PURPOSE

The purpose of this program is to ensure that all hazardous substances and chemical wastes are handled and managed in a way that prevents release.

1. GENERAL
2. The Company shall maintain an Emergency Response Plan to include proper communication measures for employees to initiate in the event of a spill. Communication procedures should be based on type and quantity of materials spilled.
3. The Company has appoint the Onsite Supervisor to be responsible for the reporting of spills and associated incident reports.
4. In the event of a spill, the Onsite Supervisor will be responsible for determining the extent of the spill and communicating incident to all applicable personnel and agencies.
5. The Company shall maintain a proper spill kit with appropriate supplies for materials that may be spilled. Supplies must be easily accessible when required, and considerations must be made for both the type and quantity of materials.
6. PREVENTION

The following shall be used as a general guideline for onsite spill prevention measures:

* + Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to, clean and organized storage, labeling, and secondary containment where necessary;
	+ All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot;
	+ All hazardous substance containers should be closed while not in use;
	+ Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment;
	+ Implement preventative maintenance activities to reduce the potential for release from equipment;
	+ Immediately clean up and properly manage all small spills or leaks;
	+ Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring;
	+ Use signage to identity hazardous substance storage or waste collection areas;
	+ Keep all work areas and hazardous substance storage areas clean and in good general condition;
	+ Chemicals should be stored in proper containers to minimize the potential for a spill;
	+ Whenever possible, chemicals should be kept in closed containers and stored so they are not exposed to storm water.
1. RESPONSE
2. All spills regardless of size must be reported to the Company’s Onsite Supervisor. The person observing the incident will take the following actions:
* Assess the safety of the situation, including the risk to the surrounding public, if any;
* If safe to do so, make every effort to remove potential ignition sources and stop the source of the spill;
* Promptly notify the Company’s Onsite Supervisor and/or Client Representative
1. Upon learning of the spill, the Onsite Supervisor will implement the following measures:
* If safe to do so, barriers will be constructed with available equipment to physically contain the spill;
* Sorbent materials will be applied to the spill area;
* If a spill is beyond the scope of on-site equipment and personnel, an Emergency Response Team will be secured to further contain and clean up the spill.
1. EMPLOYEE TRAINING
2. Company Employees shall be trained on the proper response procedures for spilled materials. The training should include materials available for use, proper waste disposal, and communication procedures.
3. Training shall include a review of the Spill Prevention and Emergency Response Plan, and a review of location and use of emergency response equipment. Training can be recorded through safety committee meetings, employee training sessions, or other equivalent record keeping.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |