

Spill Prevention and Clean-up Plan



Business Name:		Phone:	
Address:		E-mail:	
Site drains to:	<input type="checkbox"/> Sanitary sewer <input type="checkbox"/> Storm drain	Date:	

SPILL PLANNING AND PREVENTION

<input type="checkbox"/>	Take inventory of chemicals and liquids on site - Note location and quantity on layout map of your business.
<input type="checkbox"/>	Collect spill clean-up materials for kits, including personal protection equipment - Identify locations for kits.
<input type="checkbox"/>	Designate and train a spill clean-up coordinator for your business.
<input type="checkbox"/>	Train staff on spill plan and how to use spill clean-up kits annually. Document your trainings.

Facility activities with potential to spill:

<input type="checkbox"/>	Fueling and fuel transfer	<input type="checkbox"/>	Loading / unloading of products
<input type="checkbox"/>	Outside manufacturing	<input type="checkbox"/>	Landscape construction / maintenance
<input type="checkbox"/>	Outside equipment / vehicle maintenance / repair	<input type="checkbox"/>	Outside storage of materials / stockpiles
<input type="checkbox"/>	Outside drum or container storage	<input type="checkbox"/>	Customer and employee vehicles
<input type="checkbox"/>	Vehicle, equipment and building washing	<input type="checkbox"/>	Other:

Materials and equipment stored on site with potential to cause pollution if spilled / leaked:

<input type="checkbox"/>	Equipment: trucks, lifts, etc.	<input type="checkbox"/>	Vehicle Fluids:	<input type="checkbox"/>	Solvents, Paints & Lubricants:
<input type="checkbox"/>	Cleaning products:	<input type="checkbox"/>	Antifreeze	<input type="checkbox"/>	Parts / equipment wash liquid
<input type="checkbox"/>	Liquids	<input type="checkbox"/>	Gasoline / Diesel fuel	<input type="checkbox"/>	Paint thinner / turpentine
<input type="checkbox"/>	Solids	<input type="checkbox"/>	Brake / Transmission fluid	<input type="checkbox"/>	Paint / Coating - oil based
<input type="checkbox"/>	Food preparation / waste:	<input type="checkbox"/>	Oil	<input type="checkbox"/>	Paint / Coating - latex based
<input type="checkbox"/>	Cooking oil / Grease	<input type="checkbox"/>	Miscellaneous Chemicals:	<input type="checkbox"/>	Machine oil / Coolant
<input type="checkbox"/>	Dumpster	<input type="checkbox"/>	Acid / Ammonia / Lye	<input type="checkbox"/>	Hydraulic fluid
<input type="checkbox"/>	Trash Compactor	<input type="checkbox"/>	Pesticides / Herbicides	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Fertilizers	<input type="checkbox"/>	Other:

SPILL CLEAN-UP PROCEDURES

<input type="checkbox"/>	Evaluate situation, including safety issues - Notify owner, spill coordinator, other necessary people.
<input type="checkbox"/>	Put on Personal Protection Equipment (PPE).
<input type="checkbox"/>	Stop the source of the spill if it can be done safely. If unable, call for assistance.
<input type="checkbox"/>	Protect the drain by installing the drain cover and placing protective socks / booms.
<input type="checkbox"/>	Clean up the spill with appropriate materials (mats, pads, absorbent clay, etc.). Properly dispose of materials.
<input type="checkbox"/>	Restock the clean up kit with all required materials. Document the spill with the spill coordinator.

IN CASE OF A SPILL, CONTACT THE FOLLOWING:

<input type="checkbox"/>	Business owner / Site manager	Name:	Phone:
<input type="checkbox"/>	On site clean-up coordinator	Name:	Phone:
<input type="checkbox"/>	REQUIRED to call if a spill is too large to contain or reaches a water body or storm facility:	If immediate safety threat call 911 WA Department of Ecology: (360) 407-6300	