

# SPILL/RELEASE REPORTING & CLEANUP POLICY



**FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS  
STAFF, TENANTS, AND CONTRACTORS**

**INTERNATIONAL AIRPORT  
EXECUTIVE AIRPORT  
MATHER AIRPORT  
FRANKLIN FIELD**

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**SPILL/RELEASE REPORTING & CLEANUP POLICY**  
**FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS (SCDA)**  
**STAFF, TENANTS, AND CONTRACTORS**

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## OVERVIEW

The business activities of Sacramento County Department of Airports (SCDA) and the activities of its tenants and contractors involve the storage and use of various hazardous materials. Common examples are fuels, lubricants, automotive fluids, and other similar materials that pose some level of hazard to human health or the environment when spilled or released.

The intent of the Spill/Release Reporting & Cleanup Policy (Spill Policy) is to establish a consistent, unified, and robust approach to meeting all relevant Federal, State, and local agency spill/release reporting and notification requirements. Additionally, the intent of this policy is to ensure that tenants and contractors are aware that they are responsible for cleanup of their spills, releases, or abandoned drums/containers, at their own expense.

Releases or contamination from underground storage tanks (USTs) are not covered by this policy. Tenants and contractors are responsible for additional reporting requirements and any cleanup related to operation of their USTs.

## **SPILL/RELEASE REPORTING**

The Spill Policy establishes a coordinated program for reporting incidents resulting from the activities of SCDA staff, tenants, or contractors to regulatory agencies.

This section of the policy contains (1) general instructions to employees to notify their supervisor of any spills, releases, or potential threats, and (2) specific instructions for supervisors, managers, or other designated reporting staff to determine whether or not spill/release incidents are required to be reported to any regulatory agencies.

*The attached guidance sheets are provided to assist in determining whether an incident is reportable and includes a one-page set of reporting instructions and a one-page reporting flowchart for International Airport. A separate set of sheets for Executive Airport/Franklin Field and Mather Airport are also provided.*

## **SPILL/RELEASE CLEANUP**

The Spill Policy also establishes that (1) tenants and contractors are responsible for cleanup of their own spills/releases at their own expense; (2) tenants and contractors are responsible for cleanup of any abandoned materials (containers, waste drums, etc.) at their place of business; and (3) SCDA is responsible only for cleanup of spills/releases from its own direct activities.

This policy also establishes that if SCDA cleans up hazardous materials spills/releases on behalf of a tenant or contractor, the tenant or contractor will reimburse SCDA for any and all costs, including contractor fees, SCDA staff costs, and administrative fees. A list of SCDA cleanup contacts for each site is included on page 11.

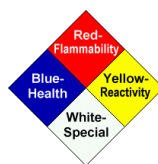
**SPILL/RELEASE REPORTING INSTRUCTIONS**  
**FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS (SCDA)**  
**STAFF, TENANTS, AND CONTRACTORS**

**PLEASE POST IN CONSPICUOUS AREA FOR EMPLOYEES**

**IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable or combustible** (e.g., fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g., acetylene & oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g., battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g., antifreeze, cleaners, sewage spills, etc.)



**IMMEDIATELY REPORT**

**ALL HAZARDOUS MATERIAL**

**SPILLS/RELEASES OR POTENTIAL THREATS**

**TO YOUR SUPERVISOR,**

**\*INCLUDING ALL SPILLS THAT HIT THE ENVIRONMENT**

## **SPILL/RELEASE REPORTING INSTRUCTIONS** **FOR INTERNATIONAL AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR OTHER  
DESIGNATED REPORTING STAFF**

### **A. IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable or combustible** (e.g. fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g. acetylene and oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g. battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g. antifreeze, cleaners, sewage spills, etc.)

