

# SunOpta

## Omak, Washington

### Spill Control Plan

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SunOpta  
1124 5<sup>th</sup> Avenue East  
Omak, Washington 98841  
Bus: (509) 826-5471 Fax: (509) 826-1508

## Hazardous Substances or Oil Spill

The purpose of this plan is to prevent oil or other chemicals from reaching the waters of the state, or to be discharged in any manner not consistent with approved methods. Investigate and determine if a hazardous substance is being released and if the amount released is in doubt – REPORT IF THERE IS THE POSSIBILITY OF EXCEEDING THE RQ (Release Quantity).

In the event any meaningful leak occurs, notify:

### SunOpta Contacts:

Name	Title	Phone Number
Terry Llewellyn	Plant Director	(952) 243-1530
Jason Hinger	Operations Manager	(952) 243-1523
Rob Gilbertson	Maintenance Contractor	(805) 331-5578
Lorre Riehart	FSQ Specialist	(952) 295-9618

Terry Llewellyn and Rob Gilbertson are to be notified immediately. Any leak or spill that reached waters of the state will need to be reported to the NRC and Department of Ecology immediately (within 15 minutes) on any major leaks by following reporting procedures set fourth in this spill control plan.

In the event the spill is 1000 gallons or larger (check Release Quantity), or if the spill reaches waters of the state in hazardous amounts, the facility manager or designee will make a determination of the facts and, if necessary, notify the following agencies:

National Response Center (NRC) at 1-800-424-8802

Washington Emergency Management Division at 1-800-258-5990

Local Emergency Planning Committee (LEPC) at 911, or (509) 422-7232

City of Omak – Fire Department at 911

City of Omak – Wastewater Treatment Facility, 24-Hour Emergency: (509) 846-3107

Washington, Department of Ecology, Central Regional Office at (509) 575-2490

- Waters of the state means any surface water that flows into "waters of the united states" which under the state's water pollution law (RCW 90.48) defines waters of the

state to include, "lakes, rivers, ponds, streams, inland waters, underground waters, and watercourses within the jurisdiction of the State of Washington."

## Procedure:

1. Any personnel who discovers a spill is to immediately notify the Production Shift Supervisor.
2. The Production Shift Supervisor will notify the appropriate team members to handle the spill. They will also evacuate the immediate area if the need arises.
3. If threat to life exists, the Production Shift Supervisor will call 911 (9-911 in production areas), and the Production Shift Supervisor will follow the plant evacuation procedure.
4. If the spill could reach the plant wastewater system, the plant water supply will be shut off to all incoming points of the facility. This will allow all spilled material to be isolated from the city wastewater system.
5. Depending on the size of the spill, follow these steps:
  - **Oil** – Cover the spill with "Floor Dry", wear goggles, gloves, and chemical splash apron. For larger spills, use absorbent dikes to surround and contain the oil. Absorbent sheets and brooms may be used to absorb the spill. Put collected materials in suitable collection drum.
  - **Caustic Chemicals** – Wear protective clothing and equipment, i.e., gloves, respirators, protective suits and boots. Contain spill by using dikes and booms. Soak up the spill with absorbent sheets and dikes. Wipe up residue with a damp unwoven cloth. Put collected materials in suitable collection drum.
  - **Acid Chemicals** – Wear protective clothing and equipment, including resistant gloves, respirators, spill suits and boots. Contain spill by using dikes and booms. Soak up spill with absorbent sheets or pads; wipe up residue with damp unwoven cloth. Put collected materials in suitable collection drum.
6. Production Shift Supervisor will notify the Department manager responsible for the spill area.
7. Production Shift Supervisor will contact the Plant Director as appropriate. Where the Facility Manager cannot be contacted, the Production Shift Supervisor will notify the Facility Engineer of the extent of the spill and for advice on disposal.

If you are unsure about the properties of the chemical, see the MSDS. The MSDS should be located in the chemical cage area. MSDS are listed in alphabetical order.

The Production Shift Supervisor should contact CHEMTREC at 1-800-424-9300 for guidance on handling a chemical spill when the MSDS cannot be located and no one on site is familiar with the handling of the chemical. 911 (9-911 in production area) should be called when in doubt!

