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POLICY

SUBJECT: Seized Junk Motor Vehicles

RESPONSIBLE AGENCY: Department of Code Compliance

POLICY: It is the policy of the Department of Code Compliance to verify, abate and report chemical spills upon seizure of Junk Motor Vehicles

POLICY OBJECTIVE: To ensure that an Environmental Management System is in place to report and resolve incidents of spills during and/or after the seizure of a junk motor vehicle

The Department of Code Compliance staff will adhere to this procedure to ensure compliance with City, State and Federal environmental standards

Definitions of Hazardous Chemicals

A chemical or material is considered hazardous if:

- The material is flammable, highly reactive or explosive
- The material generates harmful vapors or dust particles that affect the eyes, lungs or skin
- The material is corrosive and attacks skin, clothing, equipment, furniture or facilities
- The material is poisonous by ingestion or absorption

In the event staff is not familiar with the chemical(s) or unfamiliar substance(s), staff will immediately notify the Office of Environmental Quality and/or the Fire Dept's HazMat for assistance

General Provisions:

- Two (2) spill kits will be distributed to and maintained by each district office
- The spill kits are to be used by the field staff on small chemical spills under one (1) gallon
- The spill kit and an Environmental Incident Report are to taken out in the field by the inspector when effecting a seizure order
- Spill Kits will be replaced as needed by the EMR upon request.

Before and After Process of a Junk Motor Vehicle seizure:

1. The inspector will make a preliminary inspection of the vehicle to be seized to identify if there are any chemicals/solvents draining from the junk motor vehicle

Chemical Spill Procedure For Seized Junk Motor Vehicles, **Continued.**

2. After the vehicle has been loaded onto the tow truck, the inspector will check and verify if a chemical spill has not occurred. If a chemical spill has occurred the following actions will be taken:

SPILLS LESS THAN ONE (1) GALLON:

- ✓ Small spills of one (1) gallon or less will be abated by the Code Inspector
- ✓ Photo(s) will be taken of the spill prior to and after the clean up
- ✓ Protect hands with plastic gloves
- ✓ Contain the spill by placing absorbent or an absorbent pad over the spill
- ✓ Wait a minimum of 10 minutes before removing absorbent or absorbent pad
- ✓ Place absorbent or absorbent pad in the plastic bag provided with the spill kit and seal
- ✓ Take the plastic bag with the used material to the Mow Clean Division and place it in the designated chemical barrel
- ✓ Document the SR with the description of the type of spill (i.e. gas, oil, etc) and the amount of the spill
- ✓ Attach the before and after photos of the spill
- ✓ Complete and submit all required documentation in the Junk Motor Pull/Spillage Log and on the Environmental Incident Report Form (a copy will remain in the office)

SPILLS OVER ONE (1) GALLON:

- Larger spills of more than one (1) gallon will be abated by OEQ and/or Storm Water
- Photo(s) will be taken of the spill prior to and after the clean up
- Contact OEQ immediately and provide the location and type of spill
- Inspector will remain on site until OEQ arrives
- All spills over one (1) gallon must be reported to OEQ within 4 hours of the incident

NOTE: If the spill material is over one (1) liquid gallon, one (1) dry pound, or has entered into the City's storm drainage system, Code Compliance staff members must immediately report the incident to the Office of Environmental Quality at 214-670-5942, the Storm Water Department at 214-348-4022 and the Code Department Environmental Management Coordinator 214-948-4419

Spill material can be oil, transmission fluid, hydraulic fluid, brake fluid....or anything leaking from the vehicle