|  |  |  |  |
| --- | --- | --- | --- |
| **Business Name** | Insert Name Here | **Phone** | Insert Phone Number |
| **Site Address** | Insert Address Here | | |
| **Date Prepared:** | Insert Date Here | | |

|  |
| --- |
| **SPILL PLANNING AND PREVENTION** |
| Take the following actions. Reassess on a regular basis and update this Spill Prevention and Cleanup Plan as necessary:   * Take inventory of chemicals and materials on site – use less toxic materials where available. * Obtain appropriate spill response materials and personal protective equipment (PPE). * Designate and train spill cleanup coordinator. * Train staff and document your training at least once annually. * Update spill plan annually or whenever there is a change in activities or staff responsible for spill cleanup. * Post spill plan in areas with high potential for spills. |

|  |  |  |
| --- | --- | --- |
| **IN CASE OF A SPILL, CONTACT THE FOLLOWING** | | |
|  | **CONTACT NAMES** | **CONTACT PHONE NUMBERS** |
| **Business Owner or Site Manager** | Insert Name(s) Here | Insert Number(s) Here |
| **Onsite Spill Cleanup Coordinator** | Insert Name(s) Here | Insert Number(s) Here |
| **REQUIRED PHONE CALLS to make if a spill meets any of the following criteria:**   * **Occurs on private property and cannot be cleaned up with materials on hand.** * **Occurs on private property and reaches a curb, ditch, or enters a catch basin or other stormwater structure or facility.** * **Occurs in the City Right-of-Way.** | **City of Tacoma – Environmental Services** | **311** |

|  |
| --- |
| **SPILL CLEAN UP ACTIONS TO BE TAKEN** |
| Take the following actions when a spill occurs:   * Evaluate situation, including safety considerations; notify owner/manager of spill. * Put On Personal Protective Equipment (PPE). * Stop the source of the spill. * Protect all stormwater inlets that may be affected by spill. * Clean up spill by applying spill kit materials. * Properly dispose of cleanup materials properly and restock the kit. |

## Facility Activities with Potential to Contaminate RunOff

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | check all that apply | **Activities** | check all that apply |
| Fueling and fuel transfer |  | Loading/unloading of products |  |
| Outdoor manufacturing |  | Landscape construction/maintenance |  |
| Outdoor equipment/vehicle maintenance and repair |  | Outside storage of uncovered materials |  |
| Outside drum or container storage |  | Customer and employee vehicles |  |
| Vehicle, equipment and building washing |  | Others: Insert Here |  |

## Equipment and Materials Stored ON Site (>1 gallon) with Potential to Contaminate RunOff

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment** | check all that apply |  | **Vehicle Fluids** | check all that apply |  | **Misc. Chemicals** | check all that apply |
| Forklifts |  |  | Antifreeze |  |  | Acid |  |
| Trucks |  |  | Brake fluid, transmission fluid |  |  | Ammonia |  |
| Cranes |  |  | Gasoline |  |  | Caustic, bases, lye |  |
| Other: Insert Here |  |  | Motor oil |  |  | Photographic chemicals |  |
| **Cleaning Products** | check all that apply |  | Other fluids: Insert Here |  |  | Pesticides, herbicides |  |
| Liquids |  |  | **Solvents, Paints, Lubricants** | check all that apply |  | **Other** | check all that apply |
| Solids |  |  | Parts washer |  |  | Fertilizers |  |
| **Food Preparation/Waste** | check all that apply |  | Dry cleaning fluids |  |  | Inks, dyes |  |
| Cooking oil |  |  | Paint thinner, turpentine |  |  | Others: Insert Here |  |
| Grease (new or used) |  |  | Paint, coatings; oil based |  |  |
| Dumpster |  |  | Paint, latex |  |  |  |  |
| Trash compactor |  |  | Machine oil/coolant |  |  |
| Other liquids: Insert Here |  |  | Hydraulic fluid |  |  |  |  |
|  | Others: Insert Here |  |  |

Insert a site plan showing the locations of storage areas for chemicals and oils; locations of inlets into the stormwater system; and locations of spill kits.