



# 90-DAY STORAGE AREA - EMERGENCY HAZARDOUS WASTE SPILL RESPONSE

## *DFC Environmental Management System*

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### **1.0 Purpose**

The purpose of this procedure is to provide emergency response for spills of hazardous materials in the two 90-day storage areas (Building 47 and 11) and designated satellite accumulation areas.

### **2.0 Activity/Department**

All GSA teams and contractors working with chemicals or materials in the designated areas.

### **3.0 Forms Used**

Contingency Plan Notification Form EPA ID# CO05670990105  
Emergency Information Form EPA ID# CO05670990105

### **4.0 References**

GSA's Occupant Emergency Plan

J. J. Keller & Associates, Inc., 2004, 2004 Emergency Response Guidebook, [Use most recent version]

Office of the Federal Environmental Executive, Executive Order 13148: Greening the Government Through Leadership in Environmental Management; Part 5: Emergency Planning, Community Right-To-Know, and Pollution Prevention (Sec. 501. Toxics Release Inventory/Pollution Prevention Act Reporting), William J. Clinton, The White House, April 21, 2000

J. J. Keller & Associates, Inc., 2001, Hazardous Materials Compliance Pocketbook, 576 pages. [Use most recent version]

Information on long term effects: EPA NEIC Library: 303-236-6136 (TOMES, OHS MSDS, Chemical Information Service and other databases) GSA Medical Monitoring Program Coordinator or Region 8 Certified Industrial Hygienist

### **5.0 Acronyms, Abbreviations, and Definitions**

EPA	Environmental Protection Agency
EPG	Environmental Programs Group
WMD	Weapons of Mass Destruction
WMFR or WM	West Metro Fire Rescue



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## 6.0 Exclusions

None

## 7.0 Procedure

**A copy of the spill response plan is found in the 90-day storage areas at the following locations: Building No. 11 in the door pouch on the outside of each room, Building No. 47 in a marked yellow overpack drum located in the northeast corner of the enclosure.**

### 7.1 Individuals Without Spill Response Training

An individual without spill response training observes a spill **shall immediately:**

- Evacuate the area of all personnel that could potentially be impacted
- Call the Mega Center at 303-236-2911 and report the spill
- Call the Region 8 Environmental Manager, Ms. Shelly Clubb at 303-236-8000 x 2342 or Mr. Michael Gasser at 303-236-8000 x 5057
- Stay clear of the area until trained personnel arrive – West Metro Fire is the DFC Hazardous Material Emergency Response Team

### 7.2 Individuals Trained To Respond To Minor Spills

These are spills which the person has been trained and is comfortable in handling. The individual should only attempt to clean up this spill if they have been trained to do this work and have knowledge in how to appropriately handle the chemicals involved. Under no circumstance should personnel attempt to clean up the spill if they are not trained to respond. These generally are in quantities less than 2-3 gallons or 10 pounds. The individual should:

- Put on personal protection equipment if required
- Secure the area to prevent others from being exposed
- Initiate clean up
- Protect further spread of chemicals
- Notify appropriate management
- Notify Ms. Shelly Clubb with the EPG at 303-236-8000 x 2342
- Appropriately containerize cleaned up waste, appropriately label, and store in Building 11, a designated 90-day storage area.

### 7.3 Major Spills or Spills Involving Highly Hazardous Materials



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All trained and untrained personnel should respond similarly to untrained minor spill observer (Section 7.1)

They shall:

- Evacuate the area of all personnel that could potentially be impacted
- Call the Mega Center at 303-236-2911 and report the spill
- Call the Region 8 Environmental Manager, Ms. Shelly Clubb at 303-236-8000 x 2342 or Mr. Michael Gasser at 303-236-8000 x 5057
- Stay clear of the area until trained personnel arrive – West Metro Fire is the DFC Hazardous Material Emergency Response Team

#### **7.3.1 Emergency Response Procedures**

IMMEDIATELY UPON DISCOVERY OF AN IMMINENT OR ACTUAL EMERGENCY, THE WMD/HazMat COORDINATOR WILL BE CONTACTED WHO WILL:

Notify facility personnel. Summons the West Metro Fire Department and Jefferson County Hazmat Team 9-911. Account for all personnel. Determine if there are any injuries.

Notify emergency response and reporting agencies listed in section 7.5, as necessary.

Identify the character, exact source, amount and extent of any released material. If the spilled material is flammable, turn off ignition and heat sources but not lights or electrical equipment, then call the fire department. Attend to any person who needs medical assistance or who may have been contaminated. Evacuate the facility in accordance with the GSA Occupant Emergency Plan. Federal Protective Services will be responsible for update and implementation of the plan.

