
Spill Prevention and Response Plan

[HOW TO USE THIS TEMPLATE:

This document is a sample program and needs to be modified and made specific to your organization, its exposures, and controls that need to be established. In addition, if your organization has multiple locations, each site must have a plan developed for that specific site.

Further instructions are found in brackets throughout this template. After the template has been completely customized and filled out, delete these instructions before the plan is distributed to employees.]

NAME OF BUSINESS: _____

ADDRESS: _____

FACILITY PHONE: _____

Introduction

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 constitute unforeseen and low-probability circumstances, but these hazards still must be prepared for. In addition to the hazards to personnel, spills may also lead to environmental damages.

This plan must be updated to reflect when the hazardous material inventory changes or storage locations of these materials change.

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Scope:

This plan covers both chemical spills and other emergency releases.

It must be used in conjunction with several other programs:

- **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.
- **Incident Response Plan, including an Emergency Evacuation Plan:** This addresses the appropriate response to fire, explosion, and other possible emergency situations like natural disasters.

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Spill Prevention and Response Plan

1. Roles and Responsibilities

Plan administrator:

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

Chain of command for spill response:

The chain of command for managing spill responses is listed here in order of command and contact priority.

- 1. Name: _____ Contact #: _____ Cell or Pager
- 2. Name: _____ Contact #: _____ Cell or Pager
- 3. Name: _____ Contact #: _____ Cell or Pager

This chain of command will be maintained 24/7, 365 days a year.

Alternates or changes to the chain of command will only be made by _____.

[Note: The best answer is the CEO/President of the organization.]

Emergency responders:

There are 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 who 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 include:

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Emergency responders (continued):

- 3. **Hazardous materials technicians** work to clean up the spill. Hazardous materials technicians include:

- 4. **Hazardous materials specialists** use their specific knowledge of the substances to be contained to guide the response. Hazardous materials specialists include:

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

[Note: Fill out these spaces with names or roles in your organization. All organizations with hazardous materials must have first responders and incident commanders at a minimum. However, if you do not have the more specialized positions in your organizations, you must work with a contractor who can assist in emergency situations.]

All of these individuals have specified training, further discussed in Section 4.

Trainers:

_____ shall oversee training for spill prevention and response.

Contractors:

In an emergency situation, **[Organization Name]** will use the services of **[Contractor Name]** to assist with the spill cleaning.

Contact at [Contractor Name]: _____ **Phone #** _____

[Note: This contractors section is optional and can be deleted if you are only using in-house professionals.]

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Agency contact information:

If a release enters the environment, the following agencies will be contacted.

- | | | |
|---|---|---------------------------|
| 1 | [Applicable State] Environmental Agency | Contact #: _____ |
| 2 | [Applicable City] Environmental Services/
Public Utilities Department | Contact #: _____ |
| 3 | [Applicable State] Emergency Management Division | Contact #: _____ |
| 4 | The National Response Center | Contact #: (800) 424-8802 |

[Note: Fill in the contact information. Any non-applicable agencies can be deleted.]

2. Spill Prevention

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

Inspections:

Daily visual inspections will be 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.

These visual inspections will be conducted by **[Responsible Person(s)]**.

[Note: For example, these inspections can be conducted by employees who work in the area.]

Full-site inspections will be conducted by **[Responsible Person]** on at least a monthly basis.

[Note: This type of inspection must be done by management.]

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

Labeling and hazard communication:

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

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Storage:

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

Other precautions for containers:

- Flammable materials stored or dispensed from drums must be properly grounded.
- Do not overfill waste drums (allow four inches of headspace to allow expansion).
- All hazardous substance containers must be closed while not in use.
- 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.

3. Spill Containment and Response Plan

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

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

For awareness-level first responders:

- Call for help using chain of command and alert others of the release.
- Call 911 if appropriate; for example, if the spill is especially large or poses hazards to employees.
- Do not attempt to contain or clean up the spill. After notifying the proper authorities, leave the scene.

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Authorization for spill containing or cleaning:

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

- 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.
- You are aware of the chemical's hazardous properties.
- You will not risk injury to yourself in doing so.
- The spill is small and easily contained.

Small spill procedures:

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

Large spill procedures:

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

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

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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:

- Facility staff will be notified of evacuation by one or more of the following methods: _____ [**Note:** This can include verbal, intercom, portable radio, alarm, or other.]
- Emergency services will be notified by calling 911.
- Facility staff will follow predetermined evacuation routes and assemble at designated assembly areas. See the Emergency Action Plan for evacuation routes.
- Some particularly hazardous materials may require specific response procedures. See Appendix H for these specific response procedures.

Spill kits:

Spill kits should enable the user to manage any anticipated spill or release. They must be maintained and located in areas where spills are likely to occur. See Appendix B for the locations of spill kits.

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 overpack 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

[Responsible Person] will assure that the following is done:

- Spill kits are compatible with the hazardous substances stored on site.
- Spill kits are located in areas where spills are likely to occur, such as loading docks, chemical storage areas, or locations where hazardous substances are being transferred.
- Spill kits are sized to manage an anticipated release. (The spill is equal to the largest chemical container.)
- Emergency response equipment is inspected periodically as part of the monthly inspection to assure that each kit is complete.

