



Safety Rules  
Policy No. 13  
Approved: 11/20/00, Revised: 3/1/17

City Manager: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

#### SPILL RESPONSE POLICY

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##### **I. PURPOSE**

The purpose of this Policy is to establish procedures and reporting requirements for spills of hazardous materials.

##### **II. APPLICABILITY**

This Policy applies to all City employees.

##### **III. POLICY**

It is the policy of the City of Pomona to comply with all Federal, State, and local regulations pertaining to hazardous materials incidents. The safety of City personnel and the public is of primary importance. Environmental protection is also of extreme importance during a hazardous material release. The City of Pomona is committed to protecting the natural resources including air, water, and soil during a hazardous material release.

##### **IV. DEFINITION OF TERMS**

*“Business Plan”* – a plan that requires disclosure of hazardous materials being used or stored by the City and the City’s strategy to respond to emergencies involving these chemicals.

*“First Responder Awareness Level”* – an individual who is likely to witness or discover a hazardous substance release and who has been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

*“First Responder Operations Level”* – an individual that would respond to a release or potential releases. These individuals are trained to respond in a defensive fashion (e.g. dike spill from entering a storm drain), isolate the area around the release, and make notifications regarding the release without actually trying to stop the release. Their function is to contain the release from a safe distance, keeping it from spreading, and preventing exposures.

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“*Level C*” – personal protective equipment that shall be used when the types and concentrations of respirable chemical hazards have been assessed, the types of hazards are known, and employee protection will be assured. This level includes air purifying respirator, one or two piece suit, gloves, boots with steel toes, hard hat, and cloth coveralls.

“*Level D*” – personal protective equipment that is “the basic work uniform” and should only be worn when operations are identified as presenting no chemical hazards to personnel.

“*Release*” – any spill, leak, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of hazardous substances into the environment.

**V. RESPONSIBILITIES****A. Department Directors shall:**

1. Ensure that this Spill Response Policy is implemented within their departments. The department director has the authority to delegate any or all portions of the Spill Response Policy to subordinates, but the department director will be held responsible for compliance.
2. Annually budget for hazardous waste disposal, spill response material and Hazwoper training.

**B. Division Managers shall:**

1. Implement all aspects of this Policy within their Division.
2. First Responder Operations Level training if determined applicable by the Safety Officer.

**C. Employees shall:**

1. Adhere to all aspects of this Policy when involved in a spill response.
2. Annually attend HAZWOPER training if determined applicable by the Safety Officer.

**D. Safety Officer shall:**

1. Update and maintain the Spill Response Policy on an annual basis.
2. Provide assistance in the training of employees under the OSHA HAZWOPER Standard.
3. Provide guidance, advice, and assistance to management to achieve compliance with this Policy.

**VI. PROCEDURE****A. Spill Notifications**

- a. State Law requires immediate verbal report of any release or threatened release of a hazardous material that may cause harm to human health or the environment. If you

**SPILL RESPONSE POLICY (Continued)**

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have a release or a threatened release of hazardous materials, immediately call:

- a. Police/Paramedics/Fire Phone: 911
  - b. City of Pomona Risk Management Office (909) 620-2291
1. After the local emergency response personnel are notified, the supervisor at the spill, who is trained at the First Responder Operations Level, shall notify:
    - a. Los Angeles County Health Hazardous Materials (323) 890-4089
    - b. Los Angeles County Public Works (if material enters storm drain) (800) 675-4357
    - c. Regional Water Quality Control Board (if material enters the water's of the State or a storm drain) (213) 576-6664 and the Department the Fish and Game at (202) 208-4131.
    - d. Los Angeles County Health, Water & Sewage Division (213) 974-1234
    - e. The Governor's Office of Emergency Services (800) 852-7550
  2. City personnel shall not try to positively identify any released hazardous material. City personnel shall be trained in passive modes of hazardous material identification.
  3. Any supervisor at a City of Pomona facility where an accidental release of a hazardous material occurs is responsible for notifying the Safety Officer. A *Spill Response Notification* form (See Appendix) must be completed by the supervisor, with assistance from the Safety Officer
  5. Several agencies recognize a strategy for establishing levels of response to hazardous material releases depending on the severity of the situation. Response classification can be categorized into three levels as follows:
    - a. Level 1: An incident which can be controlled by the first response agencies and does not require immediate evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.
    - b. Level 2: An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.
    - c. Level 3: An incident involving a severe hazard or large area which poses an extreme threat to life and property and will probably require a large scale evacuation; or an incident requiring the expertise or resources of County, State, Federal, or private organizations.
  6. Other important telephone numbers at the national level include:
    - National Response Center: (800) 424-8802 for notification, information, and assistance involving Federal agencies.
    - CHEMTREC (800) 424-9300, for information and assistance in identifying a

hazardous material that has been released.

