

PART A: Spill Emergency Notification and Response Procedures

Any individual causing or discovering oil, hazardous substance (OHS) spill, waterline break, or sewage overflow, or a situation that may lead to a spill, will immediately take the actions outlined below. The sequence of the following actions will depend on the site and situation specific conditions. **Spills do not include incidental releases associated with work processes that are controlled, contained, and not released into the environment.**

EVACUATE To a safe distance upwind and updrift from the spill.

RESTRICT Ignition sources, motors, electric currents, open flames etc.

PASS THE WORD To people in adjacent spaces.

INFORM Your supervisor, the supervisor of the nearest facility, or Unit Operational Level responder.

REPORT Spill immediately to:

1. MCB Quantico PMO/Fire Department: **911**.
2. MCB Quantico NREA: **784-4030**.
3. MCB Quantico CDO (after duty hours): **784-2707**

***Only** If you are a trained **Unit Operational Level Responder** and you are **certain** that it is **SAFE**, take steps to control (stop the source, shut off valves, upright the spilling container, etc.) and/or contain (apply sorbent materials, block drains, etc.) the spill.

WHENEVER POSSIBLE : Give the following information or that which can reasonably be determined:

- (DO NOT wait until ALL information on the spill is available to report.)
- Your name and telephone number
 - Location of the spill (Building Number)
 - Number and type of injuries
 - Identify the type and estimate amount of the spilled material
 - Source of spill (e.g., container, equipment, vehicle, etc.)
 - Behavior of spilled material (e.g., reactions, leak, spill, or
 - Anticipated movement of spill
 - What has the spill contaminated (soil, concrete, water, etc.)
 - Actions being taken to control or contain spill
 - Estimated time when spill occurred

DO NOT Allow unauthorized persons to enter the spill area.

WAIT For the response team to arrive and direct them to the spill.

PROVIDE Information and assistance as instructed.

COMPLETE **Submit SPILL REPORT (Part B) after** the cleanup of a spill and submit through your chain of command to the NREA within 24 hours of the spill. A spill reporting form is required for all hazardous substance spills, regardless of location, and all petroleum spills into the environment. **A written report is not required for petroleum spills less than one (1) gallon onto concrete, does not enter a sanitary sewer or storm drain, and is immediately cleaned up.**

Your trained Unit Operational Level Responders are:

PART A: Spill Report (Report Accomplished by Unit)									
Unit responsible for spill:					Responders:		Fire Department		
							Unit		
							Response Contractor		
Unit POC Name:					Responder's POC Information:				
POC Phone #:									
Spill Location:									
Date/Time of Spill:									
TYPE SPILL (Check appropriate box):					Estimated Amount of Material Spilled:				
Jet-A		Haz Mat/Haz Waste		Did Spill Enter a Drainage System:		No:	Yes		
Gasoline		Diesel Fuel				Amount:			
Used Oil		Waterline		DISCRIBE WHAT HAPPENED					
Antifreeze		Sewage							
Other:									
CLEAN UP:									
Date/time start:									
Date/time end:									
TYPE OF SURFACE SPILL WAS ON (Check appropriate box):					SPILL CAUSED BY (Check appropriate box):				
Water		Asphalt		Equipment failure					
Grass		Gravel		Human error					
Soil		Concrete		This is a recurring problem					
Other:					Other Factors:				
NOTIFICATIONS									
Required					Name of Person Contacted				
PMO/Fire Department: 911									
NREA: 703-784-4030									
CDO (after normal duty hours): 703-784-2707									
Additional comments: (Include spill cleanup actions)									
Unit POC Signature and Date:									

CONTACT THE NREA SPILL RESPONSE COORDINATOR AT [784-4030](tel:784-4030) TO SUBMIT SPILL REPORT MCINCR-MCBQ Form 5090/2 March 2017 (Previous Versions Obsolete)