

Appendix D: The Village of Pinckney DPW Facility Spill Response Plan
 EMERGENCY NUMBERS (to be posted at key telephones throughout facility)

Agency Name	Phone Number
Local Fire Department	
Emergency	911
Nonemergency	734-878-6788
Fire Chief Cell # (First Responders)	810-223-8624
Police	
Emergency	911
Nonemergency	734-878-3700
Police Chief Cell	517-245-2399
Livingston County Environmental Health Department	
Nonemergency	(517) 546-9850
Livingston County Health Department	(517) 546-9858
Livingston County Drain Commission	(517) 546-0040
Department of Environment, Great Lakes, And Energy (EGLE)	
8:00 a.m. – 5:00 p.m. Lansing Michigan District Office	(800) 662-9278
After Hours: PEAS Hotline	1-800-292-4706
EMERGENCY SPILL RESPONSE COMPANY	
If the Village is unable to properly respond to a spill. The Fire Dept. is our first responders and will contact all responsible parties as needed (i.e., large or hazardous spills)	911 The fire department is our first responders for any large or small hazardous spills
Waste Water Treatment Plant	
For spills into the sanitary system, contact the local WWTP	734-878-0666
Note: Any additional Emergency Contact Numbers refer to the Contingency Plan	

SPILL RESPONSE PLAN - FOR SMALL SPILLS (Less than 5 gallons)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. When in doubt consult the Material Safety Data Sheets for hazards.
4. Notify Supervisor.
5. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. If spilled material has entered a storm sewer, check catch basins and contact Dustin Moma at: 734-878-0666.
7. Clean up spilled material/absorbent (do not flush with water).
8. Dispose of cleaned material/absorbent into secure container for proper disposal.
9. Complete a Spill Reporting Sheet.

SPILL RESPONSE EQUIPMENT

- 5 lb floor dry
- 1 – Shovel
- 1 - Broom
- 1 – Absorbent Boom
- 5– Absorbent Pads
- Container for clean-up (dustpan, 5-gallon container, etc)

SPILL RESPONSE PLAN - MEDIUM SPILLS (5 < 50 gallons)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder.
2. Stop source of spill (plug hole, upright the container, shut off valve).
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911. When in doubt consult the Material Safety Data Sheets for hazards.
4. Contact co-workers and Supervisor for assistance and to make them aware of the spill and potential dangers.
5. Block the nearest storm drain (use absorbent or other material as necessary, close valve to drain, cover or plug drain).
6. Stop spill from spreading (use absorbent or other material).
7. If spilled material has entered a storm sewer, check catch basins and contact Dustin Moma at 734-878-0666
8. Clean up spilled material with absorbent (do not flush with water) – If outside clean-up service is required contact them.
9. Dispose of cleaned material/absorbent into secure container for proper disposal.
10. Complete a Spill Reporting Sheet.

SPILL RESPONSE EQUIPMENT

- 20 lb floor dry
- 1 – Shovel
- 1 - Broom
- 2 – Absorbent Booms
- 20 – Absorbent Pads
- Container for clean-up (30 gal)

SPILL RESPONSE PLAN - LARGE SPILLS (Greater than 50 Gallons or 50 pounds)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder
2. Stop source of spill (plug hole, upright the container, shut off valve)
3. Check for hazards (flammable material, noxious fumes, cause of spill). If flammable liquid is spilled, turn off engines and nearby electrical equipment. If serious hazards are present leave the area and call 911.
4. Call Curt Ruff (Fire Chief First Responder) at (810) 223-8624 to make them aware of the spill and potential dangers. Notify police and fire departments if necessary for possible lane closure and need for assistance.
5. **LARGE SPILLS ARE LIKELY TO PRESENT A HAZARD AND WILL REQUIRE SPILL RESPONSE SERVICES FROM EMERGENCY RESPONSE COMPANY**
6. Protect all drains from spilled material (use absorbent or other material as necessary, cover or plug drain)
7. Stop spill from spreading (use absorbent or other diking material such as sand, dirt, etc.)
8. For spills of materials indoors, clean up spilled material with absorbents, oil dry, etc. (Do not flush with water). If material is spilled outside, a clean-up service may be required.
9. Spilled salt will be swept up and either transferred to the Salt Storage Building, or into a truck for road application use. Industry standards will be followed regarding usage concentration and application rates using normally accepted practices.
10. Dispose of cleaned material/absorbent into secure container for proper disposal.
11. A call to PEAS at 800-292-4706 will be made to report the release.
12. Written report MUST be submitted within 10 days after the release to:

EGLE
525 West Allegan Street
P.O. Box 30242
Lansing, MI 48909-7742
PH: (800) 662-9278

a. Livingston County Health
Department
Health Administration Building
2300 East Grand River Howell,
MI 48863
PH: (517) 546-9850

SPILL RESPONSE EQUIPMENT

- 50 lb floor dry/sand/absorbent material
- 1 - Broom
- 1 - Shovel
- Caution Tape
- 5- Absorbent Booms
- 20 - Absorbent Pads
- Container for clean-up (30 gal)

Appendix E: SPILL REPORTING SHEET

Date of Incident	
Time of Incident	
Location & Cross Streets	
Type of Spill	
Estimated Quantity	
Reported To	
Time Reported	
Responsible Party	
Address	
Phone Number/Contact	
Describe materials used to clean up spill:	
Describe response measures that have been done, and the schedule for completion of other measures to be taken, or both	
Describe measures taken to prevent recurrence of similar releases	
Completed By:	

Additional Notes: