

MILWAUKIE

Dogwood City of the West

City of Milwaukie
Public Works Department

SPILL RESPONSE

Standard Operating Procedure #60.01

June 26, 2013

By

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Public Works Supervisor

Approved:

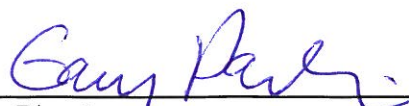

	8-20-13
Public Works Director	Date
	9-10-13
Stormwater/Wastewater Supervisor	Date

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1.0 PURPOSE & APPLICABILITY

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the investigation, outcome, and reporting of responses to spills as performed by the City of Milwaukie Public Works department. This procedure is written and implemented to reduce the amount of non-stormwater discharges to the storm system.

The policies and procedures of this SOP are applicable to all City of Milwaukie personnel involved in the investigation and reporting of spills or discharges to the storm system within the City of Milwaukie city boundaries.

The operator or inspector may deviate from these procedures when necessary due to unexpected or unique circumstances that may occur in the field. Any deviation must be explained in the spill response report.

2.0 METHOD SUMMARY

See attached flow chart and narrative. (Attachment A & B)

3.0 DEFINITIONS

3.1 Vector: truck mounted vacuum cleaning unit with debris storage tank

4.0 HEALTH & SAFETY CONCERNS

Health and safety concerns consist of operating in heavy traffic areas, exposure to chemicals, and the general use of heavy equipment such as the Sweeper and the Vector.

5.0 PERSONNEL QUALIFICATIONS

Personnel must have a Class B Commercial Driver's License with a Tanker Endorsement, traffic control certification, blood borne pathogens training, and Sweeper and Vector operation training. They must also know the stormwater infrastructure and have attended Spill Response training.

6.0 EQUIPMENT & SUPPLIES

Equipment used for Spill Response consists of Sweeper, Vector and service truck. Supplies needed are traffic control equipment, absorbent materials, booms and spill cleanup pads.

7.0 PROCEDURAL STEPS

See attached Spill Response Protocol flow chart and narrative. (Attachment A & B)

8.0 RECORDS MANAGEMENT

Each response to a spill that generates an investigation by City of Milwaukie staff will be documented in a Spill Response report. A "Spill and Illicit Discharge Investigation Report" form will be completed by whoever responds to the incident. Any other documentation that was generated or collected during the investigation will be included with the report and filed with it (this may include notes taken by the investigator, printed photos, or anything received from the responsible party).

A work order will also be created in the Hansen database for the incident with the location based upon the closest address to the incident. The report hard copies will be retained in accordance with the current City of Milwaukie records retention policy and Oregon Administrative Rules 166-200-0110(11).

