

# ADMINISTRATIVE PROCEDURES



Procedure Number: 30-10

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*C. DeHaven*  
County Administrator

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SUBJECT: **PROCEDURE FOR EMERGENCY SPILL RESPONSE**

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DEPARTMENT RESPONSIBLE: **Risk Management**

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## I. PURPOSE

The purpose is three fold: (1) to avoid or minimize the exposure of employees, the public and the environment to hazardous materials and other pollutants; (2) to minimize county liability associated with exposure to hazardous materials and other pollutants; and (3) to coordinate effective, and appropriate administrative civil and/or criminal enforcement relating to spills and/or release of hazardous materials and other pollutants. This procedure establishes training requirements, response coordinators, and responses.

## II. PROCEDURE

### A. Training

#### 1. Facilities with Emergency Response Plans

Training at facilities which already have Emergency Response plans shall be in accordance with the Federal regulations.

#### 2. Other Facilities

All county employees who work around hazardous materials or who may encounter them in the course of their work day must receive training. All employees who are in the field must receive training. The training shall include, but shall not be limited to:

- Evacuation Procedures
- General Hazard Awareness
- Procedures for First Person on Scene
- Spill Procedures
- Procedures for Response Coordinator/Environmental Officer

Training shall be done annually. New employees shall receive training upon hiring. Short bi-monthly safety/training reminders shall be provided to all personnel.

Risk Management personnel shall be called upon to provide technical support and to facilitate the training. Training may be coordinated with training provided by Employee Relations or it may be done by department staff who have received prior training either through Risk Management or other sources approved by Risk Management.

B. Response Coordinator/Environmental Officer (RC)

A Response Coordinator/Environmental Officer shall be established for each department.

The Response Coordinator/Environmental Officer is a person specifically trained and qualified to handle emergency situations. The Response Coordinator/Environmental Officer shall be responsible for deciding further course of action in the event of a spill. The Response Coordinator/Environmental Officer shall coordinate with other departments, as necessary. The Response Coordinator/Environmental Officer for a Department may be from another Department.

Risk Management may be called upon to provide the technical support needed by the departments to both choose and train the Response Coordinator/Environmental Officer. Risk Management shall maintain a listing of the Response Coordinator/Environmental Officers for the various departments. Each department shall ensure that Risk Management is kept abreast of any changes in personnel or procedures.

C. Responses

1. Facilities with Emergency Response Plans

Personnel at these facilities shall respond in accordance with the Emergency Response Plans.

2. Other Facilities and Locations

The first responder shall secure the area; call for assistance from either an in-house response team or 911 (HazMat Response Team); Call the Response Coordinator/Environmental Officer; Use caution while waiting for help from trained personnel or instructions on cleanup procedures; Gather as much information as possible.

If criminal activities are suspected contact the Pima County Attorney's Office - Criminal Division.

In either case, the Response Coordinator/Environmental Officers shall document the incident, make contact with appropriate response personnel, direct further action, and notify authorities as required.