

Town of Braintree

SOP 4 –Spill Response

Approved By:

Date:

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SOP 4: Spill Response and Cleanup

Introduction

Municipalities are responsible for any contaminant spill or release that occurs on property that they own or operate. Particular areas of concern include any facilities that use or store chemicals, fuel oil, or hazardous waste, including schools, garages, and landfills. Implementation of proper spill response and cleanup procedures can help to mitigate the effects of a contaminant release. The goal of this written Standard Operating Procedure (SOP) is to provide guidance to municipal employees to help reduce the discharge of pollutants through preparedness, planning, and response.

The Town of Braintree should undertake various precautions with spill response and cleanup procedures.

Procedures

The Town of Braintree should implement the following spill response and cleanup procedures to reduce the discharge of pollutants from the MS4:

Responding to a Spill

Employees should be trained yearly in proper spill response specific to the materials used at their site and appropriate personal protective equipment (PPE). Training will be coordinated by the Stormwater Division. In the event of a spill, these spill response and cleanup procedures should be followed:

- If the facility has a Stormwater Pollution Prevention Plan (SWPPP), notify a member of the facility's Pollution Prevention Team, the facility supervisor, and/or the facility safety officer (fill out the attached spill response contact list). If not, continue to follow the procedures outlined below.
- Assess the contaminant release site for potential safety issues and for direction of flow.
- Complete the following:
 - Stop the contaminant release.
 - Contain the contaminant release through the use of spill containment berms or absorbents.
 - Protect all drains and/or catch basins with the use of absorbents, booms, berms or drain covers.
 - Clean up the spill.
 - Dispose of all contaminated products in accordance with applicable federal, state and local regulations.
 - i. Soil contaminated with petroleum should be handled and disposed of as described in MassDEP policy WCS-94-400, Interim Remediation Waste Management Policy for Petroleum Contaminated Soils (<https://www.mass.gov/files/documents/2016/08/mq/94-400.pdf>).
 - ii. Products saturated with petroleum products or other hazardous chemicals require special handling and disposal by licensed transporters. Licensed transporters will pick up spill contaminated materials for recycling or disposal. Save the shipping records for at least three years.
 - iii. Waste oil contaminated industrial wipes and sorptive minerals:
 - 1. Perform the "one drop" test to ensure absorbents do not contain enough oil to be considered hazardous, as described in the MassDEP Waste Oil

Management Guide

(<https://www.mass.gov/files/documents/2018/12/18/oilwiper.pdf>).

2. Wring absorbents through a paint filter. If doing so does not generate one drop of oil, the materials are not hazardous.
 3. If absorbents pass the “one drop” test they may be discarded in the trash unless contaminated with another hazardous waste.
 - a. It is acceptable to mix the following fluids and handle them as waste oil:
 - i. Waste motor oil
 - ii. Hydraulic fluid
 - iii. Power steering fluid
 - iv. Transmission fluid
 - v. Brake fluid
 - vi. Gear oil
 - b. **Do not mix** the following materials with waste oil. Store each separately:
 - i. Gasoline
 - ii. Antifreeze
 - iii. Brake and carburetor cleaners
 - iv. Cleaning solvents
 - v. Other hazardous wastes
 4. If absorbents do not pass the “one drop” test they should be placed in separate metal containers with tight fitting lids, labeled “Oily Waste Absorbents Only.”
- If you need assistance containing and/or cleaning up the spill, or preventing it from discharging to a surface water (or an engineered storm drain system), contact your local fire department using the number listed below. **In the case of an emergency call 911.**
 - Braintree Fire Department: (781) 843-3600
 - Contact the MassDEP 24-hour spill reporting notification line, toll-free at **(888) 304-1133**;
 - The following scenarios **are exempt** from MassDEP reporting requirements (see the MassDEP factsheet on oil and hazardous materials handling for more information: <https://www.mass.gov/files/documents/2016/08/xm/spillmgm.pdf>).
 - i. Spills that are less than 10 gallons of petroleum and do not impact a water body
 - ii. Spills that are less than one pound of hazardous chemicals and do not present an imminent health or safety hazard
 - iii. Fuel spills from passenger vehicle accidents
 - iv. Spills within a vault or building with a watertight floor and walls that completely contain all released chemicals

Reporting a Spill/SSO

Employees shall report spills to their supervisor who shall inform the Fire Department Hazmat Officer as soon as possible. Any spill in excess of 10 gallons shall be reported to the Fire Department Hazmat Officer. The Hazmat Officer will inform all contacts listed in Attachment A: Spill Response and Cleanup Contact List Table 1 within 24 hours of the spill. Additionally, when responding to an SSO all individuals in Attachment A: Spill Response and Cleanup Contact List Table 2 should be contacted verbally. When contacting

emergency response personnel or a regulatory agency, or when reporting the contaminant release, be prepared to provide the following information:

1. Your name and the phone number you are calling from.
2. The exact address and location of the contaminant release.
3. Specifics of release, including:
 - a. What was released;
 - b. How much was released, which may include:
 - i. Pounds
 - ii. Gallons
 - iii. Number of containers
4. Where was the release sent/what was contaminated, addressing:
 - a. Pavement
 - b. Soil
 - c. Drains
 - d. Catch basins
 - e. Water bodies
 - f. Public streets
 - g. Public sidewalks
5. The concentration of the released contaminant.
6. What/who caused the release.
7. Is the release being contained and/or cleaned up or is the response complete.
8. Type and amount of petroleum stored on site, if any.
9. Characteristics of contaminant container, including:
 - a. Tanks
 - b. Pipes
 - c. Valves

Maintenance and Prevention Guidance

Prevention of spills is preferable to even the best response and cleanup. To mitigate the effects of a contaminant release, proper maintenance and inspection should be provided at each facility. To protect against contaminant release the following guidance should be adhered to:

- All employees should be properly trained to respond in the case of a spill, understand the nature and properties of the contaminant, and understand the spill control materials and personnel safety equipment. Maintain training records of current personnel on site and retain training records of former personnel for at least three years from the date last worked at the facility. Such training should be coordinated by the Stormwater Division.
- Yearly maintenance and inspection should be performed at all municipal facilities, paying particular attention to underground storage tanks. Maintain maintenance and inspection records on site.
- Good management practices should be implemented where chemicals and hazardous wastes are stored:
 - a. Ensure storage in closed containers inside a building and on an impervious surface wherever possible.
 - b. If storage cannot be provided inside, ensure secondary containment for 110 percent of the maximum volume of the storage container.
 - c. Locate storage areas near maintenance areas to decrease the distance required for transfer.

- d. Provide accurate labels, Material Safety Data Sheets (MSDS) information, and warnings for all stored materials.
 - e. Regularly inspect storage areas for leaks.
 - f. Ensure secure storage locations, preventing access by untrained or unauthorized persons.
 - g. Maintain accurate records of stored materials.
- Traditional hazardous materials such as pesticides and cleansers should be replaced with non-hazardous products such as bio-lubricants which can reduce response costs in the case of a spill.
 - Spill kits shall be present and maintained at all fueling and storage areas.
 - Crash protection shall be installed where flammables and hazardous materials are stored.
 - Fire Extinguishers shall be present in all areas where fueling is done and where flammables are stored.

Appropriately stocked spill response kits should be maintained at each facilities and locations where oil, chemicals, or other hazardous materials are handled and stored.

Employee Training

- Employees who perform work with potential stormwater pollutants should be trained once per year on proper spill procedures. Such training should be coordinated by the Stormwater Division.
- Employees should also trained on stormwater pollution prevention and illicit discharge detection and elimination (IDDE) procedures.
- If services are contracted, the contractor should be given a copy of this and any applicable SOPs to ensure compliance with MS4 regulations.

Attachments

1. Spill Response and Cleanup Contact List

Attachment 1
Spill Response Contact List

**Spill Response and Cleanup Contact List
Table 1**

Contact	Phone Number	Date and Time Contacted
Safety Officer: _____		
Braintree Stormwater Department	781-794-8945	
Fire Department: Hazmat Officer	(781) 843-3600	
MassDEP 24-Hour Spill Reporting	(888)-304-1133	
MassDEP Regional Offices:		
Northeast Regional Office	(978) 694-3200	
Southeast Regional Office	(508) 946-2700	
Central Regional Office	(508) 792-7650	
Western Regional Office	(413) 784-1100	
Hazardous Waste Compliance Assistance Line	(617) 292-5898	
Household Hazardous Products Hotline	(800) 343-3420	
Massachusetts Department of Fire Services	(978) 567-3100 or (413) 587-3181	
Licensed Site Professionals Association (Wakefield, MA)	(781) 876-8915 (617) 556-1091	
Licensed Site Professionals Board		

**SSO Response Contact List
Table 2**

Name	Agency	Phone Number	Fax Number	Email Address
David Burns	Mass DEP	(508) 946-2738	(508) 947-6557	david.burns@state.ma.us
Douglas Koopman	US EPA	(617) 918-1747	(617) 918-0747	koopman.douglas@epa.gov
Stephen Cullen	MWRA	(617) 305-5921	(617) 371-1627	Stephen.Cullen@mwra.com
Marybeth McGrath	Braintree Board of Health Department	(781)794-8090	(781) 794-8098	mmcgrath@braintreema.gov
Paul Milone	Weymouth Harbormaster	(617) 947-5667	(781)331-8215	pmilone@weymouth.ma.us