



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Spill Prevention and Response**

A.P. No:

**7-6**

Effective Date:

**January 4, 2011**

### 1. AUTHORITY

- 1.1 Chapter 47, Article XII, of the City of Houston Code of Ordinances and the City's state permit for its storm sewer system.

### 2. PURPOSE

- 2.1 The purpose of this procedure is to satisfy the requirements of the City's state permit for its storm sewer system by establishing mandatory uniform minimum procedures to prevent, contain and respond to spills at City facilities. This procedure is not intended to establish measures necessary to satisfy spill prevention, response or containment requirements promulgated under other federal or state statues or regulations (e.g., the Resource Conservation and Recovery Act, 42 U. S. C. A. §§ 6901 to 6992k).

### 3. OBJECTIVES

- 3.1 To ensure the implementation of appropriate measures to prevent, contain and respond to spills at City facilities that may discharge into the City's storm sewer system.
- 3.2 To ensure that spills are contained and disposed of properly.
- 3.3 To ensure that the City meets the requirements of its storm sewer permit regarding the prevention, containment, and response to spills that may discharge from City facilities.
- 3.4 To specify the responsibilities of different City departments for developing and implementing procedures to prevent, contain and respond to spills at City facilities.
- 3.5 To ensure that spills are managed so as to prevent loss of life, personal injury or severe property damage while still meeting the other objectives of this procedure.

### 4. DEFINITIONS

*City Facility* – A facility owned in fee simple or leased by the City of Houston.

*Contact Information* – All information by which a Spill Response Contact (SRC) or alternate may be reached, including, but not limited to, office phone numbers, home phone numbers, pager numbers, cellular phone numbers and email addresses.

*Department* – A department or the office of any elected official of the City of Houston.

Approved:

Date Approved:

01/04/2011

Page 1 of 4

*Department Facility* – A City facility where a department’s operations occur or for which the department is responsible. For purposes of this procedure, any facility maintained by the General Services Department (GSD) shall be considered a department facility of GSD.

*Discharge* – The introduction or addition of any pollutant, non-storm water (with limited exceptions) or other substance into the City’s storm sewer system, or to allow, permit or suffer any such introduction or addition.

*Spill* – An unplanned discharge or release onto or into the land, air or water.

## 5. SCOPE

5.1 All City departments and employees, where applicable, are covered by this procedure.

## 6. RESPONSIBILITIES

6.1 The Department of Public Works and Engineering (PWE) is responsible for:

- 6.1.1 Designating a Spill Response Officer (SRO) and an alternate who will be available 24 hours a day, seven days a week, to oversee compliance with this procedure;
- 6.1.2 Providing each department with a copy of this administrative procedure and the following items, including any updates whenever applicable:
  - 6.1.2.1 Basic Spill Response Procedures (BSRP);
  - 6.1.2.2 A Department Spill Potential Evaluation Form (DSPE), to be completed by departments and reviewed by the PWE SRO to determine whether the potential exists for spills to discharge as a result of department operations; and
  - 6.1.2.3 A Facility Spill Potential Evaluation Form (FSPE), to be completed by departments where the above potential exists, as determined by the PWE SRO. Completed FSPE forms and a list of City facilities where the potential exists shall be maintained by the PWE SRO.
- 6.1.3 Providing to each City facility determined as having the potential for spills to discharge a copy of the following items, including any updates whenever applicable:
  - 6.1.3.1 A model Spill Prevention & Response (SPR) Plan: a template to assist facilities in developing facility-specific SPR plans to be reviewed and approved by the PWE SRO; and
  - 6.1.3.2 A copy of the Uniform Minimum Spill Prevention and Response Plan Measures (UMM).
- 6.1.4 Maintaining a list of designated spill response contacts for each department and their contact information; and
- 6.1.5 In the event of a spill at a City facility, receiving calls from City employees through the Houston Service Helpline (311), ascertaining appropriate information from the employee regarding the spill, and forwarding that information to the SRC for the department responsible for management of the facility.

6.2 At all times, every department is responsible for:

- 6.2.1 Making a copy of this administrative procedure and the BSRP available to all department employees, as well as new hires. All City employees shall at a minimum follow the BSRP in the event of a spill at a City facility and any associated procedures or policies promulgated by this procedure;
- 6.2.2 Designating a SRC and an alternate for the department who will be available 24 hours a day, seven days a week to respond to spills. It is recommended that the SRC be part of the Safety Office for each department if the department has that office. Providing the name and contact information for the SRC and alternate to the PWE SRO and to every supervisor in the department. If the SRC or alternate for a department changes, the department shall immediately notify the PWE SRO of the change. If a department fails to designate a SRC, the director of that department shall be deemed to be the SRC;
  - 6.2.2.1 The SRC or alternate is responsible for submitting a completed DSPE for the department to the PWE SRO annually and within 30 days after a change in department operations that alters any of the answers previously submitted on the DSPE;
  - 6.2.2.2 The SRC or alternate is responsible for overseeing compliance with this administrative procedure by the department. In the event of a spill at a department facility, the SRC shall notify the PWE SRO and all appropriate governmental agencies;
- 6.2.3 Maintaining at every department facility, clay-based or other approved sorbent material, initially purchased for the department by PWE for use in the event of a spill;
- 6.2.4 Contacting GSD to re-supply the sorbent materials, and to replace appropriate containers for storage of such materials;
- 6.2.5 Ensuring that all materials used to contain or respond to spills at City facilities are disposed of properly;
- 6.2.6 Developing departmental systems for internal monitoring of compliance with this procedure and any associated policies or procedures promulgated pursuant to this procedure; and
- 6.2.7 Allocating budget to cover the costs of all materials and containers supplied and financial responsibility for department spills responded to which shall be billed accordingly by GSD.

