

Spill Prevention Plan

Business Name: _____

Site Address: _____

Primary Contact & Phone #: _____

Spill Prevention

1. Facility inspections are conducted (Daily, Weekly, or Monthly). Facility inspection form is attached.
2. When loading, unloading or transferring hazardous materials (HM), employees will:
 - a. Inspect drums, cartons and containers for leaks.
 - b. Ensure all containers are labeled and have lids.
 - c. Ensure all containers are placed within secondary containment when necessary.
3. Employee Training includes:
 - a. Proper handling of hazardous substances
 - b. Spill prevention
 - c. Spill Notification
 - d. Spill clean up
 - e. Other: _____
4. Hazardous Materials & Quantities at this location are listed on next page.
5. Warning signs are posted in areas containing HS. Signs display the dangers of the HM, for example, toxic or flammable.
6. Spill prevention for HM: All HMs are stored in proper containers and regularly checked during the facility inspections.
 - o HM containers are stored in secondary containment where a spill would be contained and would not get outside the building or run off an impervious surface, such as asphalt or concrete on to pervious surfaces such as gravel, dirt or grass.

Facility Inspection Form

Business Name: _____

Site Address: _____

Phone: _____

Date & Time of Inspection: _____

Inspector: _____

Inspection is - Acceptable / Unacceptable (list reasons in item 7 below).

1. Warning signs are posted in areas containing HM).
2. All hazardous substances (HM) containers are properly labeled: substance name, hazards, and accumulation date. All HM containers are covered with secure lids.
3. All HM containers are stored in their designated areas. HM containers are stored in secondary containment. HM containers are not leaking or have cracks.
4. Any outside storage of HM are stored in a covered secondary containment area. The spill kit(s) is (are) stocked and in their designated area(s). Spill Kits are available and easy to locate for all HM on-site.
5. Other: _____
6. Other: _____
7. Unacceptable (list deficiencies):

Spill Response Plan

Business Name: _____

Site Address: _____

Primary Contact & Phone #: _____

Consult the site drawing that shows where hazardous materials and waste, spill kits, drains, and exits are located (attached).

Response Actions in the Case of a Spill:

- 1) Notify **emergency contact(s)**: owner, manager, etc.
- 2) Use absorbent materials, such as kitty litter and absorbent diapers to contain the spill.
- 3) Cover/block any drains in the spill area to prevent material from entering into the sewer, storm water system or septic.
- 4) If possible, clean up the spill using absorbent materials. Collect these absorbent materials and treat as hazardous waste.
- 5) If the spill is too large, call **Emergency Response Agencies** listed below.

Emergency Contacts

Owner: _____	Phone: _____ Cell: _____
Manager: _____	Phone: _____ Cell: _____
Other: _____	Phone: _____ Cell: _____
Other: _____	Phone: _____ Cell: _____

Emergency Response Agencies

Fire/Police:	911
Department of Ecology Spill Response: (For spills over 25 gallons)	(360) 407-6300
Thurston County Environmental Health: (For spills over 25 gallons)	(253) 798-6470
City of Tenino Public Works: (For spills that reach storm and/or sewer drains)	(360) 239-9287 (Cell)