



# Standard Operating Procedure for Spill Response – Operation of Buses

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## Background

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 non–stormwater discharges to the MS4.”

## Purpose and Scope

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 allowed to enter the University’s storm sewer system. This SOP specifically applies to operation of buses and includes spills on route, during charters and special events, and those that occur at the bus lot. Some examples of spills include diesel fuel, motor oil, transmission fluid, and paint. These types of illicit discharges may result in significant fines from regulatory agencies. Other types or instances of petroleum spills are covered under UVA’s SPCC Plan.

## First Responders

First Responders will typically be a driver on route or a staff member who notices a spill in the bus lot. As soon as a spill is discovered, the initial action should be to protect personal safety and to prevent the pollutant from entering nearby drainage ditches or stormwater drop inlets. The person observing the spill should take immediate action to prevent further spillage and to confine the spilled material. The general instructions to contain a spill are:

1. Notify the on–duty Supervisor as soon as the spill is discovered.
2. If possible to do so safely, stop the cause of the spill. This may include securing fluid/fuel caps or attempting to plug or cover punctures or gashes in lines. Do not attempt to stop the spill if the situation creates any degree of personal danger.
3. If the spill is noticed while on route, do not attempt to move the bus or vehicle unless specifically instructed to do so by a Supervisor.

## Supervisor Response

Once notified, the on-duty Supervisor must act quickly to contain and report the spill.

1. Upon receiving notification, if imminent danger exists, please call 911 immediately.
2. The on-duty Supervisor should respond to the spill scene to contain the fluids using spill absorbent. If the spill is along a route, the Supervisor should follow the route to ensure there are no additional spills. The on-duty Supervisor should return to any treated spill locations to clean up the spill absorbent and insure that all of the original spill has been contained.
3. The on-duty Supervisor should immediately email the Operations Manager and [storm-water@virginia.edu](mailto:storm-water@virginia.edu) and give the following information:
  - a. Location of spillage
  - b. Type of material (i.e. diesel, oil, power steering fluid, coolant, etc.)
  - c. Estimated quantity and/or extent of spillage
  - d. Bus identification and route, if applicable
  - e. A brief description of measures that have been taken to confine the spilled material and prevent further spillage
4. The Operations Manager will then contact P&T Shop Personnel to respond to and clean up the spill. In some cases, absorbent material may be left on site for several hours in order to absorb as much of the spilled material as possible. In such cases, personnel will return to the spill site before the end of the business day in order to clean up the absorbent materials.
5. Absorbent materials should be returned to the P&T Shop for proper disposal with like material, which is picked up by Environmental Health and Safety.

## Internal and External Notification

Environmental Health and Safety and Environmental Resources should be contacted and informed of the spill and details on spill containment as soon as possible after the spill is discovered. It will be the responsibility of Environmental Resources to determine what, if any, regulatory notifications are necessary and make those notifications.

| Title  | Office Phone   | 24-Hour Emergency Phone |
|--|----------------|-------------------------|
| Environmental Health and Safety (daytime)                        | (434) 982-4911 | (434) 924-2012          |
| SPCC Program Manager (Kristin Carter)<br>Environmental Resources | (434) 982-5034 | (434) 924-1777          |
| Facilities Management Service Desk                               | (434) 924-1777 | (434) 924-1777          |

### Annual Review of Procedure

The Operations Manager is responsible for reviewing this procedure with the Supervisors at least once each year.

### Illicit Discharge Violations

Illicit discharges, including spills that reach a storm drain, are prohibited by the University's MS4 permit and by the City of Charlottesville's Water Protection Ordinance. The University's storm sewer system is directly connected to the City's; therefore, any discharge into UVA's storm system impacts the City's storm sewer system. This offense is punishable by civil and criminal penalties as illicit discharges constitute a threat to the public health, safety, and welfare, and are deemed public nuisances.