

# Spill Management Handbook





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*Auckland Airport has prepared this handbook on spill response procedures for airport workers who use, handle, store or transport substances that could contaminate the airport environment.*



## Introduction

For the purpose of this handbook, the airport environment includes all land owned by Auckland Airport (including farmland) as well as other areas, such as Manukau Harbour, which could potentially be impacted by airport equipment and operations.

This handbook contains information on what a spill is; whether the spill is major or minor; what to do when a spill occurs; how to minimise the impact and prevent the spill happening in the future.

The handbook should be read in conjunction with your company's own spill response procedures. Encourage others in your company to read this handbook and be familiar with its contents.

Copies of this handbook are available from Auckland Airport's Environmental Planner on 255 9056 or extension 91056.

Water is a valuable resource and our use of water for drinking, farming, fishing and recreation can be threatened by the discharge of contaminants.

The airport environment has large areas of hard surfaces such as parking areas, runways, taxiways and aprons where there is the potential for liquid spills and leaks of oil, fuel, effluent and other chemicals.

If these spills are not contained and cleaned up, then contaminants can flow into the stormwater drains and out into streams, estuaries and the harbour.

Liquid spills at the airport are not only harmful to the environment, but can also pose a serious risk to the safety of people and property.



## What is a spill?

It is the spillage of any substance that is likely to contaminate stormwater or natural ground. Substances may include, but are not restricted to:

- oils and fuels
- toxic heavy metals
- chemicals (detergents)
- sediment (earthworks)
- organic wastes (domestic sewage and plant and animal products).

**A minor spill** – covers less than 2m<sup>2</sup> and can be contained and cleared up by the person who created the spill without the assistance of Auckland Airport Emergency Services.

If you find a minor spill and did not create it, Auckland Airport expects you to report the spill immediately to Apron Operations Tower (AOT) on 256 8991 or extension 98991.

The person who creates or finds a minor spill is expected to direct others away from the spill.

**A major spill** – is any spill which is greater than 2m<sup>2</sup>. A major spill should be reported immediately to the Incident Control Room (ICR) on 256 8777 or extension 98777.

## What to do when a spill occurs

Before you report a spill, quickly assess the spill area for:

- location of the spill (landside or airside)
- size of the spill
- type of contaminant (if known)
- source of the spill
- whether the contaminant has entered stormwater drains or been spilled on to natural ground.

### Report the spill to the following people:

**Minor spills** – (less than 2m<sup>2</sup>) call Apron Operations Tower (AOT) on 256 8997 or extension 98991.

**Major spills** – (greater than 2m<sup>2</sup>) call Incident Control Room (ICR) on 2568777 or extension 98777.



## If you are first on the scene

**What to do** – Ensure your own safety at all times. Approach and stand upwind of the spill.

**Minor spills** – If the spill is minor (less than 2m<sup>2</sup>) you should:

- Clean up the spill if you created it
- Report the spill to AOT 256 8991 if you found it
- If you are able, direct others away from the spill to prevent it spreading.

**When you report a minor spill to AOT, we will:**

- Organise for the spill to be cleaned up and for the bill for the cost of the clean-up to be sent to the person responsible (if known).

**Major spills** – If the spill is major (greater than 2m<sup>2</sup>) you should:

- assess the area for the location, size, type and source of the spill (if known)
- report the spill to ICR 256 8777 as soon as you can
- if you are able and if it is not dangerous to do so, return to the spill site and direct others away from the area
- if you were responsible or associated with the spill, assist with the clean-up as directed by AES.

**When you report a major spill to ICR, we will:**

- Alert AES who will attend and assess the scene. AES's first priority is to ensure the safety of people and property in the vicinity of the spill
- If it is safe to do so, contain the spill with absorbent bunds, booms and mats. This prevents or minimises the amount of spill entering the stormwater drains
- Call Engineering Support Services (ESS) staff to help clean up the spill using absorbent materials if the spill has entered the drain. ESS will attend as soon as possible to prevent or minimise the amount of spill getting into the environment.