9.0 REFERENCES

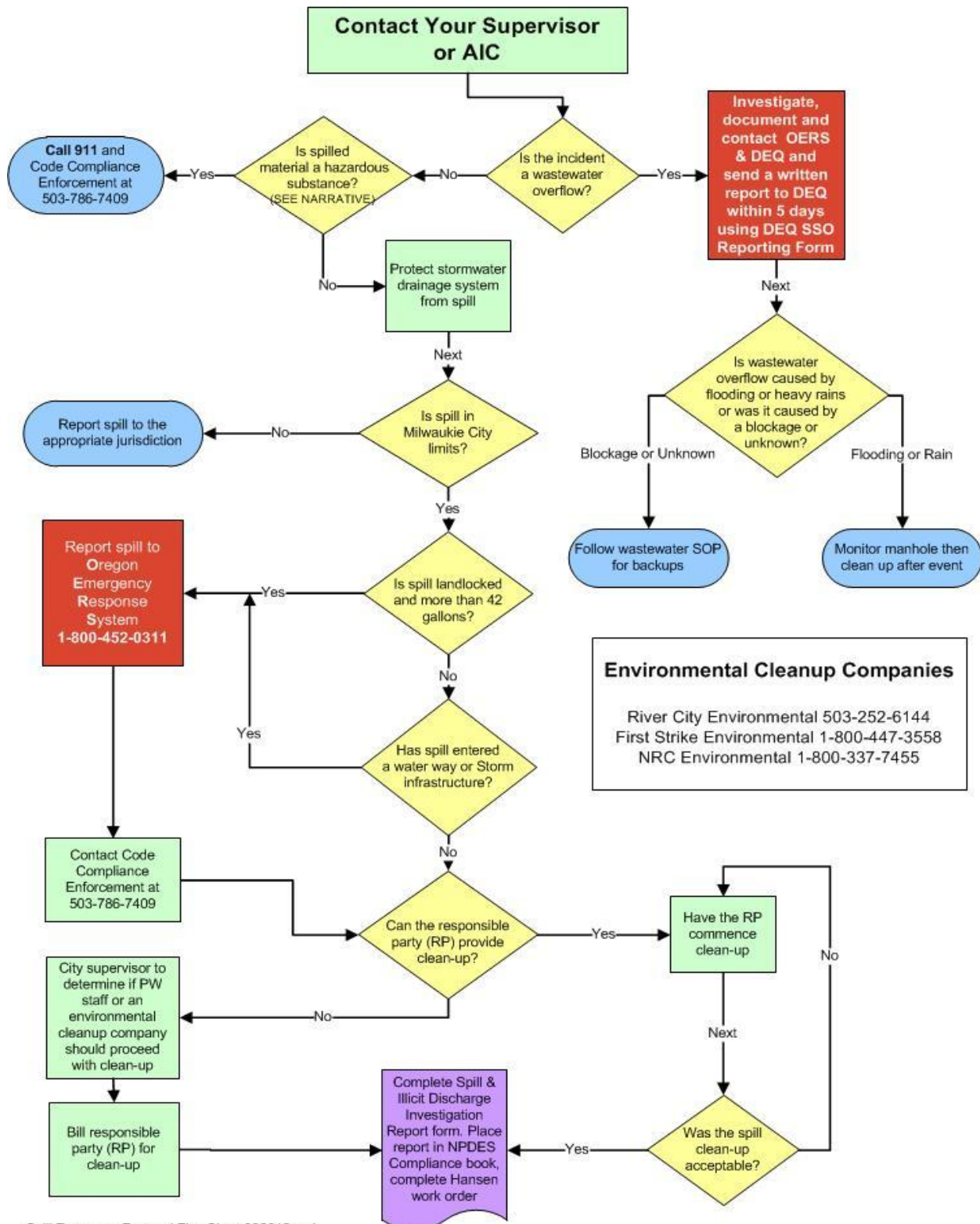
- 9.1 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.2 NPDES MS4 Discharge Permit # 101348 (March 16, 2012) Oregon Department of Environmental Quality
- 9.3 City of Milwaukie Ordinance 13.14.105 Stormwater Management (2010)
- 9.4 Sweeper Operating Manual (2006)
- 9.5 Vactor Operating Manual (2007)
- 9.6 City of Milwaukie Citywide Safety Manual (2002)
- 9.7 City of Milwaukie Spill Response Protocol (2013)

Revision Record

Revision	Date	Author	Description of change

Attachment A

Spill Response Protocol



SPILL RESPONSE PROTOCOL - EXPLANATION OF GRAPH

Narrative – June 26, 2013

Contact Your Supervisor or AIC

Contact your supervisor and make him/her aware of the situation. Contacting the supervisor is necessary for one, so he/she can be preparing the response to mitigate the spill. Also, so a representative of the City knows of the spill and can pass the information to front counter people in the event other calls come in concerning the call.

Is the incident a wastewater overflow?

If yes, you must investigate, document, and then contact OERS and DEQ to report immediately. A written report must be sent to DEQ within 5 days using the **DEQ SSO Reporting Form**. This form is located: *Z:\PW Operations\Divisions - Dept Specific\Stormwater\Spill Response Protocol-Training\DEQ SSO Reporting Form.pdf*.

Phone numbers and addresses are listed at the end of this document.

Follow Wastewater SOP for backups

If wastewater overflow appears to be caused by a blockage or is unknown why the overflow was caused, then follow the wastewater standard operating protocol for backups.

Monitor manhole then clean up after event

If wastewater overflow is caused by flooding, heavy rains or I/I, then monitor manhole and clean-up after event.

Is spilled material a hazardous substance?

If you do not know or cannot determine what the spill material is, then it should be considered hazardous.

Examples of “non” hazardous material are; diesel, motor oil, hydraulic fluid, etc.

Examples of hazardous materials are; an unknown substance, Gases such as chlorine & ammonia, Combustibles such as gasoline & fluid cleaners, Corrosives such as acids & disinfectants, and Explosives such as black powder & propellants.

Call 911 and City Code Compliance Enforcement

If the spill is hazardous or is an unknown substance of any amount, call 911. Be sure to have address (location) of spill before calling 911. Code Compliance: 503-786-7409.

Protect Stormwater drainage system from spill

If the spill is or could enter the stormwater infrastructure or waterways, all City Public Works staff are instructed to protect Stormwater inlets in the vicinity of spills by blocking them off by creating dykes using materials such as kitty litter, clean sweep, etc. Use booms and absorbent pads where or when needed.

Is spill within Milwaukie City limits?

Use jurisdictional map or call Public Works receptionist to verify jurisdiction.

Report spill to the appropriate jurisdiction

Check jurisdictional map (Append A) to determine which jurisdiction the spill is in. If spill is not within Milwaukie City limits, report it to the correct jurisdiction.

City Of Portland: 503-823-7108 503-323-3398 503-823-8805
Clackamas County: 503-742-4567 (Monday thru Thursday – 7:30am-5:30pm)
Oak Lodge: 503-653-1653
Multnomah County: 503-988-1653

Is spill landlocked and more than 42 gallons?

