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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 4490-19-01 LGL 2019-0018
TITLE: <b>City Potentially Hazardous Substances Response</b>	
EFFECTIVE DATE: November 4, 2019	
REVISION DATE (N/A)	

1.0 GENERAL

1.1 PURPOSE

The purpose of this Policy is to outline the procedures for handling potentially hazardous substances (PHS) discovered on City of Spokane (City) owned property and City right-of-way property. City Departments that encounter PHS on City property or City right of way that may require remediation will contact Code Enforcement. Code Enforcement will conduct the initial review of the situation. This response will be initiated by a request from City Code Enforcement Officers, if needed. The Solid Waste Disposal Department response, if approved under this procedure, will utilize Solid Waste personnel or a PHS Response Contractor to provide the needed services to address the situation.

This procedure is only for PHS Response where there is no immediate threat to the public or to the environment. In a Hazardous Material Incident, emergency services should be initiated by the requester by calling 911.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to City of Spokane Departments.

### 3.0 REFERENCES

Chapter 13.02 SMC  
Chapter 10.02 SMC  
Chapter 12.01 SMC  
Chapter 17A.020 SMC  
RCW 46.04.120  
RCW 70.136.020

### 4.0 DEFINITIONS

- 4.1 **Hazardous Material Incidents** are incidents creating a danger, or the possibility of a danger, to persons, property, or the environment as a result of spillage, seepage, fire, explosion, or release of hazardous materials. This procedure does not cover Hazardous Material Incidents. Emergency services should be activated by the requester by calling 911.
- 4.2 **Potentially Hazardous Substances (PHS)** are materials that can cause harm to the public and/or the environment, but do not create an immediate danger, including, but not limited to flammable, corrosive, reactive and toxic materials. Examples include asbestos, solvents, corrosives, pesticides, etc.
- 4.3 **Potentially Hazardous Substance (PHS) Response Contractor** is a contractor managed by the City of Spokane Solid Waste Department for the purpose of PHS response services.

### 5.0 POLICY

The City of Spokane Solid Waste Disposal Department will provide efficient and environmentally sound PHS response services for PHS located on the City of Spokane property or City of Spokane right-of-way. All requests received for assistance related to a PHS will follow the procedure outlined below.

### 6.0 RESPONSE PROCEDURE

- 6.1 The City of Spokane Waste to Energy Facility (WTEF) is staffed 24 hours per day, 365 days per year. WTEF staff (625-6516) are the point of contact for Code Enforcement staff to request a PHS response. The request may be made telephonically and must be followed by submittal of a completed Potentially Hazardous Substance Response Request Form (Appendix A) by facsimile, email, or hardcopy.
- 6.2 The following information shall be included in any request for assistance:
- A. Date and time of request;

- B. Description and picture(s) of materials involved, if known;
- C. Quantity of items, including volume and/or tonnage and packaging type;
- D. Location and date of incident;
- E. Requester contact information;
- F. Origin of materials, if known;
- G. Incident Commander/Management contact information, if applicable;
- H. Response time needed (immediate, next day, not time sensitive); and
- I. Any other relevant information

6.3 The WTEF Control Room will forward the request to the Solid Waste Disposal Department Environmental Analyst. If the Analyst cannot be reached, the Environmental Manager, Assistant Plant Manager or Director will be notified. Most efficiently, all request forms should be emailed to the Environmental Analyst with a copy to the following people: Environmental Manager, Assistant Plant Manager, and the Solid Waste Disposal Director. Contact information is given on the form in Appendix "A".

6.4 The Environmental Analyst (or in their absence, the Environmental Manager or Assistant Plant Manager) will review the request and, if needed, conduct a site visit to assess the conditions. The reviewer may use Environmental Technician(s) during the review. The reviewer will then make a recommendation to the the Solid Waste Disposal Director, or Designee, who will make the decision on how to proceed. In all cases, there will be at least two levels of review (i.e., the same person cannot do the review and make the final decision on how to proceed).

The decision will be based on the capabilities needed to address the incident. For instance, spills requiring clean-up response beyond the Solid Waste Disposal Departments training and abilities will utilize the PHS Contractor. In addition, if the response requires the transportation of USDOT hazardous materials, the Contractor will be utilized unless City personnel are available who have the needed skills, education, hazardous materials transportation training, registrations, certifications, and licensing.

- A. If the PHS Contractor is to be used, the reviewer will initiate the response by contacting the Contractor and will be the City point of contact for the Contractor.
- B. If the Solid Waste Disposal Department will be completing the response, the Environmental Analyst (or in their absence, the Environmental Manager or Assistant Plant Manager) will oversee the work.
- C. If the Solid Waste Department does not intend to respond, the reviewer will notify the requester that the Solid Waste Department will not be responding.