**Never risk your safety or the safety of others. When in doubt, call 911 (9-911 in production area).**

**Containment and clean-up supplies available in the chemical cage**

### **Responsibilities of Production Shift Supervisor**

1. Lock Out/ Tag Out must be maintained.
2. Wearing proper personal protective equipment must be enforced.
3. Confined space and Lock Out/ Tag Out sheets must be completed.
4. Assure that all employees involved in the activities to contain or control the spill or release have completed all the required safety training.
5. You must go to the site to address any questions, concerns and/ or problems.
6. Employee input must be solicited and implemented to streamline the process.

**Reference Guideline: Release Reporting of Hazardous Substances**

<h1>SUNOPTA</h1>	
<b>SunOpta</b> <b>Omak Processing Plant</b>	Approved By: Terry Llewellyn
	Signature:
<b>1124 5<sup>th</sup> Avenue East</b>	Approved By: Jason Hinger
<b>Omak, WA 98841</b>	Signature:
<b>(509) 826-5471</b>	Approved By: Joe Bono
	Signature:
	Original Date Issued: July 20, 2012
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	Total Pages: 6 including this page

**RELEASE REPORTING OF HAZARDOUS SUBSTANCES**

**SUMMARY:** All releases of hazardous substances to the environment (bare ground, water, or air) that are near or above reporting thresholds (i.e. ammonia reportable RQ = 100 lbs within a 24 hour period) will be reported **immediately (within 15 minutes of release)** to all appropriate agencies. If the amount released is in doubt – **REPORT IF THERE IS THE POSSIBILITY OF EXCEEDING THE RQ (Release Quantity)**. (There is no downside to release reporting.)

**SUPERVISOR NOTIFICATION PROCEDURE:**

1. Anyone noticing a release must notify their Shift Supervisor immediately (**within 5 minutes**) of any release of a hazardous substance to the environment. Provide Shift Supervisor a summary of the situation.
2. The Shift Supervisor will conduct a quick verification and contact the Facility Manager and Facility Engineer as appropriate. Where Facility Manager or Facility Engineer cannot be contacted, the Shift Supervisor will notify **Health & Safety** and then contact appropriate agencies listed below in the agency notification procedure.
3. After notifying Management follow emergency response procedures as appropriate.

**AGENCY NOTIFICATION PROCEDURE:**

1. Notification of the Agencies will be performed **within 15 minutes** by the first person contacted in the following list:
  - a. Plant Director  
Terry Llewellyn, (952) 243-1530 cell (509) 322-8841
  - b. Operations Manager  
Jason Hinger, (952) 243-1523 cell (509) 322-0273
  - c. Maintenance Manager  
Rob Gilbertson, cell (805) 331-5578

2. Investigate and determine if a hazardous substance is being released and if amount may exceed a **reportable quantity (RQ)**. Obtaining and reviewing the MSDS will be helpful handling and reporting the situation. Below is a list of the most common hazardous substances with the reportable quantity threshold.

Chemical	RQ (lbs)	Approx. Gallons	CAS#
Sulfuric Acid	1000	65 (Fork Truck Batt)	7664-93-9
Sodium Hydroxide	1000	SHC Extreme = 254 Quorum Yellow LP = 1035	1310-73-2
Potassium Hydroxide	1000	Lift RT = 1214	1310-58-3
Acetic Acid	5000	Oxonia Action = 6698	64-19-7

3. If the amount released is near or above an RQ, notification is made by Facility Manager or Facility Engineer, if unavailable the Shift Supervisor will notify the following agencies:
- National Response Center (NRC) **(800) 424-8802 (15 minute Requirement)**
  - Fire Department – City of Omak – **911**
  - Washington Emergency Management Division - **(800) 258-5990**
  - Local Emergency Planning Committee (LEPC), – **911**
  - Omak Wastewater Treatment Facility, 24 Hour Emergency – **(509) 846-3107**
  - Department of Ecology, Central Office - **(509) 575-2490**
4. The management individual making notification will work with the agencies to coordinate any outside response that is required.
5. This management individual will also notify facility management.

