



**Standard Operating Procedure:
Spill Response**

Date: 8/15/2018* 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. Discharge of these contaminants into a storm drain is considered an "Illicit Discharge." Illicit discharges can result in significant fines from regulatory agencies. 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.

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

3.2 Managers

Managers must ensure all personnel reporting to them have received appropriate spill response training. Basic spill response training should be conducted annually 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 initial action should be to protect personal safety and prevent the pollutant from entering nearby drainage ditches or storm water 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:

- 4.1.1 If possible to do safely, stop the release. This includes shutting appropriate valves, securing pumps, and attempting to plug or cover punctures or gashes in pipes. It may be impossible to stop the spill if the situation creates a high degree of personal danger to the immediate responders.
- 4.1.2 Notify a supervisor and ask them to notify the FM Service Desk or EHS, or notify the FM Service Desk or EHS directly.
- 4.1.3 Warn other employees and onsite personnel of the spill.
- 4.1.4 Contain the spill. Use absorbent materials, dirt, sand, or other relatively impervious material to dam up the spill and prevent further flow of the material from the spill area.
- 4.1.5 If spilled material reaches the drainage ditches or storm water drop inlets, use available means to minimize the amount of substance flowing into the ditch or drain and contain the substance at the discharge point.
- 4.1.6 For oil or other floating materials, use hay, straw, or any boom arrangement to confine the spillage.

- 4.1.7 For soluble materials, use chemical absorbent, makeshift dams, or other means of confinement to prevent waterway contamination or the spread of further contamination.
- 4.1.8 The person discovering the spill should not undertake burning or chemical treatment of the spill.
- 4.1.9 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 Information to Report Upon Discovery of a Spill

Information to be provided upon release of a spill includes:

- 4.2.1 Location of spillage
- 4.2.2 Type of material
- 4.2.3 Estimated quantity and extent of spillage
- 4.2.4 A brief description of measures that have been taken to confine the spilled material and prevent further spillage

4.3 Internal Notifications

For any petroleum or hazardous chemical discharge, release or spill the discoverer must notify his supervisor and the EHS or the FM Service Desk as shown below. Notification of EHS or the FM Service desk may be done by the supervisor to allow the discoverer to begin to implement spill control measures. EHS or the FM Service Desk should notify the SPCC program manager as soon as possible after completing initial spill-containment actions. Initial spill containment actions, including whether or not the discoverer of the discharge, release, or spill is unable to stop and/or contain the spill, this information should immediately be reported to EHS and the SPCC program manager to allow for adequate response.

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 (Kristin Carter)	(434) 982-5034	(434) 989-0623

4.4 If Imminent Danger Exists

Call 911 Immediately!

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 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. 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.