If yes, report spill to Oregon Emergency Response System at 1-800-452-0311. Also contact Code Compliance Enforcement at 503-786-7409.

Has spill entered a waterway or Storm infrastructure?

If yes, report spill to Oregon Emergency Response System at 1-800-452-0311. Also contact Code Compliance Enforcement at 503-786-7409.

Can the responsible party (RP) provide clean-up?

The person or persons that caused the spill is also responsible for the clean-up and costs associated with the clean-up. The City of Milwaukie will monitor the clean-up to ensure proper procedures are followed. The City of Milwaukie will inspect at the completion of clean-up to verify that a proper and thorough clean-up was done.

Proceed with clean-up

A supervisor will determine if City Public Works staff or an environmental cleanup company will perform the clean-up.

Invoice responsible party for clean-up (if Public Works staff performs)

The Hansen work order will be used for the billing process, so it is important to include all equipment, vehicles, materials and personnel used in the work order.

Have the RP commence clean-up

Have the responsible party commence clean-up once you are able to determine they have the ability to provide the clean-up.

Inspect for acceptable clean-up

Inspect the clean-up efforts, determine if the spill was cleaned up and disposed of properly.

Complete Spill & Illicit Discharge Investigation Report Form

File this report into the NPDES Compliance notebook. Complete Hansen work order.

Attachment B

PROCEDURES FOR REPORTING TO DEQ

Instructions for reporting Sewer Overflows within 24 hours to O.E.R.S. and DEQ:

When contacting OERS, provide listed information:

The location of the overflow, address and manhole number

The receiving water

An estimate of the volume of overflow

A description of the component from which the release occurred (e.g., manhole, constructed overflow pipe, crack in pipe)

The estimated date and time when the overflow began and stopped or will be stopped

Instructions for Sewer Overflow written report to DEQ:

The following information must be provided in writing to DEQ Department Regional Office within 5 days of the time of becoming aware of the overflow:

The OERS incident number

The cause or suspected cause of the overflow

Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps.

Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps

The rainfall intensity (inches/hour) and duration of the storm associated with the overflow.

Email a written and signed PDF report to: Contact DEQ for updated contact or mail a written and signed report to:

Attn: ? Contact DEQ for updated contact

(503) 229-5586

DEQ NWR WQ

2020 SW 4th Ave., Suite 400

Portland, OR 97201

DEQ may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

Documentation filing:

Log all Illicit Spill and Discharge Investigation forms in NPDES Compliance data notebook, located in Utility Specialist office.

Wastewater flow requests:

If you are contacted by Clackamas County Service District #1 to divert the flows at the Brookside Lift Station from City of Milwaukie to City of Portland, take the name and phone number of the person requesting, contact Gary Parkin, Public Works Director, before diverting flows.

Attachment C

PROCEDURES FOR REPORTING TO HANSEN

CREATE THE ASSET

The asset will be created as a storm miscellaneous and the ID # will be "SPILL" plus the date, as in the example.

Then enter the address closes to where to spill began. No more data is needed for the spill asset.

Storm Miscellaneous Inventory

Misc ID: SPILL 2-5-2009 Description: SPILL RESPONSE

Address: 2366 SE OCHOCO ST MILWAUKIE OR 97222-

Qualifier:

Address: 2366 SE OCHOCO ST MILWAUKIE OR 97222-

Area: Parcel:

Sub-area: X Coord:

District: Y Coord:

Loc: Z Coord:

Map #:

Location Structural Assets Name Plate/Perf Assets Comments Maint

CREATING THE WORK ORDER

Fill in the work order as you see here.

Use your own department in the budget line.

Very Important – Be thorough in the comments, list everything you have, names, phone numbers, material used, how many City personnel were on site, trucks used, what caused the incident, description of pollutant, etc. This information could be used for a report to DEQ. So keep in mind DEQ may read these someday.

Work Order

Work Order #: 25762

Asset: STMS Unit ID SPILL 2-5-2009 SPILL RESPONSE

Address: 2366 SE OCHOCO ST

Activity: SPILL SPILL RESPONSE AND/OR CLEAN-UP WO Type: WO

Initiated: 02/05/2009 14:25 Source: Authorization:

Scheduled: 02/05/2009 14:25 Maint Type: CM Assigned To:

Due: / / : Problem: SPILL Crew:

Initiated By: Priority:

Project: Out of Service:

Budget #: STORM Potential Service Request:

Started: 02/05/2009 14:25 Result: CLEAN Total Usage: 0.00

Completed: 02/05/2009 14:25 Condition: PWIS

Comp By: RMS Quantity: 0.000

Hours: 4.00

Down Time: 0.00 Major Failure:

Work Order Comments Activities Failures Costs Standard Perf Ind Log Schedule

Revised 6/26/13