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ATT-770-500-002
ENVIRONMENTAL: Hazardous Material Spill/Release
Emergency Response and Reporting Procedure (States
other than California)

Abstract

The purpose of this procedure is to ensure the proper response/reporting associated with spills/releases of hazardous materials resulting from AT&T operations or the operations of AT&T affiliates in states other than California. This procedure covers any spill/release of hazardous material resulting from AT&T operations or the operations of AT&T affiliates.

Audience: AT&T Operations outside of California

Effective Date: 02/14/06

Issue Date: Issue 1, 03/03/06

Expires On: 1/31/2020

Related Documents: (None Listed)

Cancel Documents: (None)

Business Unit: Network

Points of Contact:

See [Contact List](#) .

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SBCUID: :jc3746

PROPRIETARY INFORMATION

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Introduction

A. PURPOSE/SCOPE The purpose of this procedure is ensure the proper response/reporting associated with spills/releases of hazardous materials resulting from AT&T operations or the operations of AT&T affiliates in States other than California.

This procedure covers any spill/release of a hazardous material in States other than California resulting from AT&T operations or the operations of AT&T affiliates.

B. WHO IMPLEMENTS PROCESS

Environmental Manager or Subject Matter Expert (SME) drafting new or updated existing environmental procedure; periodic review of procedures to ensure they meet regulatory requirements; completes the procedure once notified of a spill/release of hazardous material associated with AT&T operations.

Environmental Area Manager review written and revised procedures.

Environmental Director approval of procedure; ensures non-Environmental Management Directors are aware of the requirement to implement the procedure.

Non-Environmental Management Directors-ensure that Area Managers are aware of the requirement to implement the procedure and that training is being conducted in accordance with the procedure.

Area Managers ensure their direct reports are aware of the details of the procedure and completing the training in accordance with the procedure.

First Line Managers understand the details of the procedure and train their technicians/field personnel on the procedure.

Technicians follow/implement the procedure and attend annual training.

C. WHEN PROCESS IS IMPLEMENTED This procedure is implemented immediately upon discovery of a spill/release of hazardous materials. This procedure is to be followed whether inside or outside and whether the spill is on or off AT&T property. All spills of hazardous materials must be reported to AT&T Environmental Management immediately. The specific requirements of the procedure will depend on the nature of the spill.

D. APPLICABLE REGULATIONS AND STANDARDS

D.1 Federal Regulations

40 Code of Federal Regulations Title III (CFR) Part 302 (SARA)

40 Code of Federal Regulations Part 265 (RCRA)

40 Code of Federal Regulations Part 112 (CWA - SPCC)

40 Code of Federal Regulations Part 61

49 Code of Federal Regulations 172.6 (a) (Hazmat Transportation Act)

D.2 State and Local Regulations See the Hazardous Materials Spill Reporting Binder for state specific spill reporting requirements. State summary attachments are included in this document in Section 4.

1. Reason For Current Issue

This is the current procedure for response/reporting of spills/releases of hazardous materials resulting from AT&T operations or the operations of AT&T affiliates in States other than California.

2. Procedure

E.1 If a spill/release represents an actual or potential threat to human health or the environment, immediately (otherwise start this procedure with the second bullet comment under E.1.1 below):

E.1.1 The employee discovering the spill/release shall immediately:

- Call 911

- Evacuate the area, restrict access (if necessary), immediately call AT&T Environmental Management (1-866-492-6836)(1-866-I-WANT-EM), and notify your supervisor.

- Provide the following information to AT&T Environmental Management:

1. Name and phone numbers of the person making the call
2. Location (address, city and county) and source of the spill/release
3. Chemical name or identity of the substance involved
4. Estimate of the quantity discharged into the environment
5. Time of the discharge
6. The media into which the substance was discharged (soil, water, pavement) being sure to include any sewers drains or sumps that are affected.

7. Initial response actions taken.

E.1.2 If it is deemed by on-site personnel to be within their capability to do so and it is safe, site personnel should attempt to contain the spill/release to prevent, if at all possible, the migration of the released material (including to a waterway, sewer system or soil).

E.1.3 If the situation requires, site management or Environmental Management will immediately engage an Environmental Management-approved emergency response/clean-up vendor to contain and clean-up the spill. In the event that a spill is cleaned up by others (such as a 911 responder), an Environmental Management-approved hazardous waste vendor may still be required to pick-up, transport, and dispose of any hazardous waste resulting from the spill and associated clean-up.

E.1.4 AT&T Environmental Management will immediately call the appropriate state agency and the Local Emergency Planning Committee (LEPC) or Fire Department (see the Hazardous Materials Spill Reporting Binder or the State summaries in Section 4 of this document). Upon calling the appropriate state agency and LEPC Environmental Management will:

- Record the name of the person(s) contacted, the date, and the time of the notification.
- Record any case or incident number.
- Ask the state agency representative if any other agencies require notification, and if possible obtain contact phone numbers for them.
- Ask the state agency what if any, written notifications must be completed for them or other responsible agencies.

E. 1.5 If the release is a reportable quantity as listed in the USEPA List of Lists, if a release, fire, or explosion threatens human health or the environment, or if an oil spill will reach a navigable body of water, then Environmental Management must immediately notify the National Response Center (NRC) at 800-424-8802.

E. 1.6 AT&T Environmental Management will review the AT&T Hazardous Materials Spill Reporting Binder for any additional state notifications that may be required.

E. 1.7 AT&T Environmental Management will notify AT&T Safety if the release results or may result in injury or workers are harmfully exposed at 866-722-7233.

E.2 Site personnel MUST complete the Incident Reporting form and return the form to Environmental Management by noon of the first business day following the incident (the form is available in Section 4 of this document). Return by Fax (214) 464-1424.

E.3 Environmental Management enters the incident in the Incident database not later than noon of the first business day following the incident in accordance with Procedure ATT-EM-IR-300.

E.4 Environmental Management will conduct a root cause analysis to determine whether procedural changes are needed to prevent similar releases in the future.

F. REQUIRED TRAINING Managers will complete AT&T Spill/Release Response/Reporting training annually and will ensure that all subordinates are trained in Spill/Release Response/reporting annually. Any employee new to their position must receive training within 60 days of entry into his/her position. The training is available through the Learning Management Center (<http://lmc.sbc.com>, select continue, select course catalogs and scroll to the 2nd page, select regional training, select course number 50828050). Training documentation is housed electronically in the Training Information Warehouse.

G. DOCUMENTATION AND RECORDKEEPING AT&T Environmental Management will record the incident into the SBC Internal Incident Reporting Database as detailed by the Incident Reporting Procedure Recordkeeping and Reports ATT-EM-IR-300.

3. Related Environmental Management Processes

Environmental Management Administrative EM Emergency Hotline (800#) ATT-EM-ADM-200

Incident Reporting - Recordkeeping and Reports - ATT-EM-IR-300

Waste Disposition Management - Off Site Shipping and Manifesting - ATT-EM-WDM-300

4. Related Documents

[INCIDENT_REPORT_FORM.doc](#)

Note: You must have the proper application in order to open the file.

[Arkansas_spil_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Conneticut_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Illinois_spill_response.doc](#)

Note: You must have the proper application in order to open the file.

[Indiana_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Kansas_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[MICHIGAN_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Missouri_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Nevada_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[OHIO_spill Response.doc](#)

Note: You must have the proper application in order to open the file.

[Oklahoma_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

[Texas - spill Response.doc](#)

Note: You must have the proper application in order to open the file.

[Wisconsin_spill_Response.doc](#)

Note: You must have the proper application in order to open the file.

5. Contact List

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6. Revision Log

Acronyms

A.1. Document Specific Acronyms

None.

APEX - Advanced Publishing Express

A.2. Network Acronyms Dictionary

[Refer to ATT-000-000-020, Network Acronyms Dictionary.](#)