



**Duke University - Facilities Management Department  
Environmental Safety and Health Program**

**Spill Containment and Awareness**

<b>Area: All FMD Organizations</b>	<b>Date Effective: June 11, 2016</b>
<b>Issue No.: 1      Revision: 0</b>	<b>Page 1 of 2</b>

**A. Purpose.** Provide notification and containment procedures in the event of any spill as defined below, that is caused or discovered by an FMD employee. Highlight proper initial responses and actions, which will avoid spills from getting into any waterway, storm system, soil or ground sources, and from leaving Duke Property.

**B. Scope.** This program applies to those designated employees who have been properly trained. This program is a separate program and document from the Duke FMD Spill Prevention Control and Countermeasures (SPCC) Plan.

**C. Policy**

1. FMD will take all reasonable measures to provide a safe workplace. All FMD operations must be performed in a manner which will prevent any undesirable effects to FMD and/or Duke employees, assets, the local community, and the environment.
2. The provisions of this program and all applicable standards will be followed to ensure the safety of personnel performing services or maintenance activities to equipment, machines, or systems.

**D. Definitions**

1. **Containment Material** - Booms, spill prevention fencing, absorbent material, etc. used to control and clean up spills.
2. **Spill** - Liquid that could possibly enter into a waterway, storm system, soil or ground source. This liquid might include, but not be limited to, such things as: food grade grease, oil (such as diesel fuel), paints, raw sewage, or water that has previously been treated with chemicals.

**E. Responsibilities**

1. The only responsibility of FMD employees who are not identified as “designated employees” is to immediately contact FMD management should they come upon a spill on Duke’s campus.
2. Designated employees who have been properly trained in initial response include High Voltage Shop, Operations & Maintenance, Utility & Distribution Maintenance, Utility Plant Maintenance, Electrical Shop, Structural Trades, Sanitations, Recycles and Landscape Services. They are responsible for the following:
  - a. When coming upon a spill on Duke property, and/or addressing a spill on Duke property:
    - i. Contacting OESO or the Duke Police immediately upon knowledge of a spill.
      - a) Contact the OESO main line at 919-684-2794 during daytime hours, 8:00 AM-5:00 PM.
      - b) Contact the Duke Police at 919-684-2444 from a cell phone or 911 from a Duke land line phone during nighttime hours, 5:00 PM- 8:00 AM.
    - ii. Immediately report any spill to your manager for additional direction.
    - iii. If you have been have been properly trained, have the appropriate PPE, and have the proper material, you may begin control, mitigation, or clean-up.
    - iv. If you have not been properly trained, and/or do not have the appropriate PPE, and/or do not have the proper material, do not begin control, mitigation, or clean-up.

Revision History

Revision	Description	Effective Date
0	Updated Spill Containment and Awareness Written Program	6/11/2016



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- v. If requested by OESO, and material is available, provide the necessary equipment to assist in the clean-up.
  - vi. Contacting OESO Environmental Programs at 919-684-2794 to pick up any dirty material from hydraulic spills.
3. FMD managers are responsible for the following:
    - a. Confirming with the employee reporting the spill that OESO or the Duke Police have been contacted.
      - i. If not, during normal working hours (8:00 AM-5:00 PM), contact the OESO main line at 919-684-2794.
      - ii. Or, if after normal working hours (5:00 PM- 8:00 AM), contact the Duke Police at 919-684-2444 from a cell phone or 911 from a Duke land line phone.
    - b. When necessary, assist OESO in contacting a contractor to clean up spill if requested to do so.
    - c. Providing relevant information regarding the spill to the OESO Spill Response Team.
  4. FMD DUES (Duke Utilities and Engineering Services) is responsible for:
    - a. Providing OESO with storm and sanitary grid information upon request; the DUES Civil Engineer will assist.
    - b. Being the point of contact for all reporting to the state. Protocol is for the Civil Engineer to inform the state that a spill has occurred and copy the City as a courtesy. The requirement is to report any sewer overflow or spill over 1,000 gallons that gets into the ground or any spill that reaches surface water (storm drain).
  5. FMD Safety is responsible for the following:
    - a. Assisting OESO with conducting an OESO/FMD joint "Spill Drill".
    - b. Coordinating with OESO, the training of designated FMD employees on the proper method of cleaning up spills.
    - c. Ensuring all FMD employees are aware of who to call should they come upon a spill on campus.
  6. OESO is responsible for the following:
    - a. Responding to, coordinating, and using their standard protocol to clean up the spill.
    - b. Reimbursing and replacing any FMD equipment that was used/borrowed for a clean-up.
    - c. Picking up dirty material from hydraulic spills, when contacted.
    - d. Contacting the DUES Civil Engineer when necessary.
    - e. In-person training for designated FMD employees on the proper method for initial control and mitigation of spills.
  7. Duke Police is responsible for the following:
    - a. When necessary, securing, sequestering, and controlling the spill area.
    - b. Contacting the OESO coordinator on duty using standard protocol.

**F. Training**

1. Designated employees shall be made aware of this Program's contents and specific requirements and responsibilities by FMD Safety and OESO.
2. Spill Containment and Awareness Program training will be conducted upon hire.

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