

**EMERGENCY SPILL RESPONSE PLAN  
WAUKEGAN PORT DISTRICT  
P.O. Box 620  
55 South Harbor PL.  
Waukegan, IL 60079-0620  
REVISED – May 2015**

Waukegan Port District sells fuel at this facility and there are tanks and containers in various locations with various quantities of liquids that, if not properly handled, could result in a "spill". Therefore, Waukegan Port District has created this spill response plan for the unlikely event of a spill situation at or near the facility.

Waukegan Port District has placed fuel absorbent materials at each service center, each fuel dock and the maintenance building. These materials are available for use in the event of any spill.

This Spill Response Plan provides the practical steps to be taken to respond to a spill within the vicinity of the facility. Waukegan Port District, 55 South Harbor Pl., Waukegan Illinois (hereinafter referred to as W.P.D.)

**OBJECTIVE:** This plan provides information for the immediate protection in the event of a “spill” of W.P.D.'s customers, employees, independent contractors, visitors and guests as well as the environment and surrounding waters in accordance with Federal, State and Local Regulations.

**EMERGENCY SPILL RESPONSE NUMBERS AND STEPS**

1. DETECT AND SECURE THE SOURCE OF THE SPILL.

2. PROVIDE NOTIFICATION OF THE SPILL TO THE FOLLOWING:  
(Any "spill", regardless of size, should be reported)

FEDERAL: 24 hr National Spill Response 1(800)424-8802

STATE: Illinois Emergency Management Agency (IEMA) 1(800)782-7860  
(Out of State) 1(217)782-7200

LOCAL: -Emergency Fire.....911 or (847)599-2684  
-Emergency Police..... 911 or (847)360-9000

OTHER:

-MAIN OFFICES..... 244-3133 [Business Hours]  
- Joe Seidelmann..... 224-441-5355 [24 Hour Number]

**PROFESSIONAL SPILL CLEAN-UP CONTRACTORS..... SEE ATTACHED LISTING**

3. ELIMINATE SPARK OR FLAME.
4. VENTILATE AREA - where appropriate.
5. RESPONDENTS SUPERVISE CLEAN-UP.
6. CLEAN-UP MATERIAL AND DISPOSE SUBSTANCE ACCORDING TO LAW.  
An explanation of the EMERGENCY SPILL RESPONSE STEPS follows.

### **PROPER NOTIFICATION**

Federal and State Law require any "spill", regardless of size, to be reported to the proper agencies. The agencies to NOTIFY are the National "Spill" Response Center and Illinois Emergency Management Agency (IEMA).

#### **To NOTIFY:**

Under the current system, notification to the National Spill Response Center [1(800)424-8802] IS CONSIDERED TO BE PROPER NOTIFICATION TO ALL FEDERAL AGENCIES. When the National Spill Response Center is contacted; it notifies the Illinois Emergency Management Agency.

At the State level, the Illinois Emergency Management Agency has an "office hours" telephone number at (217)782-7860 for out of state calls and a 24 hour telephone number at (800)782-7860 as part of the Emergency Response Program. IEMA then contacts a "Spill Agent" for the particular region of the call. As State and/or Federal agencies are in the process of responding, any individual with initial response absorbent materials (a boom, bag of pillows or pads) can respond to the incident. Under the current system, notification to IEMA IS CONSIDERED TO BE PROPER NOTIFICATION TO ALL STATE AGENCIES.

#### **TO CONTAIN:**

If W.P.D. has OSHA trained personnel and the necessary equipment, they should try to contain a "spill". If W.P.D. does not have OSHA trained personnel trained to contain a "spill", or if a "spill" is more than W.P.D. can contain with on-site equipment, containment assistance can be provided by dialing the IEMA at (217)782-7860 or the National Spill Response Center at (800)424-8802. 911 or (847)249-5410 will contact the Waukegan Fire Department with an Emergency Spill Response Trailer or the local HAZMAT Team.

