

## 2.0 OIL SPILL RESPONSE AND REPORTING

### 2.1 GENERAL OIL SPILL RESPONSE GUIDELINES

All oil spills, regardless of size, must be contained and cleaned up in a safe and effective manner. Spills that affect or threaten public health, welfare, or the environment will be attended to immediately by protecting human safety, and containing and cleaning up the spilled substance. Any response by facility personnel will be conducted pursuant to the Hazardous Waste Operations and Emergency Response regulations, 29 CFR 1910.120. To determine the proper response procedures, this plan classifies discharges as either “incidental” or “non-incidental,” depending on the following characteristics:

#### Oil Spill Response Criteria

<b>Incidental discharges are generally those where:</b>	<b>Non-Incidental discharges are generally those where:</b>
<ul style="list-style-type: none"> <li>• The discharge is small (e.g., less than 20 gallons)</li> <li>• The discharge can be easily contained</li> <li>• The discharge is unlikely to reach a navigable waterway, storm sewer, or sanitary drain</li> <li>• Cleanup procedures do not pose a health or safety hazard</li> <li>• Proper response equipment is available for a safe cleanup</li> </ul> <p><b>Response by facility personnel may be possible for the above types of discharges.</b></p>	<ul style="list-style-type: none"> <li>• The discharge is large enough to spread beyond the immediate area</li> <li>• The discharge cannot be contained</li> <li>• The discharge may reach a navigable waterway, storm sewer, or sanitary drain</li> <li>• The discharge requires special equipment or training to clean up</li> <li>• The discharge poses a hazard to human health or the environment</li> <li>• There is a danger of fire or explosion</li> </ul> <p><b>The above discharges require response by Fire Department—call 911.</b></p>

Details regarding the predicted direction, rate of flow, and quantity of potential spills for individual tanks and containers at the facility are listed in **Table 1**. In general, if properly trained, facility personnel should be able to respond to most minor discharges. For all other spills where facility personnel are unable to control or contain an oil release, the Madison Fire Department is available for emergency response.

## 2.2 OIL SPILL RESPONSE STEPS

The first responder discovering a potential oil release will follow these response steps:

Oil Spill Response Steps – <b>Incidental Spills</b>	Contact
1. <b>Secure the site</b> , with a priority to protect the health and safety of personnel responding to the release, bystanders, and the community.	
2. <b>Control and contain the spill</b> using nearby absorbent booms, socks, and/or soil.	
3. <b>Notify the Facility Emergency Coordinator.</b>	Marisa Trapp (page 2)
4. <b>Clean up the spill</b> – Oil and lubricants reclaimed after a spill will be recorded on the <i>Oil Spill Disposal Record</i> .	<b>Attachment I</b>
5. <b>Complete the Spill Incident Report</b> form to provide accurate information for the facility’s records and to discuss at future SPCC annual training sessions to prevent future spills.	<b>Attachment F</b>

Oil Spill Response Steps – <b>Non-Incidental Spills</b>	Contact
1. <b>Secure the site</b> , with a priority to protect the health and safety of personnel responding to the release, bystanders, and the community.	
2. <b>Contact the Facility Emergency Coordinator</b> and decide if facility personnel can control and contain the spill effectively.	Marisa Trapp (page 2)
3. <b>Contact the Fire Department</b> for major spills to help to assist with the control and containment of the release.	911
4. <b>Control and contain the spill</b> using nearby absorbent booms, socks, and/or soil until the fire department arrives. Focus control measures at location(s) of storm sewers and/or nearby waterways.	
5. <b>Clean up the spill</b> – If assistance is required for the cleanup of larger spills, contact an outside contractor such as those listed on <b>page 2</b> . Oil and lubricants reclaimed after a spill will be recorded on the <i>Oil Spill Disposal Record</i> .	Outside response contractors (page 2)
6. <b>Complete the Spill Incident Report</b> form to provide accurate information efficiently to spill response authorities.	<b>Attachment I</b> <b>Attachment F</b>

## 2.3 OIL SPILL NOTIFICATION PROCEDURES

Depending on the nature and quantity of the oil released, several individuals and organizations must be contacted by the Facility Emergency Coordinator in the event of a spill. Circumstances, instructions, and phone numbers for reporting a discharge to federal, state and local agencies, and to other affected parties are provided on the next page.

### Oil Spill Notification Procedures

Agency/ Organization	Contact	Circumstances	When to Notify
<b>Federal Agencies</b>			
National Response Center (NRC)	1-800-424-8802  www.nrc.uscg.mil	Discharge reaching navigable waters.	<b>Immediately</b> (verbal)
USEPA Region V (hotline)	1-800-887-6063	Discharge reaching navigable waters.	<b>Immediately</b> (verbal)
USEPA Region V Regional Administrator	USEPA Region 5 77 W. Jackson Blvd. Chicago, IL 60604	Discharge of 1,000 gallons or more; or two discharges of 42 gallons or more into navigable waters over a 12-month period.	Written notification within 60 days (see Section 2.4)
<b>State Agencies</b>			
WDNR Spill Reporting Hotline	1-800-943-0003	<ol style="list-style-type: none"> <li>1. Discharge that threatens public health, welfare or the environment, <b>or</b></li> <li>2. Discharge that produces a sheen on water and/or threaten navigable waters, <b>or</b></li> <li>3. One gallon or more of flammable liquid (e.g., gasoline) onto unpaved ground, <b>or</b></li> <li>4. Five gallons or more of combustible liquid (e.g., diesel) onto unpaved ground.</li> </ol>	<b>Immediately</b> (verbal)
<b>Local Agencies</b>			
Fire Department	911	Discharge that poses emergency conditions, regardless of the volume discharged.	<b>Immediately</b> (verbal)
Madison Metropolitan Sewerage District	608-222-1201	Any oil discharge into the sanitary sewer.	<b>Immediately</b> (verbal)
<b>Others</b>			
Response and cleanup contractors	See <b>page 2</b>	Discharge that exceeds the capacity of facility personnel to respond and cleanup.	As needed