



Keep It Clean Partnership		 
Standard Operating Procedures (SOPs) for: Fueling and Fuel Spill Clean Up		
		Revised February 7, 2015
Purpose of SOP:	Stormwater pollution prevention procedures for municipal operations where vehicles and/or equipment are fueled with gasoline or diesel fuel. These SOPs also apply to fueling from stationary tanks (above or underground) and from portable tanks and containers in the field.	
Location of SOP:	(Indicate where SOP is kept – electronic or hard copy: _____)	
Administrator of SOP:	(Indicate who reviews and updates SOP: _____)	

Prerequisites

1. Employees should attend KICP's general stormwater pollution prevention training.
2. Employees performing the procedures in this SOP should read and refer to the materials in the *References and Related Procedures* section of this SOP.

Stormwater Protection Equipment and Materials

1. Spill Response Plan with contact information (This is located at: _____)
2. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
3. Container for dirty absorbent
4. Storm drain covers

Standard Operating Procedures

1. Fueling

- Fuel carefully to minimize drips on the ground.
- Post signage prohibiting "topping off" and describing spill response procedures (See PACE Resource Sheet: *In Case of Fuel Spill*).
- Require that the person doing the fueling remain present during entire fueling operation. ("Don't walk away!")
- Locate the emergency shut off switch near the fuel island and use it - if necessary.
- Keep a spill kit at or near each fueling area.
- Train employees to clean up spills and dirty absorbent.
- Assign employee(s) to inspect the fueling island and equipment daily. Clean up any dirty absorbent daily.
- Inspect fueling equipment for cracks, leaks corrosion or failure.
(Name) _____ is responsible for inspecting the fuel pumps and area _____x's /week.
- When fueling small equipment in the field like lawn mowers, small sweepers, weed whackers, blowers, portable generators, etc., do so over a paved or concrete area, well away from any storm drains or ditches. When pouring fuel from a portable can, use a funnel.
- If possible, install a roof or canopy over the fueling island. (This is a requirement for new construction.)

2. Locate Storm Drains

- Locate and block any storm drains on site and ensure that any spilled fuel does not reach drains or waterways.

3. Fuel Spill Clean Up

- Clean up spills thoroughly and promptly.
- Always use Dry Methods for clean up of fuel spills (gas, diesel or kerosene).
 - 1) Spread absorbents ("kitty litter" or loose absorbents, sheets, pillows, pigs, or socks) on the spill.
 - 2) Sweep up or pick up the absorbed materials.
 - 3) Dispose of wastes properly.
- If fluids are leaking or have spilled on an impermeable surface, such as a road or parking lot, locate nearest down gradient storm drain and use a dike or berm to block the drain to prevent fluids from entering it.
- Put down absorbent on the spill area. Sweep up the contaminated absorbent and remove berm or dike from storm drain.

→ If fluids are leaking or have spilled on a permeable surface, such as gravel, soil or grass, mark the area then call 303-441-4444 and page Boulder County Public Health Environmental Emergency Response Team (BCPH EERT) to assist with clean-up.

4. Report Spills

→ Any spill or discharge of *any* pollutant (ex: oil, fuels, sediment, paints, hazardous liquids, or super-chlorinated water) that reaches storm drains or enters *Waters of the State** must be reported to the CDPHE Emergency Spill Reporting line at 1-877-518-5608.

→ If a spill or leak is of a hazardous substance that exceeds 1 pint or is of an unknown substance of any amount, call 911 and notify the Colorado Department Public Health and the Environment (CDPHE) 24-hour emergency spill notification hotline at 1- 877-518-5608, immediately.

→ If the spill is more than 25 gallons of a petroleum product from a regulated storage tank or delivery truck or any amount that causes a sheen on nearby surface water, it must be reported to the Division of Oil and Public Safety at the Colorado Department of Labor and Employment within 24 hours at (303) 318-8547 or to CDPHE Emergency Spill Reporting line at 1-877-518-5608 – if after normal business hours. If cleanup cannot be accomplished within 24 hours, the Division of Oil and Public Safety must be notified immediately.

→ For non-emergency spills, call 303-441-4444.

→ Report spills to the facility supervisor (Name): _____ Phone (____) _____

→ Report spills that reach storm drains or waterways to your city's Stormwater Coordinator.

(Name): _____ Phone # (____) _____. (See list at: www.KeepItCleanPartnership.org)

Contracts & Contractors

→ Contracts should include stormwater pollution prevention language.

→ Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

→ All applicable employees should be trained in general stormwater pollution prevention including how to recognize and report illegal connections or discharges; annually or biannually.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention Binder. (This is recorded in KICP's Training List).
2. Keep a map of the facility, including storm drain inlets, in the Facility's Stormwater Pollution Prevention Binder
3. Maintain current copy of Spill Response Plan in _____.
4. Post signs as to whom to report spills to (Facility Supervisor, Stormwater Coordinator, Fire Department, BC Dispatch, CDPHE etc.)
5. Keep copies of all fuel analyses and delivery invoices.

References and Related Procedures

1. CDPHE *Spill Reporting Brochure*: <https://www.colorado.gov/pacific/cdphe/wq-environmental-spills>
2. PACE Municipal Operations website: <http://pacepartners.com/index.php/municipal-stormwater-operations>
3. Stormwater BMPs: *Vehicle & Equipment Fueling*
4. Stormwater BMPs: *Spill Clean Up*
5. Stormwater SOPs: *Spill Clean Up and Reporting*

* *Waters of the State* are "any and all surface and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems and all water withdrawn for use until use and treatment have been completed. Examples of State waters include, but are not limited to, perennial streams, intermittent or ephemeral gulches and arroyos, ponds, lakes, reservoirs, irrigation canals or ditches, wetlands, stormwater conveyances (when they discharge to a surface water) and groundwater."