

	INSTRUCTION FOR ACTIONS IN THE EVENT OF SPILLAGE	EA-I 16
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1.0 Aim/Scope

This instruction defines the course of action and responsibilities in the event of spillage.

2.0 Affected activities

- Collection and temporary storage of hazardous waste – used oils.

3.0 Records form

EA-R 24- Spillages Register
EA-R 16 - Non-compliance register
EA-R 17 - Corrective actions register

4.0 References

Waste Permit (not yet issued)

5.0 Definitions

None.

6.0 Instruction

6.1 Immediate Actions

- 6.1.1 Immediately notify all personnel in the vicinity.
- 6.1.2 The Operational Site Manager must be informed immediately him for the spill.
- 6.1.3 The Operational Site Manager must organise evacuation of all non-essential personnel from the spill area.
- 6.1.4 Only trained emergency response personnel should remain in the area.
- 6.1.5 A spill containment kits has to be used to prevent the spread of the spill. Place absorbent barriers or booms around the spill area to contain the oil.
- 6.1.6 If the spill is large, additional containment measures have to be deployed such as sandbags or portable containment pools.

6.2 Containment and Control

- 6.2.1 Stop the source: If safe, close any pumps and valves or use emergency shut-off systems to stop the flow of oil. Use leak-sealing putty or patches to temporarily seal any leaks in the tanks or pipelines.
- 6.2.2 Contain the Spill: Use absorbent pads, booms, or granules to contain and absorb the oil. Construct dikes using sand, soil, or other materials to prevent the spill from spreading to drains or water sources.

6.3 Spill Cleanup

- 6.3.1 Use absorbent pads or mats to soak up the bulk of the oil. Apply absorbent granules or sand to remaining oil residues.
- 6.3.2 Gather the used absorbent materials and place them in designated hazardous waste containers. If soil is contaminated, excavate the affected area and place the soil in appropriate containers for disposal.
- 6.3.3 Hand over contaminated materials to an external licenced processor for further treatment.

6.4 Decontamination

- 6.4.1 Clean all tools and equipment that came into contact with the oil using appropriate cleaning agents.
- 6.4.2 Inspect for any remaining contamination.

6.5 Review

- 6.5.1 The Operational Site Manager conducts a debriefing session with all involved personnel to review the response and identify areas for improvement.
- 6.5.2 Discuss any challenges faced and potential solutions.
- 6.5.3 The Operational Site manager is responsible to make records in the following documents: *EA-R 24 Spillages Register*, *EA-R 16 Non-compliance register*, *EA-R 17 Corrective actions register*.

6.6 Personal Protective Equipment (PPE). The following PPE is available on site:

- Nitrile or chemical-resistant gloves
- Safety goggles or face shield
- Chemical-resistant coveralls or suits
- Respiratory protection (e.g., N95 mask or respirator)
- Chemical-resistant boots
- Hard hat with face shield

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7.0 Records

- 7.1 Type of Records** – All records are kept electronically. They shall be printed out at the end of each year or upon request by the competent authority.
- 7.2 Compliance** – The records must be stored in accordance with Procedure EA-P 04 – Documents management