

# SPILLS: CLEANUP & REPORTING

**S**pilled fuel from any source at your facility must be addressed immediately. All spills—even relatively small spills—can contaminate drinking water supplies as well as our lakes, rivers, and streams. Small, ongoing drips, for example, can add up to a lot of spilled fuel over time. Spills onto areas that are not paved, such as soil and gravel, are a particular threat to groundwater. There are many potential spill sources (e.g., during fuel delivery into the storage system, customers filling vehicles, dispenser leakage into soil, leaking hoses and nozzles). Facility operators need to be tuned in to all spill possibilities and know what to do if a spill occurs. Spill cleanup and reporting are top priorities.



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## POTENTIAL SPILL SITUATIONS



*Overfill spill into soil.*



*Spills to gravel.*



*Spill not cleaned up within 24 hours.*



*No dispenser sump—drips go into soil.*

Courtesy of Marcel Moreau Associates, Portland Maine.

## DO YOU HAVE EMERGENCY SPILL-RESPONSE PROCEDURES?

Your facility should have an emergency action plan that includes emergency-response procedures that describe the actions an operator must take should a spill occur. Be sure to review spill-response procedures for your facility periodically and ensure that all facility personnel are familiar with the action plan. If you have not yet established emergency procedures, **NOW** is a good time to do so.

Spill-response procedures should include the following actions:

- ▶ Clean up all leaks, drips, and spills immediately
- ▶ Keep appropriate spill cleanup materials handy at all times
- ▶ Know who to contact (e.g., Maine DEP, fire department)
- ▶ Maintain a written log of **ALL** spills—what happened and what was done to clean them up

## SPILL CLEANUP

If a spill occurs, take appropriate measures, such as turning off leaking equipment, to prevent further fuel flow, including drips. Use absorbent materials to soak up as much spilled fuel as possible. Never leave fuel-soaked materials laying around—they are a fire hazard. Fuel-contaminated soils and fuel-soaked materials should be stored temporarily outside in a closed metal container and disposed of properly.



***Speedi-dri and cat litter will release any soaked up oil if they become wet. These materials must be cleaned up as soon as any spilled oil is absorbed. They do not absorb a spill in the rain.***



***Oil sorbent pads only soak up oil. They repel water and can be used to soak up spills even if it is raining or the spill occurs in a wet area.***

## SPILL REPORTING

**ALL SPILLS MUST BE REPORTED TO THE DEP!** The DEP must be notified within 24 hours of discovery. The Spill Reporting Hotline is available 24 hours a day, 7 days a week.

**Spill Reporting Hotline**  
**1-800-482-0777**

**NOTE:** There is one spill-reporting exception for UST facilities only: Surface spills of less than 10 gallons on a paved concrete or asphalt surface that do not reach groundwater or surface water and that are cleaned up within 24 hours. You can fulfill your reporting requirement for these spills only by recording them in your spill log. In all other cases, you must call the DEP to report a spill every time any amount of fuel is dripped, leaked, or spilled.

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### SAMPLE SPILL LOG

**UNDERGROUND OIL STORAGE FACILITY SPILL LOG OF DISCHARGES OF 10 GALLONS OR LESS WHICH WERE NOT REPORTED TO THE D.E.P.**

DATE DISCHARGE DISCOVERED	SOURCE OF DISCHARGE	LOCATION OF DISCHARGE AT FACILITY	DATE OF CLEAN-UP	METHOD OF CLEAN-UP	SIGNATURE OF OWNER OR MGR.

**IMPORTANT:** Petroleum discharges ( spills) of 10 gallons or less do not have to be reported to the Department IF: (1) The spills are fully cleaned up within 24 hours, and: (2) A written log ( like the one above) of the spills is kept on file for the life of the facility. **Note :** This applies only to surface spills involving underground oil storage tanks. **All other spills above 10 gallons, spills not associated with and underground oil storage facility, or evidence of a leaking underground oil storage facility must be reported to the Department of Environmental Protection within 24 hours of their occurrence. To report a leak or spill at any time, 24 hours a day, seven (7) days a week, call 1-800-482-0777**

Log Sheet #5