

SPILL RESPONSE AND NOTIFICATION PROCEDURES

A. Discovery of a Spill

1. Upon discovery of a spill, facility personnel should immediately assess the situation and determine if the spill is considered a “Minor” or “Major” spill. For a spill to be considered “Minor” all the following conditions must be satisfied:
 - ❖ The type of material spilled is known;
 - ❖ The spill is confined to the immediate work area;
 - ❖ The spill has not reached storm drains, sanitary sewer systems, open water, or surrounding soils;
 - ❖ The spill can be safely managed;
 - ❖ The employee can contain and clean up the spill with the PPE that is normally used in the work area;
 - ❖ The spill does not pose a serious threat of fire or an explosion; and
 - ❖ The spill does not pose conditions that are immediately dangerous to life or health.
2. If all the above conditions are met, the spill is considered “Minor”. Refer to **Section B** of this document for appropriate response actions.
3. If all the above conditions are not met, then the spill is considered “Major”. Refer to **Section C** of this document for appropriate response actions.
4. If a spill involves flammable liquids, ignitable vapors may be present - precautions must be taken to prevent ignition. Do not turn on or off equipment since sparks may be generated. Additionally, avoid the movement of equipment that could create static electricity. Larger spills of flammable liquids could pose a fire threat and would be considered a “Major” spill. Refer to **Section C** for appropriate actions.

B. Response to a “Minor” Spill

1. Identify the source of the spill and the direction in which the spill is heading.
2. Attempt to stop the spill at the source. Where applicable, the source of the spill shall be taken out of service until repairs can be made. If the spill is related to a fuel dispensing system, activate the Emergency Shut-Off (ESO) switch to prevent additional fuel disbursements.
3. If material is released outside a containment area, it is crucial that the material be contained as quickly as possible. Following proper safety procedures, use absorbent materials or diking to contain the spill. Prevent the spill from reaching storm drains, sanitary sewers, or open water. If a spill is flowing toward a drain, install temporary diking around the drain, block off the drain with a drain cover, or place absorbent material around the drain to prevent a discharge.
4. Once the spill has been stopped and contained, estimate the quantity of the spill. Consult applicable Safety Data Sheet (SDS) for material compatibility and environmental precautions. Note and follow recommendations regarding special precautions, spill response equipment, methods, or precautions. All cleanup work shall be conducted in accordance with existing safety protocols and SDS recommendations. Contact the facility Superintendent/Supervisor, or designee, for assistance if needed.

5. Recover or clean up the spilled material as much as possible. Material that cannot be reused must be discarded in accordance with state and federal regulations. Liquids absorbed by porous materials (e.g., wood, gravel, significant quantities of absorbent material, etc.) shall be placed into US DOT-approved 30-gallon or 55-gallon steel drums. Following cleanup, the container shall be secured and appropriately labeled to identify the contents and the date of the spill/cleanup. Containers shall be stored indoors and provided with secondary containment until transported off-site for disposal.
6. For spills that do not involve flammable liquids or other potential hazardous wastes, small quantities of used absorbent materials may be double bagged and disposed of along with municipal trash as long as all liquids have been absorbed (no free liquid may be present).
7. If the spilled material is a flammable liquid, corrosive liquid (pH ≤ 2 or ≥ 12.5), or other potential hazardous waste, all recovered product, impacted material, and used absorbent must be placed into a US DOT-approved containers/drums. Following cleanup, the container(s) shall be secured and appropriately labeled to identify the contents and the date of the spill/cleanup. Containers shall be stored indoors and provided with secondary containment until transported off-site for disposal. The facility Superintendent/ Supervisor, or designee shall be notified that a potential hazardous waste was released and that a waste characterization may be needed to facilitate proper disposal.
8. Surfaces that are contaminated by the spill shall be cleaned utilizing dry absorbent material. Tools and equipment that have been used in the cleanup must be decontaminated immediately after use. Decontamination water (if used) must be minimized, containerized, and disposed of properly.
9. If waste requires disposal, notify the facility Superintendent/Supervisor, or designee who will arrange for the proper characterization and disposal of any waste material. Representative sampling and analysis may be necessary to properly characterize the waste. The waste must be transported and disposed of in compliance with all applicable laws and regulations. Waste manifests, trip tickets, or bills of lading (if required) for waste disposal shall be kept on file.
10. Facility personnel shall restock/replace spill response equipment and absorbent materials used during the clean-up efforts.
11. The facility Superintendent/Supervisor, designee, or other appropriate County personnel shall be notified of the spill in accordance with **Section D** of this document.

C. Response to “Major” Spill

A “Major” spill is any discharge that does not meet the definition of a “Minor” spill. Any employee or contractor observing, being involved with, or recognizing a potential or actual spill of oil or other hazardous material, other than a “Minor” spill is responsible for performing the following actions:

1. If there is no danger to human health, attempt to stop and contain the spill at the source. If the spilled material is unknown, if PPE other than that which is typically used in your work area, is necessary to approach the spill area, or if assistance is required to stop the spill, do not attempt to contain the spill. If the spill is related to a fuel dispensing system, activate the Emergency Shut-Off (ESO) switch.