### **B. NON-REPORTABLE SPILLS/RELEASES**

If a spill/release MEETS ALL OF THE FOLLOWING, it does not need to be reported:

- NO potential to enter the environment (unpaved areas, soil, storm drains, etc.)
- NO potential fire, health/safety, or medical emergency or potentially harmful exposure
- NO potential threat to property, must be contained, limited to small area, and stay on-site
- NO potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- Easily and quickly cleaned up with absorbent/spill kits (only if NO protective gear or special cleanup training is required)
- NO potential to reach or exceed 42 gallons
- NO potential that any evacuation may be necessary

**WHEN IN DOUBT, REPORT  
ALL SPILLS/RELEASES**

### **C. REPORTABLE SPILLS/RELEASES**

A spill, release, or threatened release that does not meet **all** criteria in "B" (above), or that meets or will meet **ANY OF THE DESCRIPTIONS BELOW MUST BE REPORTED IMMEDIATELY:**

- ANY potential for ANY AMOUNT to potentially enter the environment (unpaved area, soil, storm drains, etc.) or threaten property
- ANY potential fire, health/safety, or medical emergency or potentially harmful exposure
- ANY potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- ANY potential to reach or exceed 42 gallons, involve a large area, or involve off-site area
- A cleanup contractor, protective gear, or special training required for cleanup

