

## SPILL RESPONSE PROCEDURES

**NOTE: IN CASE OF FIRE, EVACUATE ALL PERSONNEL FROM THE IMMEDIATE AREA, RENDER FIRST AID TO ANYONE WHO IS INJURED, AND DIAL 911 IMMEDIATELY. TAKE APPROPRIATE STEPS TO PROTECT HUMAN LIFE AND TO CONTROL FIRES FIRST. SPILL CONTROL IS A SECONDARY CONCERN.**

spills and leaks.

In general, spill prevention and response procedures should include the following:

- Notification procedures to be used in the event of an accident. At the very least, the Qualified Stormwater Manager should be notified. Depending on the nature of the spill and the material involved, the Colorado Department of Public Health and Environment (24-hour spill reporting line - 877-518-5608), downstream water users, or other agencies may also need to be notified;
- Instructions for clean-up procedures, and identification of spill kit location(s);
- Provisions for absorbents to be made available for use in fuel areas, and for containers to be available for used absorbents; and
- Procedures for properly washing out concrete truck chutes and other equipment in a manner and location so that the materials and wash water cannot discharge from the site, and never into a storm drain system or stream.

Specifically, a release of any chemical, oil, petroleum product, sewage, etc., which may enter waters of the State of Colorado (which include surface water, ground water and dry gullies or storm sewers leading to surface water) must be reported. More guidance is available on the division's website.

**The division's toll-free 24-hour number for environmental hazards and chemical spills and releases is 1-877-518-5608.**

### NOTIFICATION REQUIREMENTS

#### Notification to Parties

All notification requirements, excluding information submitted using the CEOS portal, shall be directed as follows:

Oral Notifications, during normal business hours shall be to: Clean Water Compliance Section

Water Quality Control Division

Telephone: (303) 692-3500

Written notification shall be to: Clean Water Compliance Section Water Quality Control Division

Colorado Department of Public Health and Environment

WQCD-WQP-B2

4300 Cherry Creek Drive South Denver, CO 80246-1530

TABLE B – Emergency Notification Contacts:

<b>Name/Agency</b>	<b>Number</b>
Local Fire, Police Ambulance or Hospital	911
National Response Center	1-800-424-8802
CDPHE – Report Environmental Spills (24 hrs/day)	1-877-518-5608
Colorado Emergency Planning Committee	303-273-1622

## CLEANUP AND REMOVAL PROCEDURES

- Upon detection of any spill, the first action to be taken is to ensure personal safety. All possible ignition sources, including running engines, electrical equipment, or other hazards, will be immediately turned off or removed from the area (if safe to do so).
- The extent of the spill and the nature of the spilled material will be evaluated to determine if remedial actions could result in any health hazards, escalation of the spill, or further damage that would intensify the problem. If such conditions exist, a designated employee will oversee the area of the spill, and the construction supervisor will be notified immediately.
- The source of the spill will be identified and, if possible, the flow of pollutants stopped if it can be done safely. However, no employee will attend to the source or begin cleanup of the spill until **ALL** emergency priorities (fire, injuries, etc.) have been addressed.

## SMALL SPILL PROCEDURES

Small spills (usually <5 gallons) consist of minor quantities of gasoline, oil, anti-freeze, or other materials that can be cleaned up by a single employee using readily available materials. The following procedures shall be used for cleanup of small spills:

- Ensure personal safety, evaluate the spill, and, if possible, stop the flow of pollutants.
- Contain the spread of the spill using absorbents, portable berms, sandbags, or other available measures.
- Spread absorbent materials on the area to soak up as much of the liquid as possible and to prevent infiltration into the soil/pavement.

- Once the liquids have been absorbed, remove all absorbents from the spill and place the materials in a suitable storage container (e.g. 5–gallon bucket).
- On paved areas, wipe any remaining liquids from the surface and place the materials in a storage container. Do not spray or wash down the area using water. For open soil areas, excavate to remove affected soil and any contaminated soil as soon as possible. Place the soil in a suitable storage container. All materials will then be transported offsite for disposal.
- If immediate transfer and storage of the contaminated soil is not practical, excavate and place the contaminated soil on and cover with a double thickness sheet of 3–mil, or higher, polyethylene film. In addition, a small berm should be formed around the outer edges of the soil stockpile, underneath the polyethylene film, to ensure that contaminants are not washed from the site during precipitation events and so materials do not seep through the berm.
- Record all significant facts and information about the spill, including the following:
  - Type of pollutant
  - Location
  - Apparent source
  - Estimated volume
  - Time of discovery
  - Actions taken to clean up spill
- Notify the project manager (or designated employee) of the spill and provide the information regarding the spill. The project manager (or designated employee) will then contact the City.

## MEDIUM TO LARGE SPILL PROCEDURES

Medium to large spills consist of larger quantities of materials (usually >5 to 25 gallons) that are used onsite that cannot be controlled by a single employee. Generally, a number of facility personnel will be needed to control the spill and a response may require the suspension of other facility activities. The following procedure shall be used for the cleanup of medium to large spills:

- Ensure personal safety, evaluate the spill, and, if possible, stop the flow of pollutants.
- Immediately dispatch a front–end loader, or similar equipment, to the spill and construct a berm or berms down–gradient of the spill to minimize the spread of potential pollutants. On paved surfaces, portable berms, sandbags, booms or other measures will be used to control the lateral spread of the pollutants.
- When the spread of the spill has been laterally contained, contact the project manager (or designated employee) and provide them information on the location, type, amount of spilled material, extent of the spread and measures undertaken to contain the contaminants.
- Depending on the nature of the spill, mobilize additional resources as needed to contain the contaminants.
- Cleanup will commence when the lateral spread has been contained and the project manager (or designated employee) notified.

