

SPILL PREVENTION AND CLEANUP PLAN



| | | |
|-------------------------------------|--|-------|
| Business Name | | |
| Site Address | | Phone |
| Spill Clean-up Material Location(s) | | |
| MSDS Location | | |
| Run-off from this site drains to... | | |

SPILL PLANNING AND PREVENTION:

- Take inventory of chemicals and materials on site – **use less toxic materials where available.**
- Obtain appropriate spill response materials and personal protective equipment (PPE).
- Designate and train spill cleanup coordinator
- Train staff, at least once annually. Document your training.

IN CASE OF A SPILL, CONTACT THE FOLLOWING:

| | Contact Names | Contact Phone Numbers |
|---|--------------------------------------|---|
| Site Manager, or Environmental Officer | | |
| Business Owner | | |
| Property Manager or Owner | | |
| Cleanup Contractor (Ask for a vendor list) | | |
| Required Phone Calls to make if a spill may reach a catch basin, water-body, or exceed kit capacity. | City of Bothell Spill Hotline | (425) 806-6750 ^{24 hours} |
| | WA State Department of Ecology | (425) 594-0000 ^{24 hours} |

SPILL CLEAN-UP:

- Evaluate situation, including safety considerations; notify owner/manager of spill
- Don Personal Protective Equipment (PPE)
- Stop the source of the spill
- Protect the drain(s)
- Clean up spill by applying spill kit materials
- Dispose of clean up materials properly and restock the kit

If a spill reaches a storm drain or is too large to control, contact the agencies listed above.

FACILITY ACTIVITIES WITH POTENTIAL TO CONTAMINATE RUN-OFF

| Activities | check all that apply |
|--|--------------------------|
| Fueling and fuel transfer | <input type="checkbox"/> |
| Outdoor manufacturing | <input type="checkbox"/> |
| Outdoor equipment/vehicle maintenance and repair | <input type="checkbox"/> |
| Outside drum or container storage | <input type="checkbox"/> |
| Vehicle, equipment, and building washing | <input type="checkbox"/> |
| Loading/unloading of products | <input type="checkbox"/> |
| Landscape construction/maintenance | <input type="checkbox"/> |
| Outside storage of uncovered materials | <input type="checkbox"/> |
| Others: _____ | <input type="checkbox"/> |

EQUIPMENT AND MATERIALS STORED ON SITE (>1 GALLON) WITH POTENTIAL TO CONTAMINATE RUN-OFF

| Equipment | check all that apply | Solvents, Paints, Lubricants | check all that apply |
|---------------------------------|-----------------------------|-------------------------------------|-----------------------------|
| Forklifts | <input type="checkbox"/> | Parts washer | <input type="checkbox"/> |
| Trucks | <input type="checkbox"/> | Dry cleaning fluids | <input type="checkbox"/> |
| Cranes | <input type="checkbox"/> | Paint thinner, turpentine | <input type="checkbox"/> |
| Customer and employee vehicles | <input type="checkbox"/> | Paint, coatings; oil based | <input type="checkbox"/> |
| Cleaning Products | check all that apply | Paint, latex | <input type="checkbox"/> |
| Liquids | <input type="checkbox"/> | Machine oil/coolant | <input type="checkbox"/> |
| Solids | <input type="checkbox"/> | Hydraulic fluid | <input type="checkbox"/> |
| Food Preparation/Waste | check all that apply | Others: _____ | <input type="checkbox"/> |
| Cooking oil | <input type="checkbox"/> | Misc. Chemicals | check all that apply |
| Grease (new or used) | <input type="checkbox"/> | Acid | <input type="checkbox"/> |
| Dumpster | <input type="checkbox"/> | Ammonia | <input type="checkbox"/> |
| Trash compactor | <input type="checkbox"/> | Caustic, bases, lye | <input type="checkbox"/> |
| Other liquids: _____ | <input type="checkbox"/> | Photographic chemicals | <input type="checkbox"/> |
| Vehicle Fluids | check all that apply | Pesticides, herbicides | <input type="checkbox"/> |
| Antifreeze | <input type="checkbox"/> | Other | check all that apply |
| Brake fluid, transmission fluid | <input type="checkbox"/> | Fertilizers | <input type="checkbox"/> |
| Gasoline | <input type="checkbox"/> | Inks, dyes | <input type="checkbox"/> |
| Motor oil | <input type="checkbox"/> | Others: _____ | <input type="checkbox"/> |
| Other fluids: _____ | <input type="checkbox"/> | | |

Additional site specific emergency cleanup and disposal procedures not listed above that you will use at your site.



City of Bothell™



Spill Prevention and Cleanup
Plan format is provided by



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