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### **B. Notification and Shutdown of Electric, Gas Utilities, Telephone and Highways**

Whenever an explosion or potential explosion necessitates shutdown of electric power, natural gas distribution systems, telephone, or public highways near a City facility, the following phone numbers may need to be used:

- Southern California Edison (800) 611-1911
- Southern California Gas Company (800) 427-2200
- Verizon Telephone (800) 483-3000
- Caltrans (909) 598-1163
- Code Enforcement for City of Pomona (909) 620-2374

### **C. Establishing and Staffing of Command Posts**

1. Whenever a coordinated, large-scale response becomes necessary due to a major spill or discharge of hazardous materials, the establishment of a command post may become necessary. The City Emergency Operations Center (EOC) at Brackett Airport is the chosen location for rapid establishment of a primary command post.
2. Depending on the nature and location of the incident, an alternate EOC may be established. The post must be a safe distance and upwind from the spill.
3. Each City of Pomona facility that stores or transports hazardous materials must have material safety data sheets and spill response equipment on-site. The City's Public Information Officer must be contacted if the press responds to any large spill or release that is the responsibility of the City of Pomona. The Public Information Officer can be reached at (909) 620-2572.
4. This Spill Response Policy is prepared as a supplementary document to the City of Pomona's Multi-Hazard Function Plan (MHFP), as specified by the Standard Emergency Management System (SEMS).

### **D. Response Objectives and Strategy**

1. There are a number of potential accident scenarios in which the risks associated with certain types of response activities may exceed any benefits to be realized. Therefore, City First Responder personnel and supervisors who have been trained may only undertake protective and containment actions from a safe distance until the situation has stabilized or expert assistance has been obtained. If trained to do so, First Responder personnel may use dikes to keep releases from entering storm drains or manholes. Los Angeles County Health Hazardous Materials crews will provide all expert assistance in

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spills or releases and will instruct the City on proper clean-up. First Responders should attempt to detain the responsible party until the Police Department or Fire Department arrives since the responsible party must properly clean up the spill or release. First Responders should never attempt to open or identify abandoned containers. General examples of situations in which the best course of action may be to hold back from taking an offensive action include:

- When a major release takes place that poses unknown hazards or hazards for which response personnel are not equipped or prepared;
  - When a flammable gas or liquid is on fire and extinguishment could lead to a release of toxic or flammable vapors and gases, and possibly explosive re-ignition;
  - When there are no endangered persons or structures nearby and the container(s) and/or hazardous materials present significant hazards to response personnel; or
  - When the addition of water to a fire may serve to spread highly toxic contaminants into the environment, thus causing a pollution problem that may cost much more to resolve than the value of the burning materials, vehicles, or buildings.
2. Due to the possibility of such situations, response personnel should assess each particular incident before taking action and formulate realistic response objectives. The assessment should be based on:
- Business Plans for individual City departments;
  - Information that has been obtained regarding:
    - Material(s) involved;
    - Container(s) involved-shape, size, and condition;
    - Markings-placards, labels, colors;
    - Visible leaks/vapors;
    - Occupied vehicles or building-location and condition;
    - Atmospheric conditions affecting the incident; and
    - Hazards and risks posed to humans, animals, property, and the environment.
3. Upon completion of the incident assessment, City response personnel will be in a better position to determine whether or not their emergency response strategy should be defensive or offensive in nature. A defensive action is best taken when intervention may not favorably affect the outcome of the incident, will likely place emergency response personnel in significant danger, and/or may possibly cause more harm than good. In all cases, actions to protect persons and the environment outside the immediate spill or discharge area and/or to contain the hazard from a safe distance can be initiated regardless of whether a defensive or offensive response strategy is chosen at the actual incident site.

