



CITY OF OREGON CITY SPILL RESPONSE PLAN

EMERGENCY = Call 911

In the event of a hazardous material or waste release, fire, or emergency that is a danger to life, personnel health, or safety immediately call:

- 911;
- request the Clackamas County Fire Department Hazmat Unit and;
- the Oregon City Police Department if needed.

NON-EMERGENCY

Reportable Spills - Oregon Department of Environmental Quality categorizes reportable spills as:

- any amount of oil to waters for the state;
- oil spills on land in excess of 42 gallons;
- hazardous materials that are equal to, or greater than quantity listed in the Code of Federal Regulations, 40 CFR Part 302 (List of Hazardous Substances & Reportable Quantities), and amendments adopted before July 1, 2002;
- **when it doubt, REPORT IT.**

In the event of a non-emergency spill or release to water, soil, or air call:

- National Response Center: **1-800-424-8802**
- Oregon Emergency Response System: **1-800-452-0311**
- Oregon Department of Environmental Quality (Duty Officer): **1-800-452-4011**
- City of Oregon City Public Works: **503-657-8241**
- Clackamas County, (if spill affects street or storm): **503-557-6391**
- Clackamas County Water Environment Services, (if spill affects county sewer, or storm): **503-742-4567**

Be prepared to provide the following information (see Spill Reporting Form):

- Where is the spill?
- What spilled?
- How much spilled?
- How concentrated is the spilled material?
- Who spilled the material?

- Is anyone cleaning up the spill?
- Are there resource damages (e.g. dead fish or oiled birds)?
- Who is reporting the spill?
- How can you be reached?

Required Spill Control and Reporting BMPs:

1. Stop, contain, and clean up all spills immediately upon discovery. Do not flush absorbent materials or other spill cleanup materials to a storm drain or to surface water. Collect the contaminated absorbent material as a solid and place in appropriate disposal containers.
2. If any spill has reached, or may reach, a sanitary or a storm sewer, groundwater, or surface water, notify DEQ and the local sewer authority immediately (not to exceed one hour). Take reasonable steps to minimize any adverse impacts to waters of the state and to correct the problem. Follow up with written documentation covering the event within thirty (30) days unless otherwise directed by DEQ.
3. Place and maintain emergency spill containment and cleanup kit(s) at outside areas where there is a potential for fluid spills. These kits should be appropriate for the materials being handled and the size of the potential spill, and readily accessible to personnel responsible for spill response.
4. Oil includes the following: oil, gasoline, or diesel fuel that causes a violation of the state of Oregon's Water Quality Standards, or, that causes a film or sheen upon or discoloration of the waters of the state or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.
5. In the event of a reportable spill or release to water, soil, or air utilize the Spill Reporting Form to document information

City of Oregon City Spill Reporting Form

In the event of a reportable spill or release to water, soil, or air collect the following information:

1 – Reporting Party

OERS No. _____

- a. Company/Individual Name: _____
- b. Address: _____

- c. Company Contact Person: _____
- d. Phone Number(s): _____
- e. Specific on-site location of the release (and address if different from above):

Please provide a map of the site showing area(s) where the release occurred, any sample collection locations, location of roads/ditches/surface water bodies, etc.

2 – Responsible Party

- a. Company/Individual Name: _____
- b. Address: _____

- c. Company Contact Person: _____
- d. Phone Number(s): _____
- e. Specific on-site location of the release (and address if different from above):

Please provide a map of the site showing area(s) where the release occurred, any sample collection locations, location of roads/ditches/surface water bodies, etc.

3 - RELEASE INFORMATION

- a. Name, quantity and physical state (gas, liquid, solid or semi-solid) of material(s) released:

Please attach copies of material safety data sheets (MSDS) for released material(s).

Note: an MSDS is not required for motor fuels.