Pages 8 & 9 contain Auckland Airport's Apron Spill Procedures which includes a simplified flow diagram that shows the procedure Auckland Airport staff follow.

**Minor spills** – 256 8991

**Major spills** – 256 8777

# Apron spill procedure

## Controlling a spill

If possible, position yourself upwind of the spill. Ignition sources must be turned off as soon as possible, especially if you don't know the nature of the spill. Move away from the fuel source before switching any ignition sources off. Examples of ignition sources are:

- cigarette lighters
- portable radios
- mobile phone/pager
- camera flashes
- safety matches
- motor vehicles

If it is safe to do so, turn leaking valves and pumps off to stop further leakage. Emergency fuel stop buttons are available to stop uncontrolled aircraft refuelling operations. A diagram of the emergency fuel stop buttons is shown on page 7. Emergency showers are also shown on this map.

## Containing a spill

Absorbent materials absorb liquid spills to prevent or minimise the amount of spill entering stormwater drains. Absorbent materials may include absorbent socks, booms, bunds and mats.

AES vehicles and ESS vehicles have emergency spill kits.

Airport users should have their own emergency spill kits for cleaning up minor spills. Gear that should be contained in an emergency spill kit is listed on page 10.

## Cleaning up a spill

Personal Protective Equipment (PPE) is provided for AES and ESS staff. It is to be worn when handling sewage, fuel, oil and hazardous substances. PPE includes gloves, goggles, face masks and coveralls.

AES uses absorbent material to contain the spill to prevent or minimise the amount of spill entering the stormwater drains. If the spill enters the stormwater drains, AES call for ESS to help contain the spill material that has entered the stormwater system.

The apron scrubber machine is called in to clean the ground surface after the absorbent materials have absorbed most of the spill.

## Disposal of spill waste

Depending on the nature of the spill, it may produce hazardous waste. All saturated absorbent material must be put in purpose-built sealed plastic bags to prevent the material from leaking.

All contaminated absorbent material requires disposal at an Auckland Council-approved disposal facility. Look under WASTE DISPOSAL in the Yellow Pages for an approved disposal service provider.

# Preventing a spill

Every facility at the airport that handles, stores, uses or transports substances that could contaminate the environment or endanger people and property needs to be proactive in preventing spills.

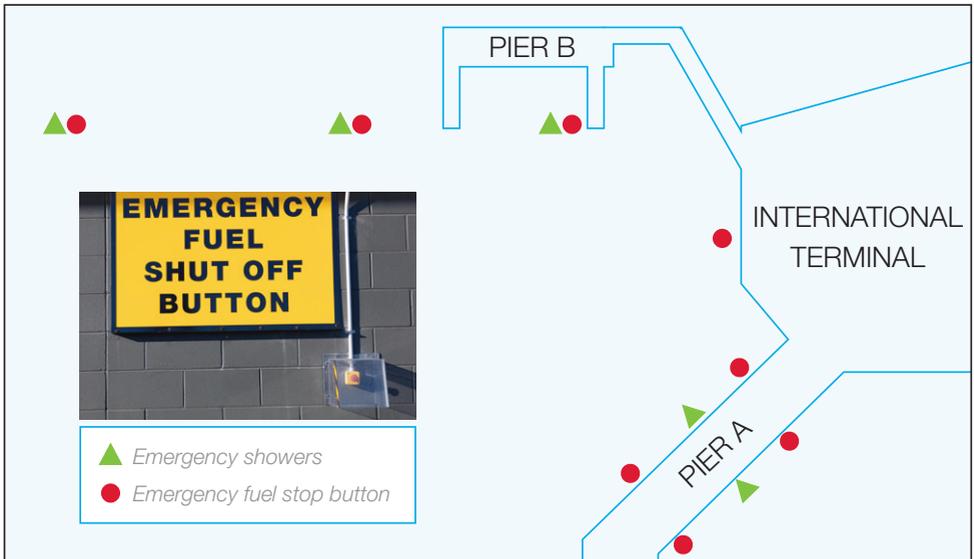
Prevent spills by:

- Providing the correct storage equipment such as drip trays for collecting substances that may spill or leak into the environment
- Ensuring all staff know how to handle, store, use and transport materials and substances properly.

