Chapter 16: **Spills**

Response, Cleanup, and Reporting Procedures

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1 Purpose

The purpose of these procedures is to ensure *spills*, defined as the unintentional release of any material that results in a potential hazard to human health, the environment, and/or property, are handled in a safe manner and properly reported. They cover response, cleanup, and reporting for all types of spills. They apply to all workers discovering and responding to spills and their supervisors; the Waste Management Group and Environmental Protection and Radiation Protection departments, the Facilities and Operations Division, SLAC Site Security, the local fire department, and the program manager.

2 Procedures

The *discoverer* is the person who discovers a spill. The *responder* is the person who responds to and/or cleans up a spill. In some cases these two roles are played by the same person, in others by different persons.

It is essential that

- Only workers who have already been authorized via work planning and control to handle the spilled material and completed necessary training act as *responders*
- Waste Management (WM) Group (or after hours the local fire department) determine spills that require specialized spill responders and arrange for cleanup
- External or internal emergency hazardous materials responders such as the local fire department handle uncontrollable spills with the potential to cause serious harm to human health or the environment

For an overview of spill response, see Figure 1.
Figure 1 Spill Response Flow Chart

2.1 Notification

2.1.1 Emergency Spills

A spill is an emergency when it poses a serious threat to human health or the environment. Emergency spills must be handled by external or internal emergency hazardous materials responders.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discoverer</td>
<td>Moves to a safe location</td>
</tr>
<tr>
<td>2.</td>
<td>Discoverer</td>
<td>Calls 911 immediately and provides the following information to the operator:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Location</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Any injuries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Spilled material description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Quantity spilled</td>
</tr>
</tbody>
</table>
### Step 3. Discoverer
- Action: Calls SLAC Site Security (ext. 5555 or 650-926-5555 from a cell phone) to report the spill
- Person: Discoverer
- Action: Notifies supervisor (subcontractor notifies supervisor and SLAC project manager / field construction manager)
- Person: SLAC Site Security
- Action: Notifies required responders as needed, plus
  - SLAC duty officer (as part of the [incident reporting and investigation process](#))
  - Spills PM, WM and others such as RP and Facilities, as needed

### 2.1.2 Non-Emergency Spills

A spill is a non-emergency when it is not life threatening and will not result in serious environmental damage.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discoverer</td>
<td>Notifies supervisor (subcontractor notifies supervisor and SLAC project manager / field construction manager); goes to step 2 immediately if supervisor is unavailable</td>
</tr>
</tbody>
</table>
| 2.   | Discoverer | Calls SLAC Site Security (ext. 5555 or 650-926-5555 from a cell phone) to report:
  - Location
  - Any injuries
  - Spilled material description
  - Quantity spilled
  - Any potentially radioactive material |
| 3.   | SLAC Site Security | Notifies required responders as needed, plus
  - SLAC duty officer (as part of the [incident reporting and investigation process](#))
  - Spills PM, WM and others such as RP and Facilities, as needed |
# 2.2 Spill Response and Cleanup

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Discoverer | Proceeds to clean up spill (goes to step 2), only if all of the following conditions are met:  
|      |        | - Is already authorized via work planning and control to handle spilled material  
|      |        | - Appropriate personal protective equipment (PPE) is available  
|      |        | - Compatible spill response material is readily available in sufficient quantity  
|      |        | - Cleaning up the spill is safe  
|      |        | **If any of these conditions are not met, does not attempt to clean up the spill, stays in a safe area, and waits for specialized responders** |
| 2.   | Responder | Controls access; prevents passersby from entering the spill area  
|      |        | Takes steps as needed:  
|      |        | - Requests any needed spill cleanup materials and waste containers from Waste Management (WM)  
|      |        | - Refers to safety data sheet (SDS) for applicable PPE and hazard information  
|      |        | - Refers to spill kit instructions  
|      |        | - Prevents spilled material from entering storm drains by placing berms or other suitable material  
|      |        | - Prevents spilled material from entering the sanitary sewer system (floor drains, sinks) by placing absorbent pads or other suitable material |
| 3.   | WM | Provides requested spill cleanup materials and waste containers |
| 4.   | Responder / WM / Radiation Protection Department (RP) | Captures all impacted media:  
|      |        | - May involve spreading absorbent material on entire spill area  
|      |        | - If spill area includes hazardous material on an unpaved surface, removes all affected soil  
|      |        | Note: **sampling may be required to ensure adequate cleanup.** |
| 5.   | Responder / WM / RP | Places all spilled material and absorbent material in provided waste container(s)  
|      |        | Note: **sample analysis may be required to determine appropriate disposal.** |
| 6.   | Responder / WM | Unplugs storm drains, floor drains, and sink drains, if applicable |
| 7.   | Responder / WM / RP | Ensures PPE and spill cleanup equipment is appropriately managed  
|      |        | - Decontaminates equipment as needed  
|      |        | - Places disposables and expendables in appropriate waste containers |
| 8.   | Responder | If needed, requests waste container pickup using the Hazardous Waste Pick-Up and Empty Container Request Form |
| 9.   | WM / RP | Arranges for waste pickup and management |
| 10.  | Spills program manager | Ensures reporting requirements are met (see below) |
2.3 Reporting

The following reporting requirements apply to all types of spills.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Spills program manager</td>
<td>Confirms proper cleanup completed</td>
</tr>
<tr>
<td>2.</td>
<td>Spills program manager</td>
<td>Evaluates spill to determine regulatory notification requirements and meets them, as listed on the spill report form</td>
</tr>
<tr>
<td>3.</td>
<td>Spills program manager</td>
<td>Completes a spill report form</td>
</tr>
<tr>
<td>4.</td>
<td>Spills program manager</td>
<td>Records spill details</td>
</tr>
<tr>
<td>5.</td>
<td>RP</td>
<td>For spills that involve radioactive materials, meets regulatory agency reporting requirements</td>
</tr>
</tbody>
</table>

3 Forms

The following forms are required by this procedure:

- [Spills: Spill Report Form](SLAC-I-750-0A16J-003) (SLAC-I-750-0A16J-003). Form for recording spill details and notification

4 Recordkeeping

The following recordkeeping requirements apply to all spills:

- For every spill, the spills program manager completes and maintains a spill report form and records the details

5 References

- [SLAC Environment, Safety, and Health Manual](SLAC-I-720-0A29Z-001)
  - Chapter 16, “Spills”
  - Chapter 17, “Hazardous Waste”
    - [Hazardous Waste Pick-Up and Empty Container Request Form](SLAC-I-800-0A08R-001)

Other SLAC Documents

- [SLAC Spill Prevention, Controls, and Countermeasures Plan](SLAC-I-750-0A16M-001) (includes detailed requirements concerning storage tanks required under [40 CFR 112.2](#))
- [Chemical Management Services](includes safety data sheets)
- [Incident Reporting and Investigation Process](SLAC-I-701-0O3-006-00)