Assess hazards to the environment and human health, including direct and indirect effects from fires, explosions, and spills (e.g., toxic, irritating, asphyxiating vapors or gases, surplus water runoff, etc.)

DURING THE EMERGENCY CONTROL PHASE, THE EMERGENCY COORDINATOR MUST:

Take measures to ensure the incident does not recur or spread to other hazardous material areas at the facility. Shut down operations and evacuate building if necessary.



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Criteria for facility evacuation:

Small quantity release: Release with low potential of spreading beyond the Building 11 room or beyond a 20 foot radius from the source of the release at Building No. 47 West Fenced Storage Area where it occurred: evacuate personnel in the room or the storage area.

Medium quantity release: Release with potential of spreading to adjacent rooms in Building 11 or beyond a 20 foot radius from the source of the release at Building No. 47 West Fenced Storage Area: evacuate personnel in the room where the release occurred and the adjacent rooms in the building, for releases in the fenced storage area, any personnel in Building No. 47 will be evacuated.

How facility personnel will be evacuated: Personnel will walk unless disabled, in which case they will be assisted by other personnel evacuating facility.

*It is important to note that Building 11, rooms 2, 3, 6 and 7, and Building No. 47 West Fenced Storage Area are not an occupied building/area and any personnel entering will have appropriate RCRA and OSHA training to enter a Large Quantity Generator 90-day hazardous waste storage area.*

The control of the spread of a release of hazardous materials or contaminants will be coordinated by the response team commander. The GSA Buildings Manager will coordinate any necessary utilities shutdown. The location of sewers, damming/booming locations, utilities shutoffs, etc will be provided by GSA personnel to the Emergency Coordinator or designated response team/incident commander, as necessary.

#### **7.4 Evacuation Plan**

All evacuations should be done upwind. Evacuation is the standard procedure for all types of hazardous materials incidents. The facility evacuation plan is contained in GSA's Occupant Emergency Plan.

Situations which would warrant partial or complete evacuation of the area are as follows:

Explosions resulting in airborne debris including container fragments and hazardous wastes. Minimum safe distance from flying fragments is 2,000 feet.

Spills or Chemical Reactions resulting in highly toxic fumes. Evacuate personnel



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based on above criteria. Possible evacuation of persons working or living downwind of the facility may be necessary.

Fire when it cannot be contained and is spreading to other parts of the facility or when it could generate toxic fumes.

Evacuate Immediate Area:

If potential exists for heat-induced explosions, evacuate area to a safe distance (at least 2,000 feet) in all directions from the fire.

Routes:

Occupants exit building through the nearest exit as per building evacuation plan and meet at designated meeting area.

Before operations are resumed in the affected areas, the WMD/HazMat Coordinator, the GSA Industrial Hygienist, and emergency response personnel will assess the situation and conditions to determine when it is safe to re-enter the building.

### **7.5 Reporting**

Complete the Emergency Notification Form and Contingency Plan Notification Form. EPG maintains the completed forms.

Below is a list of contacts and reporting numbers if quantities exceed the EPA reportable quantities or a discharge occurs to the Agricultural Ditch, Welch Ditch, McIntyre Gulch, or a drainage into these water bodies. Complete the Emergency Notification Form and Contingency Plan Notification Form.

#### **FACILITY EMERGENCY COORDINATORS/TECHNICAL CONTACTS:**

##### Mega-Center

Phone: 303-236-2911

They will contact WMD/HazMat Coordinator and dispatch West Metro Fire

##### Primary Emergency Coordinator

Name: David W. Tyndell,

Title: WMD/HazMat Coordinator DHS, RPS Rocky Mountain Region

Phone: 303-236-2911 (emerg.)

(Office) 303-236-6707 x 252 (Cell Phone) 303-472-7046 (Pager) 800-390-0684

(Home) 303-236-2911

##### Alternate Emergency Coordinator

Name: Thomas A. Record



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Title: Regional Industrial Hygienist/Environmental Compliance Coordinator

Phone: (O) 303-236-8000 x 5025 (H) 303-984-5087

or

Name: Shelly Clubb

Title: Region 8 Regional Environmental Manager

Phone: (O) 303-236-8000 x 2342 (H) 303-278-8753

## PHONE NUMBERS OF EMERGENCY RESPONSE AND REPORTING AGENCIES:

### Name

### Phone

Federal Protective Service

303-236-2911 Initial Call – Will dispatch

West Metro

(Emergency Response)

West Metro Fire Protection District  
call JeffCo HazMat Team if required.

