

TOWN OF SWANSBORO
PUBLIC UTILITY POLICY NO. 8
EMERGENCY SPILL RESPONSE POLICY

This policy will stipulate the response procedures that all employees must follow as mandated by The State of North Carolina and The Town of Swansboro.

Due to the continuing changes of the North Carolina Department of Environment and Natural Resource regulations, the following policy has been written to ensure that proper notification is given to the appropriate authorities that proper response time is met and that proper procedures are followed in the event of a sewage spill.

Upon receiving a call/page to an emergency spill, the duty person has thirty minutes from the time of the call/page to be on site. The back-up duty person needs to place a courtesy call within ten minutes to tell the duty person of their location and how they can be reached. After the duty person arrives on the scene the following procedures should be followed.

1. Make initial assessment of the situation.
2. Call in personnel as needed for the repairs, starting with the back-up duty person.
3. Make the appropriate repairs, mechanical, electrical, etc.
4. Begin clean up.
5. Make sure all the appropriate information has been logged in the lift station and collection log books. Arrival times, action taken, authorities notified, etc.
6. Any safety operations needed for a repair refer to the appropriate manuals.

If a spill has occurred, this policy must be followed for proper notification to authorities. Responding personnel shall notify the ORC/B-ORC as soon as possible. The Town Manager shall be notified within twelve hours of an emergency sewage spill.

The ORC/B-ORC will notify NCDWQ Regional Office within twenty-four hours. If after regular business hours (**8:00 a.m. - 5:00 p.m., Monday - Friday**) contact the NCDWQ technical assistance hot line which is available **during holidays, weekends, and nights**.

If a spill of any amount reaches a surface water, contact NCDWQ and SHELLFISH SANITATION within twenty-four hours. If a spill exceeds 1000 gallons, a press release is required to all local media. Such release must be done within forty-eight hours regardless of holidays, weekends, nights, etc. If a problem should occur with getting a press release out, the Town Manager must be notified before the allotted time has expired. Such a release should be done by the ORC /B-ORC.

Spill reports must be sent to the NCDWQ and the Town Manager within five working days. These reports are the sole responsibility of the ORC / B-ORC. To find any of the telephone numbers for an authority, refer to the 24-hr. Emergency Response book or the office phone directory.

Approved this 2nd Day of April, 2001



WILLIAM E. PRICE
TOWN MANAGER