



Your Actions Prevent Stormwater Pollution!

Standard Operating Procedures for Water Quality Protection

Spill Prevention and Control SOP

Why

Standard Operating Procedures (SOPs) have been prepared for all activities conducted as part of the City's Municipal Operations that have the potential to impact 'waters of the state. One of the primary goals of these SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from a site during the performance of municipal operations activities.**

What

Spill Prevention and Control is an operational best management practice (BMP) developed to control pollutant discharges by promoting proper use of equipment during fueling, cleaning, painting, chemical applications, and any other activities that involve a liquid that could be spilled. Spill prevention is one of the most preventable causes of water quality pollution that occurs. Spill Prevention BMPs are all about planning, prevention and response. These procedures are critical steps that must be included in everyday work activities to protect stormwater from contact with pollutants, and are a joint responsibility of everyone in the workplace who utilize chemicals, fuel vehicles, maintain and repair equipment, apply landscape chemicals, and conduct municipal operations with liquids.



Who

All City or City-contracted personnel who work with any landscape chemicals, cleaning solutions, paint products, automobile fluids, or any materials that could be spilled; work with any equipment; or fuel vehicles.

Where

All indoor offices where materials stored could be spilled; all outdoor work areas where materials are stored or used; and all areas that store or use equipment that has the potential to spill or leak.

DO

- Keep all work areas neat & well organized with *only* enough chemical to get job done.
- Be knowledgeable about material you are working with; be familiar with MSDS fact sheets & SPCC plan.
- Have spill cleanup materials available and ready to go; familiarize yourself with locations of spill kits and cleaning materials and how to use them.
- Notify supervisor if spill is discovered and is unknown; there may be special instructions.
- Clean up spills promptly, with DRY methods (rags and absorbents), if possible. Clean up is not complete until the absorbent used is disposed properly.
- Conduct inspections of your work area materials to ensure equipment and containers are secure and stored responsibly. Transfer if leaking observed.
- Handle, use, transfer, store, and re-package all chemicals indoors or under cover to lessen potential for spills that can be carried away by stormwater.
- Keep unused containers closed with a tight fitting lid and label.

DO NOT

- DO NOT** delay in clean up of spills. Delay allows for spreading of wastes by wind, rain, and traffic. If you have to delay any cleanup, string warning tape or cone off to keep area secure.
- DO NOT** transfer or pour materials outdoors near or in storm drains or drainage ditches.
- DO NOT** hose down work area where spills could occur (unless floor drain is hooked to the sanitary sewer); use dry sweeping methods.
- DO NOT** handle containers alone if awkward or require over-exertion on your part. Get help and spread the load.
- DO NOT** remove or damage spill kits; these are available in case of a spill event. Notify supervisor if spill kit is gone from designated location or is missing some important components.