911 With WM/HazMat Coordinator will

(Emergency Response)

Jefferson County Hazardous  
Materials Response Authority

911 (Emergency Response)

Federal Protective Service  
(Emergency Response)

303-236-2911

Jefferson County, Environmental Health Dept. 303-271-5755 or 303-232-6301 (after hours)

Colorado Department of  
Public Health & Environment  
(24-Hour Emergency Response No.)

1-877-518-5608

Colorado State Patrol  
(For State Roads)

303-239-4501

Jefferson County Local Emergency Planning Committee (LEPC)  
(contact Jefferson Co. Sheriff after 5:00 p.m.) 303-271-4900  
(For off DFC Spills)

Xcel Energy  
(Emergency Electrical Shut-off)

1-800-895-1999 Option 2

Metro Wastewater Reclamation District  
(For Discharge to Sanitary Sewer)

303-286-3000 Work Hours  
303-286-3275 After Hours

U.S. Environmental Protection Agency - Region VIII 303-293-1788  
(National Response Center will Contact, for Info. on Handling Spill)



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National Response Center (NRC) 1-800-424-8802  
(Required Contact if Spill Exceeds Reportable Quantities)

Chemtrec 1-800-424-9300  
(Chemical Information)

U.S. Environmental Protection Agency – RCRA Hotline 1-800-424-9346  
(Regulatory Information)

### **8.0 Records**

Completed Emergency Notification and Contingency Plan forms



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**Reporting Forms**



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Emergency Information Form  
EPA ID No. CO5670990105

Important information when reporting to the National Response Center (800-424-8802):

1. Date of incident: \_\_\_\_\_
2. Time of incident: \_\_\_\_\_
3. Location of incident: \_\_\_\_\_
4. Reported by: \_\_\_\_\_ Telephone: \_\_\_\_\_ Department: \_\_\_\_\_
5. Calling from: \_\_\_\_\_ Telephone: \_\_\_\_\_
6. Type of incident: Injury accident:  Non-injury accident:  Gas release:  Spill:  Fire:
7. First aid required: \_\_\_\_\_
8. Type of vehicle(s) involved: \_\_\_\_\_
9. Type of container(s) involved: \_\_\_\_\_
10. Identification of hazardous material: (Note: Call Chemtrec at 800-424-9300 for additional assistance identifying chemical.) \_\_\_\_\_  
\_\_\_\_\_
11. Shipping name: \_\_\_\_\_
12. Chemical name: \_\_\_\_\_
13. Trade or common name: \_\_\_\_\_
14. Placard/label description: \_\_\_\_\_  
Numbers on placard (if any): \_\_\_\_\_
15. Physical description: Solid:  Granule:  Powder:  Liquid:  Gas:
16. Bill of lading or hazardous waste manifest description if available: \_\_\_\_\_
17. Carrier/shipper's name if applicable: \_\_\_\_\_



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18. Vehicle license and/or ID No.:

\_\_\_\_\_

19. Weather conditions: Wind:  Rain:  Snow:  \_\_\_\_\_

20. Locale affected: Storm drains:  Sewers:  \_\_\_\_\_

21. Distance to nearest occupied building: \_\_\_\_\_

22. Extent of injuries: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

23. Estimated quantity and disposition of recovered materials, if any: \_\_\_\_\_

*(This form must be maintained for a period of three years.)*



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Contingency Plan Notification Form  
EPA ID No. CO5670990105

This form should be used to document actions taken to control an accident. It should be filled out after the incident is over and submitted to the EPA Regional Administrator.

(Fill out a form for each organization contacted, i.e., EPA, Coast Guard, etc.)

1. Date reported: \_\_\_\_\_ Time reported: \_\_\_\_\_

2. Person reporting: \_\_\_\_\_

3. Organization: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. Duty officer (person contacted): \_\_\_\_\_

5. National Response Center (Coast Guard) incident report No.: \_\_\_\_\_

6. Information reported: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Commitments made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Follow-up report needed? \_\_\_\_\_

9. Initials of person reporting: \_\_\_\_\_

10. Name and address of the facility:

U.S. General Services Administration  
Denver Federal Center  
West 6th Avenue & Kipling Street  
Denver, CO 80225



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11. Time of incident: \_\_\_\_\_

12. Type of incident: \_\_\_\_\_

13. Name and quantity of materials involved: \_\_\_\_\_

14. Extent of Injuries, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Description of possible hazards to human health or the environment outside of the facility  
due to release: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This form must be maintained for a period of three years.)