



SAFETY DIRECTIVE

<p>Title: Spill Response Program Issuing Department: Town Manager's Safety Office Effective Date: March 01, 2015 Reviewed: Safety, Legal, Environmental Engineer, Human Resources, Finance and NWFD Approved: Gilbert Davidson, Town Manager Type of Action: New</p>

1.0 PURPOSE

The purpose of this directive is to minimize hazards to health, safety and the environment at sites or facilities where regulated or potentially hazardous substances and chemicals are used, stored and handled and to provide direction when regulated or hazardous materials are spilled.

The majority of these spill incidents will relate to fuel, hydraulic fluid, or anti-freeze spills that occur in the field.

Where applicable, this program shall be used in conjunction with the Safety and Environmental Incident Notification Procedure, Emergency Response Guidebook and the electronic Safe Personnel - SDS system.

2.0 DEPARTMENTS AFFECTED

This directive applies to all departments and employees of the Town of Marana.

3.0 REFERENCES

- 3.1 29 Code of Federal Registry (CFR) 1910.101, www.osha.gov
- 3.2 Environmental Protection Agency (EPA), www.epa.gov
- 3.3 Arizona Department of Environmental Quality (ADEQ), www.adeq.gov
- 3.4 Department of Transportation (DOT), www.dot.gov
- 3.5 National Fire Code (NFC)/ National Fire Protection Association (NFPA), www.nfpa.org/
- 3.6 2012 Emergency Response Guidebook, <http://phmsa.tc.gc.ca/TDG>

- 3.7 Safe Personnel Safety Data Sheet (SDS) electronic system, <http://marana-az.safepersonnelsds.com/>
- 3.8 Other applicable local, state, and federal regulations

4.0 DEFINITIONS

- 4.1 **Absorbent:** a biodegradable substance that is applied to mitigate an uncontrolled release or incidental release of a regulated or potentially hazardous substance. Trade names may include Dri-sorb, Magic-Sorb or Micro Blaze or similar. Contaminated dry-type absorbents (Dri-sorb and Magic-Sorb) shall be recovered to the best practicable manner and disposed of in a manner appropriate for the spilled or released material.
- 4.2 **Emergency Uncontrolled Release:** means an occurrence which results, or is likely to result, in an uncontrolled release of a regulated or potentially hazardous substance that may cause a safety, health, or environmental hazard (e.g., fire, explosion, chemical exposure, leak into sewers and/or storm drains or other drainage conveyance systems including washes) or that impacts (contaminates) public property and may result in a liability claim against the Town of Marana. An Emergency Uncontrolled Release cannot be controlled or contained with the contents of a Spill Kit. An Emergency uncontrolled release of a regulated or potentially hazardous substance shall require immediate 911 and supervision notification.
- 4.3 **Facility:** means any building, structure, installation, equipment, pipe, or pipeline, well, pit, pond, lagoon, impoundment, ditch, storage, container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been stored, disposed of, or placed, or otherwise come to be located.
- 4.4 **Hazardous Substance:** means any biologic or chemical agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly or indirectly from the environment or ingestion through food chains, will or may reasonably be anticipated to cause injury or death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such persons or their offspring. A typical example would be gasoline.
- 4.5 **Incidental Release:** means a release of hazardous substances *other than* fluid droplets that are normally associated with parked or normally operating mechanical equipment, that are absorbed, neutralized, or otherwise controlled and contained at the time of release by employees in the immediate release area, or by maintenance personnel. An Incidental Release of a regulated or potentially hazardous substance shall require notification to supervision and may require 911 notifications after evaluation of the incident by supervision.
- 4.6 **Notification:** Contact made to 911 and/or Supervision in the event of an Emergency Uncontrolled Release or Incidental (Controlled) Release of a regulated or potentially Hazardous Substance.
- 4.7 **Mitigation:** The control and cleanup of any Hazardous Materials substance resulting from an emergency spill or incident release.
- 4.8 **Reporting:** All Emergency and Incidental Releases of regulated or potentially Hazardous Substances shall be reported to the Northwest Fire District, Storm Water Management,

and the Safety and Environmental Coordinator via the Spill Incident Reporting Form (Appendix B).

