

MATERIAL HANDLING AND SPILL PREVENTION PLAN

A. Purpose

The purpose of this plan is two fold: 1. To help protect the health and safety of those working on the site as well as the environment. 2. Preventing the contamination of storm water runoff. Pollutants generated onsite may include gasoline, diesel fuel, oils, grease, paints, pesticides, nutrients, concrete washout, soil, solvents, paper, plastic, Styrofoam, metals, glass and other forms of liquid or solid wastes. This plan outlines procedures to help prevent health and safety issues, contamination of storm water by onsite pollutants, help prevent fuel and chemical spills and provide a response procedure should a spill occur.

B. Prevention and Readiness

1. The contractor or responsible party will prepare a contact list in the event of a spill on the site. The contact list will have names and contact numbers. The contact list will specify first responders and a chain of command. Include information on what circumstances require the initiation of the contact list and chain of command.
2. The contractor/owner shall maintain a list of qualified contractors, Vac-trucks, tank pumpers and other equipment or businesses qualified to do clean-up operations. Absorbent materials and supplies need to be available onsite in sufficient quantities to address minor spills. All employees need to be educated on the proper application of the absorbent materials.
3. All maintenance and equipment operators must be aware and trained for prevention of spills. A continuing education program is required for new employees and emphasizing the importance to all employees.
4. All materials used in the course of a cleanup will be disposed in a manor approved by Indiana Department of Environmental Management.
5. Using water to flush spilled material will not be permitted unless authorized by a [state, federal, or local agency person in authority](#). Tarps can be used to cover spilled material during rain events.

C. Spill Response

Minor – Small spills that typically involve oil gasoline, paint, hydraulic fluid etc. Minor spills can be controlled by the first responder at the discovery of the spill.

- Contain spill to prevent material from entering storm or ground water. Do not flush with water or bury.
- Use absorbent material to clean-up spill [material and any subsequently contaminated soils](#) and dispose of properly.

Semi-significant Spills – Approximately ten gallons or less of pollutant with no contamination of ground or surface waters. Minor spills can be generally controlled by the first responder with help from other site personnel. This response may require other operations to stop to make sure the spill is quickly and safely addressed. At the discovery of the spill:

- Contain spill to prevent material from entering storm or ground water. Do not flush with water or bury.
- Use absorbent material to clean-up spills and dispose of properly. Spills on [clayey soils](#) should be contained by constructing an earthen dike [and should be disposed of as soon as possible to prevent migration deeper into the soil and groundwater](#). Dispose of contaminated soils or absorbents properly.
- Contact 911 if this spill could be a safety issue.
- Contact supervisors and designated inspectors immediately
- Contaminated solids to be removed to an approved landfill.

Major or Hazardous Spills – More than ten gallons, there is the potential for death, injury or illness to humans or animals or has the potential for surface or groundwater pollution.

- Control or contain the spill without risking bodily harm. [Temporarily plug storm drains if possible to prevent migration of the spill into the stormwater system](#).
- Immediately contact the local Fire Department at 911 to report any hazard material spill.
- Contact supervisors and designated inspectors immediately. Other county or municipal officials (*list as needed*) responsible for storm water facilities should be contacted as well. The contractor is responsible for having these contact numbers available at the job site. A written report should be submitted to the owner as soon as possible.
- As soon as possible but within 2 hours of discovery, contact the Department of Environmental Management, Office of Emergency Response 1-888-233-7745. The following information should be noted for future reports to IDEM or the National Response Center.
 - Name, address and phone number of person making the spill report
 - The location of the spill
 - The time of the spill
 - Identification of the spilled substance
 - Approximate quantity of the substance that has been spilled or may be further spilled
 - The duration and source of the spill
 - Name and location of the damaged waters
 - Name of spill response organization
 - What measures were taken in the spill response
 - Other information that may be significant

Additional regulation or requirements may be present. A spill response professional should be consulted to make sure all appropriate and required steps have been taken.

Contaminated solids should only be removed from the site after approval is given by Emergency Response.