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**E. Ensuring Health and Safety at Incident Scenes**

City of Pomona First Responder personnel (HAZWOPER AWARENESS LEVEL trained) shall only clean up a spill whenever Level C or Level D personal protective equipment can be used. The First Responder shall establish hazard control zones as described in HAZWOPER training that is provided by the Risk Management Division staff. The exact size and configuration of these hazard control zones may be determined visually or with the assistance of the Department of Transportation's Emergency Response Guidebook. The Emergency Response Guidebook shall be placed in every vehicle that has the possibility of being used by a First Responder. All equipment and personal protective equipment that is used in the clean up of a spill or release by City personnel shall be decontaminated or discarded. Water that is used in decontamination must be captured and properly disposed of as a hazardous waste.

**F. Cleanup of Spills or Releases**

Once a spilled substance has been controlled, the next step is to remove it from the environment. Clean up and disposal of a hazardous material spill is the responsibility of the jurisdiction or the private property owner involved. L.A. County Health Hazmat will supervise and oversee the cleanup, restoration and follow-up.

The City has the right and responsibility to claim reimbursement from the person (s) or entity responsible for the hazardous materials/toxic substance spill for the reasonable documented costs resulting from actions taken to remove, contain, or otherwise mitigate the effects of such incident. Examples of items that would be reimbursed would include: labor of City Staff involved in incident, including Police, Streets, Water personnel responding to the incident, costs of absorbent, disposal costs of hazardous materials, etc. The Liability Claims Coordinator will be responsible for seeking reimbursement in these incidents.

**G. Training of Response Personnel**

1. Based upon the types of incidents most likely to occur and the related response and planning, the Risk Management Division has determined the types of training required for emergency response personnel with responsibilities in any or all phases of the response. The training program is provided to City emergency response personnel in accordance with the Cal/OSHA HAZWOPER standard, California Code of Regulations, Title 8, Section 5192.
2. Training must be specific to the hazardous material(s) stored, transported, and/or handled by the City. City personnel shall be trained in their specific duties in a hazardous material release and shown how to wear and properly use personal protective clothing and devices. City field supervisors are responsible for conducting periodic drills to test the overall efficiency and effectiveness of the Spill Response

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Plan and spill response capabilities.

**VII. ACTION**

This revised Policy is effective 2/2/07.



## Appendix A-Spill Response Notification Form

NAME OF PERSON MAKING THIS REPORT \_\_\_\_\_  
TITLE OF PERSON \_\_\_\_\_  
CITY DEPARTMENT/DIVISION \_\_\_\_\_  
INCIDENT DATE \_\_\_\_\_ TIME \_\_\_\_\_  
DESCRIPTION OF PRODCUTS SPILLED/RELEASED \_\_\_\_\_  
AMOUNT OF PRODUCT SPILLED/RELEASED: (I.E. GALLON) \_\_\_\_\_  
LOCATION OF SPILL \_\_\_\_\_  
TIME OF OCCURRENCE \_\_\_\_\_ TIME OF DISCOVERY \_\_\_\_\_  
SOURCE \_\_\_\_\_  
PROBABLE CAUSE \_\_\_\_\_  
ON SCENE WEATHER \_\_\_\_\_  
SOURCE SECURED OR CONTINUOUS DISCHARGE \_\_\_\_\_  
OWNER/OPERATOR OF SOURCE \_\_\_\_\_  
TELEPHONE # \_\_\_\_\_  
WHO ACCEPTED RESPONSIBILITY \_\_\_\_\_  
HAS CLEANUP BEEN INITIATED \_\_\_\_\_

DETAILS OF CLEANUP \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CLASSIFICATION OF SPILL

- ( ) MINOR- Less than 1,000 gallons inland, 10,000 gallons coastal  
( ) MEDIUM-1,000-10,000 gallons inland; 10,000-1000 gallons coastal  
( ) MAJOR)-More than 10,000 gallons inland; more than 100,000 coastal.

\*These amounts are for oil.

SAMPLES TAKEN: ( ) Yes ( ) No

LOCATION OF SAMPLES:  
\_\_\_\_\_  
\_\_\_\_\_

ASSISTANCE  
REQUIRED \_\_\_\_\_  
\_\_\_\_\_