SPILL PREVENTION, CONTROL, AND CLEANUP PROCEDURE
(OPS-P022)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure is intended to minimize the cumulative effect of water pollution caused by spills and leaks. The good housekeeping practices outlined in this procedure will prevent or reduce the discharge of pollutants to storm water through inspection, repair, and correction procedures.

2.0 RESPONSIBILITY:

2.1 Vehicle Maintenance Manager

3.0 APPROVAL AUTHORITY:

3.1 Chief Operations Officer

4.0 DEFINITIONS:

4.1 Illicit Discharge: any discharge to the municipal storm sewer system that is not composed ENTIRELY of storm water. Illicit discharges include common pollutants such as chemicals, wash water byproducts, solid and liquid wastes, sewage.

4.2 Hazardous materials are pollutants that can negatively impact waterways. This includes fuel and other petroleum products; chemicals from paints and solvents; herbicides and pesticides; acids for cleaning; curing compounds and any other controlled material.

4.3 Spill Cleanup Kits: Spill Kits are containers located at designated fuel areas storing equipment intended for the cleanup or treatment of hazardous materials. Kits contain Personal Protective Equipment (PPE), equipment used to absorb and clean up spills of hazardous materials, and equipment to stop leakage.

4.4 Small Spills: Spills that can be wiped up with a shop rag.

4.5 Medium Spills: Spills that are too large to wipe up with a rag and require more attention. They must be contained and soaked up using dry absorbent materials provided in spill kits.

4.6 Large Spills: Spills that must be contained and cleaned up by additional methods or in high volumes beyond the capability of the available spill kit.

5.0 PROCEDURE:

5.1 Employees should be alert for potential illicit discharges during normal work activities.

5.2 Call the appropriate authority (i.e., department head, manager, supervisor, or code enforcement officer) if you see evidence of an illicit discharge.

5.3 Assess the general area of the illicit discharge to see if you can identify its source.

5.4 Take immediate action when drips or spills are detected.

    5.4.1 In the event of small spills; immediately wipe up contaminants with a shop rag.

        5.4.1.1 Shop rags should not be saturated with solvents or other volatile liquids and should be stored in a covered bin after use.

        5.4.1.2 Used rags should only be cleaned through the professional Uniform Service provided by CMCSS.

    5.4.2 In the event of medium spills; immediately clean up materials using dry absorbent materials or materials available in the spill kits.

        5.4.2.1 Soak up contaminants using dry absorbent materials or 'snake' booms.

        5.4.2.2 Used absorbent materials must be swept up and used absorbent devices removed.

        5.4.2.3 Used absorbent material and devices should be disposed of by placing into a plastic bag and this bag must be placed in the dumpster or designated disposal receptacle.

    5.4.3 In the event of a large fueling "emergency" spillage; push the emergency switch on the building if available and contain the spill as best as possible. Employees should notify their department manager immediately. The department manager should call 911 immediately. 911 will notify both the fire department (who will respond with their Hazmat Team) and the Montgomery County Emergency Management Agency.

5.5 Whenever possible, take photographs of large illicit discharges.

5.6 Following cleanup, ensure that damage to catch basins, storm water drains, and ditches has been mitigated.

5.7 Document actions taken to treat illicit discharge and prevent future incidents.

6.0 ASSOCIATED DOCUMENTS:

6.1 Stormwater Management (OPS-A001)

7.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
2/7/18		Initial Release

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