



# PORT OF SEATTLE MARINE DIVISION ENVIRONMENTAL SPILL PLAN & PROCEDURES

## *1.0 Preface*

The Port of Seattle Marine Division (Port) is obligated to protect and preserve the natural environmental and employees' health and safety, while ensuring safe and efficient maritime traffic.

In support of this obligation the Port Environmental group is tasked with promoting a quick and effective response to environmental incidents at all Port properties.

The Port Environmental Incident Notification (PEIN) program described in this manual was developed to ensure that Port Environmental staff are prepared to provide incident support.

The definition of an environmental incident is any situation where hazardous materials may threaten life, health, or the environment. (The hazardous nature of materials may be poorly defined in the initial stage of an incident response.)

The definition of a response in this manual is coordinated actions taken (including initial notifications) to counter effects of an environmental incident.

The **primary role of the PEIN** program during an incident response is to:

- Confirm necessary notifications occur in the event that an incident (even potentially) rises to the jurisdiction of federal, state, and/or local authorities.
- Identify an on-scene Incident Contact (or Responsible Party).
- Provide assistance if additional resources are needed.
- Record incident response information.
- Evaluate cause and assess procedures and prevention measures.

The Port Environmental Incident Notification program described in the manual is not intended to take the place of emergency response plans required by WISHA or otherwise conflict with federal, state, or local regulations developed under legal authorities. This plan strives to be compatible with the incident command system as outlined in the *Washington Statewide Master Plan for Oil Spill and Hazardous Substance Release Response*, as adopted from 2013 USCG/EPA Northwest Area Contingency Plan.

The PEIN program is not intended to replace the good judgment of a spill responder in the safe operation of a response. However, it should provide guidance on how to proceed. In the event of a spill to land or water, utilize the following contact sheet.



## Port of Seattle Marine Division Environmental Incident Notification Documentation

In the event of a spill or release to water, collect the following information:

<b>Section 1: Reporting Party</b>	
a. Name:	b. Organization:
c. Phone Number:	

<b>Section 2: Responsible Party</b>	
a. Name:	b. Organization:
c. Phone Number:	

<b>Section 3: Incident Information</b>			
a. Incident Description			
b. Incident Date:	c. Time of Discovery:	d. Cause:	
e. Address:	f. City:	g. State:	h. County:
i. Material Involved:		j. Amount Released: (Estimated)	
k. Water Body Affected:		l. Sheen Length:	
m. Sheen Width:		n. Sheen Color; (Rainbow, silver, grey, etc.)	
o. Odor Description:		p. Weather Conditions:	

<b>Section 4: Other</b>
Actions Taken:



## Port of Seattle Marine Division Incident Notification

In the event of a spill or release to water, soil, or air, call:

**24-hour On-Call Environmental Spill Response Pager: (206) 295-7912**

*(If there is no immediate answer please leave a voice message)*

**If you do not hear back from someone within 15 minutes, call:**

**Marine Division Environmental Compliance Manager (*Mike DeSota*): (206) 787-3344**

**Be prepared to provide the information outlined on the previous page.**

**As necessary, notification calls must be made to:**

Natural Response Center: **(800) 424-8802**

Washington State Emergency Management Division: **(800) 258-5990**

**Additional Numbers:**

US Coast Guard Seattle Office: (206) 217-6918

Washington State Department of Ecology: (425) 649-7000

Puget Sound Clean Air Agency: (206) 343-8800

Port of Seattle Marine Division Maintenance Manager: (206) 728-3350

In the event of a hazardous material or waste release, fire, or emergency that is a danger to personnel health & safety, immediately call:

Seattle Fire Department & Police: **911** (9-911 from Port phone)

Port of Seattle Police: **(206) 787-3490**, or if at a Port office: **911**

24 hour On-Call Environmental Spill Response Pager: **(206) 295-7912**



Port of Seattle  
Illicit Discharge Notification Handout

**In the event of a non-stormwater discharge to surface water or stormwater infrastructure (catch basin, drainage ditch, pipe, etc), proper agencies must be notified, following the steps below.**

1. Be prepared to provide the following information:
  - Where is the discharge?
  - What was released?
  - How much was discharged?
  - Who is responsible?
  - Is anyone cleaning up the discharge?
  
2. Make notification calls to:
  - National Response Center (800) 424-8802
  - Washington State Emergency Management Division: (800) 258-5990
  
3. If necessary, also notify:
  - US Coast Guard Seattle Office: (206) 217-6918
  - Washington State Department of Ecology: (425) 649-7000
  - Puget Sound Clean Air Agency: (206) 343-8800
  - Port of Seattle Marine Division Maintenance Manager: (206) 728-3350

*In the event of a hazardous material or waste release, fire, or other emergency that is a danger to personnel health and safety, immediately call:*

Seattle Fire Department and Police: 911 (9-911 from Port phone)  
Port of Seattle Police: (206) 787-3490, or if at Port office: 911

Back-up Marine Division Cell Phones:

Environmental Compliance Manager (*Mike DeSota*): (206) 787-3344  
Environmental Program Manager (*George Blomberg*): (206) 484-5074