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4. Training and Audits

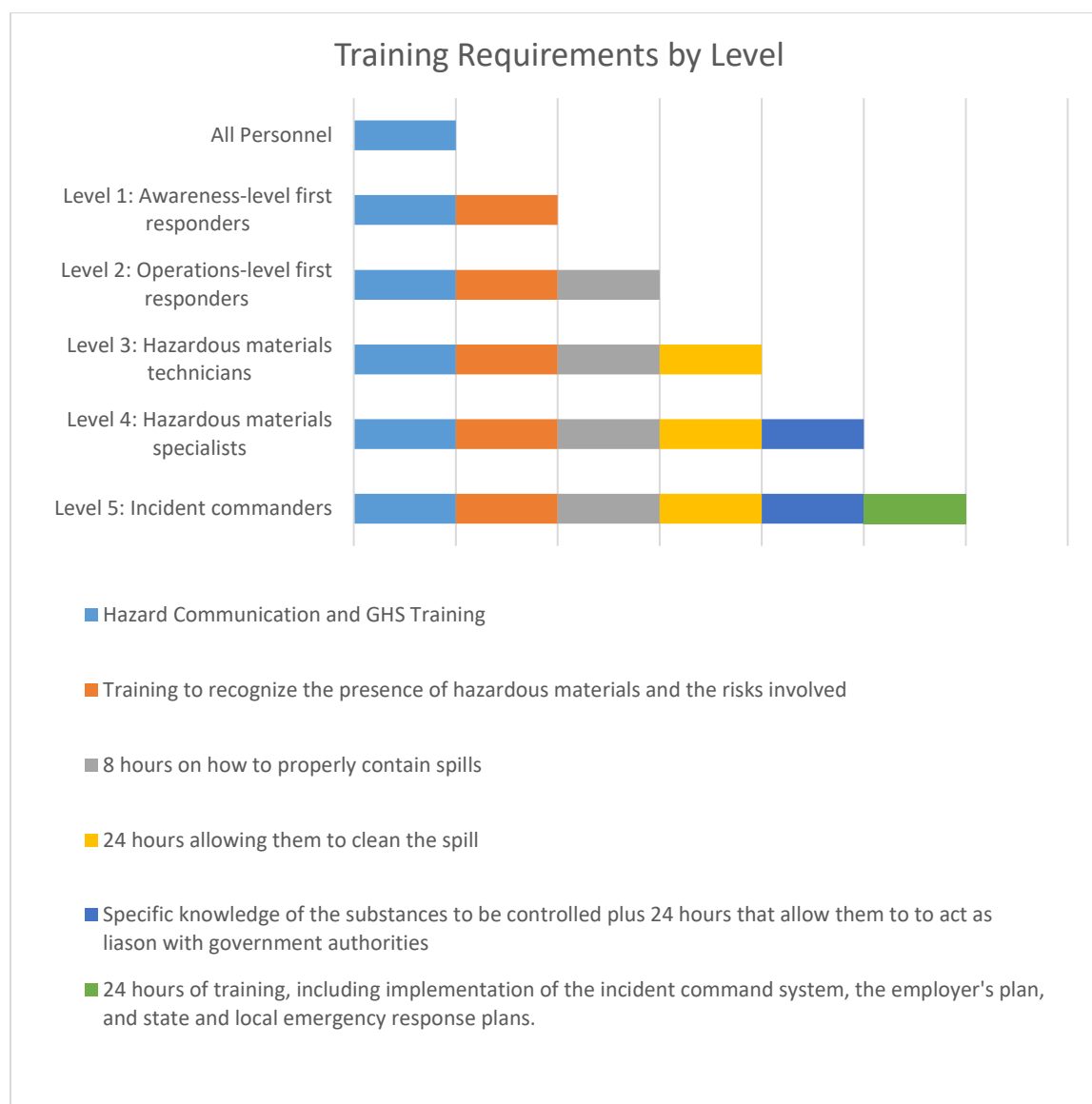
Training:

Training will be tracked using the following method: _____

[Note: Some form of tracking is required. Training Track™ or training logs like those in Appendix G may be used.]

The amount of training required varies by level. Annual refresher training is required for each of the five levels.

Training events can be tracked in the Risk Management Center Training Track™ application, and audits can be created and managed through the Audit Track™ application.



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Emergency drills:

This success of this plan requires that emergency responders be competent in their response to emergencies. Accordingly, emergency drills and responses shall be conducted periodically to replicate actual potential spills. Reviews following each drill will discuss improvements.

[Responsible Person] will schedule and oversee emergency drills.

[Organization Name] will partner with **[External Agency]** in these drills.

[Note: It is recommended that outside agencies be included in these drills and that they be invited to tour the facilities, so they are better equipped to respond properly to actual incidents.]

Program audits:

As is true with any effective program, the Spill Prevention and Response Plan must be audited on an ongoing basis to assure that it is fully up to date and compliant.

[Note: Succeed Management Solution's Audit Track™ can assist in this effort.]

[Responsible Person] will oversee audits.

Audit frequency: _____

[Note: Audits should be done at least annually.]

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Appendix B Facility Site Map

Instructions: Create a facility site map which 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

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Appendix C

Visual Inspection Checklist

[Instructions: Personalize an inspection form to be 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?			

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NOTES PAGE

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

Describe any other concerns:

Describe corrective actions:

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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

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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	

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Appendix G

Training Log

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

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: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

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

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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.