

**Spill Communication &
Response Plan**

Contact List



**AURORA
WATER**

**SW / WW
OPERATIONS**

**SPILL
RESPONSE**

**INFORMATION
RESOURCE
FOLDER**

**Guide for Estimating Volume
of Sanitary Sewer Overflows
(SSOs)**

Spill Reporting Guidelines

**CDPHE Spill Reporting
Guidance (Policy No: WQE-10)**

**Spill Truck & Pump Trailer
Supply Lists**

**COA Stormwater Code
(excerpts)**

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(excerpts)**

**Procedure for Outdoor SSO
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**Procedure for Assignment of
Financial Responsibility**



AURORA WATER

STORMWATER/WASTEWATER OPERATIONS

Spill Communication and Response Plan

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I. INTRODUCTION

The purpose of this spill communication plan is to establish a Standard Operating Procedure (SOP) for spill responses involving the Stormwater/Wastewater (SW/WW) Operations Division. This plan serves as a guideline for SW/WW Division in planning for and responding to spills and releases that threaten stormwater conveyances or ‘State Waters’, and Sanitary Sewer Overflows (SSO). This plan is supplemental to the City of Aurora (COA) Administrative Policy Memorandum (APM) No. 4-18, *Internal Spill Reporting*.

This plan requires communication and coordination with other COA departments and other external emergency response entities. This plan may be shared and used in support of similar actions undertaken by other COA departments.

SW/WW Operations staff uses every available precaution to prevent human injury, exposure or accident related to spill responses. SW/WW Operations deploys only HAZWOPER trained and certified staff to respond to spills. SW/WW Operations staff acts quickly and deliberately to minimize the impact of spills on human health and the environment.

Definition: HAZWOPER – Acronym for “Hazardous Waste Operations and Emergency Response”. OSHA required training for all persons participating in – among other things - emergency responses involving hazardous materials.

II. ROLES AND RESPONSIBILITIES

Every spill incident is unique in scope, size and detail. The unique characteristics of each spill dictate the role SW/WW Operations plays in the incident. SW/WW Operations employees are sufficiently trained and competent to operate under Incident Command System/Unified Command (ICS/UC) when responding to spills and other emergencies. The ICS/UC procedures allow SW/WW Operations and other responding groups to seamlessly integrate and function in the event of a large multi-departmental and jurisdictional incident.

SW/WW Operations acts in an advisory capacity and backup to the Aurora Fire Department (AFD) Hazmat Team when responding to large hazardous materials incidents. SW/WW Operation’s role in responding to hazardous material incidents is lessening the impact of spilled materials to stormwater conveyances and waterways.

Response to reported abandoned (orphaned), intact containers of hazardous materials and unknowns on public property is generally handled by the COA Planning Department - Environmental Management Section. Abandoned materials on private property should be reported to Code Enforcement for handling. See Spill Reporting Decision Tree (Figure 5.1) and Contact List (Tab No. 2) for reporting and information.

III. SPILL CHARACTERIZATION

Spills are initially characterized as involving either hazardous or non-hazardous materials/substances as defined by the US Environmental Protection Agency (EPA) and US Department of Transportation (DOT). These definitions include very broad lists of chemicals and hazardous materials (40 CFR 300.5, 40 CFR 116.4), hazardous waste as defined by EPA (40 CFR 261.3), and hazardous substances as defined by DOT regulations. Characteristics of hazardous materials and wastes include those that are flammable or corrosive, contain heavy metals such as mercury or lead, or are explosive or water reactive. Examples of hazardous materials include petroleum products, solvents, and pesticides, just to name a few.

Definition: Hazardous Material – substance or chemical as defined by Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) 40 CFR 300.5; hazardous wastes as defined by Resource Conservation and Recovery Act (RCRA) 40 CFR 261.3; and petroleum products.

Any unidentified, unlabeled or unknown substances are assumed to be hazardous by SW/WW Operations first responders until positive identification is made.

Spills of hazardous materials are categorized as either small or large. Controlled and contained spills of less than 25 gallons are generally considered to be small. Spills estimated to be greater than 25 gallons - or releases not yet contained - are considered to be large spills. SW/WW Operations may choose to respond to small and controlled spills of hazardous materials that threaten stormwater conveyances without the assistance of AFD Hazmat. Large spills of hazardous materials are considered to be dangerous situations that require the expertise and resources of the AFD Hazmat Team.

SW/WW Operations may choose to handle spills of non-hazardous materials in any quantity without assistance. Examples of non-hazardous materials (for the purposes of this spill communication plan SOP) include sewage, heavy viscous oils/grease, antifreeze, all types of paint, sump pump and other obviously uncontaminated flows.

SW/WW Operations does not respond to releases of solids or gaseous materials unless they have impacted or have the potential to impact the stormwater drainage system.

IV. SPILL RESPONSE

SW/WW Operations employees are sufficiently trained and qualified to take defensive positions to hazardous material incidents and are equipped to contain and control many types of incidents that may threaten the storm drainage system. SW/WW Operations maintains 2 spill trucks specially equipped and stocked with a variety of spill mitigation materials, and can be mobilized to respond to spill incidents. A trailer is staged with pumps and equipment in the Stormwater equipment bay at Central Facility for large incidents requiring pumps. See Pump Trailer Supply Lists (Tab No. 6).

Reports of spills received by SW/WW Operations during normal business hours are referred to the SW/WW Operations Compliance Team. Operations Compliance coordinates the department's response. Reports of spills received after hours are directed through the Flow Control Center (FCC) to the on-call wastewater employee. The on-call wastewater employee and his/her supervisor coordinates the response to the spill and makes appropriate decisions regarding the need to contact and request assistance from additional departments, supervisors and staff. All spills occurring after hours are reported to SW/WW Operations Compliance via the shared pager. In order to put closure on spill incidents that occur after hours, following each response SW/WW Operations personnel contacts FCC with a brief verbal after-action report. See Contact List (Tab No. 2).

SW/WW Operations staff will not take intrusive or aggressive actions (offensive) when responding to large hazardous material spills. If SW/WW Operations is the first on the scene of a large hazardous materials incident, SW/WW Operations will assume command according to ICS/UC protocols, and operate in a defensive posture until COA AFD Hazmat arrives.

Basic spill response actions taken by SW/WW Operations for all types of spills, releases, illicit discharges, SSO, etc. are as follows:

- 1) Critically evaluate the spill and conditions as they relate to your safety and the safety of others at the scene. If there is any concern about how dangerous an incident is or how threatening it is to life safety, evacuate the area immediately!
- 2) Treat all unknown spilled substances as hazardous materials.
- 3) Evaluate the source and severity of the incident (i.e. plume size, how fast it is spreading, labeling/placarding, solid/liquid/gas, etc.). Record observations by taking photographs and notes.
- 4) Stop the leak (i.e., close a valve, etc.) if it can be accomplished without entering a 'hot zone' or endangering life safety.
- 5) Evaluate the existing and potential path of the release (e.g. paved/unpaved surface, slope, proximity to storm drain/State Waters, refer to storm drain map books, etc.).
- 6) Call for appropriate backup staff and resources, if necessary. See Contact List (Tab No. 2). Call your supervisor.
- 7) If adequately trained and qualified, use available and appropriate mitigation materials (e.g., booms, absorbents, dirt/sand, shovel, etc.) to take defensive actions to contain/absorb/prevent the spread of a spill to stormwater drainage inlets and State Waters.
- 8) In the instance of an SSO: Evaluate the need for surface cleanup and disinfection. See Procedure for Outdoor SSO Cleanup and Disinfection (Tab No. 9) for specific procedures.
- 9) If necessary, contact appropriate spill remediation contractor to collect and dispose of spill residuals. See Contact List (Tab No. 2)
- 10) Relinquish control of the incident and assume a backup role if/when more qualified staff and more advanced resources arrive.