Plant Director – Terry Llewellyn, (952) 243-1530 cell (509) 322-8841  
Operations Manager  
Jason Hinger, (952) 243-1523 cell (509) 322-0273  
Maintenance Manager  
Rob Gilbertson cell (805) 331-5578

#### FOLLOW UP NOTIFICATIONS:

1. The Plant Director and in his absence the Maintenance Manager ***will be responsible for preparing the follow-up written report and send it to the required agencies with in 7 days.***

**TRAINING** – Release reporting training is required. Refresher training conducted annually, all training records located at the HR Trainer files shall be kept for a minimum of five years. (3 years required)

**ATTACHMENT A: CONTACTS****SUNOPTA MANAGEMENT**

Name	Title	Phone Number
Terry Llewellyn	Plant Director	(952) 243-1530 cell (509) 322-8841
Jason Hinger	Operations Manager	(952) 243-1523 cell (509) 322-0273
Rob Gilbertson	Maintenance contractor	cell (805) 331-5578

**AGENCIES****PHONE NUMBERS**

National Response Center (NRC)	<b>800-424-8802</b>
Washington Emergency Management Division	<b>800-258-5990</b>
Local Emergency Planning Committee (LEPC)	<b>Emergency 911, or 422-7232</b>
Fire Department, City of Omak	<b>Emergency 911</b>
Omak Wastewater Treatment Facility, 24-Hour Emergency	<b>509-846-3107</b>
Department of Ecology, Central Office	<b>509-575-2490</b>

**ATTACHMENT B****RESPONSE NOTIFICATION FORM/  
INFORMATION FOR MANAGEMENT REPORT**

When all immediate verbal notifications have been provided, complete this form for use in all reports regarding the emergency situation.

Name of person making notification \_\_\_\_\_

Names of persons notified:

- National Response Center                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_ Case Number \_\_\_\_\_
- Local Emergency Coordinator                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_
- State Emergency Response                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_
- Fire Department                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_
- Police Department                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_
- Other                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_
- Other \_                      Date \_\_\_\_\_ Time \_\_\_\_\_
- Individual \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

National Response Center, NRC – 800-424-8802  
Local Emergency Coordinator, LEPC – 911  
Washington Emergency Management Division – 800-258-5990  
Fire Department and Police Department – 911



**ATTACHMENT C****SPILL REPORT FORM**

Completing this form prior to making the immediate verbal notification makes reporting more concise and easier.

1. This is \_\_\_\_\_ from SunOpta  
Address: 1124 5<sup>th</sup> Avenue East; Omak, WA 98841
2. I am calling to report a \_\_\_\_\_  
of \_\_\_\_\_
3. The substance in question (is/is not) on the extremely hazardous substance list.
4. Date and time of release \_\_\_\_\_
5. Duration of release \_\_\_\_\_ ongoing \_\_\_\_\_
6. Estimated amount of release \_\_\_\_\_
7. Spill was into: Air \_\_\_\_\_ Water \_\_\_\_\_ Ground \_\_\_\_\_ Sewer \_\_\_\_\_
8. Acute or chronic health effects: (For Ammonia: common symptoms of ammonia exposure are irritation to eyes and respiratory tract.)
9. Advice for medical attention: (For Ammonia: Individuals experiencing symptoms should seek medical attention.)
10. Precautions taken and to be taken (evacuation, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Person to be contacted for further information:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**ATTACHMENT D****Model Letter to LEPC, SERC and EPA**

**TO:** Washington Military Department  
Emergency Management Division  
Building 20, MS TA-20  
Camp Murray, WA. 98430-5112

**Ref.:** SunOpta  
1124 5<sup>th</sup> Avenue East  
Omak, WA 98841  
Case # \_\_\_\_\_

Dear Sir/Madam:

This letter is a follow up to a telephone notification to the National Response Center made on (date) at (time) \_\_\_\_\_ by (name) \_\_\_\_\_ for the above referenced facility to report a spill of approximately (quantity) \_\_\_\_\_ pounds of (substance) \_\_\_\_\_, CAS # \_\_\_\_\_ from (the container, tanks, pipes, dike, etc.) to (impervious surface, cement pad, or dike, etc.) \_\_\_\_\_. We believe that the release first began at \_\_\_\_\_ O'clock on (date) \_\_\_\_\_, and ended at \_\_\_\_\_ O'clock. The State Emergency Response Commission was notified at \_\_\_\_\_. The Local Emergency Planning Commission was notified at \_\_\_\_\_.

We believe that the spill has/has not spread beyond SunOpta property boundary and has/has not entered the storm drain system. We have taken (describe action taken and to be taken )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ to contain the spill.

Contact for Further Information:

Terry Llewellyn at (952) 243-1530 Facility Manager

Sincerely,

Joe Bono  
Maintenance  
Manager

cc: Omak LEPC, Emergency Management Office