

Fuel spill response procedure

Detailed Procedure																	
Detailed Procedure			Date (YYYY-MM-DD)	Time (24hr)	Initials												
1. Record the time and date of the event.																	
2. Within 5 minutes of identification of an incident, use the Alert Button to create an IcM ticket. If unable to immediately escalate using the Alert Button, attempt to use the subsequent options in the following substeps. Once successful contact is made, "N/A" remaining options and record the IcM ticket number. If the IcM ticket has already been generated, record the IcM ticket number, "N/A" the unused options, and move to step 3. IcM ticket number: _____																	
2.1. Option 1: Use Alert Button App																	
2.2. Option 2: Use the DCAAlert website																	
2.3. Option 3: Contact the OMC Hotline																	
2.4. Option 4: Engage OMC via Teams																	
2.5. Option 5: Email DC Alert																	
3. Within 15 minutes of identification of an incident, create a CMMS Incident Work Order.																	
4. Within 15 minutes of identification of an incident, notify CE Management/CE Site Engineers per local escalation protocol.																	
<table border="1"> <tr> <td>Individual Notified:</td> <td></td> <td>Time:</td> <td></td> </tr> <tr> <td>Individual Notified:</td> <td></td> <td>Time:</td> <td></td> </tr> <tr> <td>Individual Notified:</td> <td></td> <td>Time:</td> <td></td> </tr> </table>			Individual Notified:		Time:		Individual Notified:		Time:		Individual Notified:		Time:				
Individual Notified:		Time:															
Individual Notified:		Time:															
Individual Notified:		Time:															
5. ALARM INVESTIGATION																	
6. At the FOC record the following:																	
6.1. Identify active alarm from the following list:																	
6.1.1. Leak Detection – Generator																	
6.1.2. Fuel Tank Rupture Overflow Alarm – Generator																	
6.1.3. Interstitial Leak Detection – Generator																	
6.1.4. Cabinet Leak Bund Alarm – Fuel Polisher																	
6.1.5. Fuel Polisher Cabinet Leak Alarm – Fuel Polisher																	
6.1.6. Polisher Pump Tripped – Fuel Polisher																	
6.1.7. Fuel lockdown (petrol interceptor) Butterfly Valve Active Alarm – BAS																	
6.1.8. Fuel Pipe Leak Detection																	
6.1.9. Verbal Escalation																	
7. Record System Affected: _____																	
8. FIRE ALARM INVESTIGATION																	
9. At the fire alarm workstation:																	
9.1. Check for any fire alarm activations in the affected area.																	
9.1.1. If there is an active alarm, follow FIRE ALARM RESPONSE																	
10. Once confirmed safe to do so, dispatch 2 x CE technicians to the affected Area.																	
11. LEAK INVESTIGATION & RESPONSE																	
12. At the affected Area:																	

12.1. Locate the source of the fuel spill and if safe to do so, isolate all relevant valves to stop further spillages.			
12.2. Barrier off the area and remove any potential sources of ignition.			
12.2.1. Locate the nearest Spill Kit and wear the appropriate PPE.			
12.2.2. Use Spill Kit to contain and clean up spill.			
12.3. Place warning signage at the area.			
12.4. Dispose of the hazardous materials in hazardous waste bins.			
13. Confirm if any fuel has entered the Surface Water Drainage System.			
14. Confirm if Oil Separator Tank alarm is active in location of spill: Yes: <input type="checkbox"/> or No: <input type="checkbox"/>			
14.1. If active, confirm Fuel Lockdown Butterfly Valve has CLOSED.			
15. If "Yes" <u>Contact the Facility Manager</u> and request a call out be placed to a Waste Management Company.			
15.1. If the Waste Management Company have been contacted, direct them to drain all hazardous waste from the Oil Separation Tanks once they arrive onsite.			
16. Verify if Spill Kit was used during event: Yes: <input type="checkbox"/> or No: <input type="checkbox"/>			
16.1. If "Yes", Replace with new complete Spill Kit from the CE Stores and leave where the utilized one was located.			
17. Once the situation has stabilized, <u>send out notifications to DC Management</u> per approved procedures.			
18. <u>Update OMC/IcM</u> , as applicable to the site, to inform of stabilization.			
19. Update the associated CMMS work order with incident details.			
20. At standard intervals and per applicable procedures, <u>send notification updates</u> when the actions of the EOP have been completed along with the current status of the facility.	Date (YYYY-MM-DD)	Time (24hr)	Initials
21. Ensure all blanks are filled in appropriately, including the "Back-Out Procedures" section. If any steps in Section 08 of this procedure were not necessary, they shall be marked "N/A" with an explanation of why in Section 13, <i>EOP Comments</i> , as/if required.			