

SUBJECT AREA CONTENT

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Management System: [Environmental Management System](#)

Subject Area: Spill Response

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Effective Date: Jan 28, 2013 (Rev 4.2) Periodic Review Due: Jan 28, 2018	Subject Matter Expert: Jeffrey Williams	Management System Executive: Jason Remien	Management System Steward: Gail Mattson
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Introduction

Various environmental regulations and DOE Orders require the prompt reporting and remediation of unexpected releases of oil, hazardous substances, hazardous materials, radioactive materials, or other regulated pollutants that have the potential for impacting the environment. Reporting releases may also be required as a condition of an environmental permit whenever the permit-authorized limits of an environmental release have been exceeded. Failure to promptly report and remediate a known or suspected release of oil, hazardous substances, hazardous materials, radioactive materials, or other regulated pollutants to the environment could result in greater damage to the environment, and unnecessary risk exposure to people.

This subject area identifies the responsibilities of all personnel who cause, discover, respond to, or clean up an unexpected release of oil, hazardous substances, hazardous materials, radioactive materials, or other regulated pollutants. A manager's responsibilities to report permit limit exceedances are also defined for those facilities or operations subject to an environmental permit issued by the Environmental Protection Agency, the New York State Department of Environmental Conservation, or any other agency.

Contents

Section

Overview of Content (see section for full process)

[1. Notification and Response Requirements for Unexpected Releases of Oil, Hazardous Materials/Substances, or Radioactive Materials](#)

- Determine if release could result in exposure to personnel.
- Report release.
- Assess spill and notify staff to assist in cleanup.
- Notify regulatory agencies, if required, and Director's Office and DOE.
- Call Occurrence Categorizer.

[2. Notification Requirements for Exceedances or Potential Exceedances of Regulatory Permit Release Limits](#)

- Notify Environmental Protection and Emergency Planning Team, and management.
- Complete ORPS Occurrence Report.
- Notify regulatory agencies, Director's Office, and DOE.

[3. Cleanup of Spills](#)

- Clean up spill.
- Ensure that waste is managed and waste control forms are completed.

[Definitions](#)

Exhibits

[Spill Response Subject Area Flowchart](#)

Forms

None

Internal Waivers and External Variances/Exemptions

This subject area has internal waivers that can be found on the [Internal Waivers and External Variances/Exemptions](#) Web page.

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area contains the following reporting obligations in case of release of oil, hazardous substances, or radioactive materials:

- The Environmental Protection Division (EPD) informs the Director's Office, DOE Brookhaven Site Office (BHSO), and off-site regulatory agencies as necessary.

See the sections [Notification and Response Requirements for Unexpected Releases of Oil, Hazardous Materials/Substances, or Radioactive Materials](#) and [Notification Requirements for Exceedances or Potential Exceedances of Regulatory Permit Release Limits](#) of this subject area.

External/Internal Requirements

Requirement Number	Requirement Title
10 CFR 830. Subpart A	Energy, Nuclear Safety Management, Quality Assurance Requirements
29 CFR 1910.120	Emergency Response to Hazardous Substance Releases
40 CFR 110.6	Discharge of Oil
40 CFR 112	Protection of Environment/Oil Pollution Prevention
40 CFR 300	Protection of the Environment/National Oil and Hazardous Substances Pollution Contingency Plan
40 CFR 302.6	Notification Requirements under CERCLA and Title III of the Superfund

