

# GENERIC SPILL RESPONSE PLAN

## FOR PROPERTIES IN THE CITY OF VICTORIA

### EMERGENCY NUMBERS

#### **Provincial Emergency Program (PEP)**

1-800-663-3456

#### **City Emergency/Environmental Services**

Marcin Jedynak, AScT

Sewer and Stormwater Quality Technologist

Day Phone: 250-361-0550 cell 250-883-0418

After hours: 250-385-5711 or 250-384-1122

#### **Regional Source Control Program (For Spills into Sanitary Sewer System)**

Phone: 250-360-3248

#### **(LOCAL) Fire Department**

Emergency - "911"

Non-Emergency – 250-384-1122

#### **(LOCAL) Police**

Emergency -"911"

Non-Emergency – 250-995-7654

**Property Owner** (Name) \_\_\_\_\_ (Phone)# \_\_\_\_\_

**Business Owner** (Name) \_\_\_\_\_ (Phone)# \_\_\_\_\_

**Operations Manager** (Name) \_\_\_\_\_ (Phone)# \_\_\_\_\_

### Suggested Minimum Spill Response Equipment

25 kg of "Loose" Absorbent  
1 - Absorbent Booms  
20 - Absorbent Pads  
1 – Shovel  
1 – Broom  
Garbage Bags

**OR**

Universal Type Spill Kit – Standard Contents:  
10 Absorbent Pads (Oil, Gas & Diesel)  
10 Universal Absorbent Pads (Antifreeze & Non Haz)  
2 – 3" x 4" Absorbent Socks (Oil, Gas & Diesel)  
2 HD Hazmat Disposal Bags  
1 Pair of Nitrile Gloves

**\*\* (PREFERRED) \*\***

## **SPILL RESPONSE PLAN**

### **FOR SMALL SPILLS (less than 10 liters)**

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. When in doubt, consult the applicable Material Safety Data Sheets for hazards.
4. Stop spill from entering drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
5. If spilled material has entered a storm sewer, then check oil/water interceptor or catch basins then notify the municipality:
  - a. Day: 250-361-0550
  - b. Evening/weekend: 250-385-5711 or 250-384-1122
6. If spilled material has entered the sanitary sewer then after checking oil/water interceptor or catch basins contact Regional Source Control Program at the CRD, Phone: 250-360-3248. Section 7 of the CRD Sewer Use Bylaw contains notification procedures for all spills to the sanitary sewer.
7. Clean up spilled material/absorbent (do not flush area with water).
8. Dispose of cleaned material/absorbent into secure container for disposal as hazardous waste.
9. Make sure cleaned area is not slippery (if slippery, put down no-slip material or mark area with a "slippery when wet" sign).
10. Notify person in charge of the facility.
11. Complete a Spill Reporting Sheet (see attached sample form).

## **SPILL RESPONSE PLAN**

### **MEDIUM SPILLS (10 liters)**

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave area and call 911. When in doubt, consult the Material Safety Data Sheet for hazards.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. Stop spill from entering drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer, then check oil/water interceptor or catch basins then notify the municipality.
  - a. Day: 250-361-0550
  - b. Evening/weekend: 250-385-5711 or 250-384-1122
8. If spilled material has entered the sanitary sewer then after checking oil/water interceptor or catch basins contact Regional Source Control Program at the CRD, Phone: 250-360-3248. Section 7 of the CRD Sewer Use Bylaw contains notification procedures for all spills to the sanitary sewer.
9. Clean up spilled material/absorbent (do not flush area with water). If outside clean-up service is required, phone: \_\_\_\_\_.
10. Dispose of cleaned material/absorbent into secure container for disposal as hazardous waste.
11. Make sure cleaned area is not slippery (if slippery, put down no-slip material or mark area with a "slippery when wet" sign).
12. Complete Spill Reporting Sheet (see attached sample).

## SPILL RESPONSE PLAN

### LARGE SPILLS (over 100 liters)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid, turn off engines and nearby electrical equipment. If serious hazards are present leave area and call 911. LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD.
4. Call co-workers and supervisor for assistance and to make them aware of the spill and potential dangers.
5. If possible, stop spill from entering drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. Stop spill from spreading (use absorbent or other material).
7. Call the **Provincial Emergency Program** (PEP) at 1-800-663-3456.
8. If spilled material has entered a storm sewer, then check oil/water interceptor or catch basins then notify the municipality.
  - a. Day: 250-361-0550
  - b. Evening/weekend: 250-385-5711 or 250-384-1122
9. If spilled material has entered the sanitary sewer then after checking oil/water interceptor or catch basins contact Regional Source Control Program at the CRD, Phone: 250-360-3248. Section 7 of the CRD Sewer Use Bylaw contains notification procedures for all spills to the sanitary sewer.
10. Clean up spilled material/absorbent (do not flush area with water). If outside clean-up service is required, phone: \_\_\_\_\_.
11. Dispose of cleaned material/absorbent into secure container for disposal as hazardous waste.
12. Make sure cleaned area is not slippery (if slippery, put down no-slip material or mark area with a "slippery when wet" sign).
13. Complete a Spill Reporting Sheet (see attached sample).