

## 1.0 Purpose & Scope

This procedure informs you as to whom to call and what to do in case of a chemical spill. If the incident is a crisis or an emergency, **call 911 (not Mega Center)**.

## 2.0 Activities & Departments Affected

Everyone at a facility or building owned or operated by the General Services Administration (GSA).

## 3.0 Exclusions

None

## 4.0 Forms Used & Permits Required: (include reporting requirements)

**Federal and State Forms and Permits:** *(see reporting spills comment)*

**In-house GSA Region 8 and Contractor Forms:** *(see reporting spills comment)*

- For reporting spills of hazardous materials or waste (i.e., chemicals), follow the “GSA Region 8 Hazardous Waste Management Environmental Procedure”
- For reporting spills of any kind that flows into sanitary sewer drains, follow the “GSA Region 8 Sanitary Sewer Drains Environmental Procedure”

## 5.0 Acronyms, Abbreviations, and Definitions

Acronyms	Meaning
DERA	Designated Emergency Response Authority
DFC	Denver Federal Center
EPG	Environmental Programs Group
FPS	Federal Protective Service
GSA	General Services Administration

Definitions:

Crisis: An unstable situation of extreme danger.

Emergency: A sudden unforeseen crisis, usually involving danger and poses an immediate risk to health, life, or property that requires immediate action.

Hazardous chemical: Any chemical that is a physical hazard or a health hazard (OSHA 29 CFR 1910.1200).

## 6.0 Procedure

**State Specific Procedures & Requirements** [refer to individual State Legal Reviews for details on Statues, Laws, and Rules]:

- For reporting spills of hazardous materials or waste (i.e., chemicals), follow the “GSA Region 8 Hazardous Waste Management Environmental Procedure”

- For reporting spills of any kind that flows into sanitary sewer drains, follow the “GSA Region 8 Sanitary Sewer Drains Environmental Procedure”

### Standardized Procedure:

#### 6.1 EMERGENCY OCCURS

- In the event of an **emergency** (e.g., medical, chemical spills, suspicious chemicals) **call 911**.
- In the event of a **fire**, **pull the fire alarm / pull station**.
- At the Denver Federal Center (DFC) after calling 911 or pulling the fire alarm, the 911 will contact Federal Protective Service (FPS) of the potential dangerous situation.

6.2 In case of a fire evacuate the building.

6.3 In case of a spill.

- If the chemical spill is less than 3 Gallons or a trained responder is present. Then the trained responder
  - Dons the proper protective clothing (i.e. non-absorbent gloves)
  - Clean up spill with proper materials
  - Dispose of materials properly
- If the chemical spill is greater than 3 Gallons and there are no trained individuals capable of handling the spill
  - Evacuate the immediate area
  - Call **911**.

6.4 Call:

- The GSA Building / Property Manager and
- GSA Designated Emergency Response Authority (DERA), Mr. Alan Antonio 303-236-2366 (cell phone: 720-284-9598) or designee; the DERA is the single point of contact at the DFC with West Metro and
- The GSA Environmental Programs Group (EPG):
  - EPG Manager, Mr. John Kleinschmidt, 303-236-2858 (cell phone: 303-868-0795)

6.5 GSA informs appropriate agencies to contact.

- The DERA, GSA Building / Property Manager, and/or EPG will interact with the Tenant Safety Response Officers.
- EPG or DERA or Regional Property Managers need to contact the local sanitary, wastewater, or water & sewer district if anything is flowing down the sanitary sewer drain.

6.6 After the emergency has been stabilized and the site released by the emergency responders, site assessment occurs to determine if site clean-up is practical and possible, and how best to proceed.

