

Section 4.9: What To Do for Suspected or Confirmed Releases

4.9.1 Spill Equipment and Training



To make sure that you can respond to spills and releases, it is important that you keep the necessary response equipment on hand. It is also essential that all employees receive training on how to deal with spills. Everyone needs to know what to do when release detection methods indicate a suspected or confirmed release.

- ✓ Keep a list of emergency contacts, including DEC contacts, and make sure everyone at your UST facility is familiar with the list. **Appendix C contains a blank list for names and phone numbers of important contacts.** Fill out this information for your facility so that you will know who to call in the event of an emergency. Remove this page from the manual, copy it, fill it out, and post it in a prominent place at your facility.
- ✓ Keep spill equipment on hand at all times. You should keep enough absorbent material at your facility to contain a spill or overflow of regulated substances until emergency response personnel can respond to the incident.

The suggested supplies include, but are not limited to, the following:

- Containment devices, such as containment booms and pillows
 - Absorbent material made specifically for absorbing spilled petroleum products or other absorbents such as kitty litter, chopped corn cob, sand, and sawdust. Be sure you properly dispose of used absorbent materials
 - Mats or other materials capable of keeping spill or overflow out of nearby storm drains
 - Spark-free flash light
 - Spark-free shovel
 - Buckets
 - Reels of “caution tape,” traffic cones, and warning signs
 - Protective and safety gear for personnel
-
- ✓ Post emergency spill telephone numbers with DEC emergency spill numbers at your facility.
 - ✓ Review your emergency procedures and list of emergency contacts periodically to make sure that they contain the most current information.

4.9.2 Responding to Spills and Releases



You must respond to and report suspected or confirmed releases when they occur. If you think you may have a release or your release detection indicates a suspected release, you need to take the following steps, as appropriate. **Never ignore leak detection alarms or failed leak detection tests; treat them as suspected leaks.**

Step 1. Stop the Release

- Take immediate action to prevent the release of more fuel.
- Turn off the power to the dispenser and “bag” the nozzle.
- Make sure you know where your emergency shutoff switch is located.

Step 2. Call For Help

Contact your local fire department or emergency response authority. Make sure you have all crucial telephone numbers prominently posted where you and your employees can easily see them.

Step 3. Contain the Spill or Overfill

Contain, absorb, and clean up any surface spills or overfills. If at all possible, prevent spilled fuel from running into storm drains, ditches and waterways. Only properly trained employees should attempt cleanup. If necessary, empty the tank without further contaminating the site. You will need the assistance of your supplier or distributor.

Step 4. Identify Any Hazards

Identify any fire, explosion, or vapor hazards and take action to eliminate these hazards.

Step 5. Report to Authorities

All persons shall immediately report all confirmed and suspected leaks or releases from UST systems to:

- The appropriate local fire official (if this was not done already in Step 2 above).
- The DEC at 241-3888 during normal business hours, or the 24 hour Hazardous Materials Hotline at 1-800-641-5005 for spills and releases outside of normal business hours or on holidays.