

BASIC SPILL RESPONSE PLAN*

Business Name: _____

Site Address: _____

Facility Activity Description: _____

It is important that all employees be trained to carry out the spill response actions set forth below, and that each employee be familiar with the site drawing that shows where hazardous materials/substances, spill kit(s), and all potentially susceptible and vulnerable storm drains/catch basins are located (the site drawing may be depicted on the reverse side of this spill response plan).

Response Actions in Case of a Spill:

- 1) If possible, shut off the source of the spill immediately.
- 2) Notify **spill contact person & other emergency contact(s)**: owner, manager, etc.
- 3) Use absorbent materials, such as absorbent pads, floor sweeping compound or kitty litter to contain spills that are relatively small in nature and where the spilled chemical and its hazardous properties have been properly identified and assessed.
- 4) Use appropriate personal protective equipment depending on the spill material.
- 5) Cover/block any drains/catch basins in the spill area to prevent material from entering into the stormwater system, sanitary sewer system or septic system.
- 6) If possible, clean up the spill using absorbent materials. Collect these absorbent materials and treat as hazardous waste.
- 7) If the spill is large or otherwise uncontrollable, or poses a potential immediate hazard to human health and safety, call **Emergency Response Agencies** listed below:

Emergency Contacts:

Spill Contact Person: _____ Phone #'s: _____

Owner: _____ Phone #'s: _____

Owner's Address: _____

Manager: _____ Phone #'s: _____

Other: _____ Phone #'s: _____

List of Personal Protection Equipment ("PPE") for Handling Spill:

List of Hazardous Liquids that May Spill:

Emergency Response Agencies:

Fire/Police: 911

Department of Ecology 24-Hour Spill Response: 360-407-6300

City of Gig Harbor Spill Hotline: 253-851-6170

*This Basic Spill Response Plan may not be appropriate for all business types. As business operations and processes vary greatly, please consult Ecology or a Certified Industrial Hygienist to determine additional response actions and / or PPE that may be required for a specific business or industry.

SITE PLAN

