Spill Prevention, Control, and Clean-Up SOP-11.0

Description of SOP:

Everyday activities performed at municipal facilities is a potentially a source of stormwater pollution due to improper maintenance of facilities. Untidy work areas can lead to windblown trash, wash water, and sediments contaminating the Arroyo Colorado.

Purpose of SOP:

The following procedures outlined below will promote efficient and safe housekeeping practices.

Suggested Protocols:
General

- A working facility should be kept clean and free of unnecessary clutter.
- All shop floors/work areas should be swept and made free of dirt, shavings, etc.
- Dispose of wash water, sweepings, and sediments properly
- All hazardous materials should be stored as specified by the manufacturer
- Container storage areas should be kept clean and free of trash or debris
- Any unused chemicals used on a daily basis shall be restored to original storage/container
- Recycle or dispose of fluids properly

Garbage Disposal

- Daily garbage should be disposed of in a designated container
- Container should be one that is adequate in size to properly store garbage or debris until emptied and not to appear as a nuisance to the general public
- Large containers should be located on a concrete pad
- Lids should be in good working order to keep debris from falling out or being blown out by high winds
- Repairs should be done immediately should leak develop in the containers
- Daily garbage should be disposed of on a daily basis (small containers). Large containers should be disposed of once capacity has been reached

Fabrication Facility

- Worktables should be free of clutter and dusted daily
- Power cords, electrical cords, air cords should be properly stored with their designated machinery or designated area
- Return all tools to tool box or return to shadow board if one is available
- Return all roller tables to their designated area

- A walk around of the work facility should be done daily and any unsightly clutter or debris will be removed and disposed accordingly
- Trash containers for citizen/commercial distribution are to be stored by size and be kept well organized
- Containers that are no longer usable are to be cannibalized for spare parts and remains disposed of in a timely manner

Fueling

- Drip pans or absorbent pads shall be used under all hose and pipe connections and other leak prone areas during bulk fueling or small equipment fueling
- Absorbent spill clean-up material and spill kits shall be available in the fueling areas and in mobile fueling units
- It shall be posted in a prominent area of the facility instruction for safe operation of fueling equipment, and appropriate contact information for person(s) responsible for spill response

Training:

- All employees will be trained on proper housekeeping procedures
- Employees will be trained in the proper spill containment and cleanup procedures

Spill Response and Prevention:

- Have spill cleanup materials readily available and in a known location
- If a spill occurs, notify key personnel immediately. If the material is unknown or hazardous, the local fire department may also need to be contacted
- If it is safe to do so, attempt to contain the material and block the nearby storm drains so that the area impacted is minimized. If the material is unknown or hazardous wait for properly trained personnel to contain the materials.
- Perform an assessment of the area where the spill occurred and the downstream area that it could impact. Relay the information to key personnel.

Spill Cleanup Procedures:

- Small non-hazardous spills
    - Use a rag, damp cloth or absorbent materials for general clean up of liquids
    - Use brooms or shovels for the general clean up of dry material
    - If water is used, it must be collected and properly disposed of. The waste water cannot be allowed to enter the storm drain
    - Dispose of any waste materials properly
    - Clean and dispose of any equipment used to clean the spill properly

- Large non-hazardous spills
  - Use absorbent materials for general clean up of liquids
  - Use brooms, shovels or street sweepers for the general clean up of dry materials
  - If water is used, it must be collected and properly disposed of. The wash water cannot be allowed to enter the storm drain
  - Dispose of any waste material properly
  - Clean and dispose of any equipment used to clean the spill properly
- For hazardous or very large spills, a private cleanup company, Hazmat team, or Fire Department may be need to be contacted to assess the situation and conduct the cleanup and disposal of materials
- Chemical cleanups of materials can be achieved with the use of absorbents, gels, and foams. Remove the absorbent materials promptly and dispose of according to regulations
- If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be disposed of as hazardous waste.