	Amendments and Reauthorization Act of 1986
40 CFR 355	Protection of the Environment/Emergency Planning and Notification
40 CFR 68	Chemical Accident Prevention Provisions
6 NYCRR 595-599	New York State Department of Environmental Conservation, "Hazardous Substance Bulk Storage Regulations,"
6 NYCRR 610	New York State Navigation Law - Article 12 Oil Spill Control and Compensation Act
6 NYCRR 611-614	New York State Department of Environmental Conservation, Storage and Handling of Petroleum/Petroleum Clean-up and Removal
6 NYCRR 750	State Pollutant Discharge Elimination System (SPDES) Permits
BSA Contract No. DE-SC0012704 - Clause C.4	Statement Of Work
BSA Contract No. DE-SC0012704 - Clause I.62	Compliance With Environmental Management Systems (may 2011)
EO 13423	Strengthening Federal Environmental, Energy, and Transportation Management
O 151.1C	Comprehensive Emergency Management System
O 231.1B Admin Change 1 (Nov 28 2012)	Environment, Safety and Health Reporting
O 414.1D Admin Chg 1 (May 8, 2013)	Quality Assurance
O 460.1C (May 14, 2010)	Packaging and Transportation Safety
P 450.4A (Apr 25, 2011)	Integrated Safety Management Policy
Suffolk County Sanitary Code - Article 12	Toxic and Hazardous Materials Storage and Handling Controls

References

[BNL Online Inventory Catalog](#)

[Chemical Safety](#) Subject Area

[DF-ESH-216, F&O Policies, Procedures and Risk Assessment](#) page, [Facilities & Operations Directorate](#) Homepage

[Hazardous Waste Management](#) Subject Area

[Industrial Waste](#) Subject Area

[Internal Waivers and External Variances/Exemptions](#) Web page

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[Occurrence Reporting and Processing System \(ORPS\)](#) Subject Area

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[Radioactive Waste Management](#) Subject Area

[Training and Qualifications](#) Web Site

[Work Planning and Control for Experiments and Operations](#) Subject Area

Standards of Performance

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

All staff and guests shall promptly report accidents, injuries, ES&H deficiencies, emergencies, and off-normal events in accordance with procedures.

All staff and users shall identify, evaluate, and control hazards in order to ensure that work is conducted safely and in a manner that protects the environment and the public.

All staff and users shall ensure that they are trained and qualified to carry out their assigned responsibilities, and shall inform their supervisor if they are assigned to perform work for which they are not properly trained or qualified.

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PROCEDURE: NOTIFICATION AND RESPONSE REQUIREMENTS FOR UNEXPECTED RELEASES OF OIL, HAZARDOUS MATERIALS/SUBSTANCES, OR RADIOACTIVE MATERIALS

Management System: Environmental Management System		
Subject Area: Spill Response		
1. Notification and Response Requirements for Unexpected Releases of Oil, Hazardous Materials/Substances, or Radioactive Materials		
Effective Date: Jan 28, 2013	Subject Matter Expert: Jeffrey Williams	Management System Executive: Jason Remien

Applicability

This information applies to BNL staff and non-BNL staff who have caused or become aware of any release of oil, hazardous substances, hazardous materials, or radioactive materials; their immediate supervisors/line management; and all responders to the scene of the release.

Required Procedure

Refer to the [Spill Response Subject Area Flowchart](#) for an overview of this procedure.

Step 1	<p>If a release occurs, staff determines if the spill response requires outside assistance. If a release occurs during routine operations and staff determines that the release has not caused an impact to soil, a waterway, or air, and will not result in over-exposure to personnel, then staff do not have to call for outside assistance provided that all of the following conditions are met:</p> <ul style="list-style-type: none"> • The spill is onto an impermeable surface; • The material spilled is not a highly toxic or highly volatile material like methylene chloride; • The person responding to the spill has appropriate training and materials to clean up the spill; • The volume spilled is less than five gallons (petroleum-based products); • The spill is cleaned up as soon as practical; • All releases including volatile releases to air must be less than listed reportable quantities (Contact your Environmental Compliance Representative). <p>Personnel may respond to the release of a hazardous substance/hazardous material incidental to their normal work where the substance/material can be absorbed, neutralized, or otherwise controlled at the time of release to the immediate area of its release and where there is no potential safety or chemical exposure hazards from their actions. Documented training on the</p>
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proper use of available response materials, or other evidence that personnel know how to use an organization's available response materials, must be recorded before personnel can respond to a hazardous substance/hazardous material release incidental to their normal work.

Examples include a single broken fluorescent light bulb, gram-quantity spills of dilute acids onto a workbench or floor where personnel working with the acids have neutralizing agents at their disposal, or incidental spills of cutting fluids onto the floor in a machine shop and personnel have sorbent pads available in the shop's spill kit.

