

Responding to a Spill Near a Drain or on a Permeable Surface

Standard Operating Procedure

Revision: January 12, 2026

Use the procedure when there is a spill involving hazardous materials near a drain, water source, or permeable surface.

NOTE: For major spills or significant areas of contamination, call 911

Purpose

To prevent hazardous material from entering storm drains, groundwater, and detention and retention ponds.

Procedure: Responding to a Spill Near a Drain or on a Permeable Surface

1. Notify all individuals in the general vicinity that a spill has occurred.
2. Isolate the area and keep other personnel out of the contaminated area.
3. Notify area supervisor.
4. Do you have the training and equipment to clean up the spill?
 - If NO, call **911**
 - If YES, then

Is it a large hazardous material spill?

- Block drains that could be impacted by the spill using:
 - Spill adsorbent mats
 - Drain plugs
 - Berms

NOTE: If these materials are not available, then either:

- Tuck a plastic garbage bag around the drain
- Pile dirt around the drain to form a berm

Is it a small hazardous material spill?

- Clean up spill using:
 - A chemical spill pillow
 - Adsorbent material appropriate for the spill

Is it a non-hazardous material spill?

- Clean up spill using:
 - Sawdust
 - Vermiculite
 - Oil-dry
 - Activated charcoal

NOTE: Do not use cat litter to clean up spills. It is not an efficient absorbent material, so using it increases the amount of waste material.



5. Collect spilled material into containers to prevent them from entering a storm or sanitary drain or from evaporating.
6. Place the materials used to clean up the spill, such as debris and protective equipment, in a sealed container.

NOTE: The materials used to clean up any spill must be disposed of properly through EHS. Do **not** place them in the dumpster.

7. Label and manifest waste.
8. Request a waste collection from Hazardous Materials Management (HMM) using one of the following methods:
 - Call HMM at (734) 763-4568
 - Complete the online [Request Waste Pickup Form](#) found on the [EHS Homepage](#).
9. Were there any illnesses or injuries as a result of the incident?
 - If YES, complete and submit the [Illness or Injury Report Form](#), then go to the next step.
 - If NO, go to the next step.
10. Complete and submit the [Incident and Near Miss Report](#).