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**SUBJECT: HAZARDOUS SPILLS**

**GOAL:** All hazardous spills encountered on a response will be contained and cleaned using a product that is environmentally friendly.

**PURPOSE:** To enhance clean-up procedures using an organic substance that is environmentally friendly. The product also provides for a cost-recovery program for the Fire District.

**SCOPE:** All District response personnel.

**PROCEDURE:** The absorbent product is used like other spill absorbers. Simply sprinkle it on, sweep it up, and put the material in a container to be brought back to the firehouse for disposal, if possible. The material is then safe to deposit in department trash bins. The "pigs" or "booms" are used in the same way as the absorbent.

Each engine should have a bucket containing the absorbent, as well as each station should have at least two bags on hand. Additional inventory is stored at Station 21, and additional absorbent can be requested via email. DO NOT remove product without prior approval.

Before returning to service after a spill incident (MVC or otherwise), obtain the information about the at-fault driver(s) or person(s) responsible for the incident. A claim form is available on the clipboard of each engine. Claim forms are also available from Station 21 and on the District website.

Each claim form must be filled out as completely as possible with all relevant information. Make sure the form includes the incident number, driver or responsible party name(s), insurance company, and insurance policy number. Much of the required information can be obtained by the law enforcement officer in charge of the incident. It would be a good practice to get a business card of the officer for further reference.

If absorbent is used for any reason (non MVA), a claim form is still required, which specifies the usage.

Once the claim is completed, it is sent to the Administrative Assistant at Station 21 for electronic processing and tracking.