

## Hazardous Waste Factsheet

*Spill plans help to prepare and organize employees to deal with small spills, drips, and leaks that occur during routine operations as well as the more catastrophic, unexpected spills.*

Thurston County Public  
Health and Social Services  
Environmental Health Division

412 Lilly Rd. NE  
Olympia, WA 98506-5132  
Hazardous Waste Hotline:  
360-867-2664

TDD Line: 360-867-2603

<http://www.co.thurston.wa.us/health/ehhw/index.html>



# Spill Plans

## The Problem

Accidental spills of hazardous materials, hazardous waste, or petroleum products can have negative impacts on public health and the environment. Business owners that use and store dangerous substances can take steps to prevent spills from happening and should know what to do in case a spill does occur.

## The Regulatory Requirements

The Thurston County Nonpoint Source Pollution Ordinance (Article VI of the Sanitary Code) provides for protection of the county's vulnerable water resources. It requires that hazardous waste, petroleum products, and hazardous materials be kept in containers and stored in such a manner and location that if the container is ruptured, the contents will not discharge, flow, be washed, or fall into surface water or ground water.

Although spill plans are not specifically required under the county ordinance, they have proven valuable in minimizing the cost and effort of cleaning up an uncontrolled release of hazardous materials to the environment. You should also be aware that the fire department or the LOTT Alliance may require a spill plan, depending on the type and quantity of materials you have.

## The Options

The following outline is intended to help business owners and operators write a spill plan. The basic parts of the plan are in bold and underlined type. Below these headings are listed specific topics to be addressed. Only address those parts and topics that are applicable to your business. If you have more than one business location, you should write a spill plan specific to each location. A current copy of the plan should be made available to all employees at the site at all times.

## General Information

- A. Briefly describe the business' activities, and include a map of storage locations for hazardous materials, hazardous wastes, and petroleum products.
- B. List the number, type, and size of storage tanks at all locations on site.
- C. List the types and amounts of hazardous materials (product) and hazardous waste that are stored on site.
- D. Show the locations of any hazardous material and petroleum product transfer areas on the map.

## **Spill Prevention and Control**

- A. Describe when preventive leak maintenance and checks are conducted on equipment and how they are documented.
- B. Storage tanks must be inspected regularly for leaks or damage. Describe how often storage tanks are inspected and how the inspections are documented.
- C. Describe the types of spill prevention/clean up training your employees receive, when they receive it, and where training records are kept.
- D. Document the location of secondary containment areas and the materials that are stored in them. Secondary containment units must be inspected regularly. Indicate when inspections take place and how they are documented. (Refer to the “Secondary Containment” fact sheet.)
- E. List the type and amount of spill control equipment kept on site.
- F. List the personnel that are trained in spill response procedures and dates of training.
- G. Leaks and drips from mobile and stationary equipment must be cleaned up immediately. Describe how leak and drip control is accomplished.

## **Hazardous Waste Management**

- A. List the types and quantities of hazardous waste that are generated on site.
- B. Describe the storage, handling and disposal procedures for hazardous waste generated on site.
- C. Indicate which personnel have received hazardous waste training and dates of training.
- D. Describe the management practices to be used for petroleum-contaminated soil and spill absorbents (Refer to the “Managing Used Shop Towels and Contaminated Absorbent Materials” fact sheet).

## **Emergency Response Plan**

- A. Give detailed emergency response procedures that employees will take in case of a spill or accidental release.
- B. Provide, and post by phones, a list of emergency notification phone numbers and after-hours contacts.
- C. Indicate the responsibilities and actions of each employee in the case of an emergency.
- D. Indicate emergency local Fire, Police, Ambulance, and Hospital arrangements.

## **Reporting and Records**

- A. Indicate that all spills and leaks will be reported to the Thurston County Business Pollution Prevention Program (post contact information listed below) and the Department of Ecology (360-407-6300).
- B. Include a sample copy of any on site spill prevention inspection forms.
- C. Include copies of all spill or release records.
- D. Include information on spill prevention, hazardous materials and waste training records and schedules.
- E. Keep a current inventory of hazardous materials, hazardous waste and petroleum products on site.
- F. Keep all certificates, correspondence, fact sheets, and other materials received from regulatory agencies.

## **Additional Information**

For answers to your questions about spill plans, assistance in writing one, or reviews for completeness, please contact the Business Pollution Prevention Program at (360) 867-2664, Monday through Friday 8:00 a.m. - 5:00 p.m.; the TDD line for the hearing impaired is (360) 867-2603. We have a number of fact sheets for small businesses that can be viewed on our website <http://www.co.thurston.wa.us/health/ehhw/index.html> or by calling the office.