


Keep It Clean Partnership (KICP)		 KEEP IT CLEAN PARTNERSHIP Stormwater Protection BOULDER • BOULDER COUNTY • LONGMONT FORT • LAWRITTE • LOUISVILLE • SUPERIOR <small>KeepItCleanPartnership.org 303-441-1438</small>
Standard Operating Procedures (SOPs) for: Spill Prevention, Clean Up and Reporting		
		Revised January 27, 2015
Purpose of SOPs:	Stormwater pollution prevention procedures for spill prevention and clean up and for reporting spills at municipal yards or facilities.	
Location of SOPs:	<i>Indicate where SOPs are kept- electronic or hard copy:</i> _____	
Administrator of SOPs:	<i>Indicate who reviews and updates SOPs:</i> _____	

Prerequisites

1. Employees should attend KICP's general stormwater pollution prevention training. Contact KICP at 303-441-1564.
2. Employees performing the procedures in this SOP should read the materials in the *References and Related Procedures* section of this SOP.

Stormwater Protection Equipment and Materials

1. Spill Response Plan with contact information
2. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, container for dirty absorbent and dustpan)
3. Storm drain inlet protection (drain covers, booms, wattles)
4. Secondary containment (over pack containers or pallets)

Standard Operating Procedures

1. Spill Prevention - Materials and Waste Handling and Storage

- If possible, liquid or hazardous materials should be handled, used, stored, re-package and transferred indoors or under cover.
- Deliveries of bulk liquids should be supervised. Down gradient storm drain inlets should be covered during deliveries.
- Cover and contain containers, materials and wastes.
- Keep all containers closed unless adding or removing materials.

2. Spill Kit Maintenance

- Spill kits are located at the following locations: _____
- (Name) _____ is responsible for spill kit(s) inventory and re-ordering supplies.
- Inspection of spill kit and re-supplying is done _____x/s/_____ (month/year).

3. Spill Clean Up and Storm Drain Protection

- Clean up minor spills immediately.
- Block any down gradient storm drains with berms, covers, absorbent socks or "pigs".
- Never hose down spills or leaks.
- Always use "Dry Clean-up Methods" for clean-up of fuel spills (gas, diesel, motor oil or kerosene).
 1. Spread absorbents ("kitty litter" or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
 2. Sweep up or pick up the absorbed materials.
 3. Dispose of wastes properly.
- If fluids are leaking or have spilled on an impermeable surface, such as a roadway, locate nearest down gradient storm drain and dike or berm the drain to prevent fluids from entering it.
- Put down absorbent on the spill area.
- After clean up, be sure to sweep up the contaminated absorbent and remove the berm or dike at storm drain.
- If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area and report the spill to 911 or 303-441-4444.

4. Reporting Spills

- Any spill or discharge of any pollutant (ex: oil, paints, fuels, hazardous liquids, sediment, or super-chlorinated water) that reaches storm drains or enters "*Waters of the State*"* must be reported to the CDPHE Emergency Spill Reporting line at 1-877-518-5608.
- If a spill or leak is of a hazardous substance that exceeds 1 pint or is of an unknown substance of any amount, call 911 and notify the Colorado Department Public Health and Environment (CDPHE) 24-hour emergency spill notification hotline at 1- 877-518-5608, immediately.
- If the spill is more than 25 gallons of a petroleum product from a regulated storage tank or delivery truck or any amount that causes a sheen on nearby surface water, it must be reported to the Division of Oil and Public Safety at the Colorado Department of Labor and Employment within 24 hours at (303) 318-8547 or to CDPHE Emergency Spill Reporting line at 1-877-518-5608 – if after normal business hours. If cleanup cannot be accomplished within 24 hours, the Division of Oil and Public Safety must be notified immediately.
- For non-emergency spills, call 303-441-4444 and page Boulder County Public Health Environmental Emergency Response Team to assist with clean up.
- Report spills to the facility supervisor (Name): _____ Phone (____)_____
- Report spills that reach storm drains or waterways to your city's Stormwater Coordinator (Name): _____ Phone (____)_____. (Click on: [KICP stormwater coordinators](#))

Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a Spill Response Plan on site. The plan is located at: _____ (Facility SWPPP or separate document).
2. Post signs as to whom to report spills to (Facility Supervisor, Stormwater Coordinator, Fire Department, BC Dispatch, CDPHE etc.).
3. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention binder or other location. (This is also recorded in KICP's Training Lists).
4. Keep copies of any correspondence with CDPHE if a spill reaches "*waters of the state*".

* *Waters of the State means "any and all surface and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems and all water withdrawn for use until use and treatment have been completed. Examples of State waters include, but are not limited to, perennial streams, intermittent or ephemeral gulches and arroyos, ponds, lakes, reservoirs, irrigation canals or ditches, wetlands, stormwater conveyances (when they discharge to a surface water) and groundwater."*

References and Related Procedures

1. PACE Municipal Operations website: <http://pacepartners.com/index.php/municipal-stormwater-operations>
2. Stormwater SOPs: *Fueling and Fuel Spill Clean Up*
3. Stormwater BMPs: *Good Housekeeping & Spill Prevention*
4. Stormwater BMPs: *Spill Clean Up*
5. Stormwater BMPs: *Liquid Bulk Material Storage, Loading & Unloading*
6. Stormwater BMPs: *Materials Loading & Unloading*
7. Stormwater BMPs: *Outdoor Container Storage*
8. Stormwater BMPs: *Waste Management & Disposal*
9. CDPHE Spill Guidance: <https://www.colorado.gov/pacific/cdphe/wq-environmental-spills>
10. Keep It Clean Partnership, Stormwater Coordinators list: <http://www.keepitcleanpartnership.org/about-us/contact-us/> (See below.)

Keep it Clean Partnership Stormwater Coordinators

City of Boulder: Stormwater Quality: 303-413-7350, Public Works: 303-413-7100 or Police Dispatch 303-441-3333

City of Longmont: Call Center: 303-651-8468 or Police Dispatch: 303-651-8501 nights/weekends

City of Louisville: 303-335-4780 or 303-489-2300

City of Lafayette: 303-665-5506 x1273

Town of Superior: Public Works: 303-499-3675

Town of Erie: Public Works: 303-926-2880

Boulder County: Public Health, Environmental Health: 303-441-1564 or Boulder County Sheriff Dispatch: 303-441-4444