6.7 Begin reporting of the incident:

- For reporting spills of hazardous materials or waste (i.e., chemicals), follow the “GSA Region 8 Hazardous Waste Management Environmental Procedure” for handling of waste.
- If the spills exceed the reportable quantity(s) listed in 40 CFR Table 302.4 (called CERCLA Reportable Quantity or for discharges to storm sewer or water ways 40 CFR Table 117.3 (Each substance in Table 117.3 that is listed in Table 302.4, 40 CFR part 302, is assigned the reportable quantity listed in Table 302.4 for that substance))
- The following will be contacted if Reportable Quantity is exceeded:
  - U.S. Environmental Protection Agency - Region VIII (Regional Response Center will Contact, for Info. on Handling Spill) 303-293-1788
  - National Response Center (NRC) (Required Contact if Spill Exceeds Reportable Quantity) 1-800-424-8802
  - **For the Denver Federal Center** the EPG or designated individual will contact the following may/will be contacted:
    - West Metro Fire Protection District 911 With request if required JeffCo HazMat Team. (Emergency Response)
    - Federal Protective Service 303-236-2911
    - Jefferson County, Environmental Health Dept. 303-232-6301
    - Colorado Department of Public Health & Environment (24-Hour Emergency Response No.) 1-877-518-5608
    - Colorado State Patrol (For State Roads) 303-273-1900
    - Jefferson County Local Emergency Management (contact Jefferson Co. Sheriff after 5:00 p.m.) (**for off DFC spills**) 303-271-4900
    - James (Tiom) McSherry, Director 303-271-4900  
Dept. Of Emergency Management  
800 Jefferson Parkway  
Golden, CO 80419
    - Xcell Energy Electrical Emergency 1-800-895-1999
    - (Emergency Electrical/Gas Shut-off) Gas Emergency 1-800-895-2999
    - Metro Wastewater Reclamation District 303-286-3000 Work Hours
    - At the discretion of the MS4 Manager whether a formal record will be kept on spills less than the CWA Reportable Quantity.
    - **All spill will be reported to the EPG regardless of the size.**
- For reporting spills of any kind that flows into sanitary sewer drains, follow the “GSA Region 8 Sanitary Sewer Drains Environmental Procedure” 303-286-3275 After Hours

#### 6.8 Post Incident Review (handled by the SEMS Regional Program Manager):

- Assess Incident cause and response
- Determine lessons learned and how to prevent reoccurrence
- Educate Staff through training or awareness

## 7.0 Records Management



Refer to:

- “GSA Region 8 Hazardous Waste Management Environmental Procedure”
- “GSA Region 8 Sanitary Sewer Drains Environmental Procedure”

**8.0 References**

“GSA Region 8 Hazardous Waste Management Environmental Procedure”  
 “GSA Region 8 Sanitary Sewer Drains Environmental Procedure”