**TO CLEAN-UP:**

If W.P.D. has the appropriately OSHA trained personnel and the means, they should clean up the "spill" in the appropriate manner.

If W.P.D. does not have the means to rectify the situation, does not have the appropriately OSHA trained personnel, or requires assistance, a Professional Spill Clean-Up Contractor from the attached listing on page 9 should be contacted, by the Harbor Manager or Executive Director.

**EXPLANATION OF STEPS AND PROCEDURES****1. DETECT AND SECURE THE SOURCE OF THE "SPILL":**

Upon initial detection of a "spill" or leak, those individuals on hand secure or close the leak or valves closing the leak and preventing any further release. Those present who can not assist or are not trained to assist will either follow step 2 (i.e. notification to agencies) or evacuate the area to the established "safety area" of the "spill" response plan.

**2. NOTIFY SPILL RESPONDENTS (IEMA, FEDERAL, LOCAL, W.P.D., etc.).**

Call all the appropriate identified telephone numbers using the attached forms (see page 8) to notify the State, Federal, Local and W.P.D. authorities. [Be sure to have gathered as much of the information listed on the SPILL RESPONSE FORM as possible. This information is normally requested to be provided when placing a call to the various authorities.] Where possible, this is to be done simultaneously with Step 1 if a second person is available, otherwise, once the "spill" source is secured by those present. The authorities are to be called, which include the IEMA, US National Spill Response Center (which provides notification to the U.S. Environmental Protection Agency), the Local authorities and the Harbor Manager. Such notification should occur within 2 Hours of the "spill" incidence. Written notification should occur within 10 days.

Depending upon the nature and extent of the "spill", W.P.D. shall call a professional 24-hr trained response company to work on the clean-up of the "spill". A list of potential companies is provided and is attached to and made part of this Plan.

### **3. ELIMINATE SPARK OR FLAME:**

When and where practical and without subjecting any individual to an unsafe condition, try to extinguish any flames, or conditions that could cause sparks which in turn will prevent ignition on any flammable substances in the "spill". Such procedures can include turning off electric and/or gas lines, motors, extinguish flames from stoves, heaters, etc.

### **4. VENTILATE AREA - where appropriate:**

Where appropriate, i.e. if the "spill" is in an enclosed area and the substance spilled is harmful, the area should be ventilated by opening windows and/or doors. However, care must be taken so that such ventilation will not allow or encourage the spread of the "spill" or cause hazardous conditions.

### **5. RESPONDENTS SUPERVISE CLEAN-UP:**

Upon notification, the appropriate agencies (i.e. Local Fire, HAZMAT, IEMA, etc.) will respond and undertake any additional CONTAINMENT required and, if an appropriate clean-up contractor has not yet been called, they reserve the right to telephone an appropriate clean-up contractor.

Due to Federal and State laws, only OSHA trained personnel should undertake the actual containing and clean-up of the "spill", and where deemed necessary, W.P.D. shall call a professional 24-hr trained response company to work on the clean up of the "spill". A list of potential companies is provided and is attached to and made part of this Plan.

### **6. CLEAN-UP MATERIAL AND SUBSTANCE DISPOSED ACCORDING TO LAW:**

Used Clean-up materials are to be collected and disposed of according to legal disposal methods for such contaminated materials.

**NOTE:** The U.S. Coast Guard recommends that an absorbent boom be at least 2.5 times the length of the longest boat stored at any facility. Absorbent booms are currently located at each pier service building and at harbor maintenance facility.

#### **FOR CLEAN-UP MATERIALS OR SUPPLIES:**

1(800) HOT-HOGS (468-4647) for the NEW PIG CORPORATION or  
1(502) 267-0101 for C.I. AGENT MIDWEST

**PROFESSIONAL SPILL CLEAN-UP CONTRACTOR..... SEE ATTACHED LIST**

**RESPONSIBLE PERSON:** shall be the Harbor Manager who will ultimately coordinate all W.P.D.'s response efforts and spill clean-up.

