

**GUIDE FOR SPILL AVOIDANCE AND EMERGENCY RESPONSE  
PROCEDURES  
FOR RELEASES OF USED OIL**

Spill avoidance is best approached from a common sense viewpoint. Use your best judgment to determine the action to take. It is strongly recommended that all containers and tanks used to collect used oil be placed on a curbed, oil-impervious surface to contain any release of oil. **In the event of a release of oil (spill or leak) the owner or operator must do the following:**

1. Attempt to stop the source of the spill and begin initial containment procedures. The presence of an impervious liner beneath the collection/storage container may allow much of the spill to be contained and recovered. Containment may also be initiated using sorbent materials such as “kitty litter” , oil pads, or oil socks. If a small amount of oil should spill on the ground, the procedure which is usually advised is to remove the affected soil by shoveling it out into a container until no more oil is present. Check with your local landfill and ask if they will accept the material.

2. If the amount of oil spilled is more than 25 gallons, immediately contact the State Warning Point by phone at (850) 413-9911, or (800)320-0519.

3. Contact the DEP District Office nearest you and report the spill. The DEP would appreciate all spills be reported, even though the legal reportable quantity is 25 gallons. Ask the State Warning Point for technical assistance from the DEP representative if it is after normal business hours.

4. Technical guidelines will then be followed on a case-by-case basis during the cleanup.

Phone numbers for reporting spills are:

**FEDERAL**

National Response Center (24 hour)      (800) 424-8802 or (202) 267-2675

U.S. Coast Guard      check with the U.S. Coast Guard Office in your area

**STATE**

State Warning Point (24 hour)      (850) 413-9911 or (800) 320-0519

**REPORT THE FOLLOWING INFORMATION:**

1. Name, address and telephone number of person reporting.
2. Exact location of the spill.
3. Company name and location.
4. Material spilled.
5. Estimated quantity.
6. Source of the spill.
7. Cause of the spill.
8. Name of body of water involved, or the body of water nearest the spill area.

9. Action taken for containment and clean-up.