SPILL RESPONSE PLANNING & SPILL CONTAINMENT SUPPLIES

Your best defense against the impact of a chemical spill is to be prepared. A Spill Response Plan and a Spill Kit are two ways you can be prepared to respond and cleanup a spill.

Spill Response Planning

Do your employees know how to protect themselves in the event of a petroleum or fluids spill? Even small spills that occur on a regular basis can turn into big problems. A Spill Response Plan prepares you and your employees to deal with small leaks and spills during business operations. A Spill Response and Cleanup Plan is provided as an attachment. These forms should be posted near the spill kit at the business.

The following elements are recommended as part of your spill response plan.

- Current Material Safety Data Sheets (MSDS) on-site at all times.
- A list of emergency response notification phone numbers and after hour contacts should be posted by phones and provided for all staff.
- Spill response procedures.
- Responsibilities and actions of each employee in the case of an emergency.
- Description and location of emergency equipment such as fire extinguisher, spill control materials and alarm system.
- Training and awareness for employees on a regular basis.

Once you have your spill kit in place, make certain your employees are educated about the location of the spill kit and how to use and dispose of the materials. This is the most important step for implementation of the spill response plan.

POST IN A CLEAR LOCATION NEAR SPILL KIT
The following are the steps to take in the event of a spill.

Notification

1. Alert manager/owner of the spill.
2. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
3. If there is a fire or medical attention needed, contact Emergency at 911.
4. Evaluate if you are trained, knowledgeable and equipped to handle the incident.
5. If spill gets into storm drain or other water body, call Kitsap 1, 360-337-5777.

Spill Cleanup

1. Obtain personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet (MSDS) or other references for information.
2. Stop source of spill (upright container, plug leak, etc.)
3. Seal off storm drain with berms or drain cover and stop any spread of the spill.
4. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains as needed.
5. Use pads and/or granular sorbent to clean up spilled material.
6. Let pads sit on spill to absorb spill material.

Spill and Cleanup Material Disposal

1. Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splashing of spreading of the spilled chemical.
2. When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container.
3. Remove spend pads and/or sorbent and dispose of properly. For information, contact Kitsap 1, 360-337-5777.
4. Call spill cleanup contractor if necessary.
**SPILL RESPONSE AND CLEANUP PLAN**

Business/Facility Name: ______________________________________________________

Site Address:  __________________________________________________________________

Phone Number:  ______________________________________________________________

Date Prepared:  ________________________________________________________________

Runoff drains to:  _____________________________________________________________

Business Owner:  Name:  ____________________________

Home Phone:  _______________  Cell:  _______________

Alternate Contact:  Name:  ____________________________

Home Phone:  _______________  Cell:  _______________

Cleanup Contractor:  Name:  _____________________________________________________

Home Phone:  _______________  Cell:  _______________

**FACILITY ACTIVITIES** (Check all that apply)

☐ Fueling and fuel transfer
☐ Outside drum or container storage
☐ Vehicle, equipment and building washing
☐ Outside storage of uncovered materials

**LIQUIDS STORE ONSITE** (Check all that apply)

<table>
<thead>
<tr>
<th>Solvents and Paints</th>
<th>Petrochemicals</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Solvents, Citra Solv, degreasers</td>
<td>☐ Antifreeze</td>
</tr>
<tr>
<td>☐ Paint thinner, turpentine</td>
<td>☐ Brake fluid, transmission fluid</td>
</tr>
<tr>
<td>☐ Paint, coatings, oil based</td>
<td>☐ Gasoline</td>
</tr>
<tr>
<td>☐ Paint latex</td>
<td>☐ Machine oil, cutting oils</td>
</tr>
<tr>
<td>☐ Sealers</td>
<td>☐ Motor oil</td>
</tr>
<tr>
<td>☐ Wood preservatives</td>
<td>☐ Hydraulic fluids</td>
</tr>
<tr>
<td>☐ Other liquids</td>
<td>☐ Other liquids</td>
</tr>
</tbody>
</table>

POST IN A CLEAR LOCATION NEAR SPILL KIT
### EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>NUMBER</th>
<th>ALL EMERGENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Paramedic/Police: Kitsap County Department of Emergency Management via CENCOM</td>
<td>911</td>
<td>For a spill that is an immediate threat to human health or the environment</td>
</tr>
<tr>
<td>Kitsap 1</td>
<td>(360) 337-5777</td>
<td>For a spill that flows into a public storm drainage system – Remember “Only rain down the drain.”</td>
</tr>
</tbody>
</table>

Material Safety Data Sheets are located: ______________________________________________________________________

Spill Kits are located: ________________________________________________________________________________________

Fire Extinguishers are located: _________________________________________________________________________________

Hazardous Materials Management Plan is located: __________________________________________________________________