6.3 Each department that PWE has determined has the potential for spills that may discharge is further responsible for:

- 6.3.1 Completing a FSPE form for every department facility and submitting the completed form to PWE;
- 6.3.2 Submitting a SPR plan which includes the UMM for each department facility to the PWE SRO for approval and revising the SPR plan as needed;
- 6.3.3 Executing approved SPR plans and any additional measures that PWE determines are necessary to prevent, contain or respond to spills at the facility given the type and quantity of chemicals or materials used or stored there. If the

SPR plan includes capital improvements, the plan shall include a schedule for construction of the improvements and a description of the spill response measure that will be implemented pending completion of the improvements. The SPR plan for a facility may be either a separate document or may be incorporated into a comprehensive hazardous material management program for the facility that satisfies the requirements of this administrative procedure and any other applicable statutory or regulatory spill prevention and response requirements; and

6.3.4 If more than one department has operations at a City facility where there is the potential for spills to discharge, the department responsible for management of that facility shall be responsible for developing the SPR plan, submitting the plan to the SRO, providing any materials, equipment or capital improvements necessary to implement the SPR plan, and ensuring that its employees at the facility comply with the requirements of the SPR plan. The other department(s) at the facility shall be responsible for providing the facility management with all necessary information regarding its operations at the facility that have the potential for spills that could discharge into the City's storm sewer system, notifying the facility management of any changes in operations that alter any of the information previously submitted to the facility management, and ensuring that its employees at the facility comply with the requirements of the SPR plan.

6.4 Every City employee is responsible for complying with departmental and City-wide procedures related to the prevention, containment, and response to spills that may discharge into the municipal storm sewer.

## 7. CONFLICT AND REPEAL

7.1 This Administrative Procedure supersedes Administrative Procedure No. 2-20, signed 9/26/2001, which shall be of no further force or effect.

## 8. ATTACHMENTS

8.1 Attachment A – Basic Spill Response Procedures (BSRP)

8.2 Attachment B – Department Spill Potential Evaluation Form (DSPE)

8.3 Attachment C – Facility Spill Potential Evaluation Form (FSPE)

8.4 Attachment D – Model Spill Prevention and Response Plan (SPR)

8.5 Attachment E – Uniform Minimum Spill Prevention & Response Plan Measures (UMM)

**Attachment A**  
**Basic Spill Response Procedures**

# City Of Houston

## Basic Spill Response Procedures

- 1. If there is an immediate danger that spilled or leaked materials might enter a storm drain or ditch:**
  - a. For motor oil, transmission fluid, gasoline or other similar product:
    - i. The employee who noticed the spill should first immediately place sorbent material on, around, and in the path of the spill or leak.
    - ii. The employee should call 311 and his/her supervisor and give to them (i) his/her name, (ii) his/her department, and (iii) the address of the facility at which the leak or spill occurred. The supervisor will then immediately contact the Spill Response Contact for the department responsible for the facility at which the spill or leaked occurred (the "Facility SRC").
    - iii. Finally, the employee should remain a safe distance from the spill until the supervisor or the Facility SRC arrives.
  - b. For other spilled or leaked material, including materials that cannot be identified:
    - i. The employee should immediately call 311 and his/her supervisor and give to them (i) his/her name, (ii) his/her department, and (iii) the address of the facility at which the leak or spill occurred. The supervisor will then immediately contact the Facility SRC.
    - ii. The employee should then remain a safe distance from the spill until the supervisor or the Facility SRC arrives.
- 2. If there is not an immediate danger that spill or leaked materials might enter a storm drain or ditch:**
  - a. The employee who noticed the spill should immediately notify 311 and his/her supervisor and give to them (i) his/her name, (ii) his/her department, and (iii) the address of the facility at which the leak or spill occurred. The supervisor will then immediately contact the Facility SRC.
  - b. The employee should then remain a safe distance from the spill until the supervisor or the Facility SRC arrives.
- 3. In situations involving materials used or stored at a facility, the employee and/or supervisor will consult the Material Safety Data Sheet (MSDS) for proper response requirements.**

**City of Houston**  
**Basic Spill Response Procedures (continued)**

4. If the situation involves a small spill or leak, an authorized employee will don personal protective equipment and immediately place dry sorbent material or sorbent pads or other appropriate material around the area of the spill or leak.
5. If the situation involves a larger spill or leak, an authorized employee will don personal protective equipment and take immediate steps to control the movement of the material and/or block the nearest drain or storm water conveyance.
6. After containment, the authorized employee will properly dispose of contaminated sorbents and used personal protective equipment and notify the Facility SRC for proper removal and disposal of any materials that may have entered a storm drain or ditch.
7. If containing a spill is beyond the capability and training of the personnel at the facility, the Facility SRC will notify one of the City's spill response contractors and emergency response authorities, as needed.
8. If any spilled or leaked material leaves the facility, the Facility SRC will promptly contact the City's Spill Response Officer for additional guidance. As required, the Facility SRC will notify regulatory agencies at the time of the event and will provide follow-up reports.

