



Spill Response Plan Outline

(for smaller facilities - under 10,000 gallons - which are not regulated by the Spill Bill)

A spill response plan is for your use, however, it could be used by emergency responders dealing with a spill at your facility. Keep a copy of the plan in a visible, accessible location.

General Information

- **Name and location of facility**
- **Type of facility (what type of work is done here)**
- **General manager or emergency coordinator names and phone numbers (home, work, pager, mobile)**
- **Description of what is stored at the facility (contents and volume)**
- **Site diagram showing:**
 - chemical or oil storage areas
 - drains (storm and sanitary)
 - surface waters
 - chemical or oil transfer areas
 - buildings
 - the surrounding neighborhood (what else is nearby)

Prevention

- **Description of prevention measures taken at the facility (what have you done ahead of time to prevent a spill from happening?)**
 - secondary containment for tanks
 - automatic shut-off for deliveries
 - loading area paved and curbed
 - valves locked
 - overfill protection
 - security measures (lights and fencing)
 - frequent inspection of tanks, pipes, valves, and hoses
 - tanks, pipes, and valves are clearly labeled
 - diagram of site clearly visible for delivery driver (laminated and posted outside if deliveries take place after hours or if no one will be there)

Preparedness

- **Describe any equipment you have on site for spill response and its location:**
 - boom (sorberent or containment)
 - shovels
 - empty drums
 - sorberent pads, kitty litter, floor dri, sand
 - drip pans or buckets
 - plastic
- **Outline the company's plan for health and safety training, DOT required training, and spill response training**

Keep important phone numbers to call in case of a spill:

- **911** (where any public safety threat is possible)
 - fire
 - persons injured
 - release or potential release to sewer system
- **Company headquarters or manager's home telephone number** (include all numbers necessary to contact the Company's authorized person. The authorized person should be able to make decisions on the Company's behalf)
- **Minnesota Duty Officer** (this call satisfies the MPCA reporting requirement - post these telephone numbers)
1-800-422-0798 (greater Minnesota) OR 612/649-5451 (Metro area and outside of Minnesota)
- **National Response Center** (this call satisfies the EPA reporting requirement)
Call if petroleum is released and if there is a sheen on surface water. All chemicals have a "reportable quantity." Spills bigger than that need to be reported - make sure you know the reportable quantity for everything you store.
1-800-424-8802
- **Local officials** (as necessary)
 - sewer department
 - water treatment plant
 - City Hall
- **Neighboring facilities** (they may need to evacuate or otherwise might want to know)
 - businesses
 - nursing homes
 - schools
- **Emergency response contractors**

Response Action (CALL 911 FIRST IF PUBLIC SAFETY IS THREATENED)

IMMEDIATELY:

- don't panic
- define the problem (leaking valve, ruptured hose)
- quickly analyze and assess the situation: where will the spill go? what problems might result?
- site control - keep people away and upwind
- stop the source if you can do it safely (shut off pump, close valves)
- eliminate sources of ignition (shut off motors and engines, no smoking)
- attempt to contain the spilled material if you can do it safely
 - drip pan or bucket under leak valve
 - use sorbent material on small spill (kitty litter, pads, sand)
 - block or dike any nearby drains or pathways to surface waters
- call the appropriate people to get help

Stabilization

- Clean up the spill (use your own equipment if spill is small and manageable - call a qualified cleanup contractor if it is beyond your abilities to manage properly)
- Review your prevention, preparedness and response activities to see if you could have prevented the spill, been better prepared to deal with it, or responded in a more efficient way and revise the plan if needed