spilled:	
Material concentration:	

SPILL LOCATION			
Describe location:			
Describe damage:			
<input type="checkbox"/> Outdoors <input type="checkbox"/> Indoors	If outdoors, describe weather:		
Did the spill reach water?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:	

RESPONDERS	
Spill discovered by:	
Name of additional responders	Type of responder (operations-level, hazardous material technician, contractor, etc.)

ACTIONS TAKEN	
Communicating/evacuating	
Containment of spill	
Cleanup of spill	
Reporting and documentation	
Analysis and preventive measures	

SPILL PREVENTION AND RESPONSE PLAN

**Appendix G
Training Log**

Class Name: _____ **Class Date:** _____

Trainer: _____ **Trainer's Signature:** _____

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Class Participants:

Name: _____ Signature: _____

[Note: A Copy of the Class Handout attached here as well.]

SPILL PREVENTION AND RESPONSE PLAN

Appendix H

Hazardous Response Procedures

[Instructions: After conducting a hazard analysis and determining which particular hazardous materials may require additional responses, list the hazardous materials and their response procedures here.]

Hazardous Material		Specific Response Procedures in the Event of a Spill
1.		1. 2. 3. 4. 5. 6.
2.		1. 2. 3. 4. 5. 6.
3.		1. 2. 3. 4. 5. 6.
4.		1. 2. 3. 4. 5. 6.