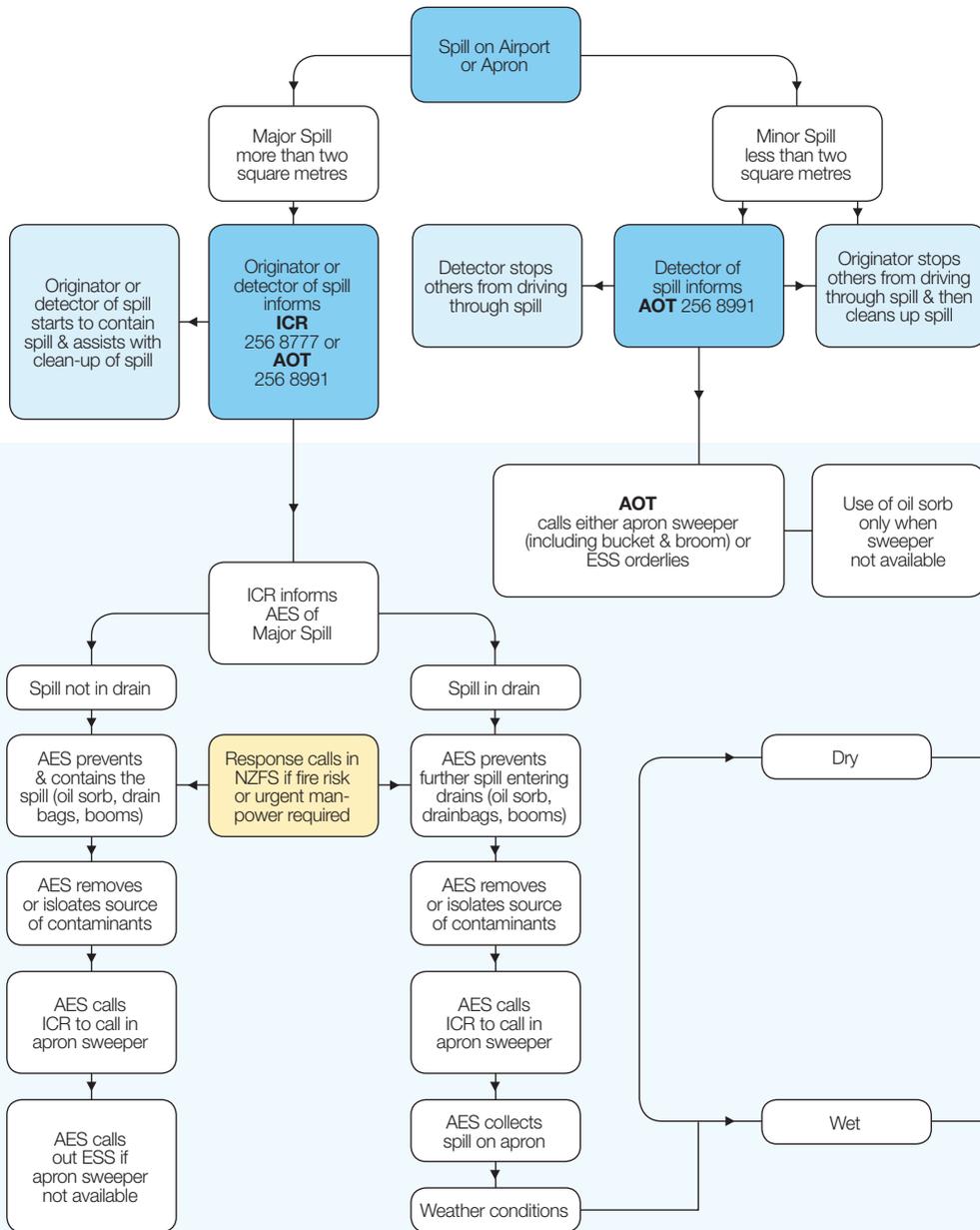
- Knowing where the stormwater and sewer drains are and ensuring only rain goes into the stormwater drains
- At all times keeping your site clean and tidy
- Being prepared to cope with a spill by providing equipment and staff training in the correct use of spill procedures and equipment.
- Setting up internal systems so that staff can protect our environment.

