



Standard Operating Procedures Town of Dracut Department of Public Works Spill Response	SOP Number: 7	Issue Date: June 30, 2019
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SPILL RESPONSE AND CLEANUP PROCEDURES

Municipalities are responsible for any contaminant spill or release that occurs on property they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil or hazardous waste, including schools, garages, DPW yards, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release.

Responding to a Spill

In the event of a spill, follow these spill response and cleanup procedures:

1. Notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer.
2. Assess the contaminant release site for potential safety issues and for direction of flow.
3. With proper training and personal protective equipment, complete the following:
 - a. Stop the contaminant release;
 - b. Contain the contaminant release through the use of spill containment berms or absorbents;
 - c. Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers;
 - d. Contact contracted company to clean up the spill;
 - e. Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
 - i. Products contaminated with petroleum shall be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils, <http://www.mass.gov/dep/cleanup/laws/94-400.pdf>.
 - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
 - iii. Waste oil contaminated products:
 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
 2. If absorbents pass the "one drop" test they may be discarded in the trash, unless contaminated with another hazardous waste.
 - a. It is acceptable to mix the following fluids and handle them as waste oil:
 - i. Waste Motor Oil;
 - ii. Hydraulic Fluid;
 - iii. Power Steering Fluid;
 - iv. Transmission Fluid;

- v. Brake Fluid;
 - vi. Gear Oil.
- b. **Do not mix** the following materials with waste oil, store each separately:
 - i. Gasoline;
 - ii. Antifreeze;
 - iii. Brake and Carburetor Cleaners;
 - iv. Cleaning Solvents;
 - v. Other Hazardous Wastes.
- 3. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fittings lids, labeled “Oily Waste Absorbents Only”.
- 4. If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below, however **in the case of an emergency call 911**;
 - a. Dracut: Fire Department: 978-957-3131
- 5. Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888)-3104-1133**;
 - a. The following scenarios **are exempt** from MassDEP reporting requirements:
 - i. Spills of less than 10 gallons of petroleum and do not impact a water body;
 - ii. Spills of less than one pound of hazardous chemicals and do not present an imminent health or safety hazard;
 - iii. Spills from passenger vehicle accidents;
 - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals.

Procedures for Reporting Spill Response

When contacting emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

- 1. Your name and the phone number you are calling from.
- 2. The exact address and location of the contaminant release.
- 3. Specifics of release, including:
 - a. What was released;
 - b. How much was released, which may include:
 - i. Pounds;
 - ii. Gallons;
 - iii. Number of containers.
- 4. Where was the release sent/what was contaminated, addressing:
 - a. Pavement;
 - b. Soil;
 - c. Drains;
 - d. Catch Basins;
 - e. Water Bodies;
 - f. Public Street; and
 - g. Public Sidewalk.
- 5. The concentration of the released contaminant.
- 6. Determine what/who caused the release.
- 7. Is the release being contained and/or cleaned up, or is the response complete.

8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
 - a. Tanks;
 - b. Pipes;
 - c. Valves.

Maintenance and Prevention Guidance

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, provide proper maintenance and inspection at each facility.

To protect against contaminant release adhere to the following guidance:

1. Ensure all employees are properly trained to respond in the case of a spill, understand the nature and properties of the contaminant and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility;
2. Provide yearly maintenance and inspection at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site;
3. Implement good management practices where chemicals and hazardous wastes are stored;
 - a. Ensure storage in closed containers inside a building and on an impervious surface;
 - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container;
 - c. Locate storage areas near maintenance areas to decrease the distance required for transfer;
 - d. Provide accurate labels, MSDS information and warnings for all stored materials;
 - e. Regularly inspect storage areas for leaks;
 - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons;
 - g. Maintain accurate records of stored materials.
4. Replace traditional hazardous materials such as pesticides and cleansers with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill;
5. Maintain an oil and grease spill response kit with the following materials, at a minimum, at each facility:
 - a. 6.5 gallon bucket with screw top lid and handle
 - b. 10 gallons of sand
 - c. 200 pounds of Speedy Dry absorbent
 - d. Drain covers
 - e. Spill containment berms
 - f. (4) 3' absorbent socks
 - g. (16) 16" x 18" absorbent pads
 - h. Goggles
 - i. Nitrile gloves
 - j. Disposable bags to dispose of used materials
 - k. Laminated contacts list shall include the following names and numbers:
 - i. Safety Officer; Facility Supervisor; Ed Patenaude
 - ii. Local Fire Department;
 - iii. MassDEP spill report notification line;
 - iv. MassDEP Regional Office;
 - v. Hazardous Waste Compliance Assistance Line;
 - vi. Household Hazardous Products Hotline;

- vii. Massachusetts Department of Fire Services;
- viii. Licensed Site Professionals Information.

Attachments

1. Spill Response and Cleanup Contact List

Spill Response and Cleanup Contact List

	Phone Number	Date and Time Contacted
Safety Officer: Commanding Officer on Duty	(978) 957-3131	
Facility Supervisor: Thomas Ayotte	(978) 835-4290	
Dracut Fire Department:	(978) 957-3131	
MassDEP 24-Hour Spill Reporting:	(888)-304-1133	
MassDEP Northeast Regional Office	(978) 694-3200	
Hazardous Waste Compliance Assistance Line	(617) 292-5898	
Household Hazardous Products Hotline	(800) 343-3420	
Massachusetts Department of Fire Services	(978) 567-3100 or (413) 587-3181	
Licensed Site Professionals Association (Wakefield, MA)	(781) 876-8915	
Licensed Site Professionals Board	(617) 556-1091	

