

SPILL RESPONSE PLAN



**THE CITY OF ALCOA, TENNESSEE
PUBLIC WORKS AND ENGINEERING**

Purpose: To prevent or reduce the amount of pollutants that are discharged into stormwater from leaks and spills by decreasing the likelihood of spills, containing, and cleaning up spills, disposing of spilled materials properly, and training staff on spill prevention and cleanup.

Common materials that spill prevention and clean up is required includes, although not limited to:

- Deicing or anti-icing chemicals
- Fertilizers
- Food products or ingredients
- Food wastes or byproducts
- Fuels
- Herbicides and growth-inhibitors
- Lubricants
- Petroleum distillates
- Soil stabilizers

It is in everyone's best interests to prevent spills. The prevention of spills is inexpensive in relation to the cost of treatment and disposal of contaminated soil or water.

Procedure: Any amount of leaks or spills should be reported if they could potentially lead to pollution of a stormwater drainage system, ditch, stream, vegetation, wildlife, or any surface outdoors exposed to rainfall. The City of Alcoa (COA) and Tennessee Department of Environment and Conservation (TDEC) require reporting of any spill or leak to water or soil. Contact COA at (865-380-4800) or TDEC at (1-888-891-8332).

Different volumes of spills or leaks require different responses. It should be made sure that each employee knows how to review the material's Safety Data Sheets (SDS) or any other material documentation to determine if the spill is defined as a significant spill. If the spill is significant, call emergency responders and place life and safety paramount. A minor spill can be dealt with using nearby spill prevention materials.

Employees and subcontractors should be educated on the potential dangers from spills that could affect the environment and humans. Employees should be trained in spill prevention and cleanup procedures. Hazardous materials and their accompanying waste should be stored and protected in covered containers. An educational program should be established to educate new employees. Incorporate disposal procedures into regular safety meetings and discuss SDS information for commonly used materials.

A supervisor should be in place to enforce spill prevention and control measures. All employees should be made known of the location of the stockpile of spill containment materials.

Spill cleanup: Leaks and spills should be cleaned up immediately. Dry materials spills should never be hosed down or buried. Contaminated materials should be disposed of properly, as designated by the City of Alcoa or TDEC.

For spills on paved surfaces, as little water as possible should be used for cleanup. Absorbent materials should be used for large spills, a damp mop for general spills, and a rag can be used for small spills. If the spilled material is hazardous then so is the cleanup materials, and both should be disposed of as hazardous waste or sent to a certified laundry.

Minor Spill Cleanup: Small quantities of oil, gasoline, paint, etc. would be considered a minor spill, which can be safely controlled by the first responder. Absorbent materials should be used for cleanup and should be disposed of properly.

Minor Spill Cleanup Steps:

1. Contain the spill
2. Recover all spilled materials
3. Clean the contaminated area and dispose of the contaminated materials properly.

Significant Spill Cleanup: Some significant spills can be controlled by the first responder with the help of others that are on site.

Significant Spill Cleanup Steps:

1. Notify your supervisor, the site owner, and authorities immediately.
2. Determine if available personnel are qualified to clean up the spilled material. Alert additional trained personnel, as necessary (911 for emergency services or HAZMAT team).
3. Contain the spill in a safe manner. If necessary, a spill cleanup contractor or HAZMAT team's services should be obtained immediately. For large spills, only use reputable licensed spill cleanup contractors.
4. If the spill occurs on an impermeable surface, cleanup with absorbent materials, cat litter, or rags. The spill should be contained by encircling the spill with the absorbent materials.
5. If the spill occurs in a dirt area, the spill should be contained by creating an earth dike. Once contained the contaminated soil should be dug up and disposed of properly.
6. If it is raining during the spill, the spill should be covered with tarps or other waterproof materials to prevent contaminated runoff from spreading to other areas.
7. A written report is required for significant spills. At a minimum, the report should include:
 - a. Date and time of the discharge;
 - b. Location of the discharge;
 - c. Materials or substance discharged;
 - d. Duration and rate of flow;
 - e. Total volume discharged;
 - f. Total volume recovered;
 - g. Cause or reason for the discharge;
 - h. Remediation and containment action taken;
 - i. SDS for the discharged material if applicable;
 - j. Action taken to prevent further discharges;
 - k. Description of any environmental impact.

Spills or Leaks into a Body of Water:

Notify the City of Alcoa (865-380-4800) and TDEC (1-888-891-8332).