For more information on preventing spills, read Stormwater Management: Preventing Pollution, the reverse side of this handbook.

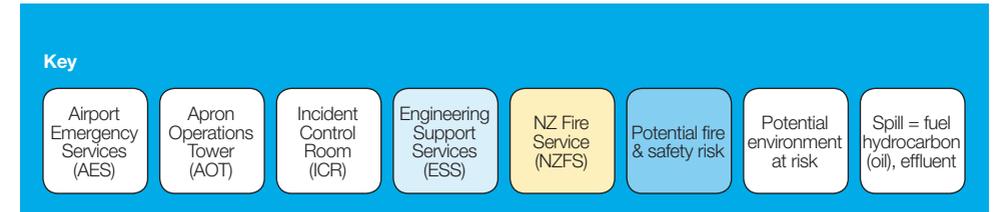
## *Emergency showers and fuel stop buttons on the international apron at ground floor*



# Airport and apron spill procedure



# Auckland Airport's action in response to a spill



# What you need in an emergency spill kit

- Personal Protection Equipment (PPE) – gloves, coveralls, goggles and boots
- Absorbent materials such as bunds and booms, socks and mats etc
- The phone numbers of agents that will assist e.g. Auckland Airport ICR 256 8777 or extension 98777
- Disposal bags or containers
- Brush and dustpan.

Make sure your emergency spill kits are in accessible places and everyone knows where they are. Place your emergency telephone

contact sheet in places it will be needed e.g. with the kit or by the phone.

Make it one person's responsibility to maintain the kits and replace equipment after a spill. You can assemble your own emergency spill kits or buy standard kits by referring to the Yellow Pages under Safety Consultants and Safety Equipment.

To assemble your own spill kits you can buy a wheelie bin for each high risk area, fill it with what you need and put a copy of your spill procedure and emergency telephone numbers on it.

## Glossary

**Auckland Airport** – Auckland International Airport Limited.

**Airport** – the airport owned and operated by Auckland Airport at Mangere.

**AES** – Auckland Airport's Emergency Services.

**Airside** – the area inside the security fence of the Airport which has controlled entry.

**AOT** – Apron Operations Tower – Apron staff control the movement of aircraft and vehicles on the apron. Report minor spills directly to AOT on 256 8991 or extension 98991.

**Apron** – the hard surface area in which the aircraft park, unload and reload passengers and cargo as well as refuel, refill water, remove wastes and carry out maintenance on aircraft.

**Bunding** – a constructed impervious embankment or wall, either permanent or temporary, which may surround storage areas, drains etc which is designed to prevent the migration of any spill or leak to the surrounding drains or the ground.

**Environmental Incident** – the release of anything that has the potential to contaminate the airport environment e.g. air, water and soil.

**ESS** – Auckland Airport's Engineering Support Services.

**Hazardous Material** – materials which, without adequate safeguards, may contaminate and harm the environment. This includes dangerous goods and many industrial chemicals.

**ICR** – Auckland Airport's Incident Control Room, 256 8777 or extension 98777, located in the Operations building. ICR co-ordinates Auckland Airport services such as AOT, ESS, AES Manager, Environmental Planner etc and non-AA services such as NZ Fire Service and local authorities that may need to be involved with a spill. ICR receives and carries out commands from the Fire Chief at the spill.

**ITB** – International Terminal Building

**Landside** – that portion of an airport not designated airside and to which the general public normally has free access.

**Material Safety Data Sheet** – contains the information on the chemical constituents of a product and their properties, health hazard information, first aid, precautions for use, disposal information and advice to doctors. This information will be requested in the event of a major spill.

**NZFS** – New Zealand Fire Service

**PPE** – Personal Protective Equipment – includes gloves, coveralls, goggles and boots which should be worn when attending a spill.