Facility Spill Response Contact/Phone/Pager: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility Spill Response Alternate Contact/Phone/Pager: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attachment B**  
**Department Spill Potential Evaluation Form**



**CITY OF HOUSTON**

**Department Spill Potential Evaluation Form**

---

**(Please attach additional pages as needed to answer completely all questions)**

Department Name and Address: \_\_\_\_\_

List all Divisions in the Department and describe the activities that occur in each Division:	
---	--

Are there parking areas at the Divisions?	
---	--

Are any of the parking areas uncovered?	
---	--

Do any of the covered/uncovered parking areas drain to storm drains/sewers/ditches? (If you do not know whether a drain is connected to the sanitary sewer system, please Assume for now that the drain connects to the storm sewer system)	
--	--

Describe the chemicals/materials that may be stored or used in the Divisions including the reportable quantities for the chemicals/materials and the location of Material Safety Data Sheets:	
---	--

Describe the areas where these chemicals may be used or stored:	
Are any of these areas uncovered? If yes, describe the storm drains and other conveyances for the areas:	
Do any of the covered areas drain to storm drains/sewers/ditches? (If you do not know whether a drain is connected to the sanitary sewer system, please assume for now that the drain connects to the storm sewer system) If yes, describe the storm drains and other conveyances for the areas:	

Comments:	
-----------	--

Signature, title of person completing form: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Attachment C**  
**Facility Spill Potential Evaluation Form**

**CITY OF HOUSTON**

**Facility Spill Potential Evaluation Form**

---

**(Please attach additional pages as needed to answer completely all questions)**

Facility Name and Address: \_\_\_\_\_

Department responsible for facility:	
SRC/Contact Numbers:	
Facility Response Contact/Numbers:	
Any other Departments/Divisions operational at facility:	

Are there parking areas at the facility?	
Are any of the parking areas uncovered?	
Do any of the covered/uncovered parking areas drain to storm drains/sewers/ditches? (If you do not know whether a drain is connected to the sanitary sewer system, please Assume for now that the drain connects to the storm sewer system)	

Describe the activities that occur at the facility:	
Describe the chemicals/materials that may be stored or used at facility including the reportable quantities for the chemicals/materials and the location of Material Safety Data Sheets:	

Describe the areas where these chemicals may be used or stored:	
Are any of these areas uncovered? If yes, describe the storm drains and other conveyances for the areas:	
Do any of the covered areas drain to storm drains/sewers/ditches? (If you do not know whether a drain is connected to the sanitary sewer system, please assume for now that the drain connects to the storm sewer system) If yes, describe the storm drains and other conveyances for the areas:	

<b>Describe the plan currently in place at the facility to prevent, contain &amp; respond to spills including:</b>	
Names/titles/responsibilities of the facility's spill response team:	
Prevention procedures:	
Containment/response procedures:	
Disposal procedures:	
Employee training program:	
Inspection procedures:	

Good housekeeping measures:	
Procedures for ensuring proper notification of federal, state and local agencies:	
Procedures for ensuring the appropriate materials and equipment are maintained at the facility:	

Describe materials and equipment purchased and used to respond to spills at the facility including personal protective equipment:	
---	--

List the federal, state & local agencies that must be notified after discovery of a spill:	
--	--

List where the spill response plan is located at the facility:	
--	--

Does the SPR Plan require the following: (circle either **Yes** or **No**)

- |   |     |    |
|---|-----|----|
| 1. Implementation of all measures necessary to prevent spills from discharging into the City's storm sewer system, either directly or through storm water runoff (unless discharge to storm sewer is necessary to prevent loss of life, personal injury or severe property damage)? | Yes | No |
| 2. Bi-weekly inspections of areas where spills may occur?   | Yes | No |
| 3. Annual training of employees who work in areas where spills may occur by a qualified trainer regarding proper procedures for responding to spills?   | Yes | No |
| 4. Purchase and use of spill response materials and equipment appropriate to the type and quantities of chemicals/materials used/stored at the facility?  | Yes | No |
| 5. Placement of the materials and equipment necessary to respond to spills and Material Safety Data Sheets in areas readily accessible to all employees who may be required to respond to spills?   | Yes | No |
| 6. Posting of the SPR Plan at appropriate locations at the facility?  | Yes | No |
| 7. Notification of the 311 Houston Service Hotline as soon as Possible, but no later than thirty minutes, after the discovery of a spill?   | Yes | No |
| 8. Notification of all required federal, state, and local agencies as soon as possible, but not later than is necessary to meet regulatory requirement, after the discovery of a spill?   | Yes | No |

Comments:	
-----------	--

Signature, title of person completing form: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

(Attach a site plan as required)

**Attachment D**  
**Model Spill Prevention and Response Plan**



# CITY OF HOUSTON MODEL SPILL PREVENTION AND RESPONSE PLAN

---

Facility Name

Facility Address

Department Responsible for the Facility

Spill Response Contact  
Contact Numbers

Alternative Spill Response Contact  
Contact Numbers

Any Other Departments/Divisions Operating at the Facility

---

## **Part 1: Facility Description**

### 1.1 Activities and types of chemicals and/or hazardous substances that may be stored or used at the facility

[Include here the chemicals that are listed on the Workplace Chemical List(s) for the facility that is annually supplied to the Department of Human Resources pursuant to Administrative Procedure 2-14 and Human Resources Policy 80-09 (Hazard Communications Program).]

### 1.2 Reportable quantities of the chemicals and/or hazardous substances that may be stored or used at the facility

[Include here or attach the Tier Two Reporting Form(s) for the facility that are annually prepared pursuant to Department of Human Resources Policy 80-09 (Hazard Communications Program).]