- 11) Evaluate the need to decontaminate self/clothing/equipment before leaving site.
- 12) Thoroughly document details of the spill incident (e.g. date/time, materials spilled/quantity, names/contact information, equipment use, cleanup actions, etc.) and photograph the scene.

It is the policy of SW/WW Operations not to take possession, move, or transport any containers of hazardous materials and contaminated spill mitigation materials. Under no circumstances should a spill be flushed without vacuuming. If acting as lead in response to the spill or if requested to do so by the incident commander, SW/WW Operations requests technical assistance from the Planning Department – Environmental Management Section with regards to proper handling and disposal of hazardous materials/wastes and other contaminated materials. Water Quality Control Laboratory is contacted as soon as possible if sampling is warranted. Contact information is found in the Contact List (Tab No. 2).

SW/WW Operations is the lead City department when responding to SSOs.

Aurora Water and the COA Planning Department – Environmental Management Section maintains contracts with several hazardous material remediation contractors. In circumstances where a party responsible for the incident cannot be identified, funds are budgeted for the costs associated with cleanup of hazardous material spills. The Procedure for Assignment of Financial Responsibility for spill remediation and cleanup is located behind Tab No. 10.

Following the response and stabilization of spills determined to be the result of negligence of a private citizen, SW/WW Operations contacts and consults with COA Neighborhood Services regarding the prosecution of potential violations of illegal dumping, general nuisance, and other related municipal code violations.

V. SPILL REPORTING

According to state and federal law some spills must be reported to various regulatory authorities. See Figure 5.1 Spill Reporting Decision Tree. Depending on the size and type of material released; spills may be subject to reporting when, 1) a discharge has reached “State Waters”, 2) the release involves a petroleum product spill that has caused a sheen or film on a water body, or 3) if the discharge involves a hazardous material in quantities greater than the EPA reportable quantity (RQ) as listed in 40 CFR 302.4.

Definition: State Waters – means any and all surface and subsurface waters which are contained in or flow through the state, including perennial streams, intermittent or ephemeral gulches and arroyos, ponds, lakes, reservoirs, irrigation canals or ditches, wetlands, stormwater conveyances, and groundwater.

In all spill incidents in which they are involved SW/WW Operations determines whether a spill is reportable and ensures that proper authorities are notified as required by law.

The SW/WW Operations Compliance Division, in coordination with Planning Department – Environmental Management Section and City Attorney’s Office, interprets spill reporting rules and guidelines, and makes proper notifications to the appropriate authorities. If the responsible party for the spill is identifiable and cooperating with spill response, mitigation and after-action, they are reminded by SW/WW Operations of their obligation to notify the appropriate regulatory authorities. Metro WW Reclamation District should be contacted for SSO’s originating from Metro’s interceptors. See Spill Reporting Decision Tree (Figure 5.1) and Contact List (Tab No. 2) for detail information.

Definition: Reportable Spill – a spill of any listed substance listed under Superfund Amendments and Reauthorization Act (SARA) Title III, 40 CFR 302.4, and any amount of chemical, oil, petroleum product, sewage, etc. which has or may enter State Waters.

Definition: Non-Reportable Spill – a spill in quantities less than the reportable quantity (RQ) that are contained on an impervious surface or on soils, and fully contained such that they will not reach State Waters, and be cleaned up in less than 24 hours.

The following agencies and groups are contacted in the event of a reportable spill:

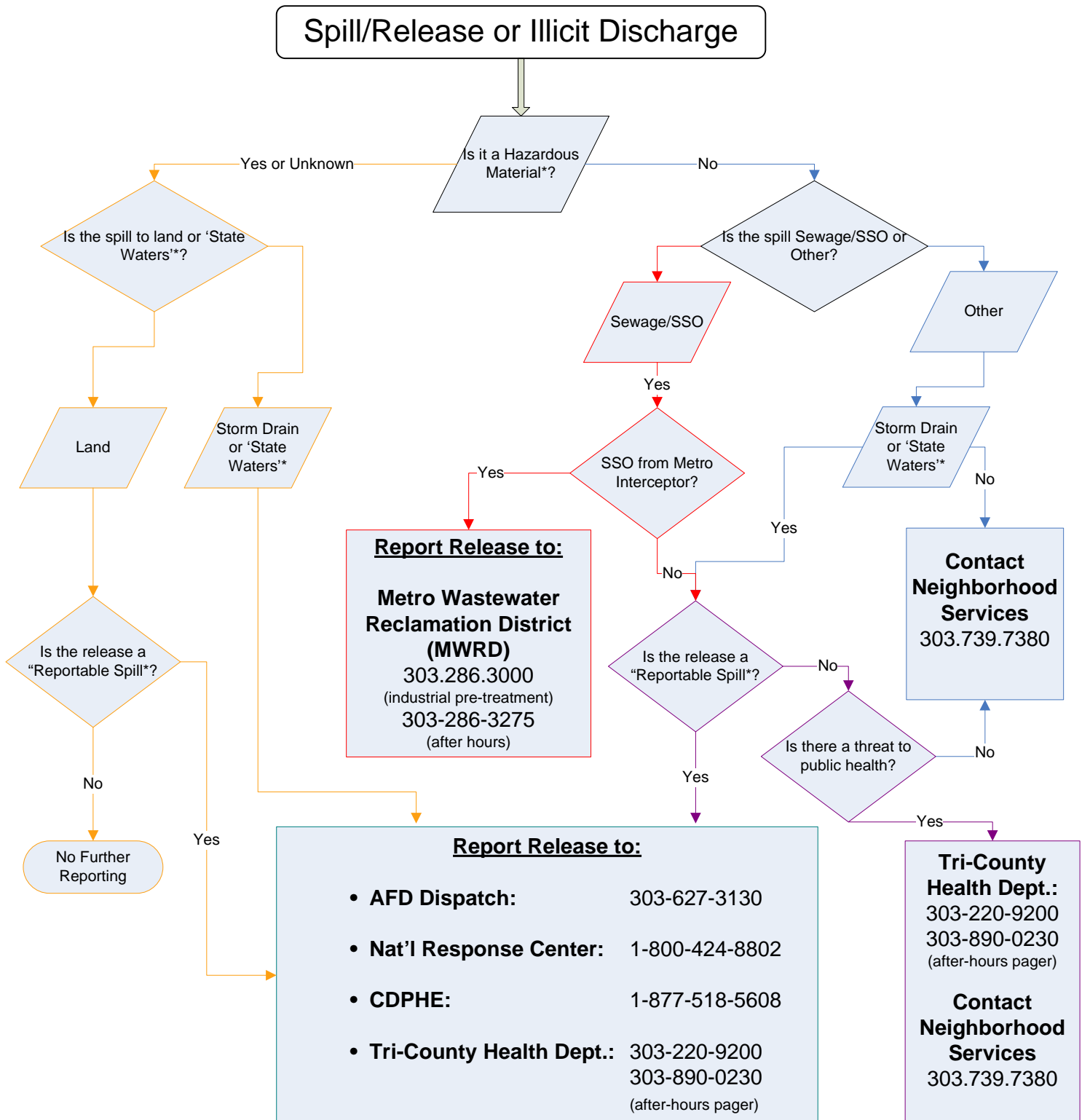
- 1) COA AFD Dispatch – 303.627.3130
- 2) National Response Center – 800.424.8802
- 3) CDPHE Water Quality Control Division – 877.518.5608
- 4) Tri-County Health Department – 303.220.9200
- 5) Metro WW Reclamation District – 303.286.3000 after hours – 303.286.3274

