



SPILL CONTROL PROCEDURES FOR LOW TO MEDIUM RISK ACTIVITIES AND LOCATIONS

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Spill Procedure

- (1)** A spill control procedure shall be approved and implemented for any occupancy where flammable or combustible liquids are stored, handled, processed or used.

- (2)** The spill control procedure referred to in Sentence (1) shall include
 - (a) Suitable operating procedures to prevent leaks and spills from piping, pumps, storage tanks or process vessels,
 - (b) Ventilation,
 - (c) Control of ignition sources,
 - (d) Spill containment and cleanup (such as dikes and spill control agents such as sand),
 - (e) Personal protective clothing or equipment that should be used (such as rubber gloves, rubber boots and self-contained breathing apparatus),
 - (f) Chain of command including notification of affected agencies and management,
 - (g) A preventive maintenance program, and
 - (h) Training for new staff within 3 months of their being hired and for experienced staff every 6 months.

- (3)** Spill control procedures shall be prominently posted and maintained where flammable or combustible liquids are stored, handled, processed or used.

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PROCESS EXPLANATION

This is the spill recovery process for low to medium risk locations and activities on airport.

It is designed to protect people and the environment in the event of a small spill (Under 20 ltrs) of chemical, contaminated water or waste.

It's in everyone's best interest to be well prepared in the event of a spill to minimize the risk to our environment and health, for this reason we recommend you have a Red 120ltr mobile spill kit for rapid deployment in the most appropriate area of your location, to be utilized in the event of a spill.

It is also important to understand the stormwater network on your site. A site specific network plan should be attached to this manual and referred to during training.



UPON DISCOVERY OF A MINOR SPILL

1. ENSURE THE SAFETY OF ALL STAFF AND BUILDING OCCUPANTS

- Warn all surrounding staff and building occupants
- Notify the On-Site Manager (Spill Coordinator). Act as the Spill Coordinator until his/her arrival
- If unsure of the product, consult the MSDS sheets
- Wear proper Personal Protective Equipment (PPE) contained in the spill kit
- Attempt to stop the leak or eliminate the source of the spill if safe to do so.
- Eliminate ignition sources and provide natural ventilation

2. CONTAIN THE SPILL: (If safe to do so)

- Use contents of the provided spill kit(s)
- If necessary, ensure all drains are covered to prevent run-off
- Attempt to stop the spread of the spill/leak by using absorbent socks to surround the spill
- Once the spill is contained, attempt to soak it up using an absorbent material
- Place the absorbent material in an approved container and dispose of it in accordance with the MSDS sheet.
- If any leak/spill reaches the drainage system, contact the appropriate authorities as listed in the Emergency Contact section of the procedures



BE SAFE

- *What has spilt? How much? Do I need safety gear?*

STOP THE SOURCE (If it's safe to do so)

- *Right the container, Turn off, plug the leak.*

PROTECT THE STORMWATER

- *Confine the spill with sandbags , Booms or absorbent pads*
- *Block off stormwater grates*



NOTIFY

- *Airport Emergency Service, company manager/representative, other agencies and if required Auckland's Airports Operations Centre.*



CLEAN UP

- *Clean up residuals without allowing wash or sweepings into the stormwater*
- *Place contaminants into yellow plastic waste bag inside spill kit plastic bin*
- *Ask for advice if needed*



DISPOSE OF RESPONSIBLY

- *Use Chemwaste for disposal ph. 0800246978 for disposal of contaminants*

RESTOCK AND REVIEW

- *Restock spill kit and review to prevent recurrence*
- *Ensure regular intervals that staff are trained in spill response and reminded of the site specific spill response plan.*
- *Review incident*

MONITORING AND MAINTENANCE

- *Ensure that any incident which causes a spill / emergency is reported to the Airport Emergency Service and /or the company environmental manager who will escalate as appropriate.*
- *For large spills contact our operations centre.*
- *Ensure that regular inspections are conducted to identify and rectify any potential environmental hazards.*

EMERGENCY CONTACTS

Contact	Number
Airport Emergency Services	09 256 8843
Fire/Police/Ambulance	111
Airport Operations Centre	0800 247 7678
Environment Cleaning Company <i>Chemwaste</i>	0800 246 978

DEFINITIONS

Minor Spill: A minor spill is one that usually presents little or no hazard to person or property, and is small enough to be safely cleaned up using the emergency spill kit.

Major Spill: A major spill is one that cannot be contained safely with the materials on the site, threatens safety to life, and/or threatens to enter the stormwater system or travel beyond the boundaries of building/property to endanger the environment. The Emergency Services shall be contacted.

Combustible liquid: means any liquid having a flash point at or above 37.8 °C and below 93.3 °C.

Flammable liquid: means a liquid having a flash point below 37.8 °C and having a vapour pressure not more than 275.8 kPa (absolute) at 37.8 °C as determined by ASTM D 323, "Vapor Pressure of Petroleum Products (Reid Method)".

Flash point: means the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

MSDS (Material Safety Data Sheets): A compilation of information on the identity of hazardous chemicals, health, and physical hazards, exposure limits, and precautions

SPILL KIT CONTENTS ARE SET OUT BELOW:

- Absorbent pads 40cm x 50cm
- Non-sparking shovel and hand broom
- 2 x 22kilo bags of Zeolite multi-purpose absorbent
- Rubber gloves
- Heavy duty safety glasses.
- Yellow plastic contaminated waste bag

STAFF TRAINING

Training of staff is an important part of this plan to ensure the proper containment and disposal of any leaked/spilled liquid. Training to staff on these spill procedures should happen as follows:

- Within 3 months of being hired, all new recruits should receive a spill procedure orientation seminar. This will include, but not be limited to, a review of the spill procedure document and the site specific stormwater network plan, explanation and location of relevant Personal Protective Equipment (PPE) and the spill kit locations, contents and use.
- The contents of the spill kit should be checked and recorded every 6 months
- A spill response drill should be practiced every 12 months (this can be done with assistance from Auckland Airport fire training school Tel: 09 256 8840).
- Auckland Airport will audit your site at least once every two years.

NOTE: The spill procedures and plans need to be posted and maintained in a suitable location.