### 1.3 Locations of shut-offs and containment features

[The information in this section and sections 1.4 through 1.8 may be provided on a facility map, which should be included in Appendix A.]

### 1.4 Locations of storm drains and other conveyances

1.5 Description of storm water drainage areas

1.6 Location of Material Safety Data Sheets

[Material Safety Data Sheets must be placed in areas readily accessible to all employees who may be required to respond to spills.]

1.7 Description and location of materials and equipment for responding to spills

1.8 Locations(s) of Spill Prevention and Response Plan(s)

[SPR Plans must be posted at appropriate locations at the facility.]

**Part 2: Spill Prevention and Response Team Personnel**

2.1 Internal Spill Response Personnel

[The personnel at the facility responsible for preventing and responding to spills must be identified. The names and phone numbers of these personnel must be included in Appendix C of the SPR Plan. The following responsibilities must be detailed in the SPR Plan:

Table 1  
Spill Prevention and Response Team

<b>Title</b>	<b>Responsibilities</b>
Spill Response Officer	Oversight responsibility for the City of Houston Spill Prevention and Response Program.
Department Spill Response Contact	Act as backup to direct response activities and notify regulatory agencies and other contacts as required, especially for small facilities.
Facility Spill Response Contact	Act as backup to direct response activities and notify regulatory agencies and other contacts as required. Perform or supervise post-response actions such as proper waste disposal, restocking of supplies, and preparing follow-up reports. Inspect the facility on a routine basis to identify potential spill situations.
Facility Supervisors (May be more than one per site with different areas of responsibility.)	Direct operations in a manner to minimize spills and leaks. Direct response activities and activate additional response capabilities. Notify regulatory agencies and other contacts as required.
All Employees	Operate in a manner to minimize spills. Notify Supervisor and/or Safety & Compliance Manager of spills or leaks in a timely manner. Respond to spills in accordance with their training.

The Facility Spill Response Contact may be the same person as the Department Spill Response Contact. The Facility Spill Response Contact must have the authority to commit the resources needed to implement the SPR Plan and to coordinate response efforts in the event of a spill. The Facility Spill Response Contact shall be responsible for the following activities:

- Assessing hazards;
- Monitoring potentially hazardous situations;
- Identifying materials involved in a spill or release;
- Activating appropriate alarms in the event of an emergency;
- Obtaining medical assistance for injured personnel;
- Coordinating response efforts;
- Contacting off-site emergency personnel;
- Coordinating onsite evacuations;
- Preventing the spread of potentially hazardous substances;
- Properly labeling and storing of containers holding spill materials, used cleanup materials and contaminated storm water;
- Properly managing the disposal of all recovered materials and generated wastes;
- Ensuring that all equipment is returned to proper working order;
- Restocking emergency supplies;
- Providing proper notification (verbal and written) to appropriate agencies;
- Recording incidents in the facility operating log;
- Providing information to the city/department emergency planning groups;
- Routinely dealing with local emergency response agencies as required.]

## 2.2 External Spill Response Personnel

[Responding to major spills will likely exceed the capabilities of personnel at the facility. Accordingly, the facility must have procedures for notifying and coordinating with spill response personnel from outside the facility such as the Houston Fire and Police Departments, the City's emergency response contractor, federal and state emergency response personnel (e.g., Environmental Protection Agency and Texas Natural Resource Conservation Commission staff), and the local emergency planning committee.]

## Part 3: Spill Prevention Procedures

### 3.1 Inspection procedures

[Areas where spills may occur must be inspected bi-weekly (i.e., every two weeks). The Forms contained in Appendix B should be modified as necessary to address site-specific requirements.

Possible text for this section:

#### 3.1.1 Daily Inspections

Facility personnel will visually inspect the following items on a daily basis during the course of their daily activities:

- Vehicle and equipment maintenance, cleaning, parking, and fueling areas will be inspected for evidence of leaks, potential leaks, and full drip pans.
- Fuel tanker truck drivers will inspect their vehicles when they park at the end of the day to ensure that they are in good condition and that valves are firmly sealed.
- Bulk liquid storage tanks and liquid containers will be inspected to detect potential leaks and perform preventive maintenance.
- Piping systems (pipes, flanges, couplings, hoses and valves) will be inspected for failures or leaks.
- Bulk liquid storage tanks and container storage areas will be inspected for evidence of spills and leaks and for damage or deterioration of containers, tanks, and secondary containment features.

**Any potential problems observed will be addressed immediately.**

#### 3.2 Monthly Inspections

The Spill Response Coordinator on a monthly basis will inspect the following items:

- Bulk liquid loading and unloading areas
- Fueling areas
- Bulk materials and metals storage areas
- Bulk liquid and container storage areas
- Vehicle and equipment maintenance, cleaning, and parking areas

Monthly inspections will be documented on the applicable Monthly Inspection Forms (see Appendix B).

Each inspection should include the date and time of the inspection in the appropriate boxes. The Spill Response Coordinator will visually inspect each area, piece of equipment, and associated item listed in the left-hand column. They will note any abnormality or unacceptable condition found. Any observed leak, spill, non-functioning item or other problem will be described. The description can be written in the Comments section at the bottom of the page (with a reference number or “\*” on the inspection item line). A suggested corrective action plan should also be documented here.

The supervisor for the area where the condition was identified will initiate corrective action, and note on the form when the corrective action was completed and by whom.

