

# UAH OIL SPILL

## RESPONSE/NOTIFICATION PROCEDURES

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.

### Responsibilities

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 OEHS.

If the OEHS 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. OEHS also has a small supply of spill control materials and protective clothing available for use in the event that a spill or release can not be controlled by the materials on site.

### When to Report

When deciding whether a spill/release must be reported to OEHS, 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 can not be readily handled by the facility, the initial notification should be made to the Police Department at 6911. Please make sure that someone remains near the scene to provide information to the responders.

## **Notifications**

After taking initial containment measures, the person discovering the spill should immediately call the Police Department at (256) 824-6911 and provide the following information:

- location, date, and time of the spill
- an assessment of the potential for the spill to enter a catch basin, floor drain, or other surface water body
- type of oil spilled
- approximate quantity of oil spilled
- source of spill
- description of spill and existing conditions (any spill containment, berms, absorbents, etc. in place)
- name and telephone number of the responsible person in the department where spill occurred

The UAH Police Department is responsible for immediately contacting the Office of Environmental Health and Safety.

### **UAH Police Department Shall:**

- Send police unit to assist in securing the area
- Contact Environmental Health and Safety (E.H.S.) at 824 - 2352
- Call OEHS Director, Marcia Green
- Contact Facilities Director, Tom Estes

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

**NOTE:** If OEHS Personnel cannot be contacted:

- Call Terrell Technical Services at **256-227-3233** for spill response.

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

## CONTACTS, VENDORS AND AGENCIES

Terrell Technical Services	256-461-9278	Main Desk
Huntsville Fire Department (HazMat Response)	256-851-4022	Main Desk
Grainger (spill supplies)	256-830-2150	
Mullins Equipment Rental	256-534-5635	
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

### **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 Management (ADEM) regulations and guidelines
- Contact regulatory agencies when required

### **Regulatory Agency Notifications**

A spill or release of oil exceeds 10 gallons in a 24-hour period and enters the environment, it must be reported to ADEM. For spills or releases exceeding 10-gallons in a 24-hour period, this notification must be made within 2 hours of the spill/release discovery.

In the event of a spill of any oil to any body of water, UAH policy is to immediately inform the EPA and ADEM of the location of the spill and as much as is known of the extent 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 in this Plan.

### **Contact List (in order)**

1. Federal EPA at the National Response Center (NRC) in Washington, D.C.

A spill or release of oil to surface water requires notification to the National Response Center (NRC). The NRC will notify the Coast Guard, if such notification is warranted. The NRC should be notified as follows:

- a. During all hours: **(800) 424-8802** or, if no answer,  
**(202) 267-2675**
- b. NRC should be informed of the location of the spill, and the quantity and type of oil spilled.

2. 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 in a 24-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**

3. City of Huntsville

If it is anticipated that an oil spill or release exceeding 10 gallons 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**

If it is anticipated that an oil spill or release exceeding 10 gallons may result in a discharge to any surface waters or navigable water ways in the metro 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:

### **Documentation and Corrective Actions**

Spill information and all actions taken to contain and cleanup the spill will be prepared and maintained by and in the OEHS. If required, a copy of the report will be sent to the relevant Federal (EPA Regional Administrator) and State agencies.

Federal regulations require that a facility discharging more than 1,000 gallons of oil in a single event, or harmful quantities of oil in two events within any 12 month period, into navigable waters are to file a spill event report with the EPA Regulation Administrator and the State agency in charge of water pollution control activities within 60 days. The report must provide 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 reoccurrence.
11. Other information required by the Regional Administrator as reasonably pertinent to the plan or spill event.

### **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.

### **Additional Emergency Action**

1. Using appropriate spill materials, the spillways are to be blocked to stop the spill from entering ditches, storm drains, or floor drains.
2. Use absorbent material to build filter dam to control movement of spill.
3. *Do not* use any material to cause oil to sink or disperse.

## **Procedures for Containment and Clean-Up**

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, call 911.
2. Locate the source of spill.
3. Try to stop and/or contain the spill or leak by closing valves, stopping pumps, using absorbent material to contain spill, or 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:

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). The OEHS will coordinate the disposal of the waste materials when necessary.
4. Provide appropriate information to the OEHS.

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