



**Standard Operating Procedure:
Spill Response**

Date: 12/11/2019* Version: 1 Review Frequency: Annual

Reasons for Procedure

The University of Virginia (UVA) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes UVA to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Since storm drain systems are not connected to a sanitary sewer treatment plant, water traveling through the storm drain system flows directly to local streams, rivers and lakes untreated. An illicit discharge to the storm system is generally defined as any discharge that is not composed entirely of stormwater. UVA's MS4 Program "shall include all procedures developed by the operator to detect, identify, and address nonstormwater discharges to the MS4."¹

1.0 Purpose

The purpose of this procedure is to describe the proper means for cleaning up outdoor spills of any material which could pollute the state's waterways if they are allowed to enter the University's storm sewer system. Examples of spills include petroleum products, paint, chemicals, liquids other than water, and erodible materials which, if exposed to rainwater, could become a pollutant. Spills should be cleaned up immediately upon discovery in order to prevent them from entering the storm sewer system and becoming an illicit discharge.

2.0 Scope

This procedure applies to any spills that could potentially enter the University storm sewer system or local waterways.

3.0 Responsibility

3.1 Facilities Management Environmental Resources

Upon receipt of information regarding a spill, Environmental Resources (ER) personnel will visit the scene of the spill in order to document and oversee clean-up efforts, determine reporting efforts, and conduct follow up efforts to prevent re-occurrence of the spill. ER shall have oversight of all cleanup and remediation efforts.

3.2 Managers

¹ General Permit No: VAR040073, General Permit for Discharges of Stormwater from Small Municipal Separate Storm Sewer Systems.

Managers must ensure all personnel reporting to them have received appropriate spill response training. Basic spill response training should be conducted at least once every 24 months for all FM personnel performing work outside. Managers are expected to convey the spill response requirements of this procedure to contractors if non-UVA personnel are performing jobs on UVA property that may result in a spill of liquids or erodible material. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

3.3 Personnel

Personnel must follow spill response procedures, including stopping or containing the release, whenever a spill is observed. If personnel are unsure of spill response procedures, they should call Environmental Health and Safety at 434-982-4911 or the FM Service Desk at 434-924-1777 to report the spill. At a minimum, personnel should contact their supervisor or the FM Service Desk to alert them to the spill and begin efforts to prevent the spill from entering a storm sewer inlet or reaching state waters.

4.0 Procedures

4.1 Spill Response

As soon as a spill is discovered the subsequent procedures should be followed so long as doing so does not present any personal danger to the responder.:

- 4.1.1 If possible to do safely, stop the release.
- 4.1.2 Contain the spill. Use available materials including spill kits supplies, mulch, dirt, sand, etc. to dam up the spill and prevent further flow of the material from the spill area.
- 4.1.3 Try to prevent spill material from reaching storm water drop inlets using any available means to minimize the amount of substance flowing to the drain and contain the substance at the discharge point.
- 4.1.4 Warn other employees and onsite personnel of the spill as needed or if assistance is required.
- 4.1.5 As needed, notify the FM Service Desk or EHS or ask another employee to do so. For any petroleum or hazardous chemical discharge, release or spill EHS or the FM Service Desk must be notified as shown in the table below. The SPCC Program Manager should also be notified in the event of a petroleum spill. The notification should include the location of the spillage, type of material, estimated quantity of the spill, and a description of measures that have been taken to contain the spilled material and prevent further spillage. If the spill is large or imminent danger exists, call 911.

Title	Business Hours	Non-Business Hours
Environmental Health and Safety	(434) 982-4911	(434) 982-4865
Facilities Management Service Desk	(434) 924-1777	(434) 924-1777
SPCC Program Manager – petroleum spills only (Kristin Carter)	(434) 982-5034	(434) 989-0623

- 4.1.6 For oil or other floating materials use a floating boom from a spill kit to confine the spillage or contact EHS for assistance.
- 4.1.7 ER or EHS should be consulted regarding the proper disposal of saturated materials resulting from a spill as certain materials, including chemicals and petroleum products may require special handling.
- 4.1.8 In all cases, ER should be consulted prior to initiating clean-up activities to ensure remediation efforts do not result in additional impacts to the environment.

4.2 Notifications

ER staff are responsible for making the following reports as appropriate:

- Spills that may impact the Albemarle County MS4 should be reported to the Water Resources Program at 434-202-4179.
- Spills that may impact the City of Charlottesville MS4 should be reported to the Environmental Sustainability office by emailing environment@charlottesville.org.
- Spills resulting from the operation of a contractor working on behalf of UVA should be reported to UVA Risk Management at orm-frm@virginia.edu.
- Spills that enter UVA’s MS4 or state waters should be reported to DEQ within 24 hours of discovery as follows:

Current reporting information was obtained from the DEQ website and via instructions from Jennifer Welcher of DEQ VRO.

1. During *normal work hours* call the number listed for the Pollution Response Program (PREP) for the [PREP Regional Office Contact](#) that covers the area where the incident occurred. DEQ prefers that all initial reports be made over the phone when possible [*currently the number for the Valley Regional Office is 540-574-7800*] The follow up report should be emailed to VRO.SSO-UD@deq.virginia.gov, which includes distribution to DEQ VRO and VDH staff. A blank copy of the reporting form is attached to this SOP.
2. Alternatively, the on-line [Pollution Reporting Form](#) allows citizens and permittees to report pollution events on-line. Once you complete the form, a unique reference number is provided. **IMPORTANT** – citizens and permittees should make note of this number. The number will be required for follow-up on any pollution report.

Nights, holidays, and weekends, call the Virginia Emergency Operations Center 24-hour reporting number, 1 800 468-8892.

5.0 Review of Procedure

Managers and supervisors whose employees have job duties that could result in spills or the discovery of spills are responsible for reviewing this procedure with all employees at least once every 24 months or ensuring employees attend ER provided training at least once every 24 months. Any project managers who hire contractors to perform such work are required to convey the requirements of this procedure to the contractors.

6.0 Illicit Discharge Violations

Illicit discharges, including spills that reach a storm drain, are prohibited by the University's MS4 permit. Illicit discharges may be punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances. Illicit discharges that reach state waters must be responded to as required in the Illicit Discharge Detection SOP.

*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the UVA Environmental Resources website.