

 <b>CITY OF TUCSON</b>	<b>City of Tucson</b> Central Safety Services Number: S-020C Subject:	Page 1 of 8
	<b>Spill Response Program</b>	Effective Date: July 12, 2002
		Reviewed/ Revised: January 1, 2013

## 1.0 PURPOSE

The purpose of this policy is to minimize hazards to health, safety, and the environment at sites or facilities where regulated or potentially hazardous substances and chemicals are used, stored and handled and to provide direction when regulated or hazardous materials are spilled.

The majority of these spill incidents will relate to fuel, hydraulic fluid, or anti-freeze spills that occur in the field.

Where applicable, this program shall be used in conjunction with the Environmental Management Program (EMP) Policy and Incident Notification Procedure (<http://intranet.ci.tucson.az.us/docs/ad/8-01-1.pdf>), Emergency Response Guidebook and the electronic MSDS system.

## 2.0 SCOPE

The policies and procedures contained in this section are intended to assist in identifying and complying with the regulations and rules set forth by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ), the Department of Transportation (DOT), the Tucson Fire Code (TFC), as well as other applicable local, state, and federal regulations. In all cases where there is a conflict between information contained in this program and/or regulatory requirements, the stricter policy shall apply.

## 3.0 DEFINITIONS

**Absorbent:** a biodegradable substance that is applied to mitigate an uncontrolled release or incidental release of a regulated or potentially hazardous substance. Trade names may include Dri-sorb, Magic-Sorb or MicroBlaze or similar. Contaminated dry-type absorbents (Dri-sorb and Magic-Sorb) shall be recovered to the best practicable manner and disposed of in a manner appropriate for the spilled or released material.

**Emergency Uncontrolled Release:** means an occurrence which results, or is likely to result, in an uncontrolled release of a regulated or potentially hazardous substance that may cause a safety, health, or environmental hazard (e.g., fire, explosion, chemical exposure, leak into sewers and/or storm drains or other drainage conveyance systems including washes) or that impacts (contaminates) public property and may result in a liability claim against the City of Tucson. An Emergency Uncontrolled Release cannot be controlled or contained with the contents of a Spill Kit. An Emergency uncontrolled release of a regulated or potentially hazardous substance shall require immediate 911 and supervision notification.

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**Facility:** means any building, structure, installation, equipment, pipe, or pipeline, well, pit, pond, lagoon, impoundment, ditch, storage, container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been stored, disposed of, or placed, or otherwise come to be located.

**Hazardous Substance:** means any biologic or chemical agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly or indirectly from the environment or ingestion through food chains, will or may reasonably be anticipated to cause injury or death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such persons or their offspring. A typical example would be gasoline.

**Incidental Release:** means a release of hazardous substances *other than* fluid droplets that are normally associated with parked or normally operating mechanical equipment, that are absorbed, neutralized, or otherwise controlled and contained at the time of release by employees in the immediate release area, or by maintenance personnel. An Incidental Release of a regulated or potentially hazardous substance shall require notification to supervision and may require 911 notification after evaluation of the incident by supervision.

**Notification:** Contact made to 911 and/or Supervision in the event of an Emergency Uncontrolled Release or Incidental (Controlled) Release of a regulated or potentially Hazardous Substance.

**Mitigation:** The control and cleanup of any Hazardous Materials substance resulting from an emergency spill or incident release.

**Reporting:** All Emergency and Incidental Releases of regulated or potentially Hazardous Substances shall be reported to the Tucson Fire Department, Fire Prevention Captain, Stormwater Management, and the Environmental Services EMP Coordinator via the Spill Incident Reporting Form (Appendix B).

**Ribbon Spill:** A trail of potentially Hazardous Material/substance released from a moving vehicle. A Ribbon Spill release on the public right-of-way or public (private) property will require 911 notification, the completion of a Spill Incident Report, and may require completion of Form 103 – Property Damage Report.

**Spill Kit:** A combination of absorbent pads and personal protective equipment normally provided to department Supervisors that will contain and control minor hazardous material spills (less than 5 gallons or less than 5' x 5' - 25sq') preventing "puddle" liquid spread and further contamination of public or private property, sanitary sewers, storm sewers or washes.