Releases that meet any of the following criteria must be reported to Fire/Rescue (F/R) for outside assistance by calling extension 911 or 2222 from any internal Laboratory telephone (631-344-2222 from a cell phone or non-Laboratory phone):

- Unexpected releases of oil, hazardous substances, hazardous materials, or radioactive materials thought or known to have entered a sink or drain;
- Unexpected releases of oil, hazardous substances, hazardous materials, or radioactive materials known or suspected to have impacted the environment. (Something spilled directly to the soil or a waterway must be reported. Even a few drops spilled to the soil or a waterway must be reported);
- Any hazardous material/substance release where the staff member's actions would result in exposures to chemicals above established safety limits;
- Spills or releases where the staff member believes that he/she possesses neither appropriate equipment nor training to mitigate the incident;
- Airborne releases of hazardous materials/substances or spills that result or are likely to result in an uncontrolled release of the hazardous material/substance.

Warning: Packaging for Speedy Dry, Oil-Dri, and other clay absorbent products now contain warnings that they are **not** to be used to absorb any kind of vegetable oil, turpentine, hydrofluoric fluids, or biodiesel fuel (including ethanol). All of these fluids release heat as they evaporate. Because clay is a natural insulator, when piled up or placed in a container after absorbing any of these fluids, heat may not be able to dissipate. Cases have been reported in which these products, after absorbing one of the listed fluids, contacted other combustible waste materials with low flash points and ignited, resulting in fires.

Green Stuff is a non-clay adsorbent available through the [BNL Online Inventory Catalog](#) that may be used to absorb vegetable oil, turpentine, hydrofluoric fluids, biodiesel fuel, petroleum products and most chemicals.

Step 2	<p>Staff aware of a known release requiring outside assistance immediately call extension 911 or 2222 (631-344-2222 from cell phone or non-Laboratory phone), which simultaneously notifies Police and F/R that a release of oil, hazardous substances, or radioactive materials has occurred.</p> <p>Note: Staff reporting a release may take other actions as appropriate and within the scope of his or her training (e.g., completion of a Hazmat First Responder Operations level course) to secure the area, keep the released material from spreading, and assist any injured personnel. See the Training and Qualifications Web site.</p>
Step 3	<p>Staff who become aware of a spill/release of unbound engineered nanoscale particles must refer to the section Spill Response for Unbound Engineered Nanoscale Particles (UNP) in Nanoscale Particle ESH Subject Area and section 6.1.A Hydrofluoric (HF) Acid of the Chemical Hygiene Plan in the Chemical Safety Subject Area respectively for notification, initial response, and cleanup requirements specific to each type of spill for notification, initial response, and cleanup requirements.</p>
Step 4	<p>Staff who become aware of a spill/release of mercury must contact their Environmental Compliance Representative and their Safety & Health Representative. Mercury cleanup will be performed by Facility & Operations custodians following F&O Procedure DF-ESH-216.</p>