The Senior Environmental Engineer of Aurora Water should be notified of all spills requiring notification of regulatory authorities, and copied on all related written correspondence.

Any spill that is a result of actions and operations of a COA department must be documented and reported according to APM No. 4-18, *Internal Spill Reporting*, including the completion of a Spill/Release Incident Report Form. In addition, the Aurora Water Public Information Officer should be notified immediately of all significant spills that are a result of COA operations and facilities. See Contact List (Tab No. 2).

Tri-County Health Department is notified by SW/WW Operations of all spills that threaten public health, are reportable by law, and those involving or impacting establishments that prepare and serve food to the public (e.g., food processing plants, restaurants, commercial kitchens, schools, children and adult daycare facilities, etc.). See Contact List (Tab No. 2).

FIGURE 5.1 SPILL REPORTING DECISION TREE



Report Release to:
Metro Wastewater Reclamation District (MWRD)
 303.286.3000 (industrial pre-treatment)
 303-286-3275 (after hours)

Report Release to:

- **AFD Dispatch:** 303-627-3130
- **Nat'l Response Center:** 1-800-424-8802
- **CDPHE:** 1-877-518-5608
- **Tri-County Health Dept.:** 303-220-9200
303-890-0230 (after-hours pager)

Contact Neighborhood Services
 303.739.7380

Tri-County Health Dept.:
 303-220-9200
 303-890-0230 (after-hours pager)
Contact Neighborhood Services
 303.739.7380

* **Hazardous Material** – hazardous substance as defined by Comprehensive Env. Response, Compensation & Liability Act (CERCLA) 40 CFR 300.5; hazardous wastes as defined by Resource Conservation and Recovery Act (RCRA) 40 CFR 261.3; and petroleum products.

* **State Waters** - all surface and subsurface waters which are contained in or flow in or through the state, including dry gullies and storm sewers.

* **Reportable** – any listed substance listed under Superfund Amendments and Reauthorization Act (SARA) Title III, 40 CFR 302.4; any amount of chemical, oil, petroleum product, sewage, etc. which has or may enter state waters.

VI. SPILL RECORDKEEPING

Following every spill response a file is established by SW/WW Operations Compliance Team. Detailed reports regarding spills and departmental responses are documented on an internal Incident Response Form. All records related to each spill incident, including photographs, maps, diagrams, records of conversations, copies of reports submitted to regulatory agencies, etc. are kept in a hardcopy file in SW/WW Operations Compliance office. Copies of spill records for all incidents resulting from COA department operations are shared with Water Quality & Environmental Programs Department, and the Planning Department – Environmental Management Section. Spill records are maintained for 3 years as required by federal and state regulations.

VII. SAFETY

Safety is the most important concern of SW/WW Operations when responding to spills and emergency situations. Employee safety is the first issue considered in every incident. If there is any question or doubt regarding the safety of a situation, SW/WW Operations personnel will back away. The following are important safety guidelines to follow when dealing with hazardous conditions:

- 1) Use all your senses (sight, smell, sound) to evaluate the existing conditions.
- 2) **IF THE SCENE IS UNSAFE, EVACUATE!**
- 3) Stay upwind and uphill of dangerous spill conditions.
- 4) Do not smoke – extinguish all ignition sources in the immediate spill area (e.g. pilot lights, vehicle engines, cell phones, radios, etc.)
- 5) Don appropriate personal protective equipment (PPE) (e.g. boots, gloves, protective clothing, protective eyewear, respirators, etc.) as conditions dictate. Consult available material safety data sheets (MSDS) for recommended PPE.
- 6) Keep all personnel and equipment out of the spill area. Cordon off dangerous areas if necessary. Use traffic cones and vehicle light bars as appropriate.
- 7) Make appropriate contacts with incident command when entering and exiting a hazardous materials incident site.
- 8) Contact the Aurora Water Safety Officer [See Contact List (Tab No. 2)] for assistance, questions or clarification with PPE or any other safety-related situations.
- 9) Go home at the end of the day!

Contact List

- **Colorado Department of Health and Environment (CDPHE):**
 - 24 Emergency Hotline – 877.518.5608
 - Office: 303.692.3501

- **City of Aurora**
 - **Emergency:**
 - 911
 - **Fire:**
 - Dispatch: 303.627.3130 (24 hours)
 - Station 2 (Hazmat Team): 303.366.8014
 - **Storm/Wastewater Operations offices:**
 - 303.326.8050 (7:00 AM to 3:30 PM)
 - **Flow Control:**
 - 303.326.8388 (24 hours)
 - **Operations Service Center**
 - 303.326.8645
 - **Storm/Wastewater Operations Compliance Group**
 - office: 303.326.8141
 - pager: 303.891.6135 (24 hours)
 - John Perry: cell: 720.234.7187 home: 720.234.7187
 - Steve Claybrook: cell: 303.956.2763 home: 303.862.5049
 - **Wastewater Superintendent**
 - office: 303.326.8050
 - cell: 970.768.5415
 - **Storm Water Superintendent**
 - office: 303.326.8062
 - cell: 720.207.4752
 - **Planning Department Environmental Compliance Specialist:**
 - office: 303.739.7051
 - **Neighborhood Services - Code Enforcement:**
 - main: 303.739.7280
 - after hours refer to emergency standby roster for on-call employee
 - **Quality Control Lab - Wemlinger Treatment Facility:**
 - 303.739.6767
 - after hours contact Sherry Scaggiari 303.619.1558
 - **Public Information Officer:**
 - 303.739.7081
 - **Aurora Water Safety Officer:**
 - 303.358.7791
 - **Water Quality & Environmental Programs/Storm Water Engineer:**
 - 303.739.7390

- **Metro Wastewater Reclamation District (MWRD)**
 - Industrial Pretreatment: 303.286.3000
 - Control Room (after hours): 303.286-3275

- **Tri County Health Department Administrative Office:**
 - Water Specialist: 303.220.9200
 - after hours pager: 303.890.0230
 - Fax: 303.220.9208

- **Arapahoe County Sheriff Dispatch:**
 - 303.795.4711

- **SEMSW. (South East Metro Storm Water Authority):**
 - 303.858.8844

- **Cherry Creek State Park:**
 - 303.690.1166

- **E.T. Technologies (preferred spill remediation contractor):**
 - office: 303.680.9414 (24 hours)

- **Custom Environmental (alternate spill remediation contractor):**
 - 800.310.7445

- **Paul Davis Systems (certified Restoration & Remediation Company):**
 - 303-953-7099

Guide for Estimating Volume of Sanitary Sewer Over-Flows



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

CDPHE Spill Reporting Guidelines

All reportable spills must be reported by telephone to CDPHE immediately.