The decision will be made, and the requester notified of the decision, as quickly as possible given the circumstances of the request.

6.5 The Solid Waste Disposal Environmental staff will document and file all correspondence and supporting information for each request and response.

6.6 The Solid Waste Disposal Environmental staff, in conjunction with the PHS Response Contractor, if applicable, will work to ensure that all needed notifications of regulatory agencies takes place in a timely manner. Notification of more than one agency may be required. The following should be considered:

- Department of Ecology
- National Response Center
- Spokane Regional Clean Air Agency
- Spokane Regional Health District
- US Department of Transportation
- State Emergency Response Committee
- Local Emergency Planning Committee

## 7.0 RESPONSIBILITIES

The Solid Waste Disposal Director or his/her designee is responsible for administering this policy.

## 8.0 APPENDICES

8.1 "A" - POTENTIALLY HAZARDOUS SUBSTANCES RESPONSE REQUEST


8.2 "B" - VENDOR CONTACT FOR RESPONSE

8.3 "C" - CONTACT AND NOTIFICATION LIST

APPROVED BY:

  
Assistant City Attorney

10-23-19  
Date

  
Director

10/29/19  
Date

  
City Administrator

10/30/19  
Date

# Appendix "A"

{INSERT PDF FORM HERE}

**CITY OF SPOKANE SOLID WASTE DISPOSAL  
HAZARDOUS SUBSTANCES RESPONSE FORM**

<b>Date Requested:</b>	<b>Time Requested:</b>	<b>City Department Making Request:</b>	<b>Requesting Department Contact Information (Name &amp; Phone Number):</b>
<b>Description of Hazardous Condition Present - include types of hazardous substances present (if known), quantities, types of containers, any hazard labels or stickers that can be see, etc.... Attach picture(s), Safety Data Sheets, etc... If available):</b>			
<b>Generator or Origin of Materials, If Known:</b>			
<b>First Responder Contact Information, if Applicable (Name &amp; Phone Number):</b>		<b>Incident Command/Management Command Contact Information, if Applicable (Name &amp; Phone Number):</b>	
<b>Response Needed:</b> <input type="checkbox"/> Immediately <input type="checkbox"/> Next Day <input type="checkbox"/> Not Time Sensitive or Other _____			
<b>Other Pertinent Information:</b>			
<b>Name of Initial Solid Waste Disposal Department Contact (Required):</b>			

For City of Spokane Solid Waste Disposal Staff Use Only

Form Distributed to:

- Environmental Analyst - Scott Windsor - swindsor@spokanecity.org
- Environmental Manager – Kelle Vigeland – kvigeland@spokanecity.org
- Assistant Plant Manager – Chris Averyt – caveryt@spokanecity.org
- Director – Chuck Conklin – cconklin@spokanecity.org

<b>Solid Waste Staff Comments:</b>
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Response Decision:

- Response to be initiated using the Hazardous Substances Contract
- Response to be initiated by Solid Waste Disposal personnel
- No response will be initiated.

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

# Appendix "B"

## Vendor Contact for Response Company

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

Organization: {Current Vendor Name & Contract #}

Phone Number: {###-###-####}

Contact Name: \_\_\_\_\_

### INCIDENT REQUEST

Location of Incident: \_\_\_\_\_

Description of Material involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Responder Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Incident Command/Management Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Response Requested: Immediate \_\_\_\_\_ Next Day \_\_\_\_\_ Other \_\_\_\_\_

Notes/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notify Solid Waste Disposal Director, or Designee, upon Vendor Request for Response

# **Appendix "C"**

## **Response Contact List**

### **Initial Contact**

**Code Enforcement** **625-6300**

### **External Contacts**

Fire Response	911
Department of Ecology Spill Response	509-329-3400
Washington Emergency Management	800-258-5990
National Response Center	800-424-8802
Local Emergency Planning Committee (EHS)	509-477-7613
Spokane Regional Clean Air Agency (asbestos)	509-477-4727
Spokane Regional Health District	509-324-1500

### **Internal Contacts**

#### **Work                      After Hours**

Environmental Analyst	509-625-6514 , 509-385-3342
Environmental Manager	509-625-6541 , 509-904-5391
Assistant Plant Manager	509-625-6540 , 509-342-5716
WTEF Control Room	509-625-6516
Solid Waste Director	509-625-6524 , 509-590-3735
Fire Hazmat Communications	509-532-8900
Legal	509-625-6225