**Spill and Illicit Discharge Response Guide**

**CONTROL, CONTAIN, CLEAN UP & CALL**

**CONTROL**

* Assess the Spill or Illicit Discharge - Employees should only approach a Spill or Illicit Discharge of known materials (e.g. paint, motor oil, fuel, antifreeze, and coolants). If unknown or hazardous and cannot be cleaned by City of Kent staff, call 911 immediately!
* Remember safety first! Protect yourself with personal protective equipment (PPE).
* Isolate the contaminated area with items such as cones, barricades, rope, and tape.
* Stop the source of pollution if safe to do so.

**CONTAIN**

* Contain the Spill/Illicit Discharge in as small an area as possible.
* Build barriers with absorbent socks to keep the spill from spreading.
* Protect nearby storm drains, Waters of the State and pervious surfaces such as soil, detention ponds and bioswales with absorbents and impermeable barriers such as heavy duty plastic.

**CLEAN UP**

* Clean up the Spill/Illicit Discharge with the following spill response material:

**Greasweep Absorbent** - Absorbs both water-based and hydrocarbon spills.

**Gray Pads & Socks** - Universal - Absorbs both water-based and hydrocarbon spills.

**White Pads & Socks** - Oils, fuels, solvents and petroleum-based products. White pads and socks **repel water!** Ideal for spills in storm drains, lakes, detention ponds, creeks and wetlands.

* Spill kits, spill response drum and bulk spill response materials are located in PW Shed Row and Warehouse.
* Replenish spill kit and spill response drum contents after each spill.
* Used absorbent material should be collected, double bagged (no more than 15lbs) and labeled.
* Contact Environmental Engineering for appropriate disposal method 253-856-5500.

**CALL**

**Document and Report the following:**

* **Your Name**
* **Contact Information**
* **Date & Time**
* **Weather**
* **Address of incident Location**
* **Responsible Party/Property**
* **Description of spill**
* **Photos of spill (*IMPORTANT*)**
* **Pollutant type/Quantity**
* **Odor, Clarity & Color**
* **Spill destination (Asphalt, private drains, public drains, ditch, wetland, retention pond or stream)**