2. Most County employees lack the appropriate training to respond to “Major” spills. If the spill is of an unknown substance, is of a quantity that cannot be safely managed, or poses other risks beyond the training level of the employee, the employee should not attempt to contain or clean up the spill.
3. Evacuate individuals from the area and keep personnel away from the impacted area.
4. Immediately notify the facility Superintendent/Supervisor, or designee of the incident. The notified individual will determine the need for further evacuations and contact emergency response personnel (911), as necessary. *If a situation represents an immediate and grave danger to personnel, the public, structures, or other infrastructure, the individual discovering the incident may call 911 directly without first notifying facility management.*
5. The facility Superintendent/Supervisor or designee will determine if assistance from emergency response contractors is required to clean up the incident and will coordinate such spill response efforts with spill response contractors and other County agencies and first responders.
6. Facility personnel will provide assistance to emergency responders, as appropriate.

D. Reporting a Spill (Internal Notifications)

1. Once a spill is contained and cleanup operations have been initiated, the individual discovering the spill shall notify the appropriate County representatives and provide the following information:
 - a) Identify the location, date, and time of the incident;
 - b) Identify the type of material spilled or discharged;
 - c) Estimate the quantity spilled and the rate of the spill;
 - d) Identify the cause of the spill or discharge;
 - e) Identify impacted media or infrastructure (soil, storm drains, open water bodies, etc.);
 - f) Determine the extent of injuries involved; and
 - g) Provide response measures implemented by the facility personnel.

E. Reporting a Spill (Regulatory Notifications)

State of Maryland Reporting Requirements ([COMAR 26.10.01.05](#))

1. Upon discovery of a spill, the Responsible Person shall notify the MDE Emergency Response Division **within two (2) hours** by calling 866-633-4686. The caller shall be prepared to provide the following information:
 - a) The time and date of the spill;
 - b) The location and cause of the spill;
 - c) The mode of transportation or type of facility involved;
 - d) Type and quantity of oil spilled;
 - e) Details regarding any assistance required;
 - f) The name, address, and telephone number of the person making the report; and
 - g) Any other pertinent information requested by the Department.

2. MDE will provide further guidance on additional responsibilities.
3. Within **ten (10) working days** of the completed removal and clean-up activities, the Responsible Person shall prepare a report using either County letterhead detailing the incident. The report shall contain the following:
 - a) Date, time, and place of the spill;
 - b) The amount and type of oil or hazardous substance spilled;
 - c) A complete description of circumstances that contributed to the spill;
 - d) A complete description of the containment and removal operations performed, including disposal sites to which oil refuse was transported;
 - e) Procedures, methods, and precautions instituted to prevent the recurrence of an oil spill from the facility involved;
 - f) Any other information considered necessary or required by the MDE for a complete description of the incident; and
 - g) A certification that the information provided is true and correct to the knowledge of the person signing the report.
4. The completed report shall be submitted to mdeerd.mema@maryland.gov or faxed to 410-537-3932.
5. A digital copy of the completed report and any accompanying documentation shall be retained

Federal Reporting Requirements - National Response Center ([40 CFR 110](#))

1. If any of the following criteria are met the Responsible Person shall notify the National Response Center (NRC) **within two (2) hours** of the spill discovery by calling 800-424-8802 or 202-426-2675.
 - ❖ The spill has caused a film, sheen, or discoloration of the surface water or shorelines;
 - ❖ The material spilled will violate applicable water quality standards (surface water or groundwater); or
 - ❖ The spill has caused a sludge or emulsion to be deposited beneath the surface of the water or on the shoreline.
2. At a minimum, the following information shall be provided to the NRC:
 - a) Name, organization, and telephone number of reporting party;
 - b) Name and address of the responsible party;
 - c) Date, time, and location of the incident;
 - d) Source and cause of the discharge;
 - e) Type of material(s) discharged;
 - f) Quantity of materials discharged;
 - g) Danger or threat posed by discharge;
 - h) Number and types of injuries (if any);
 - i) Weather conditions at the incident location; and
 - j) Other information to help emergency personnel respond to the incident.

3. If unable to report to the NRC, reports can be made to the EPA Regional Office at 800-438-2474 or the U.S. Coast Guard (USCG) at 202-372-1001. The NRC, EPA, or USCG will provide further guidance.
4. A digital record of the NRC notification and any accompanying documentation shall be retained on-site.

Federal Reporting Requirements - EPA Regional Administrator ([40 CFR 112.4](#))

1. If the facility where the spill occurred is regulated under 40 CFR 112 and is required to have a Spill Prevention, Control, and Countermeasures (SPCC) Plan, the Responsible Person shall report the spill to the EPA Region III Administrator when any of the following criteria are met:
 - ❖ More than 1,000 gallons of oil is discharged to navigable waters or adjoining shorelines in a single incident; or
 - ❖ More than 42 gallons of oil is discharged to navigable waters or adjoining shorelines in each of two incidents occurring within any twelve-month period.
2. The report shall be made in writing **within 60 days** of the spill and shall contain:
 - a) Name and location of the facility;
 - b) Owner/operator name;
 - c) Maximum storage/handling capacity of the facility and normal daily throughput;
 - d) Corrective actions and countermeasures taken;
 - e) Adequate description of the facility including maps, and flow diagrams;
 - f) Cause of the discharge to navigable waters, including a failure analysis;
 - g) Additional preventative measures taken or planned to minimize discharge recurrence; and
 - h) Other information required by the EPA Regional III Administrator.
3. The report shall be submitted to the EPA Regional Administrator at the following address:

EPA Regional Administrator
US EPA Region 3
1650 Arch Street (3RA00)
Philadelphia, PA 19103-2029

4. A copy of the report shall be retained in the facility SPCC Plan.