



SANFORD UNDERGROUND RESEARCH FACILITY

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

Spill Reporting Standard

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Revision History

Rev	Date	Section	Paragraph	Summary of Change	Authorized by
03	5/8/24	5 & 6	5.1 & 6.1	Changed Hoist Operator to Duty Officer for emergency contact, logo change, changed First Report form title	CCR 949
04	12/17/24			Content changes per annual review	CCR 1037

1.0 Purpose

The purpose of this standard is to describe applicable Federal, State, and Local spill reporting requirements and detail South Dakota Science and Technology Authority's (SDSTA) spill reporting requirements applicable to all personnel working at the Sanford Underground Research Facility (SURF).

2.0 Scope

This standard is applicable to all personnel, regardless of affiliation, at SURF.

3.0 Definitions

Discharge – Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of a substance. This includes a leak from operating equipment.

Reportable Quantity (RQ) – A reportable quantity is the quantity of a hazardous substance that triggers reporting under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Responsible Party – During a spill incident, the responsible party is the person or group of persons who caused the release to occur. If the identity of the responsible party cannot be determined, the area supervisor shall be designated the responsible party.

Safety Data Sheet (SDS) – Safety data sheets include information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Spill – An accidental release of a substance.

Sheen – An iridescent appearance on the surface of the water due to the presence of oil.

4.0 Responsibilities

4.1. SURF Laboratory Director

4.1.1. Supports the implementation of this standard and its requirements at SURF.

4.2. Department Directors, Managers, and Supervisors

4.2.1. Support the implementation of this standard and its requirements at SURF.

4.3. Environment, Safety, and Health (ESH) Department

4.3.1. Develops, implements, and updates this standard.

4.3.2. Communicates this standard to personnel at SURF.

4.3.3. Ensures facility compliance with federal, state, and local laws and regulations related to spill reporting.

4.3.4. Interfaces with Federal, State, and Local regulatory agencies during and after a spill, as required.

4.3.5. Completes the ESH-(8000-F)-200391 Spill Assessment Form and ESH-(8000-F)-200649 External Spill Reporting Form, as required.

4.4. Duty Officer

- 4.4.1. Serves as first point of contact during a spill.
- 4.4.2. Communicates reports of spills to the ESH Department.

4.5. All personnel at SURF

- 4.5.1. Understands and complies with this standard.
- 4.5.2. Completes ESH-(3000-F)-173324 First Report for spill events if deemed the responsible party.

5.0 Instructions

5.1. Spills of regulated substances at SURF fall into three categories:

- **Non-Reportable Spills** – no reporting requirements.
 - Spills of substances without a reportable quantity, that are less than one gallon, that are cleaned up immediately and completely without an impact to the environment.
- **Spills Reportable to SDSTA ESH** – Contact the Duty Officer (605-639-1184) as soon as possible. The First Report shall be completed by the responsible party and turned into the ESH Department as soon as possible but no later than by the end of the working day.
 - Spills of any substance of a quantity greater than or equal to one gallon but less than twenty-five gallons; or
 - Spills of any substance less than one gallon that are not cleaned up immediately and completely.
- **Spills Reportable to SDSTA ESH and to an Outside Regulatory Agency or Agencies** – Contact the Duty Officer (605-639-1184). The First Report shall be completed by the responsible party and turned into the ESH Department as soon as possible but no later than by the end of the working day. For spills where SDSTA is the responsible party, all outside regulatory agency reporting requirements will be fulfilled and documented by SDSTA ESH.
 - Spills of any substance, liquid, dry, or gaseous, of a quantity of twenty-five gallons or greater;
 - Spills of any substance, of any quantity, that cause a sheen on surface waters or ground waters or threaten to impact surface waters or ground waters;
 - Spills of any substance, of any quantity, that are not completely and immediately cleaned up, and that has an impact on the environment;
 - Spills that pose a risk to wildlife or aquatic life;
 - Spills that enter the sanitary sewer system;
 - Spills that pose a risk to human health or safety;
 - Spills of 25 pounds of active ingredient pesticide, outside secondary containment; or
 - Spills that meet or exceed an Emergency Planning and Community Right-to-Know Act (EPCRA) or Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) RQ.

6.0 Documented Information/Related Documents

- 6.1. ESH-(3000-F)-173324 First Report
- 6.2. ESH-(8000-F)-200391 ESH Spill Assessment Form
- 6.3. ESH-(8000-F)-200649 ESH External Spill Reporting Form