



Snohomish Health District • Environmental Health Division  
3020 Rucker Avenue, Suite 104 • Everett, WA 98201-3900 • (425) 339 5250

---

## 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

Waste contractors can be found at <http://www.ecy.wa.gov/programs/hwtr/hwsd/index.html>

#### 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)

OVER



Snohomish Health District • Environmental Health Division  
 3020 Rucker Avenue, Suite 104 • Everett, WA 98201-3900 • (425) 339 5250

## 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:**

Agency	Phone
Fire / Paramedics / Police	911
Snohomish Health District	(425) 339-5250
Snohomish County Surface Water Management	(425) 388-3464
Puget Sound Clean Air Agency	(425) 343-8800
US Environmental Protection Agency, Region 10	(206) 553-1263
WA Department of Natural Resources	(360) 902-1071
US Coast Guard Sector, Seattle	(206) 217-6001
Other	Phone #

- 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 Health District Safe Environments Program at 425-339-5250 to help you with this determination.

OVER