- CDPHE Emergency Hotline # 1.877.518.5608

All reportable spills must be reported by mail within 5 days.

Colorado Department of Public Health and Environment
Water Quality Control Division, Engineering Section
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530
Phone: 303.692.3650
Fax: 303.782.0390

Jill Piatt-Kemper, COA Senior Environmental Engineer should be copied on all written spill reports submitted to CDPHE.

The following information should be included in all telephone and mailed spill reports to CDPHE:

- 1) The name of the responsible person and, if not reported by that person, the name of the person reporting the spill and the name of the responsible person if known;
- 2) An estimate of the date and time that the spill began or the actual date and time, if known;
- 3) The location of the spill, its source (e.g., manhole, tanker truck), and identification of the type of material spilled (e.g., untreated wastewater, biosolids, specific chemical);
- 4) The estimated volume of the spill and, if known, the actual date and time the spill was fully controlled/stopped.
- 5) Whether the spill is ongoing and, if it is, the rate of flow and an estimate of the time that the spill will be fully controlled, if known;
- 6) Measures that are being or have been taken to contain, reduce, and/or clean up the spill;
- 7) A list of any potentially affected area and any known downstream water uses (e.g., public water supplies, irrigation diversions, public use areas such as parks or swim beaches) that will be or have been notified;
- 8) A phone number and e-mail to contact a representative of the responsible person that is in charge of the response. Where a non-responsible person is reporting the spill, they are encouraged, but not required, to provide contact information,
- 9) Steps taken or planned to prevent reoccurrence of the event;
- 10) If the spill is not from a permitted activity attach MSDS's for any chemicals involved in the spill or release.

WATER QUALITY
CONTROL
DIVISION

Policy No: WQE-10

Initiated By: Dave Akers

Approved By: 

Effective Date: 3/1/08

Revision No.:

Revision Date:

Guidance for Reporting Spills under the Colorado Water Quality
Control Act and Colorado Discharge Permits

I. Purpose

To provide guidance on applicable Colorado reporting requirements pursuant to § 25-8-601(2), C.R.S., that pertains to spills or discharges that may cause pollution of State waters. This guidance does not relieve an entity of any other statutory or regulatory requirements applicable to a spill. Facilities possessing a Colorado Discharge Permit System (CDPS) permit should follow applicable permit terms and conditions regarding spill reporting and response. This guidance is not intended to supersede or modify such permit terms and conditions or the applicable statute and regulations. This guidance does not limit the existing rights or responsibilities of persons with respect to spill reporting. For example, persons retain the right and responsibility to determine in the first instance whether a particular spill is covered by an existing permit or may cause pollution to State waters (i.e., surface or ground waters).

II. Statutory Requirement Addressed

Colorado Water Quality Control Act - Spill Reporting Requirements - § 25-8-601(2), C.R.S.

“Any person engaged in any operation or activity which results in a spill or discharge of oil or other substance which may cause pollution of the waters of the state contrary to the provisions of this article as soon as he has knowledge thereof, shall notify the division of such discharge.”

State waters means any and all surface and subsurface waters which are contained in or flow in or through this state, but does not include waters in sewage systems, waters in treatment works of disposal systems, waters in potable water distribution systems, and all water withdrawn for use until use and treatment have been completed (§ 25-8-103 (19), C.R.S.).

Examples of State waters include, but are not limited to, perennial streams, intermittent or ephemeral gulches and arroyos, ponds, lakes, reservoirs, irrigation canals or ditches, wetlands, stormwater conveyances (when they discharge to a surface water), and groundwater.

III. Policy/Applicability

The Division distinguishes between reporting requirements for spills that occur with respect to activities that result in a discharge that is authorized under a CDPS permit and those that are not. For non-permitted activities, or in the case of an activity where a permit does not address reporting of or response to a given spill, the Division recommends that the responsible person(s) take the following actions:

1. Immediately report spills that may result in a non-permitted discharge of pollutants to State waters to the Environmental Release and Incident Reporting Line at 1-877-518-5608;
2. Include the following information, if available, when notifying the Division of a spill:
 - a. The name of the responsible person and, if not reported by that person, the name of the person reporting the spill and the name of the responsible person if known;
 - b. An estimate of the date and time that the spill began or the actual date and time, if known;

- c. The location of the spill, its source (e.g., manhole, tanker truck), and identification of the type of material spilled (e.g., untreated wastewater, biosolids, specific chemical);
- d. The estimated volume of the spill and, if known, the actual date and time the spill was fully controlled/stopped.
- e. Whether the spill is ongoing and, if it is, the rate of flow and an estimate of the time that the spill will be fully controlled, if known;
- f. Measures that are being or have been taken to contain, reduce, and/or clean up the spill;
- g. A list of any potentially affected area and any known downstream water uses (e.g., public water supplies, irrigation diversions, public use areas such as parks or swim beaches) that will be or have been notified; and
- h. A phone number and e-mail to contact a representative of the responsible person that is in charge of the response. Where a non-responsible person is reporting the spill, they are encouraged, but not required, to provide contact information.

Reporting and management of spills that occur with respect to activities resulting in a discharge authorized under a permit should be performed in accordance with the specific requirements of that permit. If the permit does not provide specific reporting or management response requirements for a given spill that may pollute State waters, the Division recommends that the responsible person report the spill in accordance with the procedures listed above.

This guidance only addresses reporting requirements under the Division's authority. The person or entity engaged in any operation or activity that results in a spill is responsible for any other applicable reporting requirements associated with the spill to other regulatory agencies.

Section 25-8-601(2), C.R.S. only addresses spill reporting to the Division. Section 25-8-202(7), C.R.S. provides certain water quality responsibilities to other state "implementing agencies." The Division's position is that, where a spill to the ground that may impact ground water only is fully and timely reported to an implementing agency having jurisdiction over that spill, the intent of section 601(2) has been fulfilled, and the spill need not also be reported to the Division. The Division suggests that the responsible person confirm with the implementing agency that a spill falls under the jurisdiction of the implementing agency at the time it is reported in order to avoid possible legal liability should it fall under the Division's jurisdiction.