- 4.9 **Ribbon Spill:** A trail of potentially Hazardous Material/substance released from a moving vehicle. A Ribbon Spill release on the public right-of-way or public (private) property will require 911 notifications, the completion of a Spill Incident Report, and may require completion of Damage to/Loss of Town Property Form 7.1 or Damage to Personal Property / Injury to Person Form 7.2 - Incident Report included in the Town of Marana Administrative Directive: Claims Management.
- 4.10 **Spill Kit:** A combination of absorbent pads and personal protective equipment normally provided to department Supervisors that will contain and control minor hazardous material spills (less than 5 gallons or less than 5' x 5' - 25sq') preventing "puddle" liquid spread and further contamination of public or private property, sanitary sewers, storm sewers or washes.
- 4.11 **Spray Release:** A release of a regulated or potentially hazardous substance, (typically hydraulic fluid), from a pressurized hose or line. A Spray Release will normally require completion of a Spill Incident Report and mitigation and may require the Damage to/Loss of Town Property Form 7.1 or Damage to Personal Property / Injury to Person Form 7.2 - Incident Report included in the Town of Marana Administrative Directive: Claims Management.

5.0 POLICIES AND PROCEDURES

- 5.1 The directive contains policies, procedures and instructions intended to assist in identifying and complying with the regulations and rules set forth by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ), the Department of Transportation (DOT), the National Fire Code (NFC), as well as other applicable local, state, and federal regulations. In all cases where there is a conflict between information contained in this directive and/or regulatory requirements, the stricter directive shall apply.

6.0 RESPONSIBILITIES

6.1 Department Director/Administrator

- 6.1.1 The Director and/or Administrator of each department/division where employees work with regulated, potentially, or known hazardous substances shall be responsible for the following:
 - 6.1.1.1 Assigning one individual and one alternate, with the responsibility for implementation of the Spill Response Program in their department. These individuals shall be afforded adequate time, resources, and authority to implement the requirements of this directive including implementing practices that encourage waste minimization and minimizing the amount of hazardous material/waste in the workplace.
 - 6.1.1.1.1 The person responsible for spill control in each department shall be responsible for the following:

- 6.1.1.1.1.1 Evaluating every spill incident and making immediate and proper notifications as defined in this directive.
 - 6.1.1.1.1.2 Ensuring that where applicable, a Facility Emergency Response Plan (FERP) has been developed, in direct consultation with the Town's Environmental Engineer and Safety Office, for all sites utilizing and/or storing hazardous substances.
 - 6.1.1.1.1.3 Providing a facility diagram for all work areas where hazardous substances are used, stored, or handled. These diagrams shall be in the FERP, ensuring that all items listed in the example form are clearly identified (exit doors, sprinkler control valves, etc.) and provide safe and orderly emergency evacuation of occupants.
 - 6.1.1.1.1.4 Documenting each incident, whether it is an emergency or an incidental release of hazardous materials via the Spill Incident Reporting Form (Appendix B).
 - 6.1.1.1.1.5 Reviewing this program with each new employee to ensure familiarization with evacuation routes and safe zones. Annual training on Employee Evacuation is available from the Town Manager's Safety Office, through annual training or the Safe Personnel Training platform.
 - 6.1.1.1.1.6 Reviewing this directive periodically to determine relevance to departmental activities with existing conditions and regulatory rules.
 - 6.1.1.1.1.7 Ensure that all used Spill Kits are stocked with serviceable supplies and restocked after any use.
- 6.1.1.2 The Director and/or Administrator of each department/division shall produce, provide, coordinate and fund this training.
 - 6.1.1.3 The Director and/or Administrator of each department/division shall ensure the compliance with the Spill Response Program.
- 6.2 Emergency/ Environmental - Agreements/ Contracted Services for the Town of Marana**
- 6.2.1 Northwest Fire District
 - 6.2.1.1 Will respond to hazardous materials emergency incidents, utilizing their personnel and equipment to mitigate the hazard to the limit of their capabilities. Hazardous

Materials Technicians will be able to provide suggestions for clean-up needs and providers to the Town and/or responsible party.

6.2.1.2 Shall be consulted for technical expertise, trained and equipped personnel, for the prevention, mitigation, and resolution of incidents involving hazardous substances and wastes.

6.2.1.3 Shall be requested to provide Level “A” Emergency Response Personnel to control and mitigate workplace hazardous substance spills, for incidents within the Town of Marana.

6.2.1.4 Shall be requested to provide a Hazardous Materials Technician, knowledgeable in hazardous materials. This person will be able to provide technical expertise and guidance to the Town.

6.2.2 Eddie’s Towing (RFP #: #2010-003)

6.2.2.1 In addition to towing and storage services, the Contractor shall be responsible for cleaning up all debris associated with the disabled vehicle(s), at the site. This may include items such as broken glass, metal, or other material. The required cleanup shall be completed prior to the Contractor leaving the site, as per instructions from the Marana Police Department (MPD) Officer in charge at the site.