Step 5	<p>Staff aware of a suspected or probable release of a hazardous material/substance, oil, or radioactive material from a storage tank determined by any of the following means immediately notify F/R by calling extension 911 or 222 from any internal Laboratory telephone (631-344-2222 from a cell phone or non-Laboratory phone), their supervisor, and their Environmental Compliance Representative or the Subject Matter Expert for the Storage and Transfer of Hazardous and Nonhazardous Materials;</p> <p>Test, sampling, or monitoring results from a release detection method that indicate a release may have occurred.</p> <ul style="list-style-type: none"> • Unusual operating conditions such as the erratic behavior of product-dispensing equipment, the sudden loss of product from a storage tank, an unexpected presence of water in a tank, or the physical presence of a hazardous substance or an unusual level of vapors on a site that are of unknown origin; • Impacts in the surrounding area, such as evidence of hazardous substances, oil, or resulting vapors in soils, basements, sewer and utility lines, and nearby surface waters; • Any other conditions or indications of a suspected release.
Step 6	<p>Staff reporting the release provide the following information (if known) when calling 911 or 2222:</p> <ul style="list-style-type: none"> • Name, Department/Division affiliation, and phone number; • Location and time of the release; • Material released (if known); • Approximate quantity released; • Brief description of the incident and actions already taken; • Names of other personnel notified/responding to the incident. <p>Staff should evacuate the area as necessary and relocate to a safe area. After reporting the release, staff should await the arrival of F/R first responders and provide additional information regarding the release as requested.</p> <p>Note: For spills of polychlorinated biphenyls (PCBs) or materials suspected to contain PCBs that occur outdoors, follow this procedure. For spills of PCBs occurring indoors, refer to the PCB Spill/Fire Response, Reporting and Cleanup section in the PCB Management Subject Area.</p>
Step 7	<p>Staff aware of a release notify the appropriate Department/Division management of the release as soon as possible.</p>
Step 8	<p>In accordance with the BNL Emergency Plan, the Incident Commander (IC) and the Emergency Response Organization (ERO) assess the nature and extent of the spill and notify additional personnel, as appropriate, to assist with the cleanup of spilled materials. Environmental Protection Division (EPD), Site Resources Division (SRD), Radiological Control Division, and Safety & Health Services Division (SHSD) personnel may be called upon to do the following:</p> <ul style="list-style-type: none"> • Identify the spilled material if not yet known; • Support efforts to contain materials spilled; • Minimize impacts to the environment; • Assist in the recovery and disposal of spilled products; • Clean up materials and contaminated soils; • Provide expertise regarding the packaging of wastes to control costs associated with shipping and disposal. <p>Note: Several memoranda of agreement exist with many outside agencies to obtain necessary</p>

	resources to supplement BNL in the mitigation and cleanup of spills. Note: The spill must be handled in accordance with the Incident Command System (ICS), including the assignment of the F/R incident response number for tracking.
Step 9	When the emergency situation ends, cleanup may commence based on the type of incident. The IC hands over command and control of the incident to the appropriate individuals for cleanup. In most circumstances, SRD personnel supported by EPD personnel coordinate the cleanup efforts. Organizations causing and/or otherwise responsible for releases of oil or hazardous substances are responsible for all financial obligations associated with the spill response including all spill response and remedial activities, waste management and disposal activities, and other costs associated with remediation/restoration of the spill site. See the section Cleanup of Spills in this subject area for further details.
Step 10	EPD determines if notifications to the Director's Office, DOE-BHSO, and off-site regulatory agencies are required and makes notifications as appropriate.
Step 11	The organization responsible for the release contacts the Occurrence Categorizer at 631-433-0443 as soon as practical, but allows enough time so that a determination of reportability can take place within two hours of the spill. Refer to the Occurrence Reporting and Processing System (ORPS) Subject Area for details. Note: Call extension 2238 (or 2222) to request assistance in contacting the Occurrence Categorizer.

Guidelines

Each Department/Division should keep a spill response kit appropriate to the materials they have in stock. The kit should include, but not be limited to, sorbent pads and socks compatible with materials likely to be spilled, neutralizing agents, barrier tape, and protective gloves. Various spill kit items that may be purchased are identified as stock items in the [BNL Online Inventory Catalog](#). The locations of spill kits along with information on the types of materials present, their intended uses, and instructions on their use should be clearly posted or otherwise distributed to staff who should know how to use the spill kits.

Small leaks (a couple of drops) of automotive fluids onto impervious surfaces like asphalt and concrete do not have to be reported.

If there is any doubt about what to do when a spill occurs, call 911 or 2222.

References

[BNL Online Inventory Catalog](#)

[Chemical Safety](#) Subject Area

[DF-ESH-216, F&O Policies, Procedures and Risk Assessment](#) page, [Facilities & Operations Directorate](#) Homepage

[Nanoscale Particle ESH](#) Subject Area

[Occurrence Reporting and Processing System \(ORPS\)](#) Subject Area

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PROCEDURE: NOTIFICATION REQUIREMENTS FOR EXCEEDANCES OR POTENTIAL EXCEEDANCES OF REGULATORY PERMIT RELEASE LIMITS

Management System: Environmental Management System		
Subject Area: Spill Response		
2. Notification Requirements for Exceedances or Potential Exceedances of Regulatory Permit Release Limits		
Effective Date: Jan 28, 2013	Subject Matter Expert: Jeffrey Williams	Management System Executive: Jason Remien

Applicability

This information applies to BNL staff and managers of facilities or operations that possess environmental permits with authorized release limits.

