

BASIC SPILL PLAN FOR SMALL QUANTITY GENERATORS (SQG)



Thurston County
Business Pollution
Prevention Program

☎ 360-867-2664

📞 TDD: 360-867-2603



THE PROBLEM

Accidental spills of hazardous materials, hazardous waste, or petroleum products can have negative impacts on public health and the environment. Business owners that use and store dangerous substances can take steps to prevent spills from happening and should know what to do in case a spill does occur.

THE OPTIONS

The following outline is intended to help business owners and operators create a spill plan. The basic parts of the plan are in bold and underlined type. Below these headings are listed specific topics to be addressed. Only address those parts and topics that are applicable to your business. If you have more than one business location, you should write a spill plan specific to each location. A current copy of the plan should always be available to all employees.

General Information

- List the types and amounts of hazardous materials (product) and hazardous waste on site.
- List the types of spill response equipment and personal protection equipment needed for each hazardous material.
- Show the locations of any hazardous material and spill response equipment on a hazardous material spill response map.
- Describe the disposal practices to be used for contaminated soil and spill absorbents (Reference "Managing Used Shop Towels and Contaminated Absorbent Materials" fact sheet).

Spill Prevention and Control

- Provide secondary containment for all liquid hazardous material and wastes.
- Inspect secondary containment units and storage containers regularly for leaks or damage. Document routine inspections.
- Ensure you maintain an adequate supply of the correct type and amount of spill control equipment kept on site (petroleum or water-based spill pads, pads or boom, drain plugs).
- Immediately clean up leaks and drips of hazardous material and fix the cause.

Emergency Response Plan

- Train staff on spill prevention/clean up and document the training your employees receive, when they receive it, and where training records are kept.
- Maintain an internal emergency contact list of personnel and their responsibilities to be contacted in a case of spill where hazardous materials are stored – including after hours.
- Maintain an external emergency contact list in case of a reportable hazardous material release to include the Department of Ecology Spills Program, Fire, Police, and Ambulance.

Reporting and Records

- Document all spills or releases and include details on the location, type, quantity of the spill and all testing, cleanup, disposal and notification activities.
- Maintain records of any hazardous material release cleanup assessment from Ecology.
- Maintain records of all emergency response or spill response training and certifications.
- Maintain records of all hazardous material disposal or recycling (for at least 3-5 years).

ADDITIONAL INFORMATION

For more information, including how to set up a free on-site technical assistance visit:

- Call the Thurston County Hazardous Waste program at 360-867-2664 / TDD 360-867-2603
- Email PHSSPollutionPrevention@co.thurston.wa.us
- Visit our website at www.co.thurston.wa.us/health/ehhw/index.html

In partnership with:



Hazardous Materials Inventory for: _____

Hazardous Material Manager: _____ Phone: _____

Hazardous Material Name	Location	Safety Data Sheet (yes/no)	Number of Containers	Container Size (quarts, gallons, 55-gallon drum)	Quantity Upper Limit (gallons or pounds)	Spill Response Equipment and Personal Protective Clothing Needed

Inspection of hazardous materials and storage areas should include container integrity, correct labels, lids closed, adequate secondary containment for all containers, containment units are clean of spills, spill kits are inventoried and stocked, and hazardous materials do not pose a risk of release to the environment. Inspections will be performed and documented routinely.



Legend (symbols):

Hazardous Materials Storage	_____	Spill Kits	_____
Hazardous Waste Storage	_____	Floor Drains	_____
Fuel Storage Tanks	_____	Fire Extinguishers	_____
Oil Storage Tanks	_____	Emergency Exits	_____

Emergency Contacts: Ambulance (911) Poison Center: (800) 221-1222
Hazardous Materials Manager: _____
Business after hours contact: _____
Report Hazardous Materials Spills to:
WA Dept. of Ecology Southwest Region Spills (360) 407-6300
AFTER HOURS SPILL RESPONSE: Call 911 LOCAL FIRE Dept: _____