1.0 PURPOSE

This Policy & Procedure defines and establishes the procedure for cleaning up hazardous material spills that may occur at the Fleet Services facility. Some of the common hazardous materials used at this facility are unleaded gasoline, diesel fuel, oil and antifreeze.

2.0 REFERENCES

2.1 UCDHS Hospital Policies and Procedures #1725 - Hazardous Substances: Response to Incidental Releases and Spills
2.2 UCDMC Fleet Services Policy & Procedure #900-02 - Procedure for Filling Fuel Tanks

3.0 SPILL CLEAN-UP PROCEDURE

Prior to proceeding with a spill clean-up, facility employees shall don personnel protective equipment as needed. This should include as a minimum rubber gloves and eye protection.

Note: When using shop towels for small spill clean-up, these towels shall not be disposed of in the trash. Fleet Services contracts with an industrial laundry service for cleaning these towels.

3.1 GASOLINE AND/OR DIESEL FUEL

a) Small Spills (< 1 Liter) - Use shop towels for clean-up.

b) Medium Spills (1-2 Liters) - Contain spill with absorbent snakes if required. Use rice hulls to absorb the gasoline or diesel fuel. Put used rice hulls into garbage bags, using the plastic shovels and brooms designated for gas clean-up. Rice hulls can be reused until fully saturated and no longer effective. Contact Employee Health & Safety for proper disposal.

c) Large Spills (> 2 Liters) - Contain large spills immediately with absorbent snakes and/or rice hulls. If necessary secure the gasoline/diesel dispensing system by activating the emergency shutoff. The emergency shutoff switch is located on the exterior wall of the Fleet Services Building, adjacent to the fuel pumps. It is very important to try and contain the spill so it does not migrate to facility waste water or storm drains. Place the “Drainblocker” pad over the storm drain in the parking lot north of Fleet Services building, if the spill is migrating in that direction. Immediately report the fuel spill to Fleet Services Manager and the Shop Supervisor. The Fleet Manager / Shop Supervisor must immediately notify the UCDHS Environmental Health and Safety Officer at...
3.2 OIL

a) **Small Spills (< 1 Liter)** - Use shop towels for clean-up.
b) **Medium Spills (1-2 Liters)** - Use hydrophobic mop and mop bucket labeled “Waste Oil”. Wring out the mop in the “Waste Oil” bucket only. Use shop towels to clean up any residue. Liquid in the “Waste Oil” bucket shall be emptied into the “Waste Oil” drum. An alternative is to use a squeegee and dustpan to collect the spilled oil. Transfer the collected oil to the “Waste Oil” drum.
c) **Large Spills (> 2 Liters)** - Contain and absorb large spills immediately with absorbent snakes and/or rice hulls. It is very important to try and contain the spill so it does not migrate to facility waste water or storm drains. Immediately report the oil spill to Fleet Services Manager and the Shop Supervisor. The Fleet Manager / Shop Supervisor must immediately notify the UCDHS Environmental Health and Safety Officer at 734-2740.

3.3 ANTIFREEZE

a) **Small Spills (< 1 Liter)** - Use shop towels for clean-up.
b) **Medium Spills (1-2 Liters)** - Use the mop and mop bucket labeled “Waste Antifreeze”. Wring out the mop in the “Waste Antifreeze” bucket only. Use shop towels to clean up any residue. Liquid in the “Waste Antifreeze” bucket shall be emptied into the “Waste Antifreeze” drum. An alternative is to use a squeegee and dustpan to collect the spilled antifreeze. Transfer the collected antifreeze to the “Waste Antifreeze” drum.
c) **Large Spills (> 2 Liters)** - Contain and absorb large spills immediately with absorbent snakes. It is very important to try and contain the spill so it does not migrate to facility waste water or storm drains. Immediately report the oil spill to Fleet Services Manager and the Shop Supervisor. The Fleet Manager / Shop Supervisor must immediately notify the UCDHS Environmental Health and Safety Officer at 734-2740.

3.4 COMBINATION SPILLS

a) **Small Spills (< 1 Liter)** - Use shop towels for clean-up.
b) **Medium Spills (1-2 Liters)** - Use the “Waste Oil” hydrophobic mop first. This should soak up any oil. Follow-up with the “Waste Antifreeze” mop. Use
shop towels to clean up any residue.

c) **Large Spills (> 2 Liters)** - Contain and absorb large spills immediately with absorbent snakes. It is very important to try and contain the spill so it does not migrate to facility waste water or storm drains. Immediately report the oil spill to Fleet Services Manager and the Shop Supervisor. The Fleet Manager / Shop Supervisor must immediately notify the UCDHS Environmental Health and Safety Officer at 734-2740.

3.5 **FLOOR WET MOPPING**
Floors may be wet mopped only after the above floor clean-up procedures have been implemented on any visible spills. Use the mop and bucket labeled “Wet Mop”. Use water only, no cleaner. Reuse mop water until it is no longer effective. Dispose of wastewater in the car wash recycling system.

**END OF PROCEDURE**

Revisions:
Rev #2: Procedure revised by Designated Underground Storage Tank Operator - Modified Section 3.1 to include use of “Drainblocker” pad on storm drain for large fuel spills and calling 911 and requesting response from the Sacramento County Haz Mat Response Team

Dated: 4/17/07