IV. Division Examples of Non-Reportable Spills

The Division has identified the following examples of types of spills that are considered "non-reportable" under § 25-8-601(2), C.R.S. Documentation of such spills, including the information listed in section III.2.a – III.2.f above, should be maintained by the responsible person for Division review for a period of three years.

1. A spill to a generally impervious surface or structure (e.g., paved street/parking lot, storm sewer, warehouse floor, manhole, vault, concrete basement), or onto soils, that is fully contained in/on the impervious surface/structure or soils, or that is managed in a manner so that it will not reach State waters at the time of the spill or in the future. Such spills that are cleaned up within 24 hours will be considered by the Division to have no potential to reach State waters. However, even if such spills are not cleaned up within 24 hours, the responsible person may be able to "fully contain" or otherwise manage a spill such that it will not reach State waters. Where there is a sump pump present in a basement to which a spill occurred, the responsible person must establish that the pump did not discharge to State waters during the time between the start of the spill and the completion of clean-up in accordance with best management practices.
2. A spill or discharge that is managed consistent with best management practices that are established in accordance with a CDPS discharge permit or any Water Quality Control Commission-adopted control regulation related to spill management or reporting.
3. A spill of potable water from a public water system that does not reach surface waters.

Spill Trucks: 1730/1763

Tools	
1	rubber mallet
1	claw hammer
1	#2 sledge
1	utility knife
1	hand saw
1	tape measure
1	measuring wheel
1	5 gallon bucket
1	box 16# nails
1	roll bailing wire
2	roll duct tape
1	pliers
10	wooden stakes
1	10ft rope
5	bungee cords
1	tow strap
1	booster cables
1	2 gallon sanitary spray canister
1	sewer manhole key (Tollgate)

Bags & Absorbent	
1	55 gallon trash bags (box)
100	absorbent pads (thin 18"x18")

Top Mount	
10	traffic cones
1	water cooler

Cab	
flashlight	
map books: sanitary / storm	
Pens, highlighters, paper clips, note pads, extra D batteries	
ice scraper	
(1) camera, batteries	
e-470 pass	
shop rags	
whisk broom, pan	

First Aid	
1	first aid kit (basic)
1	blood borne pathogen kit
1	roll paper towel
1	box litmus test kit-SW/WW

Picks & Shovels	
1	10# sledge
2	flat head shovels
2	round head shovels
1	channel shovel
1	pick
1	broom
1	snow shovel
1	T-post pounder
5	"Stay Out of Water" Signs

Sand Bags - Absorbent - Lumber - Plastic	
1	plywood 1/2" x 4' x 8'
1	plywood 1/2" x 4' x 4'
2	2" x 4" x 8 ft
1	2" x 4" x 4 ft
2	2" x 4" x 2 ft
5	sand bags
1	roll plastic sheeting
1	1 gallon of regular bleach
1	5 gal bucket Dolomite Hydrated Lime
1	20# bucket oil & spill encapsulate
5	50# bags floor dry

PPE	
3	pair rubber gloves
2	pair work gloves
1	pair waders
4	tyvek suites
1	pair smurf boots
1	box latex gloves
1	box dust masks
2	sets ear plugs
2	hard hats
2	pair goggles
3	reflective vests
1	rain suit
2	bottles hand sanitizer
1	bottle sunscreen
1	can bug spray
1	tube hand cleaner
1	can of wipes
1	fire extinguisher

Oil Booms	
2	8" x 10 ft
4	3" x 4 ft

EMERGENCY/ RAPID RESPONSE PUMP TRAILER



Equipped with:

- 2 3" pumps and suction hose
- 900 ft discharge hose
- 4 traffic ramps to protect discharge hose from traffic
- 3 gallons of gasoline
- 12 cones
- 2 quarts of oil
- Extra gaskets
- Miscellaneous hand tools

This trailer is self contained and intended use is for rapid emergency response. It is easily maneuverable and can be hooked to towing unit and transported to site by one employee. The trailer is stored in the Stormwater Bay at Central Facility.

Emergency Pumping Response Trailer Inventory

Unit #20376

The laminated tag on the pump describes basic start up and operation.

Trailer

2-3" pumps	2-shovels-1 round/1 square point
2-intake hoses	1-broom
900 ft of discharge hose	1- 3 prong rake
2- 5 gal fuel cans	2- 5 gal buckets
4-traffic ramps	1- wheelbarrow
10- safety cones	

Tool Box Contents

Hand cleaner towels	2- Metal stakes
Silicone and graphite lubricant	Insect repellent
Starting fluid	Misc nuts/bolts
2 quarts engine oil	Rubber suction/discharge gaskets
Flashlights	Rubber gloves
Hose clamps	Ear protection (plugs)
Dish soap	1- 3/8" socket set
Section of rope	1-gasket scraper
1-crescent wrench	1-utility knife
2-channel lock pliers	4 screwdrivers
2 lb sledge hammer	1- hammer

Pump Inventory

	Stormwater Storage Building	Nome Facility	Comments
1 ½" Electrical Submersible	2		
2" Electrical Submersible	4		1-Unit #01731 Wastewater Truck
6" Hydraulic Submersible	1	1	
2" Trash Pump	2	1	
3" Trash Pump	5		2 on Trailer 2 in TV bay
6" Trash Pump		1	
8" Trash Pump		1	
2" Suction Hose	3		
3" Suction Hose	9		2 on Response Trailer
6" Suction Hose		4	
8" Suction Hose		1	
1 ½" Discharge Hose	50'		
2 ½" Discharge Hose-Firehose	1200'		900' on Response Trailer 300' Stormwater Storage
6" Discharge Hose	300' on unit #80363	900' on unit #90428	
6" Discharge Hose-Rigid	1000'		
8" Discharge Hose	0	0	
Sandbags	X		
Straw Bales		X	

Pages taken from WW/SW Operations Division "Pump Readiness Plan Final Draft 5-4-09.pdf"

ARTICLE VIII. STORMWATER*

*Cross references: Floods, ch. 70; flood hazard district, § 70-131 et seq.

Sec. 138-438. Rules and regulations.

It shall be the duty of the director of water to promulgate such reasonable rules and regulations not inconsistent with this article so as to facilitate the proper administration of this article.

(Code 1979, § 39-162; Ord. No. 2005-74, § 1, 10-10-2005)

Sec. 138-439. Prohibited discharges.

(a) It shall be unlawful for any person to discharge or cause to be discharged to the storm drainage system any polluting material or any other material which is not composed entirely of stormwater.

(b) Except insofar as such may be identified by the city as sources of polluting materials, this section shall not apply to the following categories of non-stormwater discharges:

- (1) Water line and fire hydrant flushing;
- (2) Landscape irrigation;
- (3) Diverted stream flows;
- (4) Rising groundwaters;
- (5) Uncontaminated groundwater infiltration into the storm drainage system;
- (6) Uncontaminated pumped groundwater;
- (7) Discharges from potable water sources;
- (8) Foundation drains;
- (9) Air conditioning condensation;
- (10) Irrigation water;
- (11) Springs;
- (12) Water from crawlspace pumps;
- (13) Footing drains;
- (14) Lawn watering;
- (15) Flows from riparian habitats and wetlands;
- (16) Individual residential car washing;
- (17) Individual residential dechlorinated swimming pool and hot tub discharges;
- (18) Individual residential street washing;
- (19) Emergency firefighting activities;
- (20) Discharges specifically authorized by a separate National Pollutant Discharge Elimination Systems (NPDES) permit; and
- (21) Discharges specifically authorized by separate Colorado Discharge Permit System (CDPS) permit.