D. The following procedures and practices will help prevent unnecessary spills

I. Vehicle and Equipment Fueling

Description and Purpose:

- Vehicle equipment fueling procedures and practices are designed to prevent fuel spills and leaks, and reduce or eliminate contamination of stormwater. This can be accomplished by using offsite facilities, fueling in designated areas only, enclosing or covering stored fuel, implementing spill controls, and training employees and subcontractors in proper fueling procedures.

Limitations:

- Onsite vehicle and equipment fueling should only be used where it is impractical to send vehicles and equipment offsite for fueling.

Implementation:

- Use offsite fueling stations as much as possible. These businesses are better equipped to handle fuel and spills properly. Performing this work offsite can also be economical by eliminating the need for a separate fueling area at a site.
- Discourage “topping-off” of fuel tanks.
- Absorbent spill cleanup materials and spill kits should be available in fueling areas and on fueling trucks, and should be disposed of properly after use.
- Drip pans or absorbent pads should be used during vehicle and equipment fueling, unless the fueling is performed over an impermeable surface in a dedicated fueling area.
- Use absorbent materials on small spills. Do not hose down or bury the spill. Remove the absorbent materials promptly and dispose of properly.
- Avoid mobile fueling of mobile construction equipment around the site; rather, transport the equipment to designated fueling areas.
- Train employees and subcontractors in proper fueling and cleanup procedures.
- Dedicated fueling areas should be protected from stormwater run-on and runoff, and should be located at least 50 feet away from the downstream drainage facilities and watercourses. Fueling must be performed on level-grade areas.
- Protect fueling areas with berms and dikes to prevent run-on, runoff, and to contain spills.
- Nozzles used in vehicle and equipment fueling should be equipped with an automatic shutoff to control drips. Fueling operations should not be left unattended.
- Federal, state, and local requirements should be observed for any stationary above ground storage tanks.

Inspection and Maintenance

- Vehicles and equipment should be inspected each day of use for leaks. Leaks should be repaired immediately or problem vehicles or equipment should be removed from the project site.
- Keep ample supplies of spill cleanup materials onsite.
- Immediately clean up spills and properly dispose of contaminated soils.

II. Solid Waste Management

Description of Purpose:

- Solid waste management procedures and practices are designed to prevent or reduce the discharge of pollutants to stormwater from solid or construction waste by providing designated waste collection areas and containers, arranging for regular disposal, and training employees and subcontractors.

Suitable Applications

This BMP is suitable for construction sites where the following wastes are generated or stored:

- Solid waste generated from trees and shrubs removed during land clearing, demolition of existing structures (rubble), and building construction.
- Packaging materials including wood, paper, and plastic.
- Scrap or surplus building materials including scrap metals, rubber, plastic, glass pieces, and masonry products.
- Domestic wastes including food containers such as beverage cans, coffee cups, paper bags, plastic wrappers, and cigarettes,
- Construction waste including brick, mortar, timber, steel and metal scraps, pipe and electrical cuttings, non-hazardous equipment parts. Styrofoam and other materials send transport and package construction materials.

Implementation:

The following steps will help keep a clean site and reduce stormwater pollution:

- Select designated waste collection areas onsite.
- Inform trash-hauling contractors that you will accept only watertight dumpsters for onsite use.
- Inspect dumpsters for leaks and repair any dumpster that is not watertight.
- Provide an adequate number of containers with lids or covers that can be placed over the container to keep rain out or to prevent loss of wastes when it is windy.
- Plan for additional containers and more frequent pickup during the demolition phase of construction.

- Collect site trash daily, especially during rainy and windy conditions.
- Remove this solid waste promptly since erosion and sediment control devices tend to collect litter.
- Make sure that toxic liquid wastes (used oils, solvents, and paints) and chemicals (acid, pesticides, additives, curing compounds) are not disposed of in dumpsters designed for construction debris.
- Do not hose out dumpsters on the construction site. Leave dumpster cleaning to the trash hauling contractor.
- Arrange for regular waste collection before containers overflow.
- Clean up immediately if a container does spill.
- Make sure that construction waste is collected, removed, and disposed of only at authorized disposal areas. Solid waste storage areas should be located in areas prone to flooding or ponding.
- Locate solid waste dumpster a minimum of 50' away from storm water inlets or other drainage facilities.
- Locate dumpster on stone or earth to minimize the potential for spills or leaks to drain immediately into a drainage facility.