### **TO REPORT SPILLS, RELEASES, OR THREATENED RELEASES:**

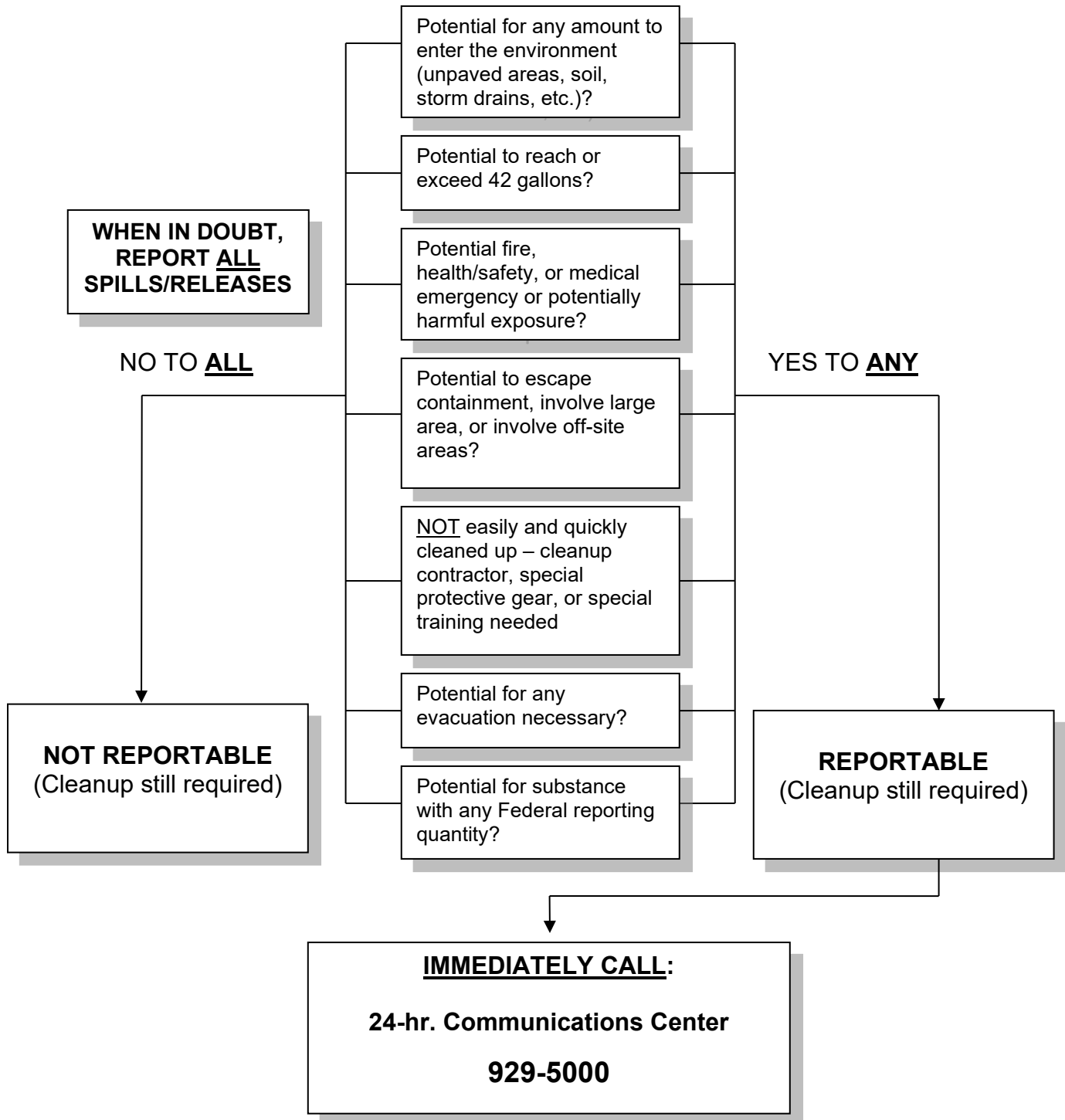
**IMMEDIATELY CALL:**

**24-hr. Communications Center**

**929-5000**

**SPILL/RELEASE REPORTING FLOWCHART**  
**FOR INTERNATIONAL AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS,  
OR OTHER DESIGNATED REPORTING STAFF**



## **SPILL/RELEASE REPORTING INSTRUCTIONS**

### **FOR EXECUTIVE AIRPORT, FRANKLIN FIELD AND MATHER AIRPORT ONLY**

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR OTHER DESIGNATED REPORTING STAFF**

#### **A. IDENTIFYING HAZARDOUS MATERIALS**

Hazardous materials are any solid, liquid, or gas substances, chemicals, or wastes that may threaten human health and safety or the environment. Some common characteristics are:

- **Flammable** or **combustible** (e.g. fuels, oil/lubricants, flammable gases, etc.)
- **Reactive, explosive, or radioactive** (e.g. acetylene and oxygen, compressed gases, etc.)
- **Corrosive or acidic** (e.g. battery acid)
- **Toxic, poisonous, infectious, or irritant** (e.g. antifreeze, cleaners, sewage spills, etc.)

#### **B. NON-REPORTABLE SPILLS/RELEASES**

If a spill/release MEETS ALL OF THE FOLLOWING, it does not need to be reported:

- NO potential to enter the environment (unpaved areas, soil, storm drains, etc.)
- NO potential fire, health/safety, or medical emergency or potentially harmful exposure
- NO potential threat to property, must be contained, limited to small area, and stay on-site
- NO potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- Easily and quickly cleaned up with absorbent/spill kits (only if NO protective gear or special cleanup training is required)
- NO potential to reach or exceed 42 gallons
- NO potential that any evacuation may be necessary

**WHEN IN DOUBT, REPORT  
ALL SPILLS/RELEASES**

#### **C. REPORTABLE SPILLS/RELEASES**

A spill, release, or threatened release that does not meet **all** criteria in "B" (above), or that meets or will meet **ANY OF THE DESCRIPTIONS BELOW MUST BE REPORTED IMMEDIATELY:**

- ANY potential for ANY AMOUNT to potentially enter the environment (unpaved area, soil, storm drains, etc.) or threaten property
- ANY potential fire, health/safety, or medical emergency or potentially harmful exposure
- ANY potential amount with a Federal reportable quantity (extremely hazardous, etc.)
- ANY potential to reach or exceed 42 gallons, involve a large area, or involve off-site area
- A cleanup contractor, protective gear, or special training required for cleanup

