
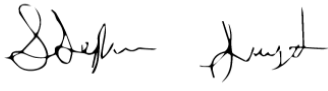
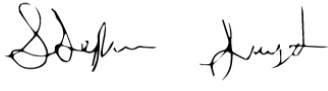




Spills & Leaks
Standard Operating Procedure
QEHS P 036 (V1)

The signatures below certify that this Quality Manual has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Signature	Position	Date
Prepared by		EHS Manager	16/06/2022
Reviewed by		Director	22/06/2022
Approved by		Director	22/06/2022

COMPANY PROPRIETARY INFORMATION

This document is an uncontrolled copy of a controlled document held by the Quality Management System. Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request changes, submit a Document Change Request to the Document Control Representative.

Date	Version	Context	Initial
22/06/2022	1	Procedure implemented into Management System	BG

P 036 Spills and Leaks SOP

Quality, Environment, Health & Safety

Contents

1.0 Introduction/Purpose.....	4
2.0 Scope/Application.....	4
3.0 Reference Documentation.....	4
4.0 Terms and Definitions.....	4
4.1 Leak/Spill Classification.....	4
4.1.1 Shed.....	4
4.1.2 Run-off Holding Tank.....	4
4.1.3 Fuel	5
4.1.4 Consumables	5
5.0 Responsibility	5
5.1 Levels of PPE Protection to be used	5
5.1.1 Level 1	5
5.1.2 Level 2	5
6.0 Procedure	6
6.1 Emergency Procedure	6
6.2 Evacuation Procedure	6
6.3 Reporting.....	6
7.0 Review	7

1.0 Introduction/Purpose

This procedure describes the hazards, risks, environmental aspects, and impacts relating to the operations of Evergreen Fields Ltd with respect to spills and leaks.

2.0 Scope/Application.

This procedure applies to all operations and activities dealing directly with any leak or spillage, including clean-up procedures and environmental protection measures.

3.0 Reference Documentation

Reference	Document Title	version
P 016	Accident & Incident Procedure	2

4.0 Terms and Definitions

Term	Definition
Document	Information & supporting medium
Procedure	Specified way to carry out an activity or process
Quality manual	Document specifying the QEHS management system
Record	Document stating results or data relating to activities performed
Specification	Document stating requirements

4.1 Leak/Spill Classification

4.1.1 Shed

Leak/spillage of sludge from the shed in an uncontrolled manner.

Leak/spillage of sludge from the shed, outside the designated sludge hardstand area.

4.1.2 Run-off Holding Tank

Leak from the runoff holding tank.

Leak from the run-off tank pipework.

Leak during emptying of the tank.

4.1.3 Fuel

Fuel leak from power washer tank.
Oil/fuel/hydraulic leak from Front End Loader.
Oil/fuel/hydraulic leak from delivery/collection vehicles.

4.1.4 Consumables

Leak of consumables such as oil/grease.

The above list is not exhaustive and includes items for which Evergreen Fields Ltd. are not directly responsible for supplying (e.g., oil/grease)

5.0 Responsibility

The management representative will establish and review this procedure. Evergreen Fields Ltd. senior management will work with the management representative to implement it. All personnel working for/on behalf of Evergreen Fields Ltd. at any facility must be aware of clean-up procedures in the event of a leak or spillage, familiarise themselves with operational procedure to ensure environmental protection, and follow all safety procedures and instructions issued by Evergreen Fields Ltd.

5.1 Levels of PPE Protection to be used

5.1.1 Level 1

Safety Glasses, Tyvek Suit/Boiler Suit, PVC Gloves, Safety Boots

5.1.2 Level 2

Face Visor, Full PVC Suit, PVC Gloves, Breathing Apparatus c/w Carbon Filter, Wellington Boots.

6.0 Procedure

The following is a list of procedures to be followed in the event of a spillage or leak at any of Evergreen Fields Ltd sites or facilities.

6.1 Emergency Procedure

SLUDGE/LIQUID LEAKS/SPILLS

1. Assess the situation.
2. Identify the liquid of the spill or leak.
3. If spillage/leak is thought to be flammable, check for and remove ignition sources, **ONLY IF SAFE TO DO SO.**
4. If necessary, evacuate and seal off the area and initiate a roll call to identify if anyone is missing.
5. Locate the nearest available fire extinguishers.
6. Locate the nearest spill kit.
7. Locate the nearest first aid kit & eye wash.
8. Don the appropriate level of Personal Protective Equipment (PPE) – if material/risk is unknown then don the highest level of protection.
9. If liquid is free flowing from pipe, prevent further leakage by shutting off flow if safe to do so. Place container under leak to catch any residual flow.
10. If spill or leak has the possibility of running into surface water drains, the drain cover must be covered to prevent contamination using sandbags.
11. If spill or leak is over 1m³, utilize the loading shovel to clean up. If under 1m³ then using correct PPE, squeegee, buckets, and shovels clean up spill and put contents into dedicated sludge area.
12. Any other liquid, clean up spillage using correct PPE and spill kit.
13. Place all used spill pads, socks and any other absorbents used into the disposal bags inside the spill kit and seal.
14. Place sealed bags in dedicated area [to LHS of shed door].
15. **DO NOT** dilute any leaks/spills with water.
16. If a spillage occurs on the local road adjacent to the facility, then Evergreen Fields Management and Roscommon County Council must be contacted, and the relevant procedure and reporting followed.

6.2 Evacuation Procedure

1. The Assembly Point for Emergency Evacuation of the site is located at the site signage, as per the site plan (see ***Appendix 2***).
2. Follow directions from authorized personnel or Emergency Services as required.
3. If safe to do so, all personnel should be taken to the Assembly Point while the incident is taking place and until such a time as the area is deemed safe by an authorized/qualified person.
4. Emergency contact details are included in ***Appendix 1*** of this procedure and also located on the wall beside the Assembly Point.

6.3 Reporting

1. Report the leak/spill to Evergreen Fields management/supervisor and relevant Local Authority as soon as practically possible after it is discovered (***See Appendix 1***).
2. Report to Evergreen Fields management/supervisor and relevant Local Authority any incident which occurs as a result of facility operations, and which:

- a. Has the potential for environmental contamination of surface water or ground water,
or
 - b. Poses an environmental threat to air or land, or
 - c. Requires an emergency response by the Council.
3. Document the incident in the Accident/Incident report form (*QEHS F 016*). The completed Accident/Incident report is to be forwarded to Roscommon County Council.

7.0 Review

This document is to be reviewed by management representative on an annual basis or as required by senior management.