

Table 2 Oil Spill Procedural Checklist

In the event of a spill or accidental release of fuel oil or other combustible material on premises, WWU personnel follow the procedural checklist outlined below. An oil spill may occur during fueling of emergency generators or from the emergency generator itself.

For an Incidental Oil Spill:

An incidental spill is a minor spill that can be contained with materials and personnel on hand, with very low risk of drainage to a storm drain system or soil. Procedures to follow in response to an incidental spill are as follows:

Checklist for First Responding Department (Department who owns material/oil)

- Stop the spill source.
- Shut off any ignition sources.
- Contact WWU EHS at 360-650-3064 during office hours or at x3911 after hours (via Campus Police)
- Initiate containment and cleanup, concentrating on avoiding any storm drains nearby.
- Package the waste in a 5 gallon bucket or other secure packaging. Label the waste generated from the cleanup with a waste label.
- Fax or mail in a Hazardous Waste/ Surplus Chemical Collection Request Form to Environmental Health & Safety (EHS) so that EHS can collect your materials.
- If you have any questions, or need more cleanup materials, call WWU EHS at 360-650-3064.

For a Minor Oil Spill:

A minor spill is a spill large enough that it will likely flow to local curbed areas (without storm drain inlets) or soil. An outside contractor will typically be needed to clean up the large spill and contaminated areas. Therefore EH&S must be contacted as an intermediary and to help with spill assessment and response. However, no oil will reach nearby waterways, so the spill does not require notification of the National Response Center and other water quality authorities. Procedures to follow in response to a minor spill are as follows:

Checklist for First Responding Department (Department who owns material/oil)

- Contact WWU EHS at 360-650-3064 during office hours or at x3911 after hours (via Campus Police)
- Stop the spill source as possible with plug and patch or place absorbent directly under leak. Locations of absorbent material are listed below.
- Shut off any ignition sources.

- Use oil containment equipment (e.g. socks, booms, plywood, sandbags, drain plugs, and tape) to prevent spill from running into storm and sewer drains. Keep oil confined if it runs over soil.
- Use oil absorbing equipment to absorb the spill on the surface as much as possible.
- Utilize non-sparking tools and an empty drum for disposal, clean up and pick up all spill fuel oil and oil-soaked absorbent material and place it in the drum for later disposal. Secure lid and ring over the drum to contain any fuel vapors.
- If the nature of the spill is such that additional containment effort is needed, the following contacts are provided:
- Stand by to help with spill assessment and cleanup.
- Arrange for further clean up, packing and disposal of all the wastes generated by the spill.

For a Major Oil Spill:

A major spill has some risk of reaching navigable waters via storm drains or overland flow. It requires fast response from an outside contractor for containment and cleanup, as well as notification of the National Response Center and other water quality authorities.

Note that a spill small in volume can qualify as a "major" spill. For example, a spill of two gallons of oil at Viking Union Lakewood might drain directly to Lake Whatcom; if there is any real risk of it doing so, it qualifies as a "major" spill. The National Response Center must be notified (by EH&S) if there is any visible oil sheen on any local natural body of water, i.e. stream, river or lake. Procedures to follow in response to a major spill are as follows:

Checklist for First Responding Department (Department who owns material/oil)

- Contact WWU EHS at 360-650-3064 during office hours or at x3911 after hours (via Campus Police.)
- Stop the spill source. Locations of absorbent material are listed below.
- Shut off any ignition sources.
- Use oil containment equipment (e.g. plywood, sandbags, drain plugs, and tape) to prevent spill from running into storm and sewer drains or into soil.
- Use oil absorbing equipment to absorb the spill on the surface as much as possible.
- Utilize non-sparking tools and an empty drum for disposal, clean up and pick up all spill fuel oil and oil-soaked absorbent material and place it in the drum for later disposal. Secure lid and ring over the drum to contain any fuel vapors.
- If the nature of the spill is such that additional containment effort is needed, the following contacts are provided:
- Stand by to help with spill assessment, cleanup and notification of authorities (or if it is a spill that is small in volume, refer to your incidental spill response protocol.)

| Company | Location | Phone Number | Contact Names |
|------------------------------------|-----------------|---|---|
| BAI ENVIRONMENTAL SERVICES | Lynden | (360)354-1134 | info@bai-environmental.com |
| Clean Harbors | | 800.645.8265 (800.OIL.TANK) | http://www.cleanharbors.com / |
| NRC Environmental Services | Kent | 800-337-7455 (1-800-33-SPILL (77455) 253-872-8988 Fax: 253-872-8989 | www.nrces.com Keith Gehring kgehring@nrces.com |
| Western States Environmental, Inc. | Auburn | (253) 520-3995 (206)391-2825 | contact@spillcleanup.com |
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WWU Spill Response Material Storage Locations

| Locations of Oil Absorbent Material and Spill Equipment | |
|---|--|
| Location | Type of Absorbent |
| FM Fueling Station | Drain cover, spill pads, spill booms |
| FM inner fenced compound yard catch basins | Drain covers @ every storm drain catch basin |
| FM Maintenance Warehouse (MW) Look for "SPILL KIT INSIDE" building placard. | Large mobile spill kit on wheels. (1) XL Tote Combo with 8" Wheel Set, (200) Pads, (18) Large Socks, (60) Medium Socks, (1) 1.5 Cubic Ft Bag ENSORB(R), (1) Pack Wipers, (20) Disposal Bags, (20) Ties, (1) Emergency Response Guide, (4) Nitrile Gloves, (2) Goggles, (1) Instructions, (1) MSDS" |
| FM Maintenance Garage | Spill booms, main kitty litter (approx 35 bags) storage in loft |

