

UNIVERSITY OF WISCONSIN-MADISON

Contractor Spill Contingency Plan *(while working on campus)*

Departments of:
Environment, Health & Safety
Physical Plant

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UNIVERSITY OF WISCONSIN-MADISON

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This reference guide is written to document required compliance with US EPA, WI DNR and WI DSPS rules (40CFR112, NR706, SPS310) for spills of 5 gallons or less. However, for spills greater than 1 gallon, notify UW-Madison EH&S (Environment, Health & Safety Dept.). Contractor shall reimburse the University for damage resulting from a spill and for costs incurred by the University to clean up and dispose of waste.

In an emergency, please refer to the **Emergency Call List as follows:**

- Police & Fire (Emergencies): 911
- UW-Madison EH&S: 265-5000
- Physical Plant CARS (Central Answering and Response Service): 263-3333
- Your Assigned Campus Project Manager: [xxx-xxxx]

CONTAIN THE SPILL. Follow the spill response and notification steps, start the cleanup procedure, fill out a spill incident report and give report to the Project Manager.

Basic Spill Response Steps:

1. Notify others in the area; seal off area if necessary.
2. Check the scene if you can do so safely; identify the source of the incident.
3. If there is a threat to health or the environment, dial 911 and then the numbers on the Emergency Call List.
4. Take reasonable measures to stop the source and contain the spill.
5. If you can do safely, clean up the spill.
6. If you cannot do safely and there is no threat to human health or the environment, call EH&S (265-5000).
7. Contain, seal and secure the spill cleanup material. Call EH&S (265-5000) for disposal instructions.
8. Fill out Spill Incident Report. **Return report to Project Manager. A copy of the report must be sent to EH&S at 30 East Campus Mall, Madison, WI.**

Spill Response Equipment:

- Contractor shall have on-hand enough equipment to control spills up to 5 gallons and for the cleanup of equipment at the construction site. Standard spill response kits should contain at a minimum the following: oil absorbents, cellulose socks, latex gloves, dust masks, disposal bags or containers and hand wipes.
- Contractor shall have additional clean up equipment readily available to assure containment of spill can be kept intact. Clean up materials for disposal should be accessible within 24 hours as long as spill area can be weather tight and stay contained.
- If spill is too large for cleanup equipment or personnel, if spill has entered storm sewer, if runoff has flowed into surface waters or wetlands, or if material is too hazardous to handle, **dial 911 and then the numbers on the Emergency Call List above.**

Most Common Contractor Spills:

- Fuel (diesel and gasoline)
- Petroleum (oil, hydraulic fluid, transmission fluid, brake fluid)
- Construction spills (form oil, sealers, cleaning acids)

Use the process identified on the previous pages for the above spills. ***Anytime you use an absorbent on a fuel or petroleum product, or you contaminate the soil with fuel or petroleum product, you must call EH&S (265-5000), who will provide you with disposal instructions.***

Use the following process to cleanup all types of wash-ups onto the ground/soil (e.g., concrete, mortar, plaster, tile set/grout):

1. Stay away from the outer most branches of the tree or shrub (drip line).
2. Pick or create a low spot to contain wash-up into a limited area; burn if necessary.
3. After wash-up has dried, clean up and dig down a minimum of 6"-8", remove soil and replace with new soil. **CONTRACTOR CAN REMOVE this wash up soil and must report cleanup to the Project Manager.**

If in doubt of what or how to clean up, ask your Project Manager, who can obtain assistance from Environmental Services and the campus landscapers. Preserving campus green space is an important University concern.

