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

- 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.