**Spray Release:** A release of a regulated or potentially hazardous substance, (typically hydraulic fluid), from a pressurized hose or line. A Spray Release will normally require completion of a Spill Incident Report and mitigation and may require the Completion of Form 103 – Property Damage Report.

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#### **4.0 RESPONSIBILITIES**

##### **A. Department Director/Administrator**

1. The Director and/or Administrator of each department/division where employees work with regulated, potentially, or know hazardous substances shall be responsible for the following:
  - a. Assigning one individual and one alternate, as an Emergency Control Officer (ECO)/Safety Officer, responsible for implementation of the Spill Response Program in their department. These individuals shall be afforded adequate time, resources, and authority to implement the requirements of this program including implementing policies that encourage waste minimization and minimizing the amount of hazardous material/waste in the workplace.
  - b. Compliance with the Spill program.

##### **B. Emergency Control Officer/Safety Officer – Department and Division**

1. The person responsible for spill control in each department shall be responsible for the following:
  - a. Evaluate every spill incident and make immediate and proper notifications as defined in this Program.
  - b. Ensure that where applicable, a Facility Emergency Response Plan (FERP) plan has been developed in direct consultation with Environmental Services – Engineering and Technical Support Division, for all sites utilizing and/or storing hazardous
  - c. Providing a facility diagram for all work areas where hazardous substances are used, stored, or handled. These diagrams shall be in the FERP, ensuring that all items listed in the example form are clearly identified (exit doors, sprinkler control valves, etc.) and provide safe and orderly emergency evacuation of occupants.
  - d. Documenting each incident, whether it is an emergency or an incidental release of hazardous materials via the Spill Incident Reporting Form (Appendix B).
  - e. Reviewing this program with each new employee to ensure familiarization with evacuation routes and safe zones. Annual training on Employee Evacuation is available from Central Safety Services through the Annual OSHA Refresher and is posted on the City Intranet <http://drupal.ci.tucson.az.us/emergency-evacuation-plans-department>
  - f. Reviewing this program periodically to determine relevance to departmental activities with existing conditions and regulatory rules.

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### **C. Tucson Fire Department**

1. The Tucson Fire Department (TFD) is responsible for providing the technical expertise, trained and equipped personnel, for the prevention, mitigation, and resolution of incidents involving hazardous substances and wastes. TFD shall:
  - a. **NOTIFY ENVIRONMENTAL MANAGEMENT PROGRAM (EMP) COORDINATOR OF ALL SPILL INCIDENTS AS SOON AS POSSIBLE. Business Hours: 520-791-5414; 24 Hour Cell Phone 520-403-0295.**
  - b. Provide emergency response personnel to control and mitigate workplace hazardous substance spills. These personnel are assigned to the Fire suppression Division, Hazardous Materials Team, and are available for emergency response 24 hours per day.
  - c. Provide an inspector knowledgeable in hazardous materials. This individual responds to emergency scenes at which his/her knowledge of the fire code or other pertinent regulations including NPDES Stormwater regulations as required.
  - d. The Inspector shall contact EMP and Tucson Stormwater personnel as needed. Large spills or releases of regulated or potentially hazardous materials shall be evaluated by the TFD and EMP to develop a mitigation or remediation plan.
  - e. The Inspector shall act as the contact person to access the Tucson Fire Department's Hazardous Waste Disposal Program after normal business hours. The On Call Inspector may be reached by notifying City Communications at 791-4144 and requesting the "On Call" Inspector.
  - f. Provide Hazardous Materials Disposal Technicians. These personnel are available to assist with the proper handling, storage, and disposal of hazardous substances and wastes found in the work place.
  - g. Provide a supervisor to evaluate and supervise cleanup of accidental spills which are the result of City operations or are discovered on City property or rights of way and are determined to be a threat to the city's storm drains or washes. This supervisor or his/her designee shall be available 24 hours per day. This supervisor shall be a Fire Captain assigned to the Fire Prevention Division. He/she can be reached at 791-4502 during normal working hours or through City Communications (791-4144) after hours. This individual shall work closely with EMP Coordinator to ensure that all required notifications both internal and external are made in a timely manner. All City

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caused spills reported to the Fire Department will be forwarded to EMP Coordinator or Environmental Services (ES) Deputy Director.

