

---

<b>SUBJECT:</b>	Hazardous Materials/Wastes	<b>Number:</b>	EHS-003
<b>CATEGORY:</b>	Spills Prevention and Response	<b>Origin Date:</b>	12-11-2016
<b>ISSUING OFFICE:</b>	Environmental Health & Safety (EHS) Office	<b>Revision Date:</b>	NEW

---

## Offsite District Bus Automotive Fluid Spills Response and Reporting

### DESCRIPTION

The Transportation Facility of San Diego Unified School District is regulated under a *National Pollutant Discharge Elimination System - General Permit for Storm Water Discharges Associated with Industrial Activities (NPDES-General Permit)* to eliminate unauthorized non-storm water discharges to waters of the United States and implement storm water pollution prevention plans (SWPPPP) including best management practices (BMPs). District buses while on route are occasionally involved with unintentional release or spills of automotive fluids into streets and highways, which can create damages and threats to public safety as well as illicit discharges into storm drains. Transportation Facility, as the spill generator, has the responsibility to contain the spill, clean up and report it.

### LEGAL BASIS

This guideline has been established and maintained within the District for all employees to comply with requirements set forth in Section 301 Clean Water Act and Chapter 4, Division 2 of Title 19 California Code of Regulations.

### SPILL RESPONSE

Nuisance Spills – is a small spill incident if *less than one gallon* of automotive fluid and within the capability of the Transportation personnel to correct and mitigate.

- If the spill is noticed while on route, do not attempt to move the bus. Notify the Transportation Dispatch and REPORT:
  - Say “Bus Spill Emergency”
  - Give your name, bus identification & route, street location of the bus
  - Whether or not students on board
  - Describe what happened, location of the spill and type of material spilled
  - Describe what actions taken, if any
- If possible and safe, immediately stop the source of the spill. Do not attempt to stop the source of spill if the situation creates any degree of personal danger and public hazard.

- If spill potentially flow to a nearby storm drain, try to contain the flow and/or divert the flow from drains by either using sand, dirt or other material as a berm (Fig.1). Floor mats (Fig. 2) or other materials can be placed over storm drain, if available.



- If the bus has students on board, School Police Services will be dispatched to the location in coordination with Transportation personnel. Towing contractor shall bring the bus to the Transportation yard.
- If the spill needs to be contained and cleaned up, a District-approved Hazardous Materials (HAZMAT) Emergency Response Team Contractor will be dispatched to the spill location. Transportation Dispatch completes the Spill or Release Notification form using the Form HM-952 (see Attachment A, Page 4), which will be kept on file and sent to District staff via email mass notification.

Significant Spills – is a large spill incident if *greater than one gallon* of automotive fluid, beyond the capability of Transportation personnel to respond.

- Notify Transportation Dispatch as soon as the spill is discovered. The bus driver would take no further action beyond notifying the Dispatch.
- If a bus has students on board, School Police Services will be dispatched to the location in coordination with Transportation personnel.
- A District-approved HAZMAT Emergency Response Team Contractor will be dispatched to the spill location for containment and clean up response including protecting any nearby storm drains.
- Transportation Dispatch completes the Spill or Release Notification form using the Form HM-952 (see Attachment A, Page 4), which will be kept on file and sent to District staff via email mass notification.

## **SPILL NOTIFICATION**

### District Notification

- To report any spill to the District, Transportation Facility Emergency Coordinator shall call the Storm Water Program of the Environmental Health & Safety (EHS) Office informing details on spill containment as soon as possible after the spill is discovered. This call is required in addition to the written report sent via email mass notification.

Civil/Environmental Engineering Coordinator	EHS Program Supervisor
Desk: (858) 573-5774	Desk: (858) 627-7350 Main Office: (858) 627-7174

### External Notification

- In the event of a small spill that is contained and recovered, no outside reporting to regulatory authorities is required.
- **When is it reportable to regulatory authorities?** To determine if the spill is reportable to local, state and federal regulatory authorities, the Transportation Facility Emergency Coordinator must conduct an Incident/Release Assessment, using Form HM-9511 (see Attachment B, Page 5).
- **When to send written follow-up reporting?** A written “Emergency Release Follow-Up Notice” shall be sent to the state authority as soon as practicable following a release, but no later than seven (7) days from the date of the release (see Attachment C, Page 6).

### **TRAINING**

**All Transportation personnel** shall annually attend the Spill Prevention and Response and Storm Water Pollution Prevention Training, as required under the facility’s Spill Prevention Control and Countermeasure (SPCC) Plan and Storm Water Pollution Prevention Plan (SWPPP). Training records using the Training Attendance Sheet (see Attachment D, Page 7) are to be kept on file at the facility for three (3) years.