Required Procedure

This procedure does not apply to permit limit exceedances that are ordinarily reported to regulatory agencies through routine reports.

Step 1	<p>Staff who become aware that an authorized permit release limit has been or may be exceeded immediately take appropriate actions to stop the release, and notify the Environmental Compliance Group in the Environmental Protection Division (EPD), the organization's ES&H Coordinator/Representative, and the organization's Environmental Compliance Representative (ECR). Provide the following information to the EPD Environmental Compliance Group, the ES&H Coordinator/Representative, and the ECR:</p> <ul style="list-style-type: none"> • Name, department/division affiliation, and phone number; • Location and the time exceedance was discovered; • Permit number and permit limit exceeded; • Brief description of the incident and corrective actions already taken; • Names of other personnel notified/responding to the incident. <p>Note: This procedure does not apply to permit limit exceedances that are ordinarily reported to regulatory agencies through routine reports, such as the Monthly Discharge and Monitoring Report.</p>
Step 2	Staff reporting an exceedance or potential exceedance notify appropriate department/division management of the incident as soon as possible.
Step 3	The Occurrence Categorizer, assisted by the Department Chair/Division Manager, the EPD Environmental Compliance Group, the ES&H Coordinator/Representative, and the ECR, categorizes the occurrence. The ORPS Reporting Facility Manager completes an ORPS

	Occurrence Report , as necessary. See the Occurrence Reporting and Processing System (ORPS) Subject Area for information.
Step 4	Environmental Compliance Group personnel who are contacted about an exceedance, or a potential exceedance of an authorized release limit, notify the DOE Brookhaven Site Office (BHSO), the Director's Office, and off-site regulatory agencies, as necessary.
Step 5	Environmental Compliance Group personnel provide support in controlling, containing, and minimizing the impacts of the release to the facility and environment.

References

[Occurrence Reporting and Processing System \(ORPS\)](#) Subject Area

https://sbms.bnl.gov/sbmsearch/subjarea/26/26_pro2.cfm

PROCEDURE: CLEANUP OF SPILLS

Management System: Environmental Management System		
Subject Area: Spill Response		
3. Cleanup of Spills		
Effective Date: Jan 28, 2013	Subject Matter Expert: Jeffrey Williams	Management System Executive: Jason Remien

Applicability

This information applies to the Incident Commander (IC) who, after determining that the emergency is over, coordinates the cleanup of the spill. This information also applies to the personnel cleaning up the spill and the organization responsible for the spill.

Required Procedure

Step 1	The Incident Commander (IC) commences the cleanup of the spill by assembling the appropriate personnel and equipment.
Step 2	The IC determines the method of cleanup. See the Work Planning and Control for Experiments and Operations Subject Area.
Step 3	Personnel responding to a spill/release of unbound engineered nanoscale particles must refer to the section Spill Response for Unbound Engineered Nanoscale Particles (UNP) in the Nanoscale Particle ESH Subject Area and follow response, control, and cleanup instructions.
Step 4	Personnel clean up the spill, by wearing appropriate personnel protective equipment identified during work planning and placing the waste in the appropriate containers. See the following subject areas for information: <ul style="list-style-type: none"> • Hazardous Waste Management • Mixed Waste Management • Radioactive Waste Management • PCB Management • Nanoscale Particle ESH • Personal Protective Equipment and Respirators
Step 5	The organization responsible for the spill ensures the following: <ul style="list-style-type: none"> • The incident response number is marked on the Waste Control Form and containers; • The required waste label is on the container holding the waste.
Step 6	The organization responsible for the spill manages all waste in accordance with the following subject areas: <ul style="list-style-type: none"> • Hazardous Waste Management • Radioactive Waste Management • Industrial Waste

	<ul style="list-style-type: none"> • Mixed Waste Management • Nanoscale Particle ESH
Step 7	The organization responsible for the spill ensures that the waste is moved to the appropriate storage area.
Step 8	The organization responsible for the spill processes the Waste Control Form, ensuring that the incident response number and the BNL spill report number is on the form, and provides the Environmental Protection Division with the Waste Control Forms numbers associated with the waste generated.