- h. The Captain assigned to the Compliance Assistance Unit of the Fire Prevention Section shall coordinate, debrief and review the spill incident with all affected departments to ensure proper and timely notifications are made including the filing of all required reports and notice.
- i. The Captain assigned to the Compliance Assistance Unit of the Fire Prevention Section shall be responsible for replacement of Spill Kits, absorbent or other mitigation materials and shall require a written Spill Incident Report prior to replacement of used and/or contaminated materials.(See the Spill Incident Reporting Form - Appendix B).

**D. Environmental Management Program**

- 1. Environmental Management Program (EMP) is responsible for assisting with the City's compliance to applicable environmental regulations. EMP is responsible for the following:
  - a. EMP will notify the City Manager of incidents when appropriate. EMP and Stormwater Management shall receive a copy of ALL incident reports within 48 hours from the Captain assigned to the Assistance Unit of the Fire Prevention Section.
  - b. EMP shall notify Stormwater Management Section of any spills that threaten washes or the storm drain system.

**E. Central Safety Services (CSS)**

- 1. CSS Shall:
  - a. Assist all departments in the development and review of work practices, procedures, and the evaluation of exposure control strategies for employees working with hazardous substances.
  - b. Assist departments/divisions/sections in determining appropriate training requirements and Personal Protective Equipment selection for employees assigned to duties involving work with hazardous substances and waste. CSS shall produce, provide, coordinate and fund this training.
  - c. Coordinate and conduct periodic review of this program in conjunction with affected departments, TFD, EMP and Stormwater.

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**F. Stormwater Management**

1. Tucson Stormwater shall respond to spills of hazardous materials that may enter the storm water system through storm drains, washes, arroyos or similar, and document these incidents in their permit's annual report.

**G. Employees**

1. City of Tucson employees shall be responsible for following the policies and procedures outlined in this program.

**5.0 TRAINING**

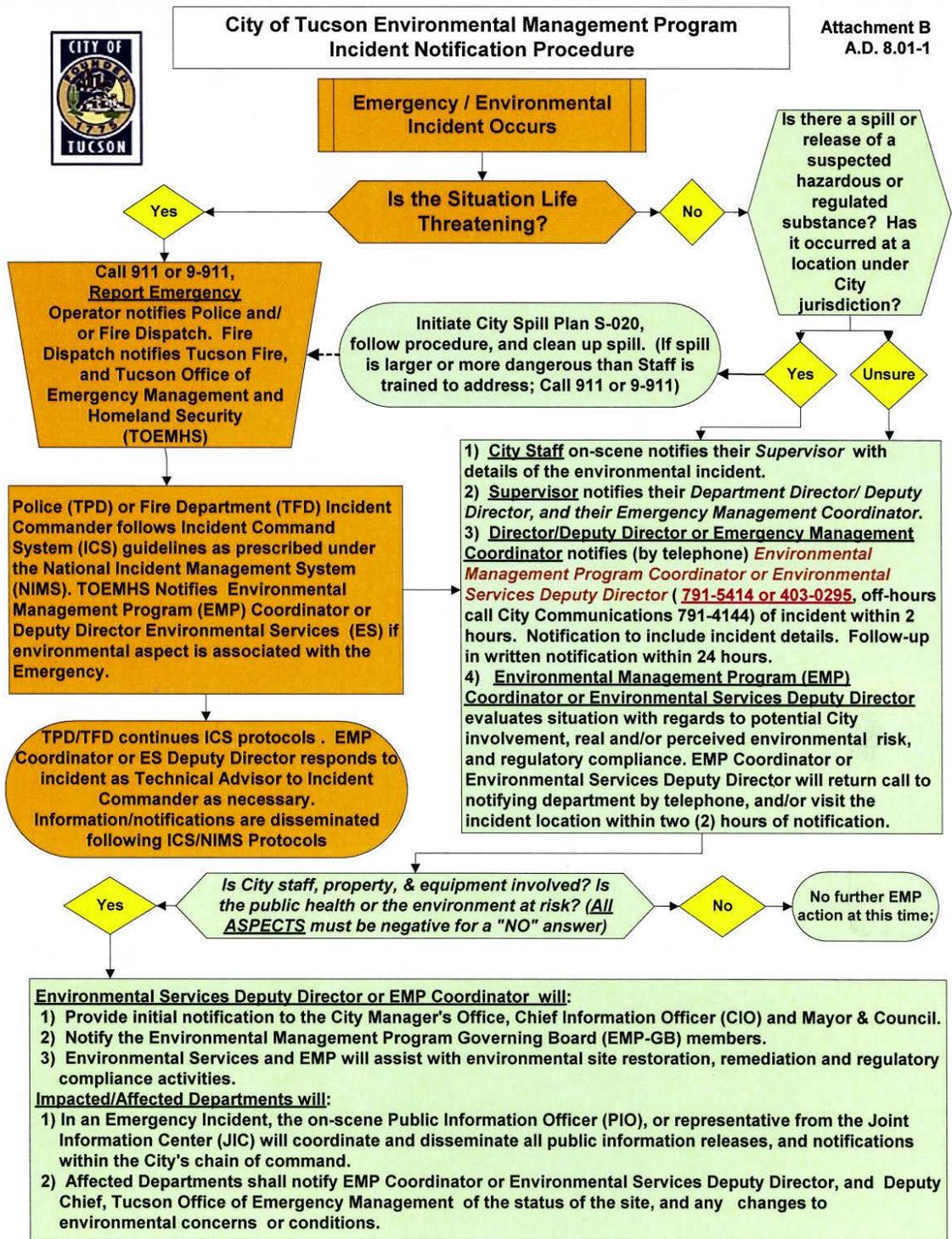
1. Central Safety Services shall coordinate training for all Emergency Control Officers, Supervisors and employees. The training shall include but not be limited to:
  - a. Spill characterization – Emergency Release and Incidental Release.
  - b. Notification procedures
  - c. Control and Mitigation strategies.
  - d. Documentation requirements specified in this program.