The inspection forms will be filed and maintained for at least three years. The Spill Response Coordinator will review the inspection forms annually. In this review, special consideration should be given to recurring conditions or trends. If these recurring items indicate a need, the plan will be updated to address them.]

### 3.2 Good housekeeping procedures

[Good housekeeping procedures must be implemented at all facilities.

Possible text for this section:

The following good housekeeping practices will be followed:

- All materials stored onsite will be stored in a neat, orderly manner and if possible, under a roof or other enclosure.
- Products will be stored pursuant to the requirements of Human Resources Policy 80-09 (Hazard Communication Program).
- An effort will be made to store only enough product required to do the immediate job.
- Substances will not be mixed with one another unless recommended by the manufacturer.
- Whenever possible, all of a product will be used before properly disposing of the container.
- Manufacturer’s recommendations for proper use and proper disposal will be followed.
- The facility manager will be responsible for daily inspections to ensure proper use and proper disposal of materials. ]

## **Part 4: Spill Response Procedures**

[The facility must implement all measures necessary to prevent spills from discharging into the City's storm sewer system, either directly or through storm water runoff (unless discharge to the storm sewer is necessary to prevent loss of life, personal injury or severe property damage.

Proposed introductory text:

At a minimum, all City of Houston employees must follow the City of Houston Basic Spill Response Procedures contained in Administrative Procedure 2-20. In addition, all employees at this facility must follow the procedures listed below when responding to spills.]

### **4.1. Spill containment**

[Appropriate containment devices must be used to prevent discharges of oil or hazardous substances from reaching the system and/or other waterways. List here the spill containment items in place at the facility. Appropriate containment items may include: curbing; culverting, gutters or other drainage systems; weirs, booms or other barriers; spill diversion ponds; retention ponds; and/or sorbent materials.]

### **4.2 Spill cleanup**

### **4.3 Disposal of spilled materials, cleanup materials and contaminated storm water**

[All spilled materials, cleanup materials and contaminated storm water must be disposed of properly. In some situations, materials may be accumulated for later disposal. The MSDSs for the materials and federal, state and local law should be consulted to determine disposal requirements.]

### **4.4 Notification requirements**

#### **4.4.1 Procedures for 311/Supervisory Notifications**

[Possible text:

Any City of Houston employee that is involved in or that discovers a spill must immediately call 311 and his/her supervisor and give to them (i) his/her name, (ii) his/her department, and (iii) the address of the facility at which the leak or spill occurred. The supervisor must then immediately contact the Facility Spill Response Contact. The Facility Spill Response Contact must immediately contact the Spill Response Officer for the City.]

#### 4.4.2 Procedures for Other Notifications

[All required federal, state and local agencies must be notified as soon as possible after a spill, but not later than is necessary to meet the regulatory requirements.

Possible text:

##### 1. Releases to the storm sewer system

Releases to the storm sewer system must be reported immediately to the Storm Sewer Section, Maintenance and Right-of Way Division (MROW Division) of the Department of Public Works and Engineering, and a written follow-up notice must be submitted within 15 days. (See Table 2.)

##### 2. Releases to the Sanitary Sewer System

Releases to the sanitary sewer system must be reported immediately to the Wastewater Operations Branch, Public Utilities Division of the Department of Public Works and Engineering, and a written follow-up notice must be submitted within 15 days. (See Table 2.)

##### 3. Releases to Surface Waters

The Clean Water Act (CWA) requires that any person in charge of a vessel or facility discharging specified quantities of oil or hazardous substances to navigable waters must immediately notify the National Response Center (NRC). (See Table 2.)

Table 2  
Notification and Reporting Requirements

Step #	Release Situation	Immediate Verbal Report	Written Report	Date Due for Written Report	Basis
1	Hazardous substance or industrial solid waste in an amount $\geq$ the Reportable Quantity (RQ) for that substance depending on where it is discharged (See below)	HFD, TNRCC, National Response Center (NRC)	TNRCC	As soon as practical, but no later than 30 days	CERCLA, RCRA, TNRCC regulations

2	Oil or fuel in an amount $\geq$ the RQ for that substance depending on where it is discharged (see below)	HFD, TNRCC, NRC	US EPA	60 Days	Clean Water Act
3	From an underground storage tank	HFD, TNRCC	TNRCC	Check with TNRCC	TNRCC regulations
4	To a Storm Sewer or City Right of Way	Storm Sewer Section, MROW Division	Storm Sewer Section, MROW Division	15 Days	Clean Water Act, City Policy
5	To a Sanitary Sewer	Waste-water Operations Branch	Waste-water Operations Branch	15 Days	City Policy
6	To the Atmosphere	TNRCC	TNRCC	30 Days	TNRCC regulations

Reportable Quantities: Various environmental statutes specify the quantity of a material that must be discharged before the spill must be reported to a federal or state agency. These quantities are commonly referred to as “reportable quantities” (RQs).

The RQs for petroleum products (including used oil) are:

- For spills or discharges onto land, 25 gallons or more; or
- For spills or discharges directly into water in the state, any quantity that creates a sheen.

The RQs for hazardous substances are:

- For spills or discharges onto land, the quantity designated as the Final Reportable Quantity (RQ) in Table 302.4 in 40 CFR § 302.4; or
- For spills or discharges into waters in the state, the quantity designated as the Final RQ in Table 302.4 in 40 CFR § 302.4 -- except where the Final RQ is greater than 100 pounds in which case the RQ is 100 pounds.

The RQ for spills or discharges of industrial solid waste into water in the state is 100 pounds.