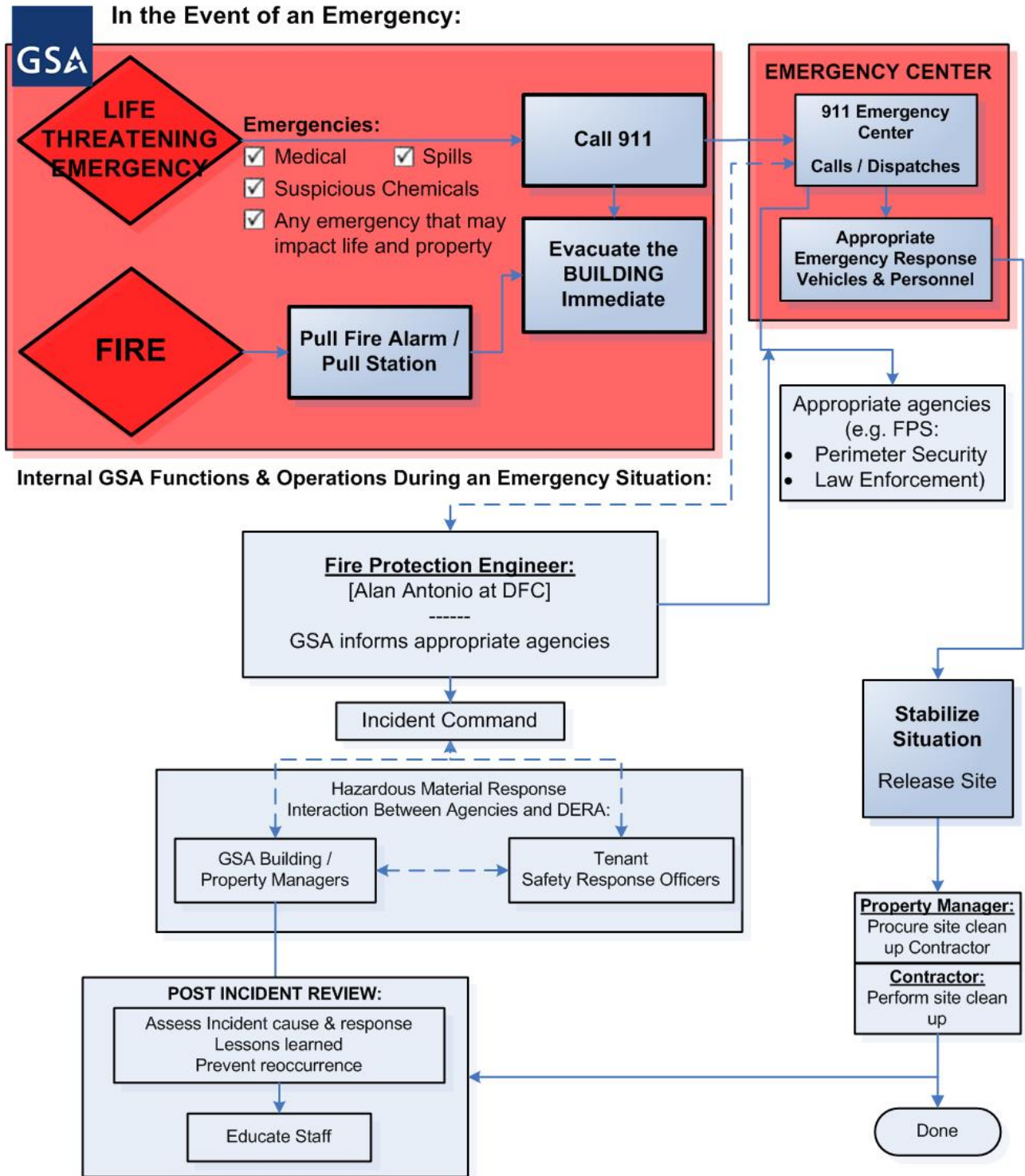
**9.0 Appendices**

**Attachment A: Spill and Emergency Response Flowchart**

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Spill & Emergency Response “Month-Date-Year”.doc	RJM July 22, 2015

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<b>Revision Date</b>	<b>Nature of Revision</b>	<b>Revision made by:</b>
12/07/2005	Working Draft	Erik Petrovskis
03/16/2006	Original Release	Erik Petrovskis
11/03/2006 through 02/18/2009	There were numerous revisions outlining requirements from many individuals within GSA, emergency responders and input from tenant agencies; most were not made available; and considered DRAFTs.	GSA Staff , including but not limited to: Mike Gasser, Carl Eriksson, Al Antonio, Robert Melvin, John Klienschmidt, Liz Roberts
06/28/2010	Add ISO 14001 Document Controls, update policy and procedure	Robert Melvin with input from Mike Gasser, Joseph Carruth and an announcement from Al Antonio
10/08/2010	Revised to address uncertainty as to spill response and add new phone numbers	Robert Melvin, Mike Gasser
06/20/2012	Emphasize Roles and Responsibilities in section 6, update flowchart	Nick Gutschow
03/01/2013	Update telephone numbers, add r8sems.com url	Robert J. Melvin
06/25/2013	Added References to Reportable Quantity and reporting requirement	Mike Gasser
07/22/2015	Remove Mega Center and modify to call 911	Mike Gasser

**ATTACHMENT A: Spill and Emergency Response Flowchart**



DERA: Designated Emergency Response Authority  
 (Formerly known as the GSA Incident Commander)

POC: Points-of-Contact

← - - - - - → Two way Communications

REV: 07/22/2015