SPILL INCIDENT REPORT

This must be completed and given to the Project Manager within 24hrs of an incident

CONTRACTOR NAME: _____

PROJECT NAME: _____

FACILITY NAME: _____

ADDRESS: _____

CITY or TOWN: _____

NEAREST HIGHWAY or INTERSECTION: _____

LOCATION OF SPILL (SPECIFIC): _____

DATE AND TIME OF INCIDENT: _____

NAME AND TEL. NUMBER OF ON-SCENE CONTACT: _____

2. SEVERITY OF THE INCIDENT:

a. Name of Spilled Material: _____

b. Total Amount Spilled: _____

c. Amount Recovered: _____

d. Fate of Recovered Materials (i.e., oil, water, soil, absorbents): _____

3. SIGNIFICANT AREAS AFFECTED BY THE SPILL: (Indicate location of any of the following affected areas, and estimate amount spilled in or on each area)

a. Building Area:

b. Surface Water:

c. Floor Drains:

d. Storm Drains:

e. Drainage Ditches:

f. Soil, Gravel or Lawn Surfaces:

g. Concrete Surface:

h. Asphalt Surface:

4. LOCAL TERRAIN CONDITIONS: (Check off most appropriate description)

a. ___ Flat: (no significant slope) b. ___ Somewhat Flat: (1-5% slope) c. ___ Gently Rolling: (5-10% slope)

d. ___ Sharply Rolling: (10-20% slope) e. ___ Steep: (>20% slope)

5. WEATHER CONDITIONS: (Check off most appropriate condition)

a. ___ Dry b. ___ Fog or Drizzle c. ___ Rain d. ___ Snow e. ___ Other

6. CAUSE AND SOURCE OF INCIDENT: (Check off most appropriate choice and attach a brief description of the problem)

a. ___ Equipment Failure b. ___ Accident c. ___ Human Error d. ___ Other

7. OFFICE NOTIFIED: (Check off the offices which were notified and list the name of the person who took the report in person or by telephone)

a. _____ Project Manager b. _____ UW EH&S Dept. c. _____ CARS (Physical Plant)

8. Note any equipment repairs to prevent reoccurrence: _____

9. Report filled out by: _____ **Date:** _____ **Phone No.:** _____

NOTICE TO PETROLEUM PRODUCT VENDORS/EMPLOYEES

[Date]

To: All Bulk Petroleum Product Vendors

From: UW-Madison Department of Environment, Health & Safety (EH&S)

In accordance with of the Code of Federal Regulations 40 CFR 112, all petroleum product vendors who deliver, load, unload, or pick up petroleum products or waste oil to or from UW-Madison facilities are required to comply with the following requirements:

1. Exercise caution when maneuvering vehicles to avoid damage to secondary containment structures. *[112.7(a)(3)(ii)]*
2. Drivers are to be present and alert monitoring the transfer of petroleum product full time while product is being transferred to or from on-site storage containers. *[112.7(a)(3)(ii)]*
3. Chock the tank truck wheels while loading or unloading tanks and do not to remove the wheel chocks until after the transfer is complete and the transfer hose is disconnected to prevent an accidental drive-off without removing the transfer hose. *[112.7(h)(2)]*
4. Prior to filling and departure, closely inspect for discharges at the lowermost drain and all outlets of the tank truck, and if necessary, ensure that they are tightened, adjusted, or replaced to prevent liquid discharge while in transit. *[112.7(h)(3)]*
5. Continuously monitor for potential tank overfills while loading or unloading storage containers. Check the freeboard capacity of containers prior to filling to estimate the volume to fill the tank and visually monitor the filling process to ensure the tank does not overflow. For tanks with audible air vent alarms, continuously listen for the audible air vent overflow warning whistle. *[112.8(c)(8)(i)]*
6. Promptly stop and clean up any petroleum product leaks or spills that occur while loading or unloading containers. *[[112.8(c)(10)]*
7. Immediately report leakage or spillage requiring assistance of site personnel to clean up to the Project Manager and UW-Madison EH&S. *[112.7(a)(3)(ii)]*
8. Prior to loading/unloading, place an empty container under the hose end to be disconnected first with enough capacity to catch the remaining liquid in the transfer hose. Verify that appropriate valves are closed before disconnecting loading/unloading lines. Prior to disconnecting the transfer hose, gravity drain remaining product in the hose to the lowest container. *[112.7(a)(3)(ii)]*
9. Require that facility personnel oversee all oil loading/unloading activities associated with an outside vendor. *[Best Management Practice]*

This notice is provided for your information to make you aware of these requirements so you can maintain regulatory compliance. This notice is also made as an integral part of the UW-Madison campus Spill Prevention Control and Countermeasures (SPCC) Plan maintained on-site and available for your inspection in our office.