**Please note that RQs are subject to change. The RQ list in 40 CFR § 302.4 will need to be reviewed periodically to ensure that the plan is up-to-date.]**



#### 4.4.3 Content of Immediate Verbal Report

[Possible text:

Immediately after determining that a release of a reportable quantity of oil or a hazardous substance has occurred, the Facility Spill Response Contact must provide the following information to the required entities:

- Chemical name or identity of the substance released;
- Quantity of the substance involved in the release;
- Estimate of quantity released into the environment;
- Time and duration of the release;
- Media into which the release occurred;
- Known or anticipated acute or chronic health risks, and, where appropriate, medical advice for exposed individuals;
- Proper precautions taken (e.g., evacuation); and
- Name and telephone number of person to be contacted for further information.]

#### 4.4.4 Content of Written Notification

[Possible text:

After a release, the Facility Spill Response Contact is responsible for providing a written, up-dated, follow up notice (or notices, as more information becomes available) to the necessary entities that includes the following information in addition to the information provided verbally:

- Actions taken to respond to and contain the release;
- Known or anticipated health risks associated with the release;
- Medical advice for exposed individual;
- Estimates of amounts released and recovered; and
- Disposition of recovered material.

The written follow-up provided to the Storm Sewer Section, MROW Division and/or the Wastewater Operations Branch, Public Utilities Division of the Department of Public Works and Engineering must also include a description of the measures taken to prevent future occurrences.

Reports to regulatory agencies must be accompanied by a cover letter signed by the Facility Spill Response Contact and sent via certified mail, return receipt requested. Copies of all reports sent to regulatory agencies must be sent to the Spill Response Officer. After the letter and forms are submitted, copies should be retained in onsite files for three years.]

#### 4.5 Spill Response Materials and Equipment

#### 4.5.1 Spill Response Materials and Equipment

[The facility must have sufficient materials and equipment to respond to spills that may occur at the facility. The locations of these materials and equipment must be indicated in Section 1.7 and on the Facility map in Appendix A. Examples of the types of equipment that may need to be available at the facility include:

Personnel Protective and Safety Equipment: Hearing protection, safety glasses, and steel-toed shoes for employees; first aid kits; emergency eye wash stations; and emergency showers.

Communications Equipment: Intercoms; pagers; facsimile machines; two-way radios; and land and cellular telephones.

Fire Protection: Fire extinguishers (that must be tested annually); fire hydrants with necessary hoses and pumpers; and sprinkler systems.

Spill Control and Response Equipment: While facility employees are not expected to respond to or clean up major spills, facility personnel should be able to respond to minor spills. Examples of the types of materials need to address minor spills include: Empty drums; shovels; forklifts; absorbent materials and blankets; and booms.]

#### 4.5.2 Procedures for ensuring sufficient supply and maintenance of response materials and equipment

[The department responsible for operating the facility must ensure the purchase and use of spill response materials and equipment appropriate to the type and quantities of chemicals/materials used or stored at the facility.]

#### 4.5.3 Procedures for ensuring sufficient access to response materials and equipment

[Materials and equipment necessary to respond to spills and Material Safety Data Sheets must be placed in areas readily accessible to all employees who may be required to respond to spills.]

### **Part 5: Employee Training**

[Employees who work in areas where spills may occur must be trained annually regarding proper procedures for responding to spills. The training must be provided by a qualified trainer and must comply with the Department of Human Resources Policy No. 80-09 (Hazard Communications Program). Training must be documented on the Training Documentation Form located in Appendix B or on the form approved for reporting training to the E.B. Cape Training Center. As appropriate for the type of work performed the following topics must be reviewed during training:

- Spill Prevention and Response Plan goals;
- Good housekeeping and materials management practices;
- Proper fueling techniques;
- Spill prevention and response procedures;
- Proper tank and drum filling and transfer procedures;
- Inspection procedures; and
- Proper waste control and disposal procedures.

Personnel serving as Spill Response Coordinators or in other spill or emergency response functions will receive training appropriate to their assigned duties.]

**Part 6: Recordkeeping**

[Possible text:

As part of the implementation of the Spill Prevention and Response Plan, the following forms (provided in Appendix C) will be completed:

Form	Schedule
Spill Reporting Form	As spills occur
Monthly Inspection Forms	Monthly
Training Documentation	Annually, as training is provided

Records will be maintained for meetings, training sessions, corrective measures resulting from inspections, and any other Spill Prevention and Response Plan-related information.

The completed forms and documentation will be retained for a minimum of three years.]

**Part 7. Additional Information**

[Add here any additional information regarding spill prevention and response at the facility.]

Signature of Spill Response Contact for the Facility: \_\_\_\_\_

Title of Spill Response Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Appendices:

Appendix A: Facility Map

Appendix B: Spill Reporting, Inspection and Training Forms

Appendix C: Spill Prevention and Response Personnel Contact Information

# Appendix A

## Facility Map

# Appendix B

## Spill Reporting, Inspection and Training Forms

### SPILL REPORTING FORM

(Update as additional information becomes available.)