(Code 1979, § 39-163; Ord. No. 98-96, § 6, 1-11-99; Ord. No. 2009-27, § 1, 7-13-2009)

Sec. 138-446. Violation of city's NPDES permit.

(a) It shall be unlawful for any person to cause or substantially contribute to a violation of the city's NPDES stormwater discharge permit.

(b) Notwithstanding any provision of this article to the contrary, if assessed a penalty for any violation of its NPDES stormwater discharge permit, the city shall have the authority to recover civil penalties from or impose criminal penalties against any person who is found to have caused or substantially contributed to such violation in an amount equal to the penalty assessed against the city.

(Code 1979, § 39-171)

http://library2.municode.com:80/default-test/template.htm?view=browse&doc_action=setdoc&doc_keytype=tocid&doc_key=fd443fd3fa89084757151586267c78f8&infobase=10331, Accessed 12.28.2010)

**Metro District's Rules and Regulations
(Sections 6.17 [6.13, 6.14, 6.15] and 6.18)**

6.17 GENERAL DISCHARGE PROHIBITIONS

No Industrial User shall contribute or cause to be contributed, directly or indirectly, any Pollutant or wastewater which will Pass Through or Interfere with the operation or performance of the Metro District. These general prohibitions apply to all Industrial Users of the System whether or not the Industrial User is subject to National Categorical Pretreatment Standards or any other national, State, district, or local Pretreatment Standards or Requirements: Industrial Users may not discharge any of the Sewage, water, substances, materials, or wastes listed in Sections 6.13 or 6.14 of these *Rules and Regulations*. These requirements and prohibitions may be imposed directly on process wastewaters prior to dilution by domestic and other wastewaters discharged by the Industrial Users. Site-specific limitations and/or Best Management Practices may be developed and imposed on Industrial Users to ensure compliance with these *Rules and Regulations*.

6.13 GENERAL REQUIREMENTS REGARDING DELETERIOUS WASTES

None of the following described Sewage, water, substances, materials or waste shall be discharged into the Metro District's System or the Sewer System of any Municipality by any Industrial User. These Requirements and prohibitions may be imposed directly on process wastewaters prior to dilution by domestic and other wastewaters discharged by the Industrial Users. Site-specific limitations and/or Best Management Practices may be developed and imposed on Industrial Users to ensure compliance with these *Rules and Regulations*.

1. Sewage of such a nature and delivered at such a rate as to impair the hydraulic capacity of the System, normal and reasonable wear and usage excepted.
2. Sewage of such a quantity, quality, or other nature as to impair the strength or the durability of the sewer structures, equipment or treatment works, either by chemical or by mechanical action.
3. Sewage having a flash point lower than 187°F, as determined by the test methods specified in 40 CFR §261.21.
4. Any radioactive substance, the discharge of which, does not comply with Section RH 4.35 of the Colorado *Rules and Regulations pertaining to Radiation Control* (Volume 6 of the Code of Colorado Regulations, 6 CCR 1007-1, Part 4, et seq.).
5. Any garbage other than that received directly into the Sewer System of a Municipality from domestic and commercial garbage grinders in dwellings, restaurants, hotels, stores, and institutions, by which such garbage has been shredded to such a degree that all particles will be carried freely under flow conditions normally prevailing in public sewers with no particle greater than one-half (1/2) inch in any dimension.
6. Any night soil or septic tank pumpage, except by permit in writing from the Metro District at such points and under such conditions as the District may stipulate in each permit.
7. Sludge or other material from sewage or industrial waste treatment plants or from water treatment plants, except such sludge or other material, the

discharge of which to the System shall be governed by the provisions of this Agreement herein set forth or as otherwise authorized by the Metro District.

8. Water which has been used for cooling or heat transfer purposes without recirculation, discharged from any system of condensation, air conditioning, refrigeration, or similar use.

9. Water accumulated in excavations or accumulated as the result of grading, water taken from the ground by well points, or any other drainage associated with construction.

10. Any water or wastes containing grease or oil and other substances that will solidify or become discernibly viscous at temperatures between 32°F and 150°F except by permit in writing from the Metro District at such points and under such conditions as the District may stipulate in each permit.

11. Any wastes that contain a corrosive, noxious, or malodorous material or substance which, either singly or by reaction with other wastes, is capable of causing damage to the System or to any part thereof, of creating a public nuisance or hazard, or of preventing entry into the sewers for maintenance and repair.

12. Any wastes that contain concentrated dye wastes or other wastes that are either highly colored or could become highly colored by reacting with any other wastes, except by permission of the Metro District.

13. Any wastes which are unusual in composition; i.e., contain an extremely large amount of suspended solids or BOD; are high in dissolved solids such as sodium chloride, calcium chloride, or sodium sulfate; contain substances conducive to creating tastes or odors in drinking water supplies; otherwise make such waters unpalatable even after conventional water purification treatment; or are in any other way extremely unusual unless the Metro District determines that such wastes may be admitted to the System or shall be modified or treated before being so admitted.

14. Any substance which may cause the Metro District's effluent or any other product of the District such as residues, sludges or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case, shall a substance discharged to the System cause the District to be in non-compliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Federal Water Pollution Control Act; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act, or State criteria applicable to the sludge management method being used.

15. Any substance which may cause the District to violate its National Pollutant Discharge Elimination System (NPDES) Permit or the receiving water quality standards.

16. Except for existing combined sewer facilities, any stormwater, directly or indirectly, from surface drains, ditches, or streams, storm or combined sewers, roof, areaway, sumps and sump pumps, or foundation drains, or from any other means, including subsurface drainage or groundwater.

17. Any water or wastes potentially contaminated with (1) transmissible spongiform encephalopathy agents from diseases such as chronic wasting disease, bovine spongiform encephalopathy, scrapie, Creutzfeldt-Jakob disease, (2) foot-and-mouth disease agents, or (3) anthrax, except by permission of the Metro District.

6.14 PROHIBITED DISCHARGES

None of the following described Sewage, water, substances, materials, or wastes shall be discharged into the Metro District's System or into the Sewer System of any Municipality, by any Industrial User. These Requirements and prohibitions may be imposed directly on process wastewaters prior to dilution by domestic and other wastewaters discharged by the Industrial Users. Site-specific limitations and/or Best Management Practices may be developed and imposed on Industrial Users to ensure compliance with these *Rules and Regulations*.

1. Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the Metro District's System, the Sewer System of a Municipality or any of its Connectors, or to the operation of the District. At no time shall any reading on an explosion hazard meter, at the point of discharge into the District's System or the Sewer System of a Municipality or any of its Connectors (or at any point in the Systems), or at any monitoring location designated by the District in a Wastewater Discharge Permit, be more than ten percent (10%) of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides
2. Any solid or viscous material which could cause an obstruction to flow in the sewers or in any way could interfere with the treatment process, including as examples of such materials but without limiting the generality of the foregoing, significant proportions of ashes, wax, paraffin, cinders, sand, mud, straw, shavings, metal, glass, rags, lint, feathers, tars, plastics, wood and sawdust, paunch manure, hair and fleshings, entrails, lime slurries, beer and distillery slops, grain processing wastes, grinding compounds, acetylene generation sludge, chemical residues, acid residues, food processing bulk solids, snow, ice, and all other solid objects, material, refuse, and debris not normally contained in sanitary sewage.
3. Any wastewater having a pH less than 5.0 for discharges from Industrial Users into the Metro District's System or the Sewer System of a Municipality or that of any of its Connectors, or less than 6.0 or greater than 9.0 for other discharges into the District's System, or wastewater having any other corrosive property capable of causing damage or hazard to any part of the District's System or the Sewer System of a Municipality or any of its Connectors, or to personnel.
4. Any wastewater having a temperature which will inhibit biological activity at the District's treatment plant, but in no case wastewater containing heat in such amounts that the temperature at the introduction into the District's treatment plant exceeds 40°C (104°F).

- 5.** Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate and/or pollutant concentration which cause Pass Through or Interference. In no case shall a slug load have a flow rate or contain concentrations or qualities of pollutants that exceed for any time period longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration, quantities, or flow during normal operation.
- 6.** Any water or wastes containing a toxic substance in sufficient quantity, either singly or by interaction with other substances, to injure or interfere with any sewage treatment process, to constitute a hazard to humans or to animals, or to create any hazard or toxic effect in the waters which receive the treated or untreated sewage.
- 7.** Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, each in amounts that will cause Interference or Pass Through.
- 8.** Pollutants which result in the presence of toxic gases, vapors, or fumes within the system in a quantity that may cause acute worker health and safety problems.
- 9.** Any trucked or hauled pollutants except at discharge points designated by the Metro District.
- 10.** Any water or wastes containing Pollutant quantities or concentrations exceeding the limitations in Section 6.18 of these *Rules and Regulations* or the limitations in any applicable Categorical Standards.
- 11.** Any wastewater discharges to the Metro District's System, except at locations approved by the Metro District.
- 12.** Solids, sludges, filter backwash, or other Pollutants removed in the course of treatment or control of wastewaters (including, but not limited to, materials which have been removed by catch basins, grease traps, sand traps or pretreatment systems/devices), or acquired from another person or location.
- 13.** Wastewater which alone or in conjunction with other sources causes the Metro District's effluent to fail toxicity testing.
- 14.** Detergents, surface-active agents or other substances which alone or in conjunction with other sources cause excessive foaming in the collection system or at the treatment plant.

6.15 SPECIFIC DISCHARGE LIMITATIONS – MUNICIPALITIES]

No Municipality shall discharge to the System at any time or over any period of time wastewater containing any of the following materials and substances in excess of the limitations provided herein:

Limit mg/L

1. Cyanides (as HCN) 2
2. Oil and Grease (Hexane or approved solvent extractable) 75
3. Phenolic compounds (as Phenol) 10
4. Sulfides (as H₂S) 10

6.18 SPECIFIC DISCHARGE LIMITATIONS - USERS

6.18.1 Metro District Limitations. No Industrial User shall discharge into the System or into any Sewer System at any time or over any period of time, wastewater containing any of the following materials and substances in excess of the limitations provided herein. These limitations may also be imposed directly on process wastewaters prior to dilution by domestic and other wastewaters discharged by the Industrial User:

Limit mg/L

1. Arsenic 0.33
2. Cadmium 3.4
3. Chromium 3.6
4. Copper 6.1
5. Lead 2.2
6. Mercury 0.13
7. Molybdenum 0.43*
8. Nickel 5.6
9. Selenium 0.66
10. Silver 2.9
11. Tetrachloroethene 1.5**
12. Zinc 15.6

* Notwithstanding this numeric limitation, effective January 1, 2007, discharge from cooling towers, boilers, closed-loop heat transfer systems and any other cooling/heating system treated with molybdenum-containing water treatment chemicals is prohibited entirely. Where necessary, the Metro District may require that these wastes be physically prevented from discharging into the sanitary sewer system.

** Notwithstanding this numeric limitation, the discharge of dry-cleaning process wastes, including new and used tetrachloroethene (perchloroethylene), still bottom oil, and separator water, is prohibited entirely. Where necessary, the Metro District may require that these wastes be physically prevented from discharging into the sanitary Sewer System

6.18.2 National Pretreatment Standards and Requirements. Once promulgated, Categorical Standards for a particular industrial subcategory, if more stringent, shall supersede all conflicting discharge limitations contained in this Section 6, as they apply to that industrial subcategory. All Industrial Users must comply with all applicable National Pretreatment Standards and Requirements.

6.18.3 State Requirements. State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those contained elsewhere in this Section 6.

6.18.4 Dilution Prohibited. Except where permitted by Categorical Standards, no Industrial User may increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to attain compliance with the limitations contained in National Categorical Pretreatment Standards or any other specific discharge limitations contained in this Section 6. The Metro District may set or require a Municipality to set mass limitations or alternate concentration-based limitations for those Industrial Users which are using improper dilution to meet these limitations.

Procedures for Outdoor SSO Cleanup and Disinfection

The following are recommended procedures for cleaning up untreated or inadequately treated domestic sewage spilled to the ground surface:

- I. Assess the Situation
 - a. After stabilizing or eliminating the source of the SSO, move to the cleanup and disinfection phase.
 - b. Consider the size and conditions of the impacted area, weather conditions, potential receptors, pedestrian traffic patterns.
 - c. If appropriate, require the responsible party to take responsibility for spill cleanup. Assist as necessary.
 - d. If no responsible party exists, identify the equipment and staff necessary to perform the cleanup and design a cleanup plan based on the following guidelines.
 - e. Establish perimeter and traffic controls around the impacted area to restrict human traffic to the best extent practical. Use traffic controls to minimize vehicle traffic through spill impacted area.

- II. Health and Safety / PPE
 - a. Raw sewage contains biological agents that can cause serious illness. Avoid direct skin contact with raw sewage. Avoid agitating and aerosolizing fluids.
 - b. Use personal protective equipment (PPE) appropriate to work conditions such as high visibility vests, coveralls/tyvek suits, hard hats, rubber boots, waterproof gloves, face shields, dust masks. Puncture-resistant gloves should be used when working with items that may cause cuts.
 - c. Always practice good personal hygiene to prevent illness. Avoid eating, drinking, smoking – any hand-to-mouth actions – in contaminated areas. Always wash your hands when leaving the contaminated area. Take special care to protect skin that is chapped, burned, cut or otherwise damaged.
 - d. Be careful not to track contamination away from impact area on footwear and clothing.
 - e. Minimize personal exposure to cleaners and disinfectants. Always read and follow product label directions and material safety data sheets (MSDS). Do not mix cleaners / disinfectants. Cleaning products can react with one another to produce toxic vapors and violent reactions.
 - f. Contaminated PPE should be discarded or cleaned with soap and hot water (160°F) after use.