6.2.3 Sun-State Street Sweeping (RFP #: 2014-009)

6.2.3.1 Adequate dust control shall be provided to meet current EPA and all applicable State and local regulations, for clean air. The Contractor shall provide their own means of removing the sweepings from the areas swept. Sweepings shall be disposed of in a manner so as not to cause environmental damage or contribute to pollution, particularly of the storm water system. Town approval of the plan is required prior to commencing work.

6.2.4 Southwest Hazard Control, Inc. (Pima County Master Agreement#: 1300000000000000466)

6.2.4.1 The Firm shall perform professional HazMat Removal and Destruction services on an “as needed” basis for the duration of the Contract. These services may involve both emergency and non-emergency situations. The types of professional environmental services that may be required of the Firm under the Contract include, but are not limited to the following:

6.2.4.1.1 Complete Environmental Remediation

6.2.4.1.2 Environmental Emergency Response and Stabilization

6.2.4.1.3 Asbestos Removal, Assessment and Disposal

6.2.4.1.4 Lead Paint Assessment, Removal and Disposal

6.2.4.1.5 Chemical Spill Cleanup and Disposal of Waste

6.2.4.1.6 Underground Storage Tank Investigation and Removal

6.2.4.1.7 Surface and Subsurface Soil Sampling and Laboratory Analysis

6.2.4.1.8 Surface and Groundwater Sampling, Laboratory Analysis and Monitoring

- 6.2.4.1.9 Air Monitoring
- 6.2.4.1.10 Health and Safety Plans
- 6.2.4.1.11 Action Plans/ Works Plans

6.3 Town Environmental Engineer and/or Town Safety Coordinator shall:

- 6.3.1 Be responsible for assisting with the Town's compliance to applicable environmental regulations.
- 6.3.2 Notify the Town Manager of incidents, when appropriate.
- 6.3.3 Notify Storm Water Management Section of any spills that threaten washes or the storm drain system. Storm Water Management shall receive a copy of ALL incident reports within 48 hours.
- 6.3.4 Assist all departments in the development and review of work practices, procedures, and the evaluation of exposure control strategies for employees working with hazardous substances.
- 6.3.5 Assist departments/divisions/sections in determining appropriate training requirements and Personal Protective Equipment selection for employees assigned to duties involving work with hazardous substances and waste.
- 6.3.6 Coordinate and conduct periodic review of this program in conjunction with affected departments, NWFD, other Contracted Services and Storm Water Management.
- 6.3.7 Coordinate training for all employees. The training shall include but not be limited to:
 - 6.3.7.1 Spill characterization – Emergency Release and Incidental Release.
 - 6.3.7.2 Notification procedures.
 - 6.3.7.3 Control and Mitigation strategies.
 - 6.3.7.4 Documentation requirements specified in this program.

6.4 Storm Water Management

- 6.4.1 The Town's Stormwater Management section shall respond to spills of hazardous materials that may have the potential to enter the storm water system through storm drains, washes, arroyos or similar, and document these incidents in their permit's annual report.

6.5 Employees

- 6.5.1 For Orphan Waste or small accumulation disposal refer to the Town of Marana - Conditionally Exempt Small Quantity Generator (CESQG) Hazardous Waste Disposal Process
- 6.5.2 All Town of Marana employees shall be responsible for following the policies and procedures outlined in this directive.

7.0 ATTACHMENTS

- 7.1 Environmental Incident Notification Procedure

- 7.2 Environmental Spill Incident/Release Form
- 7.3 Town of Marana - Conditionally Exempt Small Quantity Generator (CESQG) Hazardous Waste Disposal Process
- 7.4 Household Hazardous Waste Program (Pima County/ City of Tucson) – Small Business Waste Assistance Program (SBWAP)

Environmental Incident Notification Procedure



Emergency / Environmental Incident Occurs!

Is the situation Life Threatening?

YES

NO

Call 911 Report Emergency!
Operator will notify Police and/or NWFD Dispatch. Dispatch should then notify Town Environmental Engineer and/ or Safety & Emergency Mgt. Coordinator.

Initiate Town Safety Directive - Spill Response Program. Follow directive and clean up spill. If spill is larger or more dangerous than staff is trained to address, call 911.

Is there a spill or release of a suspected hazardous or regulated substance? Has it occurred at a location under Town jurisdiction?

YES

UNSURE

Marana Police Dept. (MPD) or Northwest Fire Dept. (NWFD) Incident Commander will follow the Incident Command System (ICS) guidelines as prescribed under the National Incident Management System (NIMS). Town Emergency Mgt. Coordinator will notify the Town Environmental Engineer, if environmental aspect is associated with the Emergency.

