**Contingency Plan for Oil Spill**

Oils are used throughout The University of Alabama in Huntsville. Oils include petroleum products, vegetable oils, hydraulic and mineral oils, etc. Through their use, or through the use of oil-containing machinery and equipment, the potential exists to release oil to the environment.

This document summarizes spill/release clean-up and reporting requirements for these materials. Everyone is responsible for spill prevention, reporting, and sometimes, clean-up. Through the use of good handling procedures, we can minimize risk to ourselves, others, and the environment. If UAH has spills or other releases, they must be reported to the proper regulatory agencies. Environmental Health and Safety (EHS) performs all regulatory notifications, and ensures that the environmental cleanup meets the regulatory requirements and standards. Anyone that causes a spill/release is responsible for cleaning up the spill/release or for ensuring that others perform the clean-up. Anyone that comes across an unattended or orphaned spill/release is responsible for reporting that spill/release to a responsible party for clean-up and/or to EHS. If Environmental Health and Safety is called when a spill/release occurs (see When to Report), they will provide oversight, assistance and/or clean-up, depending on the material and/or quantity. EHS also has spill control materials and protective clothing available that can be used in the event that a spill or release cannot be controlled by the materials on site.

**When to Report**

When deciding whether a spill release must be reported to EHS, the first consideration is whether it can reach surface waters (storm water drains, streams, channels, ditches, etc.). Any spill/release to surface waters must be reported immediately, no matter what the quantity.

In addition, spills/releases of oil containing materials must be reported to EHS if they exceed one

quart with the exception of spills/releases that are confined to areas inside buildings that do not have floor drains. Spills/releases of less than one quart must be cleaned up immediately.

For spills/releases that threaten the environment and cannot be readily handled by the facility, the

initial notification should be made to the Office of Public Safety at 6911. Please make sure that someone remains near the scene to provide information to the responders.

**B. SPILL NOTIFICATION PROCESS**

1. Any employee observing a spill of oils or any related material of any quantity no matter how small that may come into contact with any natural surface water course, is required to first take immediate action to contain the spill by placing absorbent material around the spill or by diking of drains. Specific procedures for each source are included in Section IV and general procedures are included in part D of this section. This operation should only be carried out without jeopardizing an employee's safety or the safety of other employees. After action is taken to contain spill the employee is to notify his immediate supervisor, the Department of Public Safety, and provide the information outlined below (#2).

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2. For each spill, written documentation of the spill IS required. The following information is to be included in this documentation:

a) Date and time of spill (actual/discovered)

b) Area where spill occurred

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c) Type of spill (oil, lubricant, etc.)

d) Estimated volume

e) Did any spill leave the property?

1). If so, where was it discharged?

f) If still on property, what is containing the spill?

i) Identify suspected failure that caused spill

g) Assessment of imminent danger to personnel or property

n) Damage and injuries caused by spill

i) Actions taken to contain, stop, remove or cleanup spill

J) Identification of any local emergency unit(s) contacted

**3. Department of Public Safety Shall:**

Send police unit to assist in securing the area

Contact Environmental Health and Safety (E.H.S.) primary or secondary contact as listed

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Telephone** |
| Marcia Green | Director of Environmental Health and  Safety Manager  (Emergency Coordinator) | 256 824 2352 (office)  256 682 3515 (mobile) |
| Boby Dempsey | Safety specialist | 256 824 2352 (office)  256 337 6268 (mobile) |

Contact Facilities Director, Tom Estes at 256 824 2787

NOTE: All home phone and cell phone numbers for the above listed personnel are on file with police dispatch.

NOTE: If E.H.S personnel cannot be contacted:

Call CleanHarbours Environmental Services for spill response.

The listing below provides venders, response companies and agencies that may be required during a release and clean up of an oil spill. The E.H.S. office will normally contact these companies. These numbers are provided as additional information to ensure that an appropriate response is coordinated between the University police and Facilities and Operations personnel in the event that EHS personnel in not available.

**Contacts, Vendors and Agencies**

|  |  |  |
| --- | --- | --- |
| CleanHarbors Environmental Services | 615 634 3170 | David Gilbert |
| Huntsville Fire Department (HazMaT  Response) | 256-851-4022 | Main Desk |
| Grainger (spill supplies) | 256-830-2150 | Patty Wilson |
| Robins Rents | 256-883-9312 |  |
| Alabama Department of Environmental  Management | 334-271-7700 | Spill Notification Office |
| Huntsville Hospital | 256 265 8133 | Emergency Room |
| HEMSI-Ambulance | 256-722-7158 | Dispatch Center |

**4. Environmental Health and Safety Shall:**

• Further evaluate the spill, and determine the appropriate measures to take in accordance with the Environmental Protection Agency (EPA) and Alabama Department of Environmental Agency (ADEM) regulations and Guidelines.

• Contact Regulatory Agencies when required.

**Regulatory Agency Notifications**

A spill or release of oil that exceeds the EPA Contingency Plan Oil and Hazardous Materials List reportable quantity (RQ) (RQ for oil is 10 gallons) in a 24-hour period and enters the

environment must be reported to ADEM within designated time limits. For spills or releases exceeding 10-gallons in a 24-hour period, this notification must be made with 2 hours of spill/discovery. During business hours, call the ADEM Spill Reporting Hotline at (334) 271-

7700. After hours follow the voice mail instructions or call the Capital Police at (334) 242-

0700.

**In the event of a spill of any body of water,** the UAH policy is to **immediately** inform the ADEM of the location of the spill as much as is known of the extend of the situation. The Director of the Office of Environmental Health and Safety and the Hazardous Materials Specialist must respond in a timely manner and perform the reporting requirements included this Plan.