**TO REPORT SPILLS, RELEASES, OR THREATENED RELEASES, IMMEDIATELY CALL:**

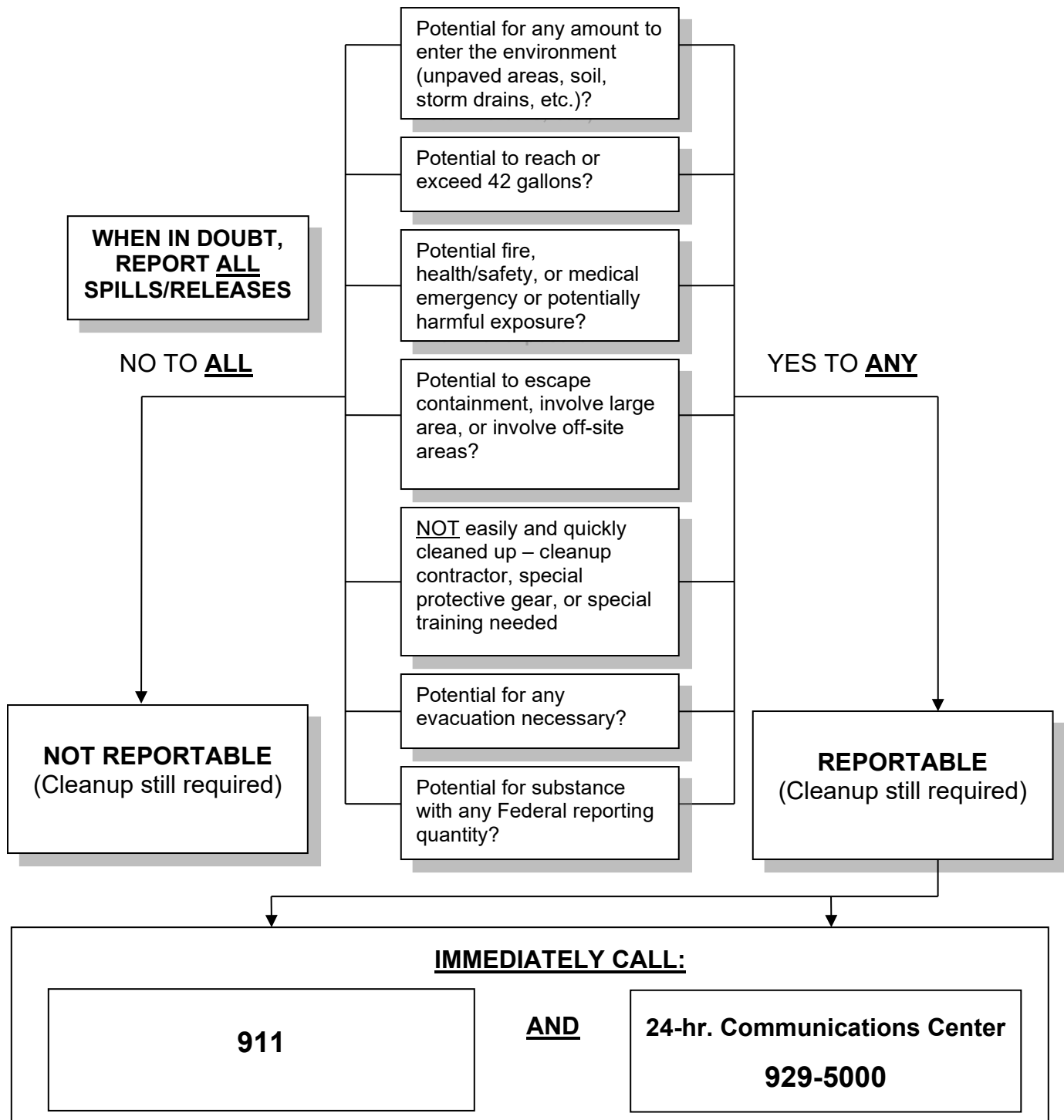
**911**

**AND**

**24-hr. Communications Center  
929-5000**

## SPILL/RELEASE REPORTING FLOWCHART FOR EXECUTIVE AIRPORT, FRANKLIN FIELD AND MATHER AIRPORT ONLY

**PLEASE MAKE THIS PAGE AVAILABLE TO SUPERVISORS, MANAGERS, OR OTHER  
 DESIGNATED REPORTING STAFF**





## **SPILL/RELEASE CLEANUP POLICY** **FOR SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS (SCDA)** **STAFF, TENANTS, AND CONTRACTORS**

