



# Focus on **Small Spill**

## **Preparedness Kit Guide**

Spill Prevention, Preparedness & Response

### **Recommended Items**

1. Plastic bucket with threaded lid for easy removal, marked with words “Spill Kit”. This bucket is used to contain spill response items #2 through #8 below, and can also be used to hold recovered wastes (absorbent, dirt, liquids, etc.).

Buckets with screw-on lids can be purchased through:

- Advanced Environmental Solutions, (800) 275-3549 (buckets and kits)
- Ryco Packaging, (253) 872-0858 (buckets)
- Lab Safety Supply, (800) 356-0722 (buckets and kits)

*The above suppliers are given as examples only and are not endorsed by Ecology. Additional response resources are listed in the Hazardous Waste Services Directory on line at:*

<http://www.ecy.wa.gov/apps/hwtr/hwsd/default.htm>

2. **5” x 7” EMERGENCY CARD** (laminated and attached to the inside of the bucket lid). On the outside of the lid print “**Spill response directions on the other side of lid**”.

The following information should be printed on the **EMERGENCY CARD**:

- Call local 911 or other emergency aid number(s) in the event of injury, fire, explosion, etc. Give your name, your companies name, a return telephone number, the incident location, material(s) spilled, number/types of injuries, real/potential threats to life and property, etc.
- Locate and inform senior or trained staff at your facility who can follow through on a spill. Be sure unauthorized or unneeded people are kept out of the spill area. Take proper steps (facility staff or contractors) to correctly contain, cleanup, properly dispose of wastes. Don’t allow any untrained or unprotected personnel to go into a spill area.
- Shut off the spill source and contain it, if possible and safe to do so.
- **If needed, call a pre selected spill response contractor first and then conduct the required notifications and call the appropriate spill response agencies.** If you do not have a pre selected cleanup contractor or need assistance in selecting a contractor then immediately contact the appropriate spill response agencies. They may be able to help you with your selection. Report your name, your companies name, a return telephone number, the spill location, material spilled, who’s on scene, who’s already been notified, steps being taken to control/contain/cleanup the spill, potential or existing impacts to human health and the environment, and any other important information related to the spill.

Agencies to call in Washington include:

- **Washington Emergency Management Division (EMD).** 24-hour toll-free numbers are **(800) 258-5990 and (800) OILS-911**. The EMD must be notified when oil or hazardous substances enter any water of the state (including storm drains and drainage ditches). EMD may be called in lieu of Ecology when hazardous materials are spilled to the ground.

- **National Response Center (NRC).** The 24-hour toll-free number is **(800) 424-8802**. The NRC must be notified if oil or hazardous substances enter waters of the state.
  - **Washington Department of Ecology's** local 24-hour regional office numbers may be called in place of the Emergency Management Division, see numbers below.
3. Gloves, rubber boots, and eye protection for handling relatively non-hazardous materials like diesel fuel, crankcase oil, hydraulic fluid, or other materials. (If splashing of non-hazardous material is likely, more protection such as tyvek or a lab apron should be worn.) Gloves, boots, and eyewear alone are not adequate protection for handling corrosive, flammable, reactive, volatile, or toxic materials. Containment and cleanup of such materials should be left to experienced professionals.
  4. A dozen or more absorbent pads. (Include chemical absorbent pads if needed.)
  5. Impermeable containers or barriers that are chemically compatible with materials they hold (small swimming pool, toy life raft, plastic tarp, etc.).
  6. Duct tape for wrapping leaking lines, etc.
  7. Repair putty/auto body putty or similar material to patch holes in fuel tanks or lines.
  8. Loose absorbent material (floor sweep or kitty litter). Use a small plastic garbage bag to line the bottom of the bucket. Add absorbent to the bucket until it is about 1/3 full. Tie-off the bagged absorbent and store the other kit components on top. When used to hold wastes after a response, mark the bag to show what types of wastes are inside.

If space is available keep extra buckets, pad, granular sorbent, sweeps, shovels, rope, containment boom, and plastic sheeting. These will enhance your response capabilities. As a part of your spill plan, you should have a cleanup contractor pre-selected, already on retainer, or at least be familiar with the cleanup contractors that are available in the areas that you do conduct business.

If you want more information or have additional questions on spill preparedness, prevention, and response please visit Department of Ecology – Spill Program's home page at <http://www.ecy.wa.gov/programs/spills/spills.html>.

#### **Ecology Regional Spill Reporting Numbers:**

**Northwest Regional Office-Bellevue:** (425) 649-7000

(Island, King, Kitsap, San Juan, Skagit, Snohomish & Whatcom counties) **TDD:** (425) 649-4259\*

**Southwest Regional Office-Olympia:** (360) 407-6300

(Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Skamania, Thurston & Wahkiakum counties) **TDD:** (360) 407-6306\*

**Central Regional Office-Yakima:** (509) 575-2490

(Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan & Yakima counties) **TDD:** (509) 454-7673\*

**Eastern Regional Office-Spokane:** (509) 329-3400

(Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla & Whitman counties) **TDD:** (509) 329-3569\*

**National Response Center:** 1-800-428-8802

*\*Note: TDD numbers answered during office hours only*

*If you require this publication in an alternative format, please contact the Spills Program at (360) 407-7455(Voice) or (TTY) at 711 or 1-800-833-6388.*