



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
02	3/27/2024	3, 4 & 5	4.1, 4.3, 5.1	Added responsible party definition, added requirement that the responsible party must complete a first report form and title changes	CCR 926
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

1.0 Purpose

The purpose of this standard is to:

1. Describe applicable Federal, State, and Local spill reporting requirements.
2. 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 applies to all SDSTA Personnel, Users, and Contractors/Subcontractors operating at SURF. This standard applies to both surface and underground facilities.

3.0 Definitions

Discharge – Includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of a substance from a vessel. 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(s) – An accidental release of a substance.

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

4.0 Responsibilities

4.1. SDSTA Executive Director

- 4.1.1. Supports the implementation of the Spill Reporting Standard and its requirements at SURF.

4.2. Department Directors, Managers, and Supervisors

- 4.2.1. Supports the implementation of the Spill Reporting Standard and its requirements at SURF.

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

- 4.3.1. Develops, implements, and updates the Spill Reporting Standard.
- 4.3.2. Communicates the Spill Reporting 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 spill events.
- 4.3.5. Completes Spill Reports for spill events.
- 4.3.6. Provides spill reports to outside agencies, as required.
- 4.4. Duty Officers
 - 4.4.1. Serve as first point of contact during an incident.
 - 4.4.2. Relay reports of spills to Environmental, Safety and Health (ESH) Department.
- 4.5. All personnel at SURF
 - 4.5.1. Understand and comply with this Spill Reporting Standard.

5.0 Instructions

- 5.1. Spills of regulated substances at SURF fall into three categories, non-reportable, reportable to SDSTA ESH, and reportable to SDSTA ESH and to an outside regulatory agency or agencies.
 - **Non-Reportable Spills** – no reporting requirements.
 - o Spills of substances without a reportable quantity, that are less than one gallon in size, that are cleaned up immediately and completely without an impact to the environment.
 - **Spills Reportable to SDSTA ESH** – Contact to the Duty Officer, based on your location, should be made as soon as possible. ESH-(3000-F)-173324 First Report shall be completed by the responsible party and turned into the ESH Department by the end of the working day.
 - o Spills of any substance of a quantity greater than or equal to one gallon but less than twenty-five gallons; or
 - o 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 to the Duty Officer, based on your location, is required. 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.
 - o Spills of any substance, liquid, dry, or gaseous, of a quantity of twenty-five gallons or greater;
 - o Spills of any substance, of any quantity, that cause an oil sheen on surface waters or ground waters or threaten to impact surface waters or ground waters;
 - o Spills of any substance, of any quantity, that are not completely and immediately cleaned up, and that has an impact on the environment;
 - o Spills that pose a risk to wildlife or aquatic life;
 - o Spills that enter sanitary sewer system;
 - o Spills that pose a risk to human health or safety;
 - o Spills of 25 pounds of active ingredient pesticide, outside secondary containment; or
 - o 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.
 - For **reportable spills underground**, notify the Duty Officer. The Duty Officer will contact ESH.
 - o Duty Officer: (9) 1-605-639-1184

- For **reportable spills on the surface**, notify the Duty Officer. The Duty Officer will contact ESH.
 - o Duty Officer: (9) 1-605-639-1184
- For **non-reportable spills**, no notification is required.

6.0 Documented Information/Related Documents

6.1. ESH-(3000-F)-173324 First Report