**6.0 GENERAL**

Refer to Page 7 – City of Tucson Environmental Management Program Policy and Notification Procedure (<http://intranet.ci.tucson.az.us/docs/ad/8-01-1.pdf>.)

**7.0 ADVICE AND COUNSEL**

Central Safety Services, Tucson Fire Department, Environmental Services, Environmental Management Program, and Tucson Stormwater shall review this program at least annually, when responsibilities for reporting or program management change and when a hazardous materials spill incident indicates a change in the program is warranted.



### Environmental Spill Incident/Release Form

A. General Information	
1. Location of Incident: _____ _____	
2. City of Tucson Department involved? <input type="checkbox"/> Yes <input type="checkbox"/> No Vehicle Number _____ Name of Department: _____ Division: _____	
3. Non-City Party Involved? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Phone Number: _____ Address: _____	
Weather Conditions: <input type="checkbox"/> Wet, <input type="checkbox"/> Dry, <input type="checkbox"/> Hot, <input type="checkbox"/> Cool, <input type="checkbox"/> Cold, <input type="checkbox"/> Sunny, <input type="checkbox"/> Rainy	
B. Incident Description	
1. Date: __/__/__	2. Time Started: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM, Ended _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
3. Type(Name) of Material Released:	4. Amount of Material Released:
5. Enter Storm Drain? <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Quantity Entered Storm Drain: _____
7. Nearest Wash or Stream: _____	
8. Describe Incident: _____ _____ <input type="checkbox"/> Spill, <input type="checkbox"/> Container Failure, <input type="checkbox"/> Hose Failure	
C. Corrective Action (CA)	
1. Incident Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Date/Time of CA: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
3. Corrected By: <input type="checkbox"/> TFD, <input type="checkbox"/> COT Department _____ <input type="checkbox"/> Contractor (Name/Phone _____)	
4. Describe CA: _____ _____	
5. Magic Sorb Used: _____ (bags/lbs)	6. Dry Sorb Used: _____ (bags/lbs)
Incident Reporter's Information	
1. Last Name: _____	2. First Name: _____
3. Employee Number: _____	4. Phone Numbers: _____
5. Contacted: <input type="checkbox"/> 911, <input type="checkbox"/> TFD (791-4014), <input type="checkbox"/> EMP (403-0295), <input type="checkbox"/> Supervisor _____, <input type="checkbox"/> Stormwater (791-4251), <input type="checkbox"/> Central Safety (837-4308), <input type="checkbox"/> Other _____ Date/Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
6. Photos Taken of Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No....Attach to Report	
7. Waste Disposal Method: _____	
8 Signature: _____ Date: ____/____/____	