**RECOMMENDED ANNUAL UPDATE REQUIREMENT:** W.P.D. will update this plan once annually by verifying the above telephone numbers and following procedures, as well as revising the plan where necessary.

**RECOMMENDED COMMAND CENTER COORDINATION:** The WPD main office building will operate as W.P.D. "Command Center" for the coordination of W.P.D. activities in the event of a "spill" emergency. This is where telephones, personnel and first aid are located. Specific responsibilities, duties and assignments during an emergency will be issued and directed from here by the Harbor Manager, or in his/her absence, the next in line of command. W.P.D. has designated this area as the "safe area" where non-personnel, guests, visitors and others can gather and await instructions or information dissemination during a "spill" emergency. In the event of the main office being unavailable, the harbor maintenance facility shall serve as a backup site.

**TRAINING OF PERSONNEL:** All W.P.D. employees and members should be familiar with this "SPILL" RESPONSE PLAN and the procedure described herein. Specified individuals at W.P.D. shall be assigned certain responsibilities to assure efficient response in the event of an emergency. Training for these responsibilities shall comply with OSHA regulations Title 29 CFR section 1910.120 paragraph G, OSHA Training requirements. To arrange for this Official Training - contact the OSHA Training Institute at (847)297-4810.

It is recommended that certain responsibilities are delegated to specific (and appropriately trained) individuals at W.P.D. These Responsibilities include but are not limited to:

-The Executive Director will have the ultimate responsibility to assure all response efforts and follow through. In his/her absence, the next in line of command will be in charge.

-All designated individuals will familiarize themselves with this plan and be in a position to act in the event of a "spill" situation. The plan will be posted in the Main Office for information in the event of an emergency. This Plan will also be copied and distributed to all other persons located on the site including two independent contractors.

-Waukegan Port District Security should be available to dispense instructions and information to non-personnel, guests, visitors and others. The In-House Coordinator will direct persons to the "safety area" for further instructions, evacuation procedures and First-Aid.

**TRAINING OF PERSONNEL (cont'd)**

-Experienced individuals (i.e. permanent maintenance staff) are to shut off any valves, motors or blowers, assess the situation and administer clean-up materials (i.e. booms, pads and/or pillows) with all personnel working under the direction of the experienced persons.

-All W.P.D. vehicle operators will be familiar with this plan and be available to operate the equipment if necessary to help in the containment and cleanup operations if so directed by the appropriate authorities.

-An individual or individuals will be assigned the responsibility of waiting at the entrance to W.P.D. to direct the respondents of an emergency to the "spill" location. These individuals can also direct traffic if the need should arise. They shall coordinate or open all necessary parking gates, pier gates, etc., so that emergency vehicles may access the area.

**"SPILL" RESPONSE CHECKLIST**

**FOLLOW THIS CHECKLIST TO ASSURE THE BEST EMERGENCY RESPONSE.**

**Check off items as they are completed:**

\_\_\_ Follow Emergency Response Steps (Page 3)

\_\_\_ Contact Spill Response Telephone Numbers (Page 1)

\_\_\_ Required Notification to Agencies (Page 1 & 2)

\_\_\_ Contact Spill Response Contractor for help in clean-up (if necessary) (Page 9)

\_\_\_ Complete Emergency Spill Response Form (Page 8)

**Emergency Spill Response Checklist completed by:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**"SPILL" RESPONSE FORM**

Complete this form to provide the essential information for the Emergency Response Team.  
**PLEASE PRINT ALL INFORMATION.**

**YOUR NAME** \_\_\_\_\_ **YOUR TEL#** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

- 1) CALL STATE-IEMA 24 HOUR SPILL HOTLINE 1(800)782-7860  
 IEMA(Out of State) (217)782-7860

**SPOKE WITH (NAME)** \_\_\_\_\_ **SPILL # RECEIVED** \_\_\_\_\_

- 2) CALL FEDERAL-24 hr National Spill Response Center 1(800)424-8802

**SPOKE WITH (NAME)** \_\_\_\_\_ **SPILL # RECEIVED** \_\_\_\_\_

- 3) CALL - LOCAL - (847)599-5410(FIRE) OR (847)360-9000(POLICE) or 911

**SPOKE WITH (NAME)** \_\_\_\_\_ **SPILL # RECEIVED** \_\_\_\_\_

- 4) CALL - (847)244-3133 During Business Hours or

Joe Seidelmann (224) 441-5355 "Off Hours"

