

Spill Plan For: _____

Address: _____

What to do when hazardous materials are spilled:

1) **Ensure employees' safety**

- **Evacuate** staff and customers. **Evacuation plan:**

- **Location of safety equipment, spill kits and neutralization materials:**

2) **Control and contain spill (if safe to do so)**

- **Block drains** with drain covers, booms, socks, shop towels, etc. Outside dirt with a plastic covering can be used as a temporary berm.
- **Contain spill** with materials such as socks and booms. Place leaking container in another container, use a drip pan or other collection devices. If necessary, wear safety equipment.
- **Shut off equipment and machines, turn off valves and pumps.**

3) **Call emergency numbers:** Post these around the shop.

- **City of Shoreline 24 hour Spill Response: 206-801-2700**
- **Dept. of Ecology Spill Response Hotline (Call after calling Shoreline): 800-258-5990**
- **911 if necessary**
- **Owner:**
Phone: _____ **Cell:** _____
- **Manager:**
Phone: _____ **Cell:** _____
- **Property Manager:**
Phone: _____ **Cell:** _____
- **Other/Spill Cleanup Contractor:**

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4) **Clean up spill (IF SAFE TO DO SO) *using protective equipment*,**

- **If it is safe to proceed, clean up spill using gloves, goggles and other protective equipment listed:**
- **Neutralize spills if needed** as described:
- Use booms, socks, absorbent pads, towels, granular or powder absorbent, and drip pans. Make sure your kits are adequately stocked to clean up the largest possible spill. **Materials in kits:**

Have a **site drawing** available for employees displaying where hazardous substances and spill kits are stored, and the location of all storm drains, sewer lines, sumps, and open surface waters. **Attach site map to this plan.** Is site map posted elsewhere in facility? _____

How to dispose of wastes after spill cleanup

- **Remember that sorbent materials used to clean up spills of gasoline and hazardous materials or wastes may need to be managed as hazardous waste.** (Assume they are hazardous unless you determine otherwise.) Review your product material safety data sheets (MSDS) for guidance on managing spills of your particular products and contact King County's Business Waste Line at (206)263-8899.
- Store sorbents with flammable materials such as gasoline in a closed metal container and dispose of as hazardous waste as soon as possible. Do not allow to evaporate.
- Maintain a spill log including material spilled, date, time, amount, location, reason, date/time clean-up, notifications made, and staff involved.
- **Your plan for storage and disposal:**

Training:

When the procedures are complete, review them with your shop workers and the janitorial staff. Keep several copies of this around the shop and let everyone know where they are located. Educating workers is the most important part of the spill plan. Proper training can reduce the risk of worker injury and help reduce the impacts of any spill.

Spill Kits:

Make sure you have a spill kit that is adequately sized for the amount of potential spills of hazardous or dangerous materials. Spill kits should be placed in or near all areas where a spill might occur including at job sites if necessary. We recommend monthly inspection of all spill kits at the facility to keep them full and maintained. Inexpensive spill kits can be purchased from many vendors for example, www.spill-kit.com or locally at Advanced Environmental Solutions, 800-275-3549, www.advenvironmental.com or Seattle Safety and Supply, 206-762-8500, www.safetyandsupply.com.

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Spill Prevention

- 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.

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Facility Inspection Form

Business Name:

Site Address:

City:

Phone Number:

Date & Time of Inspection:

Acceptable

Needs Work

- | | | |
|--------------------------|--------------------------|---|
| <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 and have no 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 (specify) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other inspection areas (specify) |