

## **Spill Prevention, Response and Reporting (SR)**

**SR-1: Spill Response**

**SR-2: Spill Reporting & Emergency Contact Information**



**SR-1: Spill Response**

A spill of petroleum products or hazardous materials can pollute soils, surface and groundwaters if not addressed immediately. This SOP outlines procedures to address a spill.

**Procedures and Practices***Non-Emergency (Small Spill)*

- A non-emergency spill is defined as the following:
  - Personnel can respond to with available equipment without endangering themselves or the environment,
  - Involves materials that the personnel work with during routine duties.
- Take the following steps to address a non-emergency spill:

Step 1. Assess the spill area for safety concerns and direction of flow.

- Put on appropriate personal protective equipment (PPE), such as safety glasses or goggles, gloves, apron, rubber boots, and any other PPE as per the Material Safety Data Sheet (MSDS).

Step 2. Stop the spill:

- Approach the spill with the wind at your back;
- Turn off all sources of ignition;
- Remove surrounding materials that could interfere with cleanup or could be contaminated by the spill without placing yourself or others at risk of injury
- Cover nearby floor drains and catch basins;
- Stop the flow by up-righting containers or plugging holes in containers; and
- If necessary, place leaking containers into compatible larger containers.

Step 3. Clean up the spill:

- Obtain absorbent material from the nearest spill kit such as absorbent pads, booms, sandbags and other materials and instruments and place a berm of absorbent material around the edge of the spill to keep it from spreading;
- Confine the spilled material into the smallest area possible; and
- Soak up the remainder of the spill with additional absorbent material.

Step 4. Collect, label, store, and properly dispose of used absorbent in accordance with applicable federal, state and local regulation:

- Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Save the shipping records for at least three years; and
- Products that no longer have free-flowing oil and do not exhibit a hazardous waste characteristic may be managed as standard solid waste for disposal.

Step 5. If you need assistance with the spill, contact the Fire Department.

### *Emergency or Large Spill*

- An emergency spill is defined as the following:
  - Personnel cannot respond with available equipment without endangering themselves or the environment,
  - Do not involve materials that the personnel work with during routine duties.
- Take the following steps to address a non-emergency spill:

Step 1. Evacuate the area.

Step 2. Immediately notify the Fire Department at 911.

## Disposal

- Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed vendors. Licensed vendors will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
- Waste oil contaminated products:
  - Perform the “one drop” test to ensure absorbents do not contain enough oil to be considered hazardous. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
  - If absorbents pass the “one drop” test they may be discarded in the trash, unless contaminated with another hazardous waste.
  - If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fittings lids, labeled “Oily Waste Absorbents Only”.
  - It is acceptable to mix the following fluids and handle them as waste oil: Waste Motor Oil; Hydraulic Fluid; Power Steering Fluid; Transmission Fluid; Brake Fluid; Gear Oil.
  - **Do not mix** the following materials with waste oil, store each separately: Gasoline; Antifreeze; Brake and Carburetor Cleaners; Cleaning Solvents; Other Hazardous Wastes.

## Training

- Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant and understand the spill control materials and personnel safety equipment.
- Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date they last worked at the facility.

# **SOP. SR-2 Spill Reporting & Emergency Contact Info.**

## **SR-2: Spill Reporting & Emergency Contact Information**

This SOP outlines reporting requirements when a spill has occurred.

### **Procedures and Practices**

#### *State and Federal Notification*

- The following spills or releases must be reported immediately to the NHDES Waste Management Division during business hours at (603) 271-3899 or to the state police at 603-223-4381 during off hours:
  - A discharge of any oil into surface water or groundwater of the state;
  - A discharge of 25 gallons or more of oil to land;
  - A discharge of less than 25 gallons of oil to land, unless the discharge is cleaned up immediately and properly disposed of;
  - A discharge of oil that results in the presence of vapors that pose an imminent threat to human health;
  - A discharge of oil resulting in a violation of groundwater quality criteria in a sample collected from a water supply well; or
  - A discharge of oil resulting in the detection of nonaqueous phase liquid (NAPL).
- Additionally, any single oil discharge of greater than 1,000 gallons or more than 42 gallons in each of the two discharges within 12 months, or if discharge violates water quality standards or causes a sheen on surface waters, must be reported to the EPA Regional Administrator and National Response Center Notification within 60 days.
- Be prepared to give the following information
  - Name, location and address of the facility;
  - Your name and phone number;
  - Type and amount of petroleum stored onsite, and maximum storage capacity;
  - What was released, how much, and in what concentration;
  - Where did the release go (i.e. soil, stormwater system, waterbodies, etc.)
  - Corrective action and countermeasures taken, including an adequate description of equipment repairs and/or replacements;
  - An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
  - The cause of such discharge, including failure analysis of system or subsystem in which failure occurred; and
  - Additional preventive measures taken or contemplated to minimize the possibility of recurrence.

#### *Local Notification*

- Notify the Fire Department of all spills greater than 10 gallons or beyond department property lines.



# SOP. SR-2 Spill Reporting & Emergency Contact Info.

## Contact Information

NHDES Waste Management Division (business hours)	(603) 271-3899
State Police (off hours)	(603) 223-4381
Region I EPA	(888) 372-7341
National Response Center	(800) 424-8802
Fire Department	(508) 429-4631 or 911