### **TENANT/CONTRACTOR SPILLS, RELEASES, AND ABANDONED MATERIALS:**

Tenants and contractors are responsible for (1) cleaning up spills as a result of their activities, and (2) reporting releases in compliance with all Federal, State, and local laws and regulations. Additionally, all spills that hit the environment must be reported internally to the Communications Center, regardless of whether the substance is classified as hazardous. This includes spills of deicing fluid, lavatory carts, and porta-potties. Prompt reporting ensures that appropriate response actions are taken to minimize/ prevent impacts to water quality and maintain compliance with our stormwater permit and SWPPP. **Tenants and contractors should have their own cleanup arrangements in place and should not rely on SCDA for cleanup services.**

If a tenant's or contractor's spills/releases are not cleaned up promptly and adequately by that tenant or contractor, SCDA may arrange for cleanup. The tenant/contractor will reimburse SCDA for any and all costs, including contractor fees, SCDA staff costs, supplies, and administrative fees. This also applies to any abandoned materials (containers, waste drums, etc.) at a tenant's or contractor's place of business operations or maintenance.

If necessary, tenants or contractors may contact SCDA staff to request SCDA to arrange for cleanup of spills/releases.

### **SCDA ACTIVITIES (NON-TENANT, NON-CONTRACTOR) SPILLS AND RELEASES:**

#### **SCDA Staff**

All spills that are not incidental (less than ~5 gallons) shall be coordinated through the communications center, and Airport Fire will respond. Personnel should attempt to contain the spill and prevent the spill from entering our storm water system prior to Airport Fire's arrival. Airport Fire on-scene commander will assess spill containment and may turn the cleanup coordination over to a senior OPS officer. Senior OPS officer is responsible for filing a spill report, for which a template is included with this policy. Senior OPS officer, or designated OPS personnel, should note on the report the name and title of the Airport Fire on-scene commander.

SCDA staff that has attended hazardous materials and hazardous communications training sessions may clean up small, contained, incidental spills of automotive fluids, fuel, oil/lubricants, or similar hazardous materials only, using available absorbent/spill kits. Spill kit location map is provided within this document. It is important to note that hazardous waste determinations are made by the Environmental team. SCDA staff who are hazmat certified may also make hazardous waste determinations of a substance during after-hours.

## Cleanup Contractors

SCDA will contact the appropriate cleanup contractor for any of the following:

- Large spills/releases, spills that are not contained, or that enter the environment;
- Spills not easily and quickly cleaned up with absorbent/spill kits;
- Cleanup of high-hazard substances that may require protective gear or special training for cleanup; and
- Any uncontrolled or emergency releases.

SCDA HazMat cleanup contractor (spills, abandoned waste, etc.)

PARC Specialty: (559) 203-5013 (24hrs)- Tom

PARC Specialty: (916) 992-5405 (24hrs)- Ed

PARC Emergency Hotline: 800-955-7761

Safety-Kleen: (888) 375-5336 (24hrs)

Sewage spill cleanup contractor (indoor sewage backups, etc.)

ABC Plumbing: (916) 448-0801 (24hrs)

Bio-hazardous cleanup contractor (sewage, mold, needles, etc.)

Epic Restoration: (530) 662-3037 (24hrs)

## SPILL/RELEASE CLEANUP CONTACTS

**ALL SITES:** Tenants and contractors are responsible for cleanup of their own spills/releases at their own expense, as described in the spill/release cleanup policy.

