

REGIONAL WATER QUALITY CONTROL PLANT
2501 Embarcadero Way
Palo Alto, CA 94303
Telephone: 650/329-2598

Operated by the City of Palo Alto for the
East Palo Alto Sanitary District, Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Stanford

SPILL CONTROL PLAN GUIDELINES

Following is a list of topics that must be addressed in a Spill Control Plan. These topics should be developed to provide effective spill control at your facility with special emphasis on preventing discharges to the sanitary and storm sewers (approx. 5-10 pages). The Spill Control Plan, developed per the requirements of the Hazardous Materials Management Plan, may be submitted provided it addresses discharges to the sanitary and storm water.

Prevention:

- 1) General Best Management Practices
- 2) Chemical Storage Descriptions and Practices (i.e. segregation, berming, etc.)
- 3) Control Measures and Devices in Lab, Process, Chemical Use, and Chemical Storage Areas (i.e. secondary containment, diking material, plugs, etc.)
- 4) Employee Training

Spill Abatement and Clean-Up Procedures

- 1) Testing of Spilled Material (i.e. who, what tests, etc.)
- 2) Clean-Up Materials (i.e. what materials, location, etc.)
- 3) Who and How to Clean Spills
- 4) Abatement Methods (i.e. how to prevent it from entering sewer and/or storm system).
- 5) Disposal Methods
- 6) Neutralization Methods
- 7) Employee Training

Emergency Response

- 1) What in-house personnel and agencies (RWQCP, Fire, Police, State, etc.) to notify, and under what circumstances. The spill plan shall list 911 and the RWQCP (650-329-2598) as contacts if a spill is released to the sanitary sewer or storm drain system.
- 2) Posting of emergency response procedures and contact phone numbers.
- 3) Employee Training