- 1. **Town Staff** – on-scene employee notifies their supervisor with details of the Environmental Incident.
- 2. **Supervisor** – notifies the Department Administrator and the Emergency Mgt. Coordinator.
- 3. **Emergency Mgt. Coordinator** – notifies, by telephone Town Environmental Engineer (382-2665) of incident within two hours, notification to include incident details. Follow-up, in written notification, will be forwarded within 24 hours.
- 4. **Town Environmental Engineer** – evaluates the situation with regards to potential Town involvement, real and/ or perceived environmental risk and regulatory compliance. Environmental Engineer will return call to notifying department, by telephone and/ or visit the incident location, within two hours.

NWFD continues ICS protocols. Town Emergency Management Coordinator responds to the Incident as Technical Advisor to the Incident Commander, as necessary. Information/ notifications are disseminated following ICS/ NIMS protocols.

YES

Is Town Staff, property or equipment involved? Is the public health or the environment, at risk? (All aspects must be negative for a "NO" answer.)

NO

No further action is required, at this time.

- Town Environmental Engineer and/ or Safety & Emergency Mgt. Coordinator will:**
1. Provide initial notification to the Town Manager, Public Information Officer (PIO) and Mayor & Council.
 2. Notify affected Department Administrators to coordinate assistance.
 3. Assist with environmental site restoration, remediation and regulatory compliance activities.
- Impacted/ Affected Departments will:**
1. In an Emergency Incident, the on-scene PIO, or representative from the Joint Information Center (JIC) will coordinate and disseminate all public information releases and notifications within the Town's chain of command.
 2. All affected Departments shall notify the Emergency Mgt. Coordinator of the status of the site and any changes to environment concerns or conditions.



**Town of Marana
Conditionally Exempt Small Quantity Generator (CESQG)
Hazardous Waste Disposal Process**

Employee Finds Orphan Waste or accumulates a small quantity of household hazardous waste.

Organize waste; collect individual Safety Data Sheets (SDS) for all waste.

Call Household Hazardous Waste (HHW - Anthony Diaz) at (520) 690-5749 to make appointment for waste drop off on any Wednesday or Thursday, from 0600 – 1100. Fee schedule for SBWAP will apply (see pages 11-14)

The Town of Marana has been granted CESQG status, by HHW. HHW is located at 2440 W. Sweetwater Drive, Tucson, AZ 85705. (Major cross-roads are I-10 and Prince Road. Ensure that you make an appointment, prior to taking hazardous waste to HHW. Do not throw waste into trash receptacles. Arrange payment with your supervisor.



Business Owner/Operator,

Thank you for your interest in the Small Business Waste Assistance Program (SBWAP). The SBWAP provides an affordable and environmentally safe alternative for a business for proper disposal of its hazardous waste at the Household Hazardous Waste facility. To be eligible to use the program your business must:

- *be classified as a conditionally exempt small quantity generator;
- *operate and generate its waste within Pima County;
- *generate waste that is approved by the SBWAP; and
- *register with the SBWAP.

Enclosed you will find a SBWAP certification form. Fill out and return the certification form to:

Small Business Waste Assistance Program
2440 W. Sweetwater Drive
Tucson, AZ 85705

For quicker response you may **FAX the forms to: (520) 888-6967**. There is no charge for registration, and once registered you may bring materials by appointment only.

We can set up an appointment for delivery of your materials to the facility. Appointments are scheduled for any Wednesday or Thursday morning from 6:00 to 11:00 a.m. Please call in advance and bring or FAX material Safety Data Sheets (SDS) for the materials you are disposing of. The fees charged (shown on the fee schedule), cover the cost of disposal. In addition to the disposal fee, a handling fee and/or an evaluation fee may be assessed. The fee is payable at the time of delivery, and may be paid with cash, check, money order (payable to the City of Tucson), or credit card.

If you have any questions regarding registration with the SBWAP or approval of your hazardous waste, call 690-5749 for assistance.

Sincerely,

Frank Bonillas

Frank Bonillas,
ES Superintendent/SBWAP Coordinator

Protect Your Environment

Small Business Waste Assistance Program
2440 W. Sweetwater Dr. • Tucson, AZ 85705-6921 • (520) 690-5749 • FAX (520) 888-6967



SBWAP BUSINESS CERTIFICATION FORM

A conditionally exempt small Quantity generator (CESQG) refers to a business that produces hazardous waste that is exempt from most state and federal hazardous waste disposal regulations.

- * generates no more than 100 kilograms or 220 pounds of hazardous waste in a calendar month;
- * accumulates no more than 1,000 kilograms or 2,200 pounds of hazardous waste at any one time; and
- * generates or accumulates no more than 1 kilogram or 2.2 pounds of acute hazardous waste in a calendar month; and
- * generates or accumulates no more than 100 kilograms or 220 pounds of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste.

GENERATOR INFORMATION

Business Name: _____

Nature of Business (Describe): _____

Address: _____
Street City Zip

Telephone: _____ FAX: _____

Contact Person: _____
Printed/Typed Name

Contact e-mail address: _____

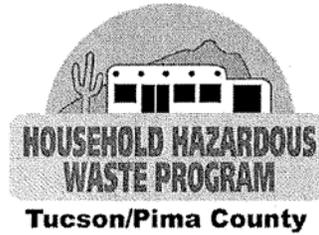
Business Representative: _____
Printed/Typed Name

I certify under penalty of law that I am a business that conforms to the CESQG definition.

Signature of Business Representative Date: _____

Small Business Waste Assistance Program
2440 W. Sweetwater Dr. • Tucson, AZ 85705-6921 • (520) 690-5749 • FAX (520) 888-6967

Appendix A



**Small Business Waste Assistance Program (SBWAP)
Fee Schedule**

Waste Stream	Cost/pound (Solids)	Cost/gallon (Liquids)
Acid/Photo Fixer (hydrochloric, muriatic sulfuric, phosphoric, etc.)	\$1.34	\$4.77
Antifreeze		\$1.28
Base/Photo Developer (sodium hydroxide, ammonia, hydroxides, photo developers, etc.)	\$1.34	\$3.40
Chlorinated Flammable Liquid (Solvents) (carburetor cleaner, perchloroethylene, etc.)		\$3.58
Creosote		\$11.36
Cyanide Compounds	\$162.70/5-gal labpack	\$279.00/20-gal labpack
Flammable Liquid (paint thinner, degreasers, solvents, brake fluid, etc.)		\$2.42
Latex Paint (good/useable)		\$2.95
Latex Paint Sludge (spoiled/un-useable)		\$3.26
Oil and Other Auto Fluids (transmission oil, power steering fluid, etc.)		\$0.83

Waste Stream	Cost/pound (Solids)	Cost/gallon (Liquids)
Oil Filter	\$0.16	
Paint Sludge (oil based paints, grease, adhesives, epoxies, roof coating, etc.)		\$3.89
Pesticide (including aerosols)	Solids: \$1.12/lb Aerosols: \$1.38/lb	\$6.06
Soap and Wax (industrial soaps and cleaners, household cleaners, etc.)		\$3.26
Oxidizer (pool chlorine, shock, etc.)	\$2.086	\$118.50 (5-gal labpack) \$185.94 (20-gal labpack)
Mercury Debris (thermometers, blood pressure equipment, thermostats, etc.)	\$12.00	
Mercury (liquid) (elemental)		\$4.31/lb
Mercury Battery (dry)	\$4.80	
Ni-Cad Batteries (dry or wet)	\$0.16	
Rechargeable Batteries (Ni-Cd, Ni-MH, Lithium-ion, Pb)	\$0.16	
Lithium Batteries	\$3.39	
Silver Batteries	\$2.64	
Zinc Battery	\$1.38	
Lead-Acid Batteries	\$0.16	
Fire Extinguishers	\$0.16	

All waste disposal is subject to a handling or evaluation fee based on waste type and quantity.

Revised 01/01/14

Lamp Disposal Cost Sheet

Product / Type	Per Unit	Price
1' - 8' Straight Tube Bulbs	Per foot	\$0.11
U-Tube Lamps & UVB	Each	\$0.66
Compact Lamps	Each	\$0.63
Circular Lamps	Each	\$0.63
Shielded Fluorescent Lamps	Per foot	\$1.58
HID/MERC/Sodium Lamps	Each	\$1.42
Incandescent Industrial	Each	\$0.26
Incandescent HSHLD	Each	\$0.26
Full Lamp fixtures	Per unit	\$15.75
Xenon Arc Lamps	Each	\$1.48

Ballast/PCB Devices

Product/Type	Per Unit	Price
Non-PCB Lamp Ballasts	Per lb.	\$0.30
Non PCB Ballast < 49ppm	Per lb.	\$1.05
PCB Ballast > 60ppm	Per lb.	\$1.05

Revised 01/01/14

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	3/1/15

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.