The following table summarizes reporting requirements for oil spills that impact surface waters of United States:

|  |  |  |  |
| --- | --- | --- | --- |
| **Substance** | **Quality impacting waters of the** U.S. | **EPA Reporting required** | **State or local reporting requirements** |
| Oil | > 1,000 gallons single event | Yes | No |
|  | 42 gal./ two events in any  12 month period | Yes | No |

EPA reporting is not required for an oil spill less than 1,000 gallons for a single event or less than 42 gallons in each of two events within a 12 month period or for an oil spill that does not

flow off-site or otherwise impact the surface waters of the United States. This plan outlines specific agreements UAH has with state and local regulators. Any oil spill must be cleaned up immediately to eliminate the potential for contact with storm water that could transport oil contamination to impact the waters of the United States.

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All other oil and/or chemical spills shall be reported to the appropriate local, state and federal

agencies listed below as required.

|  |  |  |
| --- | --- | --- |
| Agency | Location | Telephone |
| National Response Center | Washington, D.C. | (800) 424-8802 |
| Huntsville Fire Department  (HazMat Response) | Huntsville, Alabama | 256 851 4022  911 |
| Alabama Department of  Environmental Management | Montgomery, Alabama | 334 271 7700 |
| Huntsville Police Department | Huntsville, Alabama | 911 |

ADEM.

A spill or release of oil that creates a sheen on a surface water or that exceeds the EPA Contingency Plan for Oil and Hazardous Materials List reportable quantity (RQ) of 10 gallons in a 24-hour period and enters the environment must be reported to the Alabama Department of Environmental Management. For spills or releases resulting in a sheen or exceeding 10-gallons m

a 2-hour period, this notification must be made within 2 hours of the spill/release discovery.

a. During business hours: (334) 271-7700

b. After hours call the Capital Police at: (334) 242-0700

City of Huntsville

If it is anticipated that an oil spill or release exceeding the RQ may result in a discharge to the sanitary sewer system in the metro Huntsville area, the City of Huntsville Water Pollution Control office must be notified of the release.

a. During normal business hours:

Pat Morgan: (256) 883-3756 b. After hours:

COH- Wastewater Operator on Duty (256) 883-3666

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**SECTION V CONTINGENCY PLAN**

If it is anticipated that an oil spill or release exceeding the RQ may result in a discharge to any surface waters or navigable water ways in the metre Huntsville area, the City of Huntsville Department of Natural Resources and Environmental Management should be provided a courtesy notification of the release.

a. During normal business hours:

**DannyShea (256)427-5750**

**C. SPILL CONTROL AND CONTAINMENT EQUIPMENT INVENTORY**

Maintenance area and laboratories with the potential for oil leaks and spills shall be equipped with spill absorbent materials which may include absorbent pads, absorbent booms or socks mops shovels, brooms, and loose absorbent material for cleanup of spills.

**D. PROCEDURES FOR CONTAINMENT AND CLEANUP**

In the event of an oil spill incident, regardless of size or scope, the employee who discovers the spill should take the immediate actions:

1. If any person is injured, contact the local emergency service for assistance.

2. Locate the source of spill.

3. Try to stop and/or contain the spill or leak by using absorbent material to contain the spill or by plugging drains without jeopardizing his or her safety. '

4. Notify the appropriate supervisor.

The appropriate supervisor, after being notified, will investigate the spill and take the following actions: 6

1. Organize the appropriate employees to start procedures for containment and cleanup of the spill.

2. The spill response team will act immediately to prevent the spill from leaving the facility property via floor drains and drainage ditches.

3. Clean up residual spills by using absorbent material mops, brooms, etc. Large spills should be pumped into spare tanks, empty drums or vacuum trucks (if available). A licensed waste disposal contractor should be contacted for proper disposal and/or recycling of liquid and absorbent wastes, when necessary.

4. Provide appropriate information to the Environmental Manager.

When the Supervisor has the appropriate clean-up operations in progress, he shall then notify the Emergency Coordinator to provide information on what has happened and what actions are in progress to stop, contain, and clean-up the spill.

**E. CORRECTIVE ACTIONS**

After the spill has been cleaned up and the material disposed of properly the Emergency Coordinator, plant supervisors, and any other appropriate

personnel shall thoroughly inspect the cause of the spill and take the necessary actions to correct the problem.

Additional preventative measures shall also be evaluated, and implemented as necessary.

A written report noting the date, what repairs were performed, who made the repairs and test(s) performed after the repairs, were made to verify the

problem has been corrected will be maintained with this plan.

**F. SPILL REPORT RECORD**

A written report of reported spill information and all actions taken to contain and cleanup the spill shall be prepared and maintained on-site with the SPCC Plan. If required, a copy of the report will be sent to the relevant Federal (EPA Regional Administrator), State and local agencies.

Federal regulations require that a facility discharging into navigable waters more than

1000 gallons of oil in a single event, or two discharges (over 42 gallons) of oil in any 12 month period to file a spill event report with the EPA Regulation Administrator, State,

and local agencies in charge of water pollution control activities within 60 days,

L providing the following information:

**1.** Facility name and address

2. Owners name and address

3. Facility location

4. Date and year of initial facility operation

5. Maximum facility storage or handling capacity and normal daily throughput

6. Facility description, including maps, flow diagrams and topographical maps

7. A complete copy of the SPCC Plan with any amendments

8. Spill causes(s), including a failure analysis of system or subsystem in which failure occurred.

9. Corrective actions and countermeasures taken, including an adequate description of equipment repairs or replacement.

10. Additional preventive measures taken or contemplated to minimize the possibility of recurrence.

11. Other information required by the Regional Administrator as reasonably pertinent to the plan or spill event.