- Freestanding liquid will be bailed or pumped into 55–gallon storage drums, steel tanks or other suitable storage containers. When all the liquid has been removed from the pavement or soil layer, absorbents will be applied to the surface and transferred to the storage containers when they have soaked up as much of the spill as possible.
- On paved surfaces, remaining contaminants will be removed to the extent possible with rags, sweeping or similar measures. The area of the spill will not be sprayed or washed down using water. Any contaminant-soaked materials will be placed into the storage containers with the other absorbents.
- The remaining contaminated soils will be excavated and loaded into a dump truck(s) for disposal offsite at a designated facility. If transport offsite is not immediately available, the remaining soils will be stockpiled on and covered with a double thickness sheet of 3–mil or higher polyethylene film. In addition, a small berm will be formed around the outer edges of the soil stockpile, underneath the polyethylene film, to ensure that contaminants are not washed from the site during precipitation and do not seep through the berm.
- Record all significant facts and information about the spill, including the following:
  - Type of pollutant
  - Location
  - Apparent source
  - Estimated volume
  - Time of discovery
  - Actions taken to clean up spill
- Provide the project manager (or designated employee) with the information regarding the spill. The project manager (or designated employee) will then contact the City.

## NOTIFICATION

Notification to the Colorado Department of Public Health & Environment (CDPHE) is required if there is any release, or suspected release, of any substance, including oil or other substances, that spill into or threaten State waters. Unless otherwise noted, notifications are to be made by the supervisor and only after emergency responses related to the release have been implemented. This will prevent misinformation and assure that notifications were properly conducted. The notification requirements are as follows:

### 1. Spills Into State Waters or Threat to State Waters:

**Immediate notification is required for releases that occur beneath the surface of the land or impact or threaten waters of the State or threaten the public health and welfare.**

**Notifications that will be made are:**

- A. For any substance, regardless of quantity, contact CDPHE at 1–877–518–5608 and provide the following:
  - Your name;

- Location of spill (name of city);
- Nature of the spill, type of products and estimate size of spill; and,
- Type of action taken thus far, and the type of assistance or equipment needed.

B. For any quantity of oil or other fluids, call the National Response Center at 1–800–424–8802 and provide the following:

- Your name;
- Location of spill (name of city);
- Nature of the spill, type of products and estimate size of spill; and,
- Type of action taken thus far, and the type of assistance or equipment needed.

## 2. Reportable Quantity Spill on Land Surface:

Immediate notification is required when oil is released upon the land surface in a quantity that exceeds 25 gallons; when a hazardous substance that equals or exceeds 10 pounds; or, when a reportable quantity under Section 101(14) of the Comprehensive Environmental Response; Compensation Liability Act (CERCLA) of 1980 as amended (40 CFR Part 302); and, Section 329 (3) of the Emergency Planning and Community Right to Know Act of 1986 (40 CFR Part 355), whichever is less. This requirement applies, at a minimum, to the substances listed in the table below.

<b>SUBSTANCE</b>	<b>REPORTABLE QUANTITY</b>
Motor Oil	25 Gallons
Hydraulic Oil	25 Gallons
Gasoline/Diesel Fuel	25 Gallons

Notify the CDPHE at 1–877–518–5608 and provide the following information:

- Your name;
- Location of spill (name of city);
- Nature of the spill, type of products and estimate size of spill; and,
- Type of action taken thus far, and the type of assistance or equipment needed.

## 3. Spills <25 Gallons

Notification is not required for release of oil upon the land surface of 25 gallons or less that will not constitute a threat to public health and welfare; threat to the environment; or, threat of entering the waters of the State.

## SPILL RESPONSE CONTACTS

It is the responsibility of the project manager (or designated employee) to contact the City, CDPHE, and/or the National Response Center, see TABLE B.

- **The National Response Center** is to be contacted when a release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR 110, 4– DFR 117, or 40 CFR 302 occurs during a 24–hour period.
- Notification to the **CDPHE** is required if there is any release or suspected release of any material, including oil or hazardous substances, which spill into or threaten state waters.

TABLE B – Emergency Notification Contacts

Name/Agency	Number
Local Fire, Police Ambulance or Hospital	911
National Response Center	1-800-424-8802
CDPHE – Report Environmental Spills (24 hrs/day)	1-877-518-5608
Colorado Emergency Planning Committee	303-273-1622

## REPORTS

The CDPHE requires written notification of a spill or discharge of oil, or other substance, which may cause pollution of the waters of the State of Colorado. A written report must be submitted to the Water Quality Control District (WQCD) within five days after becoming aware of the spill or discharge.

The CDPHE requires a written final report within 15 days for all releases of an oil or hazardous substance that require implementation of a contingency plan. The CDPHE may also necessitate additional reports on the status of the cleanup until any required remedial action has been completed.

Written notification of reports must contain at a minimum:

- Date, time, and duration of the release;
- Location of the release;
- Person or persons causing and responsible for the release;
- Type and amount of oil or substance released;
- Cause of the release;
- Environmental damage caused by the release;
- Actions taken to respond, contain, and cleanup the release;
- Location and method of ultimate disposal of the oil or other fluids;
- Actions taken to prevent a reoccurrence of the release;
- Any known or anticipated acute or chronic health risks associated with the release; and,
- When applicable, advice regarding medical attention necessary for exposed individuals.