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|--|--|
| Weight Room along service road behind Wade King Student Recreation Center | Spill pads, spill booms |
| SMATE (Science, Math and Technology Education) Look for "SPILL KIT INSIDE" building placard. | Large mobile spill kit on wheels. (1) XL Tote Combo with 8" Wheel Set, (200) Pads, (18) Large Socks, (60) Medium Socks, (1) 1.5 Cubic Ft Bag ENSORB(R), (1) Pack Wipers, (20) Disposal Bags, (20) Ties, (1) Emergency Response Guide, (4) Nitrile Gloves, (2) Goggles, (1) Instructions, (1) MSDS" |
| FM Tank Truck with 100 gallon fuel tank | Spill kit |
| FM vehicles, any hydraulic actuated or propelled Grounds Equipment | Spill kit is in every FM vehicle and Grounds vehicle where fluids may be present. Gallons Sorbed per Package 7, Includes(15) 15 x 19" Pads, (3) 3" x 4 ft. SOCs, (1) Pair Nitrile Gloves, (1) Disposal Bag, (1) Goggles, (1) Instruction Sheet |
| Shannon Point Marine Center – Mechanical Room 1 of ME Building and in shed behind Maintenance Mechanic onsite quarters | Spill booms, absorbent materials and pads, 20 gallons and 60 gallons waste drums |
| Shannon Point Marine Center | Large mobile spill kit on wheels. (1) XL Tote Combo with 8" Wheel Set, (200) Pads, (18) Large Socks, (60) Medium Socks, (1) 1.5 Cubic Ft Bag ENSORB(R), (1) Pack Wipers, (20) Disposal Bags, (20) Ties, (1) Emergency Response Guide, (4) Nitrile Gloves, (2) Goggles, (1) Instructions, (1) MSDS" |
| EHS Department - Env. Studies Bldg. Rm 72 | Spill pads, spill booms, spill pillows, Plug N Patch Kit in Cabinet 4, chemical sorbent, oil sorbent, neutralizing sorbent, hazmat bags |
| EHS Department – ET Haz Mat Storage Shed: | 85 gallon salvage drum, spill pads, spill booms, |
| EHS Department – Chemistry Building Waste Room | |
| EHS Department – Biology Building Waste Room | Spill pad, spill booms, hazmat bags & ties |
| EHS Department – Physical Plant Connex | 30 gallon poly overpack drums, 55 gallon metal drums |
| Locations of Manual and Mechanical Transfer Pumps | |
| FM Outdoor Maintenance – Facilities Management | |
| FM Plumbing Services – Facilities Management | |
| EHS – Chemistry Building Waste Room, Biology Building Waste Room, Connex – Facilities Management | |

Checklist for Facilities Management: Reporting and Follow Up

- Assist in cording off area.
- Provide personal protective equipment (PPE), containment, and materials.
- Work with Environmental Health & Safety (EHS) on containment and cleanup.

Checklist for University Police: Reporting and Follow Up

- Regulate traffic.
- Assist in cordoning off area.
- Arrange medical assistance.
- Assist in evacuation if necessary.
- Investigate.

EHS or Supervisory Reporting and Follow-up

- Arrange for further clean up, packing and disposal of all the wastes generated by the spill.
- Assess personal protective equipment (PPE).
- Ensure use of personal protective equipment (PPE).
- Complete the WWU Oil Spill/ Leak Report in Table 3 of ESF 10 Appendix 1 Oil Spill of the Emergency Management Plan.
- For flammable material, monitor vapor concentrations.
- From Hazardous Materials Response Guidebook, determine size of area to cordon off and possible evacuation.
- Evaluate affected personnel for possible medical response.
- Investigate the source and causes of the incident and determine the best permanent corrective actions to avoid reoccurrence of the incident.
- Critique the spill response efforts and revise associated procedures.
- Replenish or replace any spill kit(s), tools or emergency response items spent or lost during the spill response incident.

Table 3
Western Washington University
Oil Spill/Leak Report

Report received from: _____

Name _____ Date reported _____
 Address _____ Time reported _____
 Telephone _____ Received by _____
 Location of Oil Spill/Leak _____

Address _____
 Phone of the facility: _____

Description of Problem: _____

1. Date and Time of discharge ____ / ____ / ____ AM/PM
2. Type of material discharged _____ unknown
3. Estimates of total quantity discharged _____
4. Source of discharge _____
5. Description of all affected media _____
6. Cause of the discharge _____
7. Damages or injuries caused by the discharge _____
8. Actions being used to stop, remove, and mitigate the effects of the discharge _____
9. Is an evacuation needed? Yes No
10. Names of individuals and/ or organizations who have also been contacted _____

| Action Required | Phone | Date | Time |
|---|----------------|-------|-------|
| 1. Dispatch Facilities Management staff | 650-3420 | _____ | _____ |
| 2. Dispatch Environmental Health & Safety | 650-3064 | _____ | _____ |
| 3. Call Bellingham Fire Department | 911 | _____ | _____ |
| 4. Call Department of Ecology (as applicable for Reportable Quantity) | (425) 649-7000 | _____ | _____ |

Completed by: _____