<b>Person Reporting/Phone Number:</b>	
<b>Facility Information</b> – Facility Name – Address	
<b>Spill Date and Time:</b>	
<b>Report Date and Time:</b>	
<b>Material(s) Spilled:</b>	
<b>Amount Spilled:</b>	
<b>Specific Location of Spill:</b>	
<b>Onsite/Offsite/Both:</b>	
<b>Immediate Response Actions:</b>	
<b>Internal Notifications Made:</b>	
<b>External Notifications Made:</b>	
<b>Any injuries:</b> (Describe)	
<b>Required Remediation:</b> (Soil removal, etc.)	
<b>Date Remediation Completed:</b>	
<b>Disposition of Waste and Contaminated Materials:</b>	
<b>Additional Information:</b>	

<b>MONTHLY INSPECTION CHECKLIST FOR VEHICLE/EQUIPMENT MAINTENANCE, CLEANING AND PARKING</b>					
<b>DATE/TIME:</b>		<b>INSPECTORS:</b>			
<b>Checklist for Equipment Maintenance</b>	<b>Yes /No/ NA</b>	<b>Corrective Action</b>	<b>Corrected By</b>	<b>Corrected Date</b>	<b>Notes (* or #)</b>
Are major maintenance activities under cover?					
Do maintenance activities occur in designated areas?					
Is spill control equipment nearby and available to use if a spill occurs?					
Are work/spill areas cleaned using dry cleanup methods?					
Is use of drip pans or other spill containment evident during maintenance?					
Are hazardous materials containers properly labeled?					
Are any corroded or damaged containers/drums present?					
Are any leaks of pumps, hose connections, pipes, and valves observed?					
Are spill containment areas maintained/clean?					
Are paper waste, used rags, batteries, filters, oil, and spent solvents segregated, labeled, and properly disposed?					
<b>Checklist for Vehicle Cleaning</b>					
Is washing conducted only in designated area?					
Is oil/grit separator properly maintained?					
Is biodegradable, non-phosphate detergent being used?					
<b>Checklist for Parking Areas</b>					
Are fuel trucks and dirty or leaking equipment parked under cover?					
Are drip pans used for leaking equipment, and are they emptied?					
Are spills cleaned promptly with dry cleanup methods?					
<b>Comments:</b>					



**MONTHLY INSPECTION CHECKLIST FOR FUELING, UNLOADING, AND BULK LIQUID AND CONTAINER STORAGE**

DATE/TIME:		INSPECTORS:			
Checklist for Fueling	Yes /No/ NA	Corrective Action	Corrected By	Corrected Date	Notes (* or #)
Is UST leak monitoring system operating properly?					
Are spills cleaned promptly with dry cleanup methods?					
Are fuel pumps and hoses and canopy maintained in good condition?					
<b>Checklist for Loading and Unloading (Fluids and Chemicals)</b>					
Is sufficient access area maintained to safely offload fluids and chemicals?					
Is spill cleanup equipment maintained nearby for prompt cleanup if needed?					
Is fluid level/freeboard in tanks monitored during filling, so that they can't be overfilled?					
Are spills cleaned promptly with dry cleanup methods?					
<b>Checklist for Bulk Liquid and Container Storage</b>					
Are all bulk liquid tanks in good condition?					
Are piping, hoses, and connections in good condition?					
Is spill containment in good condition?					
Are drums and containers stored under a roof or other cover?					
Are drums and containers stored inside spill containment?					
Are drums and containers in good condition?					
<b>Comments:</b>					

**MONTHLY INSPECTION CHECKLIST FOR BULK MATERIALS MANAGEMENT**

<b>DATE/TIME:</b>		<b>INSPECTORS:</b>			
<b>Checklist for Bulk Materials</b>	<b>Yes /No/ NA</b>	<b>Corrective Action</b>	<b>Corrected By</b>	<b>Corrected Date</b>	<b>Notes (* or #)</b>
Have dirt/trash and scrap stockpiles been reduced since last inspection?					
Are structural controls maintained in good condition? <ul style="list-style-type: none"> <li>• <b>SITE</b> – Drainage ditches</li> <li>• <b>SITE</b>– Detention basin and gabion structure</li> </ul>					
Is there adequate access around stockpiles to facilitate spill response and to minimize tracking of sediment?					
Are durable filter fabric fences constructed around temporary stockpiles as needed?					

**Comments:**

## TRAINING DOCUMENTATION

**YEAR:** \_\_\_\_\_

<b>SPILL PREVENTION AND RESPONSE TRAINING:</b>	Goals of the Spill Prevention and Response Plan	Spill Response	Proper Waste Handling	Good House-keeping and Material Management Practices Proper Tank / Drum Liquid Transfer Proper Vehicle Washing	Proper Fueling Procedures	Inspection - <b>1.</b> Structural Controls <b>2.</b> Tanks and Piping <b>3.</b> Vehicle Parking / Storage	Daily Inspection of Fuel Trucks	Storm Water Sampling Techniques
<b>WHO IS TO BE TRAINED:</b>	All Employees	Spill Responders and Supervisors	Spill Responders and Supervisors	All employees (unless otherwise noted)	Drivers and Supervisors	<b>1.</b> Site operators/ management <b>2.</b> Maintenance Shop/ Parts Dept <b>3.</b> All employees	Truck Drivers and Supervisor	Spill Response Coordinators

<b>NAME</b>	<b>DATE TRAINING RECEIVED:</b>							
-------------	--------------------------------	--	--	--	--	--	--	--

<b>NAME</b>	<b>DATE TRAINING RECEIVED:</b>							

# **Appendix C**

## **Directory of Spill Response Contacts**

**Departmental Contacts:**

**Department Spill Response Contact:**

Primary: [Name], [Title] [Facility Name] [Street Address] Houston, Texas [Zip Code]	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)
Alternate: [Name], [Title] [Facility Name] [Street Address] Houston, Texas [Zip Code]	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)

