

City of Canton
DRAFT Best Management Practice (BMP) for City Vehicle Spill/Leak Response Protocol
9/3/15

Purpose: Even small spills or leaks from vehicles can have cumulative effects that add up to a significant source of potential pollutants in storm water discharges and groundwater. One goal of the City of Canton's Storm Water Management Program is to prevent spills and leaks, maintain a regular inspection and repair schedule of City vehicles, and correct potential spill/leak situations before they can occur. When a spill or leak does occur, quick and effective response can prevent pollutants from reaching areas susceptible to storm water runoff.

Important Phone #s:

Fire Dispatch:	330-649-5900 (non-emergency)
Emergency:	911
Street Department:	330-489-3031*
Collection Systems Department (CSD):	330-489-3031*
Vehicle Maintenance:	
DMV:	330-489-3012* (For all non-Fire Dept. vehicles)
Fire Dept. Garage:	330-489-3411 (For Fire Dept. vehicles only)

*Contact Fire Dispatch if unavailable

General Requirements for all departments with city vehicles:

1. All City employees who operate a City vehicle shall be knowledgeable of this BMP and abide by it.
2. Spills and leaks shall be cleaned up promptly. Never wash spills/leaks down storm drains! Illicit discharges into storm drainage systems are strictly prohibited by City ordinance (Chapter 961) and are a violation of National Pollutant Discharge Elimination System (NPDES) standards.
3. All department foremen vehicles shall be supplied with spill kits and containment and cleanup materials (rags, sorbent materials, brooms, etc.) for use to respond when contacted by employees for vehicle spills/leaks in the field. Vehicle Maintenance shall be contacted in the absence of foremen.
4. All department vehicles shall be equipped with rags for employee cleanup of small leaks/spills.
5. All departments shall have spill kits, drip pads/pans, and sorbent materials readily available on site for use by employees to respond to spills/leaks occurring at the department.
6. All departments shall designate an employee to perform routine inspections of department vehicles for leaks. Such inspections shall be documented in writing and kept on file at the department.
7. All departments shall have a written spill response plan posted in the department with spill kits and response materials.
8. Vehicle Maintenance shall be notified of all vehicle spills/leaks.
9. All materials used to contain and clean up spills/leaks shall be cleaned or discarded legally in accordance with applicable regulations.
10. All departments shall ensure their employees are trained with respect to spill prevention and response protocol, including the "City of Canton Illicit Discharge Detection & Elimination (IDDE) Response Protocol" flowchart (available on City Engineering Department's Storm Water Management webpage at <http://cantonohio.gov/engineering/?pg=510>).

Employee response protocol for city vehicle spills/leaks:

1. Upon discovery of spill/leak, discontinue vehicle use immediately unless the vehicle can be safely operated without the use of the respective fluid (e.g. washer fluid, etc.)
2. Contact the Fire Department immediately in an emergency or if a spill has entered a waterway.
3. Location of spill/leak:
 - a. **If spill/leak occurs in field:** As appropriate, employee should use a rag or sorbent material (e.g. Oil-Dri, dry granular materials, etc.) if available to clean up the spill. If the spill requires a spreader for Oil-Dri or sand application, contact Street Department. If a rag or sorbent materials are unavailable, contact department foreman immediately. If a foreman is unavailable, contact Vehicle Maintenance immediately. If a foreman or Vehicle Maintenance are unavailable, contact Fire Dispatch immediately. The contact shall respond

immediately to the location with spill kit and response materials. The source of the leak shall be secured to prevent additional leakage during transport. Notify Vehicle Maintenance.

- b. **If spill/leak occurs at department location:** Employee should use a rag or sorbent material (e.g. Oil-Dri, dry granular materials, etc.) as appropriate to clean up the spill. For constant drips/leaks, place and secure drip pad/pan under the vehicle leak. Place signage to not operate the vehicle until it is repaired. Notify a foreman or department head of the spill/leak. Also notify Vehicle Maintenance.
4. If the spill/leak poses a threat to enter a storm drainage system, inlet protection shall be placed at the drainage system entry point. Inlet protection may consist of sorbent socks or other sorbent materials, etc. Do not rinse the spill/leak into storm drainage systems!
5. If the spill/leak enters a storm drainage system, CSD* shall be contacted immediately. Also see “City of Canton Illicit Discharge Detection & Elimination (IDDE) Response Protocol” flowchart (available on City Engineering Department’s Storm Water Management webpage at <http://cantonohio.gov/engineering/?pg=510>).
6. Hazardous spills/leaks should be addressed only by trained personnel. If additional assistance is needed, contact the Fire Department immediately.
7. Always contact Vehicle Maintenance to inform them of the spill/leak. Leaky vehicles should be stored indoors until serviced. If the vehicle must be parked outside, drip pads/pans shall be placed and secured under the vehicle until serviced.