Inspection and Maintenance:

- Inspect and verify that activity-based BMPs are in place prior to the commencement of associated activities. While activities associated with the BMP are under way, inspect weekly to verify continued BMP implementation.
- Inspect BMPs subject to non-stormwater discharge daily while non-stormwater discharges occur.
- Inspect construction waste are regularly.
- Arrange for regular waste collection.

III. Concrete Washout

The following steps will help reduce stormwater pollution from concrete wastes:

- Discuss the concrete management techniques described in the BMP (such as handling of concrete waste and washout) with the ready-mix concrete supplier before any deliveries are made.
- Incorporate requirements for concrete waste management into material supplier and subcontractors' agreements.
- Store dry and wet materials under cover, away from drainage areas.
- Avoid mixing excess amounts of fresh concrete.
- Perform washout of concrete trucks offsite or in designed areas only.
- Do not wash concrete trucks into storm drains open ditches, streets, or streams.
- Do not allow excess concrete to be dumped onsite, except in designed areas.

For onsite washout:

- Locate washout areas at least 50 feet from storm drains, open ditches, or water bodies.
- Do not allow runoff from this area by constructing a temporary pit or bermed area large enough for liquid and solid waste.
- Wash out wastes into the temporary pit where the concrete can set, be broken up, and then disposed properly.
- Avoid creating runoff by directing water to a bermed or level area when washing concrete to remove fine particles and expose the aggregate.
- Do not wash sweepings from exposed aggregate concrete into the street or storm drain. Collect and return sweepings to aggregate base stockpile or dispose in the trash.

IV. Vehicle Maintenance Areas

Purpose- To prevent spills during the normal maintenance of construction machinery.

Implementation- Where and when feasible, maintenance shall be performed offsite in covered facility with an impervious floor.

- Use a dedicated site for machinery maintenance
- Site the maintenance area at least 50 feet from storm water inlets or water bodies
- Maintain clean up materials close at hand. Utilize drip pans and absorbent pads to prevent oils from reaching the soil surface.
- Inspect equipment daily for leaks or worn hoses. Repair or replace to prevent onsite spills
- Properly dispose of all fluids removed or spilled from machinery.

V. Fluids, paints, solvents and other chemicals storage and use

Purpose- To prevent spills during the use and storage of the materials

Implementation-

- Store materials in their original containers
- Maintain safety data sheets on all products
- Store materials in a weather proof/vandal resistant locker or building
- Keep materials away from flammable sources
- Provide and read instructions for the proper use and storage of all materials
- For bulk material stored onsite, provide diking or double containment in case of leaks or failures.
- No washout of solvent from paint supplies should be done near or into a storm water inlet or other drainage facility.

VI. Disposal of sediment laden water

Purpose- To prevent the purposeful discharge of sediment laden water into waters of the United States.

Implementation-

- The sediment and any other pollutant from all pumping or dewatering operations that discharge into storm sewers, wetlands, drainage ways or water bodies must be removed from the water before it's discharged.
- A suitable practice is needed at the discharge to allow the suspended solids to be removed from the water column. Slow moving water and time are needed components for an effective practice. Mechanical filters and chemical flocculants can do an excellent job of removing the fine materials.
- Sediment removal pumping bags may be used at the outlet of a pump. The bags must be sized appropriately for the amount of flow. The practice needs to be installed on erosion resistant surfaces. The outlet of the pumping bag must be erosion resistant to prevent additional sedimentation.
- Pumping operations that are moving clean water through a site are not required to have a pumping bag or similar device at the outlet. The point of discharge should be protected to prevent soil erosion.