References

[Hazardous Waste Management](#) Subject Area

[Industrial Waste](#) Subject Area

[Mixed Waste Management](#) Subject Area

[Nanoscale Particle ESH](#) Subject Area

[PCB Management](#) Subject Area

[Personal Protective Equipment and Respirators](#) Subject Area

[Radioactive Waste Management](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

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DEFINITIONS

Definition: Spill Response

Term	Definition
hazardous material	<p>Any substance, solution or mixture which, because of its quality, quantity, concentration, physical, chemical or infectious characteristics, or any combination of the foregoing, presents or may present an actual or potential hazard to human health or to the drinking water supply if such substance, solution, mixture or combination thereof is discharged to the land or waters of the County of Suffolk. Hazardous Materials shall include:</p> <ol style="list-style-type: none"> 1. Each and every substance, material or waste identified or listed anywhere in Part 116, Part 261, or Part 302, Title 40 of the Code of Federal Regulations; or in either or both Part 371 and Part 597, of Title 6 of the New York State Codes, Rules and Regulations; 2. Acids and alkalis beyond the pH range of 4 to 10; 3. Heavy metal sludges, mixtures and solutions in excess of standards; 4. Petroleum products, including fuels and waste oils, except heavy tars and asphalts; 5. Organic solvents, including petroleum solvents, halogenated and non-halogenated hydrocarbons; 6. Any material listed in Part 703.6 of the Official Compilation of New York Codes, Rules and Regulations, in excess of the concentration standards thereof, except for iron, manganese, foaming agents and pH; 7. Any substance not included within subdivisions one through six above subsequently declared to be a Hazardous Material by the Commissioner of the Suffolk County Department of Health Services; 8. Any solid or semi-solid material which, if left to stand or if exposed to water will leach out or wholly or partially dissolve forming a Hazardous Material as defined in subdivisions one through seven above.
hazardous substance	<p>Any element, compound, mixture, solution, or substance specifically designated by the Environmental Protection Agency (EPA) under section 102 of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA). Any substance designated under section 311 of the Clean Water Act (CWA). Any toxic pollutant designated under section 307(a) of the CWA. Any hazardous air pollutant designated under section 112 of the Clean Air Act. Any listed or characteristic hazardous waste designated under section 3001 of the Resource Conservation Recovery Act. Any imminently hazardous chemical, substance or mixture that EPA has taken action on pursuant to section 7 of the Toxic Substance Control Act. Any substance or chemical listed in Section 597.2 of the New York State Code of Rules and Regulations.</p>
oil	<p>Vegetable oil, synthetic oil, or any kind or form of petroleum including fuel oil, engine oil, lubricating oil, sludge, oil refuse, and oil mixed with other wastes/materials.</p>
radioactive material	<p>Any material, equipment, or system component determined to be contaminated or suspected of being contaminated. Radioactive material also includes activated material, sealed and unsealed sources, and material that spontaneously emit radiation.</p>
release	<p>Any unauthorized spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing directly or indirectly of oil, hazardous materials/substances, radioactive materials, or any other substance which results in the formation of a hazardous substance upon</p>

	release so that the substance or any related constituent thereof, or any degradation product of such a substance or of a related constituent thereof, may enter the environment.
spill or spillage	Any escape of a hazardous substance or oil from the containers employed in the normal course of storage, transfer, processing, or use.
storage tank	An aboveground tank, an underground tank, or a non-stationary tank, and any associated piping, lines, dikes, curbs, transfer stations, and ancillary equipment.

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Spill Response Subject Area Flowchart

Effective Date: Jan 28, 2013

The Spill Response Subject Area Flowchart is provided as a [PDF](#) file.

