**SPILL PREVENTION AND RESPONSE**

Piedmont Service Group (PSG) has this program to inform employees of the Spill Prevention and Response Procedures. This ensures the safety and health of the employees and those who may be exposed. The Safety Director is responsible for ensuring that the following policy is enforced.

**Storage**

It is the policy of PSG that all chemical substances must be stored in the proper containers to minimize the potential for a spill. Whenever possible, chemicals will be kept in closed containers and stored so they are not exposed to storm water or a release. Proper housekeeping and good storage practices will eliminate the need for spill response.

**Substance Identification**

PSG shall ensure that all chemicals used that may be potentially spilled or released are kept on a chemicals with potential spill or release list. The chemicals list will consist of both liquid chemicals used at the facilities of PSG or brought on to the sites. The list will serve as a quick reference to the appropriate SDS for these chemicals.

This list can be found in sdsbinderworks.com

USER: PSG

Pass: Carolina

**Spill Kits**

It is the policy of PSG that spill kits must contain the appropriate supplies for the materials that that may be spilled. The supplies will be easily accessible when required and considerations will be made for both the type and quantity of materials. It is the determination of PSG to ensure the availability of adequate spill response supplies by periodic inspection to assess their availability and adjust inventory as necessary.

**Training**

PSG will instruct all employees on the proper response procedures for spilled materials. The following procedures will be carried out in the event of a spill.

Immediately Contact the Emergency Coordinator. Typically this will be the Service Manager.

This individual will be designated the Emergency Coordinator, and will have the authority to mobilize all resources necessary to carry out procedures outlined in the plan. All hazardous waste generating operations and activities at the location and characteristics of hazardous waste, the location of records and location of all emergency response and spill cleanup and control equipment. In the event of a hazardous waste release the Emergency Coordinator, or alternate, must be contacted immediately.

A mobile communication system (i.e., telephone, radio, walkie‐talkie or cellular phone) will be available near the storage locations during transfer operations. If fuel delivery trucks are equipped with a communication system, that will be considered adequate means for emergency communication.

**Emergency Coordinator**

The Emergency Coordinator must be informed of the nature and location of the spill and will direct the resources of manpower and equipment for the spill response action. The Emergency Coordinator shall remain in control for the duration of the response.

The status of all those exposed will be verified by the Emergency Coordinator

**Emergency Procedures**

The Emergency Coordinator will implement emergency procedures taking into consideration the length of time missing, weather conditions, physical fitness, etc.

In the event of an emergency:

• Report emergencies to local fire and police departments

• Inform the emergency chain of command of an emergency

• Warn employees about the emergency

• Conduct an orderly, efficient workplace evacuation

• Assist employees with disabilities or injuries during an evacuation

• Shut down critical equipment, operate fire extinguishers and perform other essential services during an evacuation

• Account for employees at a designated safe area after an evacuation

• Perform rescue and first aid that may be necessary during an emergency

In the event that the lone worker cannot be contacted by the Emergency Coordinator, an employee search will be initialized. The employee search will include notifying the family of the missing person of their disappearance and providing periodic updates to the family until the employee is found.

**The Need of Outside Support (Larger Spills)**

The Emergency Coordinator, or individual directed by the Emergency Coordinator, will make the necessary contact with outside support and regulatory agencies.

In the event of an incident involving a large spill (greater than 1 gallon of hazardous material or 1 pint of acutely hazardous)

**Alert the Emergency Coordinator.**

The Emergency Coordinator will immediately notify the Environmental Health and Safety Department. The Emergency Coordinator will summon additional assistance, if necessary (local or state emergency response teams, Fire Depts. etc.).

**Appropriate PPE**

Determine exact source of leak or spill, amount and area affected by the release. After putting on personal protective equipment and after assessing the nature of the hazards and hazardous chemicals, remedy and stop the point source spill, if safe to do so. Stop spill material with standard industrial absorbent. Take the necessary action to keep the spill from spreading. Spread absorbent to surround and absorb the spilled material. Collect contaminated material (absorbent, rags, disposal suits, etc.) into a recovery drum and label for proper disposal.

**Disposal of Spill Materials**

Spill waste will be cleaned up using spill absorbent material and drummed for off‐site disposal. Free liquid is pumped into UN approved 30 or 55‐gallon drums. The material will be disposed of in accordance with the current regulations.