If contractor or tenant cannot, or does not, clean up spills promptly and adequately, the contractor or tenant can request that the following contacts arrange for cleanup services on their behalf. If SCDA cleans up spills/releases on behalf of tenant or contractor, tenant or contractor will reimburse SCDA for any and all costs, including contractor fees, SCDA staff costs, supplies, and administrative fees.

### **SITE-SPECIFIC CONTACTS FOR CLEANUP OF SCDA (NON-TENANT, NON-CONTRACTOR) SPILLS/RELEASES:**

#### **INTERNATIONAL AIRPORT:**

Equipment Services Area: Equipment Maintenance Section

Albert Aninzo – Equipment Maintenance Supervisor  
(916) 874-0730 (office) or (916) 208-5979 (cell)

Joe Conklin – Maintenance Division Manager  
(916) 874-0562 (office) or (916) 806-5328 (cell)

All other areas: Operations Division

Landside  
(916) 806-5351

Airside  
(916) 806-5309

#### **MATHER AIRPORT:**

Ron Ogle – Airport Manager  
(916) 875-6852 (office) or (916) 806-5423 (cell)

Scott Lechner – Airport Operations Officer  
(916) 874-0711 (office) or (916) 698-0435 (cell)

#### **EXECUTIVE AIRPORT/FRANKLIN FIELD:**

Jennifer Fischetti – Airport Operations Officer  
(916) 875-6585 (office) or (916) 704-4340 (cell)

Dharminder Kaur – Sr. Airport Operations Worker  
(916) 875-3080 (office) or (916) 531-9554 (cell)

*Spill/Release Reporting & Cleanup Policy*  
*Sacramento County Department of Airports (SCDA)*  
*Staff, Tenants, and Contractors*



## **SPILL REPORT**

### **SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS AIRPORT OPERATIONS**

Date:

To:

From:

Subject:

On-scene commander:

Date and Time of Incident:

Location of Incident:

Person(s) Involved:

Incident Details:

Time Ended:

Pictures Attached? Yes / No

*Spill/Release Reporting & Cleanup Policy*  
**Sacramento County Department of Airports (SCDA)**  
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**SACRAMENTO COUNTY DEPARTMENT OF AIRPORTS**  
**ENVIRONMENTAL SPILL/RELEASE EXTERNAL REPORTING FORM**

**Date:** \_\_\_\_\_ **Reported by:** \_\_\_\_\_

**Location** (airport and specific area or building): \_\_\_\_\_

**Description of spill and cleanup:**

Material spilled (oil, diesel, jet fuel, gasoline, antifreeze, hydraulic fluid, sewage / biffy waste, unknown waste, etc.):

\_\_\_\_\_

Quantity spilled: \_\_\_\_\_ Time spill occurred: \_\_\_\_\_

Cause of spill (including responsible party): \_\_\_\_\_

Names and phone #'s of persons involved in spill: \_\_\_\_\_

What environment (storm drain, unpaved area, ditch, etc.) got contaminated? \_\_\_\_\_

Cleanup process: \_\_\_\_\_

\_\_\_\_\_

Time cleanup complete: \_\_\_\_\_

REPORT TO THE FOLLOWING:			
AGENCY	TELEPHONE #	TIME CALLED	NOTES
CA Office of Emergency Services (Cal-OES)	(800) 852-7550 or 845-8759		Cal-OES Control #
Sacramento County Environmental Management Dept. (EMD)	875-8550 (M-F, 9-5) 875-5000 (24-hour)		
SCDA Env. Specialist Carmen Solis	(916) 279-9285		
Report to additional agencies below if determined necessary:			
National Response Center (NRC)	(800) 424-8802 or (202) 267-2675		Incident Report #
CA Regional Water Quality Control Board	464-3291		
U.S. Coast Guard (for Waterway Spills)	(415) 399-3547		
CA Dept. of Fish & Wildlife	358-1312		
Sac Metro Air Quality Management District (SMAQMD) (For vapor only)	874-4800		

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