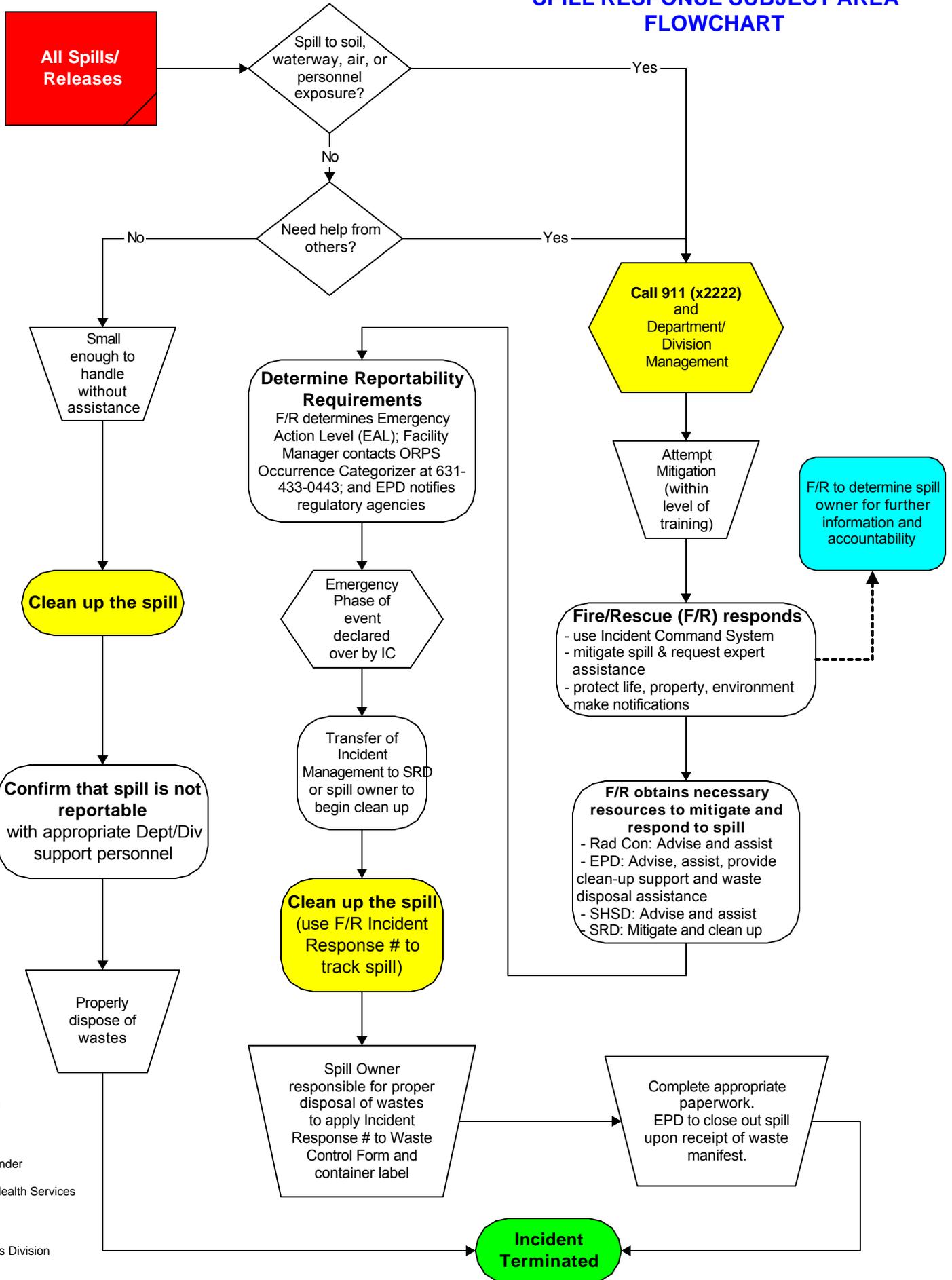
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SPILL RESPONSE SUBJECT AREA FLOWCHART



Key

EPD - Environmental Protection Division

IC - Incident Commander

SHSD - Safety and Health Services Division

SRD - Site Resources Division