



**Standard Operating Procedure:
Spill Response**

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Scope

This procedure applies to any spills that could potentially enter the University storm sewer system or local waterways. Examples of spills include petroleum products, paint, chemicals, liquids other than water, and erodible materials which, if exposed to rainwater, could become a pollutant.

Responsibility

UVA staff and contractors must follow spill response procedures, including stopping or containing the release, whenever a spill is observed. If personnel are unsure of spill response procedures or if any non-staff member observes a spill, they should call Environmental Health and Safety at 434-982-4911 or the FM Academic Customer Support Center at 434-924-1777 to report the spill. As long as it is safe to do so, personnel should begin efforts to prevent the spill from entering a storm sewer inlet or reaching state waters immediately upon discovery.

Procedures

1. Spill Response

- a. As soon as a spill is discovered the subsequent procedures should be followed so long as doing so does not present any personal danger to the responder:
 - i. If possible to do safely, stop the release.
 - ii. Contain the spill. Use available materials including spill kits supplies, mulch, dirt, sand, etc. to dam up the spill and prevent further flow of the material from the spill area.
 - iii. Try to prevent spill material from reaching storm water drop inlets using any available means to minimize the amount of substance flowing to the drain and contain the substance at the discharge point.
 - iv. Warn other employees and onsite personnel of the spill as needed or if assistance is required.
 - v. As needed, notify the FM Academic Customer Support Center or EHS or ask another employee to do so. For any petroleum or hazardous chemical discharge, release, or spill, EHS or the FM Academic Customer Support Center must be notified as shown in the table below.
 1. The SPCC Program Manager should also be notified in the event of a petroleum spill.
 2. The notification should include the location of the spillage, type of material, estimated quantity of the spill, and a description of measures that have been taken to confine the spilled material and prevent further spillage. If the spill is large or imminent danger exists, call 911.

Title	Business Hours	Non-Business Hours
Environmental Health and Safety	(434) 982-4911	(434) 982-4865
Facilities Management Academic Customer Support Center	(434) 924-1777	(434) 924-1777
SPCC Program Manager – petroleum spills only (Kristin Carter)	(434) 982-5034	(434) 989-0623

- vi. For oil or other floating materials use a floating boom from a spill kit to confine the spillage or contact EHS for assistance.
- vii. EHS should be consulted regarding the proper disposal of saturated materials resulting from a spill as certain materials, including chemicals and petroleum products, may require special handling.
- viii. Environmental Resources should be consulted prior to initiating any clean-up activities that involve efforts beyond using a spill kit to ensure remediation efforts do not result in additional impacts to the environment.
- ix. Under no circumstance should the spilled material be hosed down or otherwise washed down a storm drain.

2. Notifications

- a. Environmental Resources staff are responsible for making the following reports as appropriate:
 - i. Spills that may impact the Albemarle County MS4 should be reported to the Water Resources Program.
 - ii. Spills that may impact the City of Charlottesville MS4 should be reported to the Water Resources Specialist.
 - iii. Spills resulting from the operation of a contractor working on behalf of UVA should be reported to UVA Risk Management at orm-frm@virginia.edu.
 - iv. Spills that enter UVA’s MS4 or state waters should be reported to DEQ within 24 hours of discovery as follows. Current reporting information was obtained from the DEQ website and via instructions from DEQ VRO PREP Staff.
 - 1. During *normal work hours* call the number listed for the Pollution Response Program (PREP) for the [PREP Regional Office Contact](#) that covers the area where the incident occurred. DEQ prefers that all initial reports be made over the phone when possible [*currently the number for the Valley Regional Office is 540-574-7800*] A follow up report should also be made via email as instructed by the person receiving the call.
 - 2. Alternatively, the on-line [Pollution Reporting Form](#) allows citizens and permittees to report pollution events on-line. Once you complete the form, a unique reference number is provided. **IMPORTANT** – citizens and permittees should make note of this number. The number will be required for follow-up on any pollution report.

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3. *Nights, holidays, and weekends*, call the Virginia Emergency Operations Center 24-hour reporting number, 1 800 468-8892. Starting with the 2023-2028 MS4 Permit, online PReP reporting can function as night, holiday, and weekend reporting.