Spill Plan Template
[Business Name]
[Site Address]
[Phone Number]

In Case Of a Spill
Initial Actions
1. Assess the scene for safety hazards
2. Notify business manager / supervisor / safety officer
3. **If situation is dangerous or an emergency, call 911**
4. Wear personal protective equipment
5. If safe, stop the flow and contain spill
6. Make required notifications
7. If safe and within capabilities, clean up spill
8. If necessary, contact a spill response contractor for additional resources


Be ready to provide this information:
- Your name and phone number at your location
- Exact address of the spill
- What spilled and how much (pounds, gallons, number of containers)
- Date, time, cause and type of incident (fire, air release, spill, etc.)
- Concentration of the spilled material
- Where the spill went and what it contaminated (pavement, soil, drains, water bodies, public streets / sidewalks)
- Whether it’s being contained and cleaned up
- Type and amount of petroleum stored on site, if any
- Facility and container characteristics (tanks, pipes, valves)
Emergency Contact Information

Required notifications (large spills) – Call all three of the following 24-hour number immediately

➢ WA Department of Ecology Northwest Regional Office: 425-649-7000
➢ Washington Emergency Management Division: 1-800-258-5990 or 1-800-OILS-911
➢ National Response Center: 1-800-424-8802

Other Contact Information:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Fire / Paramedics / Police</td>
<td>911</td>
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<tr>
<td>Snohomish County Health Department</td>
<td>(425) 339-5250</td>
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<tr>
<td>Snohomish County Surface Water Management</td>
<td>(425) 388-3464</td>
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<tr>
<td>Puget Sound Clean Air Agency</td>
<td>(425) 343-8800</td>
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<tr>
<td>US Environmental Protection Agency, Region 10</td>
<td>(206) 553-1263</td>
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<tr>
<td>WA Department of Natural Resources</td>
<td>(360) 902-1071</td>
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<tr>
<td>US Coast Guard Sector, Seattle</td>
<td>(206) 217-6001</td>
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<tr>
<td>Other</td>
<td>Phone #</td>
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- Create a facility map
  Include emergency exit routes, location of fire extinguishers, fire alarm, spill kit, Safety Data Sheets, first aid stations (eye wash, first aid kits, etc.)

- Spill Cleanup and Disposal
  Many spill cleanup materials may go into your garbage but some may not. Please call the Snohomish County Health Department Safe Environments Program at 425-339-5250 to help you with this determination.

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