



Marinas with a Fueling Station

A Spill Response Guide for Class 4 Marinas



Spill Prevention, Preparedness, and Response Program

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Why it's important to plan for an oil spill response

As little as a quart of spilled oil, diesel, or gasoline can prove deadly to marine life. A planned response can reduce the adverse effects of a spill on environmental, economic, and cultural resources.

Planning and practicing the steps you take to respond to a spill can dramatically reduce the amount of time it takes to respond.

Here's some steps you can take:

- Write a spill response plan and have it readily available
- Know how to report spills
- Practice your plan



Topics to include in a spill response plan

- **Initial Response Actions List**, which may include:
 - Assessing the scene for safety hazards.
 - Stopping the flow and containing the spill (if safe to do so)
 - Making the required notifications.
 - Cleaning up the spill (if safe and within your level of training)
- **Required Notification List**
- **Emergency Shutdown Procedures**
- **Response Equipment Inventory and locations**
- **Safety Data Sheets for all petroleum products transferred at your marina**

Topics to include in a spill response plan (cont.)

- **Training, including:**
 - Dangers and safe handling practices for the petroleum products your marina transfers.
 - Safe use of response equipment.
 - Spill notification procedures.
- **Facility Description and Site Plan, including:**
 - Description of your facility and its oil handling operations.
 - Diagram of your fuel system showing piping and electrical systems.
 - Map showing location of all connections, valves, electrical and emergency shutoffs, and other system parts.
 - Storage locations of firefighting and spill response equipment.
- **Equipment Maintenance Plan.** A maintenance program could include weekly, monthly, and yearly tasks including:
 - **Weekly:**
 - Ensure hoses and piping free of defects which would permit the discharge of oil.
 - Ensure supports are not crushing, straining, or chafing hoses and piping.
 - **Monthly**
 - Check response and oil transfer equipment and containment boom for damage.
 - Examine flanges, joints, hoses and piping for cracks, signs of leakage, loose covers, kinks, bulges, soft spots, gouges, cuts, or slashes that penetrate the first layer of reinforcement.
 - Replenish disposable materials such as sorbent pads when needed. Replace degraded equipment.
 - **Yearly:** Annual testing of all oil transfer equipment (pumps, valves, hoses, piping, etc.).

Required notifications

All oil spills to water (even 1 drop) should immediately be reported to the Coast Guard and Washington Emergency Management.

- U.S. Coast Guard National Response Center: **1-800-424-8802.**
- Washington Emergency Management Division: **1-800-OILS-911.**

You have the option of calling the appropriate Ecology regional office in lieu of calling the Washington Emergency Management Division.

Ecology Office	Phone number
Northwest	(206) 594-0000
Southwest	(360) 407-6300
Central	(509) 575-2490
Eastern	(509) 329-3400



When you report a spill, the Washington Emergency Management Division or your Ecology Regional Office will collect basic spill information. After this report, an Ecology Spill Responder will call you to gather additional information that will help us determine appropriate response actions.

Be ready to provide this information when you report a spill:

- Location of the spill, what spilled, and how much?
- How concentrated is the spilled material?
- Who spilled the product, and is anyone cleaning up the spill?
- Type and amount of petroleum stored on site, if any.
- Facility and vessel characteristics.
- Who is reporting the spill?
- How can Ecology contact you?

Other Resources:

- **Spill Prevention Resources website.** Oil spill prevention resources for marinas including best practices to reduce oil spill risk and Washington state Class 4 inspection checklists and regulation are online at: [Marinas & Class 4 facilities - Washington State Department of Ecology](#).
- **Waste Disposal Guidance.** Spill response can generate large quantities of oily waste. Tools and guidance for disposing of waste generated from a spill are available in the NWACP Disposal and Waste Management Guidance for the Northwest Area, [Section 9405.pdf](#).
- **Geographic Response Plans (GRP).** GRPs contain response strategies tailored to a specific beach, shore, or waterway. You can find the GRPs applicable to your area of operations at: <https://oilspills101.wa.gov/northwest-area-contingency-plan/geographic-response-plans-grps/list-of-geographic-response-plans/>.
- **Class 4 Templates.** Templates to help you comply with Class 4 requirements are available online at: [Training, Equip, and Spill Report Templates](#) or through this QR code.



Contact Us:

You can reach the Spill Prevention Vessel and Oil Transfer Inspection Team at oiltransfnotifications@ecy.wa.gov.

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyadacoordinator@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-634.