**SPOKE WITH (NAME)** \_\_\_\_\_

**TOLD TO CALL SPILL CLEAN-UP CONTRACTORS YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- 5) CALL PROFESSIONAL SPILL CLEAN-UP CONTRACTORS. SEE ATTACHED LIST

**NAME OF CONTRACTOR** \_\_\_\_\_

**SPOKE WITH (NAME)** \_\_\_\_\_ **TIME** \_\_\_\_\_

**WILL** \_\_\_\_\_ **WILL NOT** \_\_\_\_\_ **RESPOND**

**ARRIVED AT (TIME)** \_\_\_\_\_

**PERSON IN CHARGE (NAME)** \_\_\_\_\_

**INFORMATION TO BE PROVIDED WHEN CALLING THE AUTHORITIES**

- 6) SPECIFIC LOCATION OF SPILL

\_\_\_\_\_

- 7) WHAT WAS SPILLED

\_\_\_\_\_

- 8) SOURCE OF THE SPILL,

\_\_\_\_\_

- 9) CAUSE OF THE SPILL

\_\_\_\_\_

- 10) ESTIMATED TOTAL QUANTITY SPILLED \_\_\_\_\_ gallons

- 11) SPILLED INTO AIR \_\_\_\_\_ WATER \_\_\_\_\_ GOUND \_\_\_\_\_ UNDERGROUND \_\_\_\_\_

- 12) AMOUNT SPILLED INTO WATER \_\_\_\_\_ gallons

- 13) WEATHER CONDITIONS \_\_\_\_\_

- 14) VESSEL NAME, TRUCK NUMBER OR ID INFORMATION \_\_\_\_\_

- 15) NUMBER OF INJURIES OR FATALITIES \_\_\_\_\_

**EMERGENCY RESPONSE CONTRACTORS****Contractors****PHONE**

- |  |                |
|--|----------------|
| 1. SET ENVIRONMENTAL<br>Wheeling, IL 60090                                   | (847) 537-9221 |
| 2. AIRES CONSULTING GROUP<br>1550 Hubbard Ave.<br>Batavia, IL 60510          | (877) 727-4597 |
| 3. HazChem ENVIRONMENTAL CORP.<br>1115 W. National Ave.<br>Addison, IL 60101 | (630) 458-1910 |

**PERIODIC INSPECTION CHECKLIST FOR  
HAZARDOUS WASTE**

**ALL DRUMS AND CONTAINERS**

- \_\_\_\_\_ Marked with proper hazardous waste labels
- \_\_\_\_\_ Marked with accumulation date
- \_\_\_\_\_ Within allowable storage date (90/180 days)
- \_\_\_\_\_ Marked with proper EPA and State codes
- \_\_\_\_\_ Closed when not in use
- \_\_\_\_\_ Labels visible and readable
- \_\_\_\_\_ Container in good condition
- \_\_\_\_\_ Placed with 30 inches of aisle space between rows
- \_\_\_\_\_ Incompatible materials stored separately
- \_\_\_\_\_ Flammable materials grounded
- \_\_\_\_\_ Secondary containment for spill control

**ALL STORAGE AREAS**

- \_\_\_\_\_ Limited access with authorized entry only
- \_\_\_\_\_ Hazardous warning signs on doors
- \_\_\_\_\_ Spill Control/Contingency Plans posted
- \_\_\_\_\_ Ventilation provided
- \_\_\_\_\_ Cylinders confined
- \_\_\_\_\_ Posted emergency phone numbers and location of emergency equipment

Describe any actions taken to correct the deficiencies noted above.

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Company name: \_\_\_\_\_  
Your name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

