
Ocean City Fire Department
Standard Operating Guidelines

OPERATIONS

Subject: Spill Documentation Procedures
Revised: 7-7-09
Effective: 10-20-09
Approved: 9-24-09
Section: 424.00

424.01 Purpose

To establish guidelines for the proper regulatory documentation for hazardous liquids spills, in support of the Maryland Department of the Environment's (MDE) spill response procedures.

424.02 Policy

Fire Department personnel shall adhere to the documentation requirements outlined herein on all hazardous liquid spills, including, but not limited to: flammable/combustible liquids, vegetable/animal-based oils, unknown liquids, etc.

424.03 Responsibilities

- A. It shall be the Incident Commander's responsibility to convey the following information to the fire dispatcher, for inclusion into the CAD notes of the call, upon conclusion of the incident:
1. Location of Spill
 2. Type of Product/Material spilled
 3. Spill Contained to: Surface, Ground/Soil, Storm Drain, Ocean/Bay, Other
 4. Estimated Quantity spilled
 5. Source of spill
 6. Vehicle Tag # and/or Owner/Operator Information (Name, Address, Phone #)
 7. Amount & Type of Absorbent Used
- B. In lieu of transmitting the above information over the radio, the Incident Commander may, at his discretion, directly input the information into CAD via Mobile Computer Terminal (MCT), or provide the information to dispatch via telephone.

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- C. The incident commander is NOT required to complete an MDE Spill Response Sheet, as the information provided in the CAD notes will be compiled and submitted to MDE by Ocean City Emergency Management.