

Standard Operating Procedure

Emergency and Spill Response Management for HAZMAT

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Bureau of Land Management
Alaska Fire Service

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1.0 Introduction

A hazardous material (HAZMAT) emergency is defined as a serious, unexpected, and often dangerous situation involving a HAZMAT which requires immediate action. Spills or other releases of a HAZMAT into the environment are included in this definition. The purpose of this SOP is to provide for the health and safety of employees involved in emergency hazardous material (HAZMAT) incidents, provide a flow of communication in responding to emergency HAZMAT incidents, identify general response activities, and identify roles and responsibilities of AFS employees during emergency HAZMAT incidents.

2.0 Training

Emergency response procedures will be reviewed and rehearsed at least quarterly with fuel shop, transportation, ramp, and supply personnel who fill fuel containers. A record will be kept on the form in Appendix 2.

3.0 Emergency Response Actions

Personnel will respond to emergency HAZMAT incidents differently depending on whether the type of HAZMAT is known and is small amount or if the HAZMAT is unknown or is a large quantity. A small spill is any spill for which the remediation/cleanup is within the ability and training level of the person responding. A large spill is any spill that is too large to be cleaned up by the person responding or requires more training. Any person responding to an emergency HAZMAT incident or spill shall be trained in HAZMAT/Waste Operations and Emergency Response (HAZWOPER).

3.1 HAZMAT type is known and is a small quantity

Personnel responding to an emergency HAZMAT incident or spill where the HAZMAT type is known and is a small quantity will:

1. Act quickly to ensure the safety of personnel and equipment.
2. Use common sense to stop the leak or spill.
3. Use a spill kit to contain the spill.
4. If the spill is on soil, act quickly to shovel up the contaminated soil and limit further contamination.
5. All clean up actions must be in accordance with the product Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS).
6. Report the spill to the HAZMAT coordinator in accordance with Reporting section below.

3.2 HAZMAT type is unknown OR is a large quantity

Personnel responding to an emergency HAZMAT incident or spill where the HAZMAT type is unknown OR is a large quantity will use the following general procedures:

1. Remain upwind, uphill, or upstream of the incident. From a safe distance, assess the situation. Use binoculars, if available, to view the scene. Attempt to determine which radiological materials or hazardous materials are involved (look for names, placards, labels, or identification numbers) Observe and note the following:
 - a. Effects on people, animals, and the environment.
 - b. Container types. If the type of material can be identified, use the Emergency Response Guidebook for reference.
 - c. Signs of any release or discharge materials and any unusual or pungent odors.
 - d. Wind direction and prevailing weather
 - e. Distance and direction to nearby dwellings
 - f. Distance and direction of any nearby surface water.
2. The initial responder shall then notify the proper authorities.
 - a. On Fort Wainwright, call 9-1-1 and then the HAZMAT Coordinator at 356-5867 or 378-4611. Alternate point of contact is the AFS Safety Officer at 356-5868.
 - b. For spills NOT on Fort Wainwright, call the HAZMAT Coordinator at 356-5867 or 378-4611. Alternate point of contact is the AFS Safety Officer at 356-5868. After duty hours or if HAZMAT/Safety personnel cannot be reached, contact the Alaska Interagency Coordination Center (AICC) at 356-5680. The following information will be given in the initial verbal report:
 - i. Name and telephone number of caller.
 - ii. Exact location of the spill or emergency.
 - iii. Type and description of the emergency.
 - iv. Injuries or property damage, if any.
 - v. Possible hazards to human health or the environment.
 - vi. An estimate of the amount of material involved and type of material, if possible.
 - vii. The extent of the actual and potential environmental pollution.
 - viii. Any remedial actions taken.
 - c. The initial responder shall not enter an area where he/she may become a victim, even to rescue another.
 - d. Until help arrives, the initial responder should:
 - i. Cordon off the area to establish a safe zone and remain upwind. If chemical vapors or flammable/explosive materials are involved, evacuate all persons from the immediate area. If sources of radiation are suspected to be involved, use the principles of time, distance and shielding to reduce exposure.
 - ii. Enter the incident area only when properly trained and equipped with appropriate protective clothing and equipment.
 - iii. Render first aid to victims; be sure to notify medical personnel if radiation exposure or contamination is suspected.

- iv. Serve as an on-scene communication point.
 - v. Brief the Response Team Leader or Incident Commander upon arrival.
3. Report the spill to the HAZMAT coordinator in accordance with Reporting section below.

4.0 Reporting a HAZMAT incident or Spill

Report **ALL** HAZMAT spills or incidents to the AFS HAZMAT Coordinator as soon as possible after initial response actions have taken place. Use the report format in Appendix 1.

The AFS HAZMAT Coordinator will report all spills to the appropriate federal, state, and local authorities.

5.0 Emergency Response Equipment

Appropriate spill equipment is kept in areas where hazardous materials or fuels, oils, etc. are used and/or stored. Spill kits are also available for order through the warehouse. An emergency response trailer is available for large scale response. Contact the HAZMAT coordinator for more information.

6.0 Disposal of Used Spill Cleanup Materials

Spill cleanup materials will be disposed of in accordance with all federal, state, and local regulations. Materials may not be disposed of until reported to the proper authorities. If the spill is on Fort Wainwright, materials may not leave Fort Wainwright and must be disposed of through the installation hazardous waste contractor. If the spill is not on Fort Wainwright, the materials may NOT be turned in to the installation hazardous waste contractor. Coordinate disposal of ALL spill materials through the AFS HAZMAT Coordinator.

Appendix 1 (Spill Report Log)



SPILL REPORT LOG

Report ALL spills immediately to the Environmental and HAZMAT Coordinator listed below.

Alaska Fire Service (Alternate contact for FDO)
 Elizabeth Andringa, 907-356-5867 (Office) or (907) 378-4611 (Cell)

Fairbanks District Office (Alternate contact for AFS)
 Rebecca Hile, 907-474-2371 (Office)



DATE / TIME OF SPILL	LOCATION	PRODUCT SPILLED	QTY SPILLED (GALLONS)	CAUSE OF SPILL & AREA AFFECTED	WHO RESPONDED	CLEANUP & METHOD / PLACE OF DISPOSAL

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