### **ATTACHMENTS**

- A- Spill or Release Notification
- B- Incident/Release Assessment Form
- C- Emergency Release Follow-Up Notice Form
- D- Training Attendance Sheet

If you have questions or comments about these guidelines, please contact  
Environmental Health & Safety (EHS) Office  
(858) 627-7174

*San Diego Unified School District reserves the right to make exceptions to, modify or eliminate this guideline and or its content. This document supersedes all previous guidelines relative to this subject.*

ATTACHMENT A-Spill/Release Notification

# **SPILL OR RELEASE NOTIFICATION**

In the event of a spill, have the following information available

**State and Local Notification:**

1. Name of business: \_\_\_\_\_
2. Identity of caller: \_\_\_\_\_
3. Chemical name and quantity released (if known): \_\_\_\_\_  
\_\_\_\_\_
4. Description of what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Was the release contained? ' Yes      ' No

**Please describe if release entered any waterway or storm drains:**

\_\_\_\_\_  
\_\_\_\_\_

**6. Information about the spill, release or threatened release:**

**Location:** \_\_\_\_\_

**Date:** \_\_\_ / \_\_\_ / \_\_\_      **Time:** \_\_\_\_\_

**Injuries or Fatalities?** \_\_\_\_\_

**Evacuation conducted?** \_\_\_\_\_

**Clean-up by:** \_\_\_\_\_

**Federal Notification: requires additional information for spills (CERCLA chemicals) that exceed federal reporting requirements, which includes:**

- a. Medium or media impacted by the release
- b. Time and duration of the release
- c. Proper precautions to take
- d. Known or anticipated health risks
- e. Name and phone number for more information

## ATTACHMENT B-Incident/Release Assessment Form

INCIDENT/RELEASE ASSESSMENT FORM<sup>1</sup>

**If you have an emergency, Call 911**

*Handlers of hazardous materials are required to report releases. The following is a tool to be used for assessing if a release is reportable. Additionally, a non-reportable release incident form is provided to document why a release is not reported (see back).*

**Questions for Incident Assessment:**

	YES	NO
Was anyone killed or injured, or did they require medical care or admitted to a hospital for observation?		
Did anyone, other than employees in the immediate area of the release, evacuate?		
Did the release cause off-site damage to public or private property?		
Is the release greater than or equal to a reportable quantity (RQ)?		
Was there an uncontrolled or unpermitted release to the air?		
Did an uncontrolled or unpermitted release escape secondary containment, or extend into any sewers, storm water conveyance systems, utility vaults and conduits, wetlands, waterways, public roads, or offsite?		
Will control, containment, decontamination, and/or clean-up require the assistance of federal, state, county or municipal response elements?		
Was the release or threatened release involving an unknown material or contains an unknown hazardous constituent?		
Is the incident a threatened release (a condition creating substantial probability of harm that requires immediate action to prevent, reduce or mitigate damages to persons, property, or the environment)?		
Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger or cause exposure to employees, the general public, or the environment?		

If the answer is YES to *any* of the above questions – report the release to the California Emergency Management Agency at 800-852-7550 and the local CUPA daytime: (858) 505-6657, after hours: (858) 565-5255. Note: other state and federal agencies may require notification depending on the circumstances. See CalEMA's "*California Hazardous Material Spill/Release Notification Guide*".

\*Call 911 in an emergency\*

If all answers are NO, complete a Spill/Release Notification Form and keep it readily available. Documenting why a "no" response was made to each question will serve useful in the event questions are asked in the future, and to justify not reporting to an outside regulatory agency.

If in doubt, report the release.

<sup>1</sup> This document is a guide for accessing when hazardous materials release reporting is required by Chapter 6.95 of the California Health and Safety Code. It does not replace good judgement, Chapter 6.95, or other state or federal release reporting requirements.

**ATTACHMENT C-Emergency Release Follow-Up Notice Reporting Form**

**EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM**

<b>A</b>	BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER (    )    -
<b>B</b>	INCIDENT DATE MO    DAY    YR	TIME OES NOTIFIED (use 24 hr time)
<b>C</b>	INCIDENT ADDRESS LOCATION	CITY / COMMUNITY    COUNTY    ZIP
<b>D</b>	CHEMICAL OR TRADE NAME (print or type)	CAS Number
<b>E</b>	CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A <input type="checkbox"/>	CHECK IF RELEASE REQUIRES NOTIFICATION UNDER 42 U.S.C. Section 9603 (a) <input type="checkbox"/>
<b>F</b>	PHYSICAL STATE CONTAINED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS	PHYSICAL STATE RELEASED <input type="checkbox"/> SOLID <input type="checkbox"/> LIQUID <input type="checkbox"/> GAS
<b>G</b>	ENVIRONMENTAL CONTAMINATION <input type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> GROUND <input type="checkbox"/> OTHER	QUANTITY RELEASED TIME OF RELEASE    DURATION OF RELEASE _____DAYS    _____HOURS    _____MINUTES
<b>H</b>	ACTIONS TAKEN	
<b>I</b>	KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information) <input type="checkbox"/> ACUTE OR IMMEDIATE (explain) _____ <input type="checkbox"/> CHRONIC OR DELAYED (explain) _____ <input type="checkbox"/> NOTKNOWN (explain) _____	
<b>J</b>	ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS	
<b>K</b>	COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)	
<b>L</b>	CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete. REPORTING FACILITY REPRESENTATIVE (print or type) _____ SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE: _____	

ATTACHMENT D-Training Attendance Sheet

# TRAINING ATTENDANCE

TOPIC: Spill Prevention and Response and Storm Water Pollution Prevention

Date: \_\_\_\_\_ Site/location: Transportation Facility Instructor: \_\_\_\_\_

	Print name (no nickname)	Signature	Job Title
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

By signing this form I am acknowledging that I received this training and agree to follow safe work practices.