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**Attachment F – Spill Prevention and Response Procedures (SWPPP Section 7.2.11.1)**


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**Spill Prevention and Control Plan (SM-10)**

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| <b>Description</b>                                  | Practices and procedures to reduce or prevent leaks or spills of fuels, oil, and other chemicals which may be discharged into the storm drain system or adjacent water bodies.  |
| <b>Applications</b>                                 | Construction projects involving the storage of chemicals or hazardous substances.   |
| <b>Installation and Implementation Requirements</b> | <p>General Requirements include the following:</p> <ul style="list-style-type: none"> <li>• Store hazardous materials and wastes in covered containers and protect containers from vandalism;</li> <li>• Maintain an ample supply of cleanup materials for spills shall be readily accessible;</li> <li>• Train employees on proper spill prevention and cleanup; and</li> <li>• Review spill response requirements at all applicable work sites.</li> </ul> <p>Cleanup Requirements include the following:</p> <ul style="list-style-type: none"> <li>• Immediately clean up leaks and spills;</li> <li>• Use minimal water to clean up spills on paved surfaces. For small spills, use a rag. For general cleanup, use a damp mop. For larger spills, use absorbent materials. Properly dispose of materials used to clean up hazardous materials;</li> <li>• Do not hose down or bury spills; and</li> <li>• Eliminate the source of the spill to prevent a discharge or continuation of an ongoing discharge.</li> </ul> <p>Reporting includes the following:</p> <ul style="list-style-type: none"> <li>• Report significant spills to the U.S. coast Guard, DOH Clean Water Branch, Hawaii State Office of Hazard Evaluation and Emergency Response, and City and County of Honolulu agencies, such as the Fire Department and</li> <li>• Per federal regulations, report significant spills of oil onto an adjoining shoreline or into a water body to the National Response Center at 800-424-8802 (24 hour).</li> </ul> <p>Vehicle and equipment maintenance activities requirements include the following:</p> <ul style="list-style-type: none"> <li>• Use a designated area and/or secondary containment for on-site repair or maintenance activities. These areas shall be located away from drainage courses;</li> <li>• Complete regular inspections of on-site vehicles and equipment, including delivery trucks and employees' vehicles, for leaks. Do not allow vehicles or equipment with leaks on-site. Provide Vehicle and Equipment Maintenance BMPs in SM-12 if repair must be made on site.</li> <li>• Secondary containment devices such as drop cloths and drain pans shall be used to catch leaks or spills while removing or changing fluids from vehicles or equipment;</li> <li>• Place drip pans or absorbent materials under paving equipment not in use;</li> <li>• Use absorbent materials on small spills. Do not hose down or bury spills. Remove and properly dispose of cleanup materials;</li> <li>• Immediately transfer used fluids to the appropriate waste or</li> </ul> |

**Installation and  
Implementation  
Requirements  
(Continued)**

recycling containers. Avoid leaving full drip pans and open containers on-site;

- Drain excess oil from oil filters prior to disposal by placing filter in a funnel over a waste oil recycling drum. Recycle oil filters if this service is available or dispose in accordance with Federal, State, and Local requirements;
- Store all cracked batteries in a non-leaking secondary container with cover even if the acid appears to have drained out. Handle dropped batteries as cracked batteries until assured it is not leaking.
- Dispose of or recycle oil in accordance with Federal, State, and Local requirements. Store in water-tight container and provide cover to prevent containers from coming into contact with rainwater or secondary containment.

Vehicle and equipment fueling activities requirements include the following:

- Use designated areas for required on-site fueling. Fueling areas shall be located away from drainage courses;
- Avoid "topping off" of fuel tanks; and
- Use secondary containment devices such as drain pans to catch spills or leaks while fueling.

**Limitations**

Use of a private spill cleanup company may be necessary.

**Inspections and  
Maintenance**

- Update spill prevention and control plans and stock necessary cleanup materials as the chemicals used or stored on-site change.
- Ample supplies of materials for spill control and cleanup shall be located on-site near maintenance and material storage or unloading areas.

**Emergency Spill Response Plan**

Procedures for expeditiously stopping, containing, and cleaning up spills, leaks, and other releases (7.2.11.1a).

**Spill Coordinator**

The Contractor shall appoint a Primary and Secondary Emergency Spill Response Coordinator who will be responsible for the reporting of spills, coordinating contractor personnel for spill cleanup, subsequent site investigations, and associated reports. In the event of a spill, the Emergency Spill Response Coordinator will be responsible for determining the extent of the containment/isolation area and cleanup methods. Include Names, positions, and emergency contact information.

*The Contractor shall make contact with a Spill Cleanup Emergency Response Contractor prior to start of construction to provide sufficient information for the spill contractor to be prepared should they receive a call in the event of an emergency.*

**Immediate Response**

All spills regardless of size must be reported to the Emergency Spill Response Coordinator and the (HDOT Construction Resident Engineer/Project Engineer/Construction Inspector). The person observing the incident will take the following actions:

- Assess the safety of the situation (including the risk to the surrounding public).
- Alert nearby personnel and secure the immediate area for safety.

If the person is aware the chemical spilled is not toxic or a known petroleum product do the following:

- Make every effort to remove potential ignition sources and stop the source of the spill.
- Clean the spill using absorbent materials available on-site. Do not hose down or bury spills. Remove and properly dispose of cleanup materials.
- Promptly notify the Emergency Spill Response Coordinator. Report name, the spill location, material spilled, and the extent of the incident.

Upon learning of the spill, the Emergency Spill Response Coordinator will implement the following measures:

- Assess the safety of the situation (including the risk to the surrounding public).
- If the source of the spill is toxic or unknown, immediately notify the Fire Department and ask for assistance from the HAZMAT team.
- Secure the area by stopping traffic if necessary and install barricades or safety fencing around the area.
- If safe to do so, prevent hazardous material from entering the stormwater or sewer system or any waterbodies by covering/blocking any drains in the spill area, and providing containment BMPs to either prevent stormwater from contacting hazardous material or contain commingled stormwater.
- If safe to do so, absorbent materials will be applied to the spill area. Contaminated soils and vegetation will be excavated and temporarily placed on and covered by plastic sheeting or in an appropriate container or surrounded by impermeable lined berms in a containment area a minimum of 100 feet away from any wetland or waterbody, until proper disposal is arranged.
- Notify appropriate agencies as required by Federal, State, and local regulations.
- For petroleum spills, provide notification if the release meets any of conditions the below:
  - a) Greater than 25 gallons
  - b) Not cleaned within 72 hours
  - c) Enters a storm drainage system or state waters
- Arrange for proper disposal (including contaminated personal protective equipment and/or cleanup supplies) in accordance with Federal, State, and local regulations and Manufacturer's instructions if known.
- If a spill is beyond the scope of on-site equipment and personnel, contact the Spill Cleanup Emergency Response Contractor to further contain and clean up the spill.
- Notify the (HDOT Construction Resident Engineer/Project Engineer/Construction Inspector).

Contents of the Spill kits shall be determined by the Contractor based on the anticipated type and quantity of hazardous material to be stored/used on-site. The kit should contain at minimum:

- 55 gallon drum with lid
- absorbent pads (50)
- absorbent socks (12)
- absorbent pillows (5)
- 1 pair goggles or faceshield
- 1 pair elbow length gloves
- 1 disposable apron
- disposable bags with ties (3)
- Include additional materials such as Absorbent Skimmers or Booms for work adjacent or over State Waters as needed.
- Include additional materials as necessary to secure the spill area.

**Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity consistent with HAR 11-55 subsection 5.3.4. and established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302, occurs during a 24-hour period (7.2.11.1.b).**

- Contact information must be in locations that are readily accessible and available.
- The Contractor shall take all reasonable measures to protect human health and the environment.
- For emergencies or life-threatening situations, call 911 first.
- Notify responsible parties listed below as required and immediately notify DOH Clean Water Branch and the National Response Center of the incident. The notification shall also include the identity of the pollutant sources and the implemented control or mitigation measures. Notify other agencies as required by Federal/State/Local laws. List additional agencies or personnel below as required.

1. Owner Contact/Emergency Contact Number: (HDOT Construction Resident Engineer/Project Engineer/Construction Inspector)

2. Authorized Representative/ Emergency Contact Number: (HDOT District Engineer or designated representative who can contact Authorized Representative)

3. Contractor/ Emergency Contact Number: (Contractor Emergency Contact)

4. Department of Health

Clean Water Branch (During regular working hours): .....808-586-4309

Hawaii State Hospital Operator (After hours): ..... 808-247-2191

AND E-mail Clean Water Branch via email at [cleanwaterbranch@doh.hawaii.gov](mailto:cleanwaterbranch@doh.hawaii.gov)

5. Hawaii Hazard Evaluation and Emergency Response (HEER) .....808-586-4249

(After Hours) .....808-247-2191

AND

Appropriate Local Emergency Planning Committee (LEPC)

For projects on Hawaii Island

Henry Silva, Hawaii County LEPC .....808-936-0858

For projects on Oahu

Leland Nakai Department of Emergency Management.....808-723-8958  
 LEPC.....808-723-8960  
 (After Hours).....911

*For projects on Kauai*

Clifford Ikeda, Kauai Civil Defense.....808-241-1800  
 (After Hours).....808-241-6711

*For projects in Maui County*

Scott Kekuwa, Maui Fire Department.....808-270-7911  
 (After Hours).....911

6. National Response Center (NRC).....(800)424-8802
7. Coast Guard Operations Center, Honolulu (working hours) ..... 808-522-8246  
 (After hours).....808-247-2191
8. County Fire Department/Police..... 911
9. HDOT Tunnels Emergency Contact Number (After Hours).....808-485-6200
10. Contractor's Spill Cleanup Emergency Response Contractor.....xxx-xxx-xxxx

- If required, fill in and follow the requirements of the HDOT Corrective Action Report.