- b. The release affected: ____Air ____Groundwater ____Surface Water ____Soil ____Sediment

c. Date/Time Release started:_____ Date/Time stopped:_____

d. Release was reported to (specify Date/Time/Name of Person contacted where applicable):

ODEQ _____

OERS _____

NRC _____

Other (describe):_____

e. Name and distance to nearest surface water body(s), even if unaffected (include locations of creeks, streams, rivers and ditches that discharge to surface water on maps):

Has the release reached the surface water identified above?: ____Yes ____No

Could the release potentially reach the surface water identified above? ____Yes ____No

Explain:_____

f. Release or potential release to the air occurred? ____Yes ____No

Explain:_____

g. Was there a threat to public safety? ____Yes ____No

h. Is there potential for future releases? ____Yes ____No

Explain:_____

i. Describe other effects/impacts from release (emergency evacuation, fish kills, etc.):

j. Describe how the release occurred. Include details such as the release source, cause, contributing weather factors, activities occurring prior to or during the release, dates and times of various activities, first responders involved in containment activities, etc.:

4 - SITE INFORMATION

- a. Adjacent land uses include (check all that apply and depict on site maps):
☐ Residential ☐ Commercial ☐ Light Industrial ☐ Heavy Industrial
☐ Agricultural ☐ Other (describe): _____
- b. What is the population density surrounding the site: _____
- c. Is the site and/or release area secured by fencing or other means? ☐ Yes ☐ No
- d. Soil types (check all that apply): ☐ alluvial ☐ bedrock ☐ clay ☐ sandy
☐ silt ☐ silty loam ☐ artificial surface (cement/asphalt/etc.)
- e. Describe site topography: _____

5 - CLEANUP INFORMATION

- a. Was site cleanup performed? ☐ Yes ☐ No
 If No, explain: _____

- b. Who performed the site cleanup?
 Company Name: _____
 Address: _____

 Cleanup Supervisor: _____
 Phone Number(s): _____
- c. Has all contamination been removed from the site? ☐ Yes ☐ No
 If No, explain: _____

- d. Estimated volume of contaminated soil removed: _____
- e. Estimated volume of contaminated soil left in place: _____
- f. Was a hazardous waste determination made for cleanup materials? ☐ Yes ☐ No
- g. Based on the determination, are the cleanup materials hazardous wastes?

____Yes ____No If Yes, list all waste codes: _____

- h. Was contaminated soil or water disposed of at an off-site location? ____Yes ____No

If yes, attach copies of receipts/manifests/etc., and provide the following information:

Facility Name: _____

Address: _____

Facility Contact: _____

Phone Number(s): _____

- i. Is contaminated soil or water being stored and/or treated on-site? ____Yes ____No

If yes, please describe the material(s), storage and/or treatment area, and methods utilized (attach additional sheets if necessary):

- j. Describe cleanup activities including what actions were taken, dates and times actions were initiated and completed, volumes of contaminated materials that were removed, etc. (attach additional sheets or contractor reports if necessary or more convenient):

6 - SAMPLING INFORMATION

Attach copies of all sample data and indicate locations of sample collection on maps.

- a. Were samples of contaminated soil collected? ____Yes ____No ____N/A
 b. Were samples of contaminated water collected? ____Yes ____No ____N/A
 c. Were samples collected to show that all contamination had been removed?
 ____Yes ____No ____N/A
 d. Describe sampling activities, results and discuss rationale for sampling methods:

7 - SPILL REPORT CHECKLIST

To ensure that you have gathered all the information requested by the Department in this Spill/Release Report, please complete the following checklist:

- _____ Map(s) of the site showing buildings, roads, surface water bodies, ditches, waterways, point of the release, extent of contamination, areas of excavation and sample collection locations attached.
- _____ Material Safety Data Sheet (MSDS) for released material(s) attached. **Note: an MSDS is not required for motor fuels.**
- _____ Sampling data/analytical results attached.
- _____ Receipts/manifests (if any) for disposal of cleanup materials attached.
- _____ Contractor reports (if any) attached.

If you would like to submit your report by e-mail it can be submitted electronically to:
DOSPILLS@deq.state.or.us