

## SOP 4: Spill Prevention, Response and Cleanup

### Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees on maintenance activities and prevention guidance and to help reduce the discharge of pollutants from the MS4 as a result of spills or releases.

### Procedures

The Town of Oxford will implement the following maintenance and prevention activities, spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

#### Maintenance and Prevention Guidance

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility. To protect against contaminant release adhere to the following guidance:

- 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 last worked at the facility.
- Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Implement good management practices where chemicals and hazardous wastes are stored:
  - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
  - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
  - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.
  - d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
  - e. Regularly inspect storage areas for leaks.
  - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
  - g. Maintain accurate records of stored materials.
- Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.

Maintain appropriately stocked spill response kits at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

## Responding to a Spill

Employees should be trained in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). In the event of a spill, follow these spill response and cleanup procedures:

### In the case of an emergency call 911.

Assess the contaminant release site for potential safety issues and for direction of flow.

#### In any of the following cases, call 911:

- **Release greater than five gallons**
- **Release of an unknown substance**
- **Release to a waterbody or stormwater system**
- The Oxford Fire Department will contact the MassDEP Spill Response Team when warranted.
- Notify a member of the facility's Pollution Prevention Team and the facility supervisor

#### If an emergency response is not needed, follow these procedures:

- Notify a member of the facility's Pollution Prevention Team and the facility supervisor
- Complete the following:
  - Stop the contaminant release.
  - Contain the contaminant release through the use of spill containment berms or absorbents.
  - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
  - Clean up the spill.
  - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
    - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
    - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
    - iii. Waste oil contaminated industrial wipes and sorptive minerals:
      1. Perform the “one drop” test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil Management Guide (<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).
      2. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
      3. If absorbents pass the “one drop” test they may be discarded in the trash

unless contaminated with another hazardous waste.

- a. It is acceptable to mix the following fluids and handle them as waste oil:
  - i. Waste motor oil
  - ii. Hydraulic fluid
  - iii. Power steering fluid
  - iv. Transmission fluid
  - v. Brake fluid
  - vi. Gear oil
- b. **Do not mix** the following materials with waste oil. Store each separately:
  - i. Gasoline
  - ii. Antifreeze
  - iii. Brake and carburetor cleaners
  - iv. Cleaning solvents
  - v. Other hazardous wastes
4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”

- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact the **OXFORD FIRE DEPARTMENT: 508-987-0156 or call 911.**
- Fill out the attached Spill Response and Cleanup Contact Form.

### Reporting a Spill

When contacting emergency response personnel be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
  - a. What was released;
  - b. How much was released, which may include:
    - i. Pounds
    - ii. Gallons
    - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
  - a. Pavement
  - b. Soil
  - c. Drains
  - d. Catch basins
  - e. Water bodies
  - f. Public streets
  - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.

8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
  - a. Tanks
  - b. Pipes
  - c. Valves

### **Employee Training**

- Employees who perform work with potential stormwater pollutants are trained annually on proper spill procedures.
- Employees are also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

### **Attachments**

1. Spill Response and Cleanup Contact List Form