

# DRAFT

Note: This document drafted by COMM and Cotuit Fire Depts. in cooperation with the BCDHE

## Cape Cod Fire Department

### Spill Prevention Control & Countermeasures Plan

Effective Date: \_\_\_\_\_

SOG #: \_\_\_\_\_

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#### PURPOSE:

The intent of this standard operating guideline is to provide personnel with reasonable procedures in the event of an oil/gasoline/diesel spill within the facility or immediate area. These guidelines are necessary and required to comply with local, state, and federal rules and regulations regarding spill mitigation and notification. This guideline shall be used as a reference to the department's apparatus and floor washing procedures and is designed to facilitate an organized response to spills and/or leaks.

#### Note:

The information contained in this guideline is based in part on Federal Regulation 40 CFR 112 with respect to development of an SPCC, Massachusetts 310 CMR 30, the Comprehensive Environmental Response Compensation and Liability Act (CERLA) Regulation 40 CFR 30 and the Resource Conservation and Recovery Act (RCRA) Regulation 40 CFR 264.

Apparatus and floor washing procedures and spill prevention and control measures shall apply to facilities that utilize "tight tanks", "oil/gas separators" or "MDC" traps and/or connections to sanitary sewer systems. While the use of designated "mechanical bays" in each facility is required, these guidelines shall be used in ANY area of the facility or property.

#### PROCEDURE:

- A. This guideline shall be employed whenever a spill or discharge of hazardous or potentially hazardous liquids has occurred on fire department property. This may include oil, gasoline, diesel fuel, foaming agents or other liquids. Reportable quantities are listed below for reference as applicable.
- B. Spill response activities shall be performed with the safety of personnel and protection of the environment as a primary concern. In the event of a spill or leak, the following actions shall be taken:
  1. Initiate evacuation of the facility if necessary to protect the safety of others.
  2. Notify other personnel and the duty officer of the nature and location of the spill/leak.
  3. Stop the spill/leak flow when possible without risk of personal injury. If sufficient resources are available within the facility, call for additional resources as necessary.
  4. Contain the spill using whatever means available. Utilize available pads, absorbents, booms, etc. as appropriate. If sufficient resources are available within the facility, call for additional resources as necessary.
  5. Make the spill location off limits to unauthorized personnel by using caution tape or otherwise securing the area until clean up is completed.

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6. Restrict or discontinue use of all sources of ignition when flammable substances are involved.
  7. Report the release to the appropriate regulatory agencies as necessary.
  8. Dispose of absorbent material based on type and quantity. Generally, spills of less than ten (10) gallons do not require reporting, see appendix.
  9. Complete documentation of the incident to include:
    - Name, position and circumstances relative to the spill or leak.
    - Date and time of incident including when response was made and terminated.
    - Type and quantity of material spilled/discharged.
    - Confirmation of quantity as reportable or non reportable.
    - Actions taken during and after the incident.
- C. Personnel shall familiarize themselves with the location and use of equipment used in this guideline. Personnel shall insure the availability of this equipment through inventory and/or regular and frequent inspection. Equipment needed for spill containment is located \_\_\_\_\_.

## SPCC RESOURCES:

The following resource list is provided for quick reference:

### Federal Contacts:

National Response Center 800-424-8802

### State Contacts:

Mass DEP Emergency Response Dept. - Day: 508-946-2700, Night: 800-304-1133

### Local Contact:

Town of \_\_\_\_\_, Board of Health *Phone*

Duty Officer (follow department's notification procedure) *Phone*

Local Hazardous Materials Resources *Phone*

Massachusetts State Hazardous Materials Team (Tiered Response) *Phone*

### On Site and/or Local Resources:

*List equipment such as pads, booms, absorbents, tools, PPE available. Phone*

### Off Site Contacts for spills beyond the capabilities of the facilities resources:

*List vendors and phone numbers here. Phone*