**Facility Spill Response Contacts (if different from Department Spill Response Contact):**

Primary: [Name], [Title] [Facility Name] [Street Address] Houston, Texas [Zip Code]	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)
Alternate: [Name], [Title] [Facility Name] [Street Address] Houston, Texas [Zip Code]	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)

**Supervisors:**

Primary: [Name], [Title] [Facility Name] [Street Address] Houston, Texas [Zip Code]	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)
---	---

Alternate 1: <i>[Name], [Title]</i> <i>[Facility Name]</i> <i>[Street Address]</i> Houston, Texas <i>[Zip Code]</i>	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)
Alternate 2: <i>[Name], [Title]</i> <i>[Facility Name]</i> <i>[Street Address]</i> Houston, Texas <i>[Zip Code]</i>	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)

**Department Public Information Officer:**

Name: <i>[Name], [Title]</i> <i>[Facility Name]</i> <i>[Street Address]</i> Houston, Texas <i>[Zip Code]</i>	XXX-XXX-XXXX (Work) XXX-XXX-XXXX (Pager/Voice pager) XXX-XXX-XXXX (Mobile) XXX-XXX-XXXX (Home)
--	---

**Other Necessary Contacts:**

**City of Houston Spill Response Officer:**

David Buster  
713-742-7254 (work)  
713-607-2170 (pager)  
713-775-2501 (mobile)

**Alternative Spill Response Officer:**

Fred Wilson  
713-742-7255 (work)  
713-687-9589 (pager)  
713-775-2688 (mobile)

<b>National Response Center</b>	(800) 424-8802
<b>CHEMTREC (Information on chemical transportation emergencies)</b>	(800) 424-9300
<b>Environmental Protection Agency Region 6</b>	(214) 665-2222
<b>Texas Natural Resources Conservation Commission (TNRCC) Monday through Friday between 8:00 a.m. and 5:00 p.m. also call TNRCC Region 12's office</b>	(800) 832-8224  (713) 767-3563

<b>Texas Railroad Commission</b>	(512) 463-6788
<b>Department of Public Works &amp; Engineering, Maintenance &amp; Right of Way Division, Safety Office</b>	Dave Buster (713) 742-7254 (Work) (713) 607-2170 (Pager) (713) 775-2501 (Mobile)
<b>Department of Public Works &amp; Engineering, Public Utilities Division, Wastewater Operations Branch</b>	Bob Hunt (281) 575-2824 (Work) (713) 696-3730 (Pager) (281) 980-0045 (Home)
<b>Houston Police Department</b>	911
<b>Houston Fire Department Fire/Ambulance</b>	911
<b>Medical</b>	St. Joseph's Hospital 1919 La Branch Houston, TX 77002 (713) 757-1000
<b>Emergency Response Contractor</b>	Eagle Construction & Environmental Services Inc. P.O. Box 872 Eastland, TX 76448 (281) 867-9131 (24/7) (800) 336-0909 (24/7)



**Attachment E**  
**Uniform Minimum Spill Prevention and**  
**Response Plan Measures**

## CITY OF HOUSTON

### Uniform Minimum Spill Prevention and Response Plan Measures

---

Every City facility where there is the potential for a spill to discharge into the City's storm sewer system must implement a Spill Prevention and Response (SPR) Plan that includes at a minimum the following:

1. The SPR Plan must specify:
  - a. The address of the facility;
  - b. The department responsible for the facility, the Spill Response Contact (SRC) for that department, and the contact information for the SRC;
  - c. Any other departments that have operations at the facility;
  - d. The activities and types of chemicals or materials that may be used or stored at the facility;
  - e. The locations of use and storage areas, shut-off and containment features, storm drains, materials and equipment for responding to spills (including materials to contain or remove spilled materials and personal protection equipment), and Material Safety Data Sheets;
  - f. The storm water drainage areas at the facility;
  - g. The members of the facility's spill response team and their responsibilities;
  - h. The reportable quantities of the chemicals and materials used or stored at the facility (if any);
  - i. The federal, state and local agencies that must be notified in the event of a spill at the facility (given the type and quantities of chemicals or materials used or stored) and the necessary phone numbers and address for those agencies;
  - j. The program for training employees in 1) spill prevention, containment and response measures and 2) proper disposal of spilled materials and any contaminated spill response materials or equipment;
  - k. The good housekeeping measures and inspections that will be undertaken at the facility to prevent spills and to ensure immediate response should a spill occur.
  
2. The SPR plan must require:
  - a. The implementation of all measures necessary to prevent spills from discharging into the City's storm sewer system, either directly or through storm water runoff (unless discharge to the storm sewer is necessary to prevent loss of life, personal injury or severe property damage);
  - b. Biweekly inspections of areas where spills may occur;
  - c. Annual training of employees who work in areas where spills may occur by a qualified trainer regarding proper procedures for responding to spills;
  - d. Purchase and use of spill response materials and equipment appropriate to the type and quantities of chemicals or materials used or stored at the facility;
  - e. Placement of the materials and equipment necessary to respond to spills and Material Safety Data Sheets in areas readily accessible to all employees who may be required to respond to spills;
  - f. Posting of the SPR Plan at appropriate locations at the facility;
  - g. Notification of the 311 Houston Service Hotline as soon as possible, but no later than thirty minutes, after discovery of a spill;
  - h. Notification of all required federal, state and local agencies as soon as possible, but no later than is necessary to meet regulatory requirements, after discovery of a spill.