



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
05	3/25/2025	1, 3, 4, 5, & 6	1, 3, 4.1.1, 4.3.5, 4.5.2, 5.1, 6	Updating spill reporting guidance	CCR 1080
06	2/24/2026	4, 5 & 6	4.3.5, 4.5.2, 5.1, 6.1 & 6.2	Updated document due to change to the document numbering of controlled documents due to the change from DocuShare system to SharePoint system	CCR 1225

1.0 Purpose

The purpose of this standard is to 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 South Dakota Science and Technology Authority (SDSTA) personnel, contractors, and users of the facility.

3.0 Definitions

Regulated Substance - A chemical or mixture that is controlled by the EPA to protect human health and the environment. Examples include, but are not limited to, petroleum products, solvents, coolants, acids, pesticides, and hazardous gases.

Spill – Includes, but is not limited to, any discharging, leaking, pumping, pouring, emitting, emptying, or dumping of a substance, including gaseous substances; this includes spills that occur into secondary containment or indoors.

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. Ensures personnel, financial, and administrative resources to maintain compliance with this standard.

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-005 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-001 First Report for spill events when a spill is discovered.

5.0 Instructions

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

- **Non-Reportable Spills** – No internal or external reporting required.
 - The spill is less than one gallon; and
 - The spill is cleaned up completely within 24 hours; and
 - The spill is not immediately dangerous to human health or safety; and
 - The spill does not threaten or is not in a position to threaten surface or ground water; and
 - The spill does not cause a sheen on surface water; and
 - The spill does not harm or threaten to harm wildlife or aquatic life.
- **Spills Reportable to SDSTA ESH** - Contact the Duty Officer (605-639-1184). The ESH-3000-F-001 First Report shall be completed by the person that discovered the spill and turned into the ESH Department as soon as possible but no later than by the end of the working day.
 - The spill exceeds 1 gallon; or
 - The spill is less than 1 gallon but has not been cleaned up within 24 hours, or
 - The spill threatens or is in a position to threaten surface or ground water; or
 - The spill causes an immediate danger to human health or safety; or
 - The spill causes a sheen on surface water; or
 - The spill harms or threatens to harm wildlife or aquatic life; or
 - The spill is required to be reported according to SARA Title III List of Lists, Consolidated List of chemicals Subject to Reporting Under the Emergency Planning and Community Right to Know Act, US Environmental Protection Agency; or
 - The spill exceeds 5 gallons liquid pesticide or 50 pounds dry pesticide, spilled during transportation; or
 - The spill exceeds 25 pounds of active ingredient pesticide, outside of secondary containment.

6.0 Documented Information/Related Documents

- 6.1. ESH-3000-F-001 First Report
- 6.2. ESH-8000-F-005 ESH External Spill Reporting Form