III. Cleanup Procedures

- a. For cleanup and recovery of spills impacting SOILS IN HIGH TRAFFIC AREAS:
 1. Barricade immediate spill area
 2. Using hand tools or vacuum truck, collect any sewage related solids for proper disposal
 3. Apply hydrated lime to spill area at prescribed rate (see Section IV)
 4. Rake area to mix lime and soil
 5. Limit access to impacted area for 4 hours

- b. For cleanup and recovery of spills impacting SOILS IN REMOTE AREAS:
 1. Establish perimeter
 2. Using hand tools or vacuum truck, collect any sewage related solids for proper disposal
 3. Apply hydrated lime to spill area at prescribed rate (see Section IV)
 4. Rake area to mix lime and soil

- c. For cleanup and recovery of spills impacting PAVED SURFACES IN HIGH TRAFFIC AREAS:
 1. Barricade immediate spill area
 2. Using hand tools or vacuum truck, collect any sewage related solids for proper disposal
 3. Apply liquid bleach to spill area at prescribed rate (see Section IV) (use caution near storm inlets)
 4. Limit access to impacted area for 2 hours

- d. For cleanup and recovery of spills impacting PAVED SURFACES IN LOW TRAFFIC AREAS:
 1. Establish perimeter
 2. Using hand tools or vacuum truck, collect any sewage related solids for proper disposal
 3. Apply liquid bleach to spill area at prescribed rate (see Section IV)
 4. Limit access to impacted area for 2 hours

- e. For cleanup and recovery of spills impacting FLOWING SURFACE WATER BODIES (EX: CREEKS):
 1. Post warning signs at appropriate intervals along water body
 2. Notify appropriate downstream receptors, if appropriate
 3. Using hand tools or vacuum truck, trap and collect any sewage related solids for proper disposal
 4. Implement water sampling procedures

5. Remove warning signs after sample results show near background, ambient conditions
- f. For cleanup and recovery of spills impacting NON-FLOWING WATER BODIES (EX: DETENTION PONDS):
 1. Post warning signs at appropriate intervals around water body
 2. Using hand tools or vacuum truck, collect any sewage related solids for proper disposal
 3. Evaluate need/feasibility of vacuuming water body of spill residues
 4. Discharge vacuumed residues to sanitary sewer following Metro notification

IV. Disinfectant Product Mixing and Application Rates

- a. Use sanitizing household bleach (sodium hypochlorite) to disinfect hard surfaces (sidewalks, pavement, etc.). Bleach is not recommended for soil application or in areas where you have active runoff.
 1. Mix $\frac{3}{4}$ cup of bleach in one gallon of water (5% solution). Verify strength using appropriate litmus paper.
 2. Using a pump-up sprayer, distribute the solution over the contaminated area, taking care not create pooling or runoff.
 3. Allow the solution to dry before removing barricades.
- a. Use slaked or hydrated lime (calcium hydroxide) to disinfect spills to soil.
 1. To calculate the amount of lime necessary to disinfect larger soil spills use approximately one 40 pound bag per 1000 gallons (wastewater); or a thorough dusting of the entire impacted area. Enough lime should be applied to raise the pH to 12. Contact time can be adjusted in consideration of traffic impacts
 2. Residuals should be tilled/raked/mixed into the soil.
 3. Allow the lime to absorb and the spill to dry before collecting the thicker residue for disposal. Water the lime and remaining residue into the soil and allow the area to dry before removing barricades.

Procedure for Assignment of Financial Responsibility

- I. SCENARIO A – Voluntary Compliance
 - a. Responsible Party is available and cooperative with responders.
 - b. SW/WW spill response personnel assist the responsible party in stopping/ containing/ mitigating the spill circumstances.
 - c. If water service to the building is contributing to the spill (i.e. ongoing flow from a manhole is directly related to potable water usage in the building), responders request that the responsible party terminate water usage in the building.
 - d. SW/WW spill response personnel ask the responsible party to arrange with a third party remediation contractor for cleanup of the spill, if necessary.
 - e. If spill is reportable, SW/WW spill response staff reminds the responsible party of their obligation to notify the appropriate authorities (CDPHE, Tri-County Health, etc.) regarding the details of the spill.
 - f. SW/WW spill response staff follow-up at a later date to confirm cleanup, repairs, etc.
 - g. Responsible Party is not responsible for costs associated with AW response services.

- II. SCENARIO B – Involuntary Compliance
 - a. Responsible party is not cooperative with responders, or is unavailable.
 - b. In the case of an ongoing spill:
 - i. SW/WW spill response personnel take steps to stop/ contain/ mitigate the spill circumstances.
 - ii. If water service to the building is contributing to the spill (i.e. ongoing flow from a manhole is directly related to potable water usage in the building), responders should immediately seek authority from their supervisor to terminate water service. To terminate water service contact Operations Service Center.
 - iii. Following termination of water service, SW/WW spill response staff contact a City remediation contractor to perform cleanup.*

- iv. Following mitigation of the causes of the spill, supervisor arranges for reconnection of water service.
 - v. If spill is reportable, SW/WW spill response staff notify the appropriate authorities (CDPHE, Tri-County Health, etc.) regarding details of the spill.
 - vi. SW/WW spill response staff follow-up to confirm cleanup, repairs, etc.
- c. In the case of a spill that is not ongoing (i.e. flow has ceased; source of spill has been terminated):
- i. SW/WW spill response personnel take steps to stop/ control/ mitigate the spill circumstances.
 - ii. SW/WW spill response staff contact a City remediation contractor to perform cleanup, if necessary.*
 - iii. If spill is reportable, SW/WW spill response staff notify the appropriate authorities (CDPHE, Tri-County Health, etc.) regarding details of the spill.
 - iv. SW/WW spill response staff follow-up to confirm cleanup, repairs, etc.
- d. Responsible Party is responsible for all costs associated with AW and private contractor response services.
- e. SW/WW Supervisor tabulates spill response costs, and forwards itemized list to Water Accounting.
- f. Water Accounting bills the responsible party for the appropriate amounts according to Water Accounting policies and procedures.

*Important Note:

The above procedures are predicated on the assumption that SW/WW Operations is the lead responding City department (Incident Commander). In some cases the City's Emergency Management Section (EMS) of the Planning and Development Services Department or Aurora Fire Department (AFD) will take the lead on incident response and mitigation.

If AFD is the Incident Commander and SW/WW Operations is performing a support role, and AFD makes arrangements with a remediation contractor, then AFD would use their own protocols for billing, subrogation of expenses, etc.

If a spill is an active discharge impacting stormwater conveyance, street gutter, inlet, detention pond, creek etc, it would be Aurora Water (AW) to pay, and AW responsibility to seek subrogation from a responsible 3rd party if applicable.

If a spill does not threaten stormwater conveyance, or if the material is fully contained and not actively discharging, ex: abandoned hazardous material, it would be EMS responsibility for payment.