

**CITY OF ST. MARYS, OHIO
DRINKING WATER SOURCE PROTECTION PLAN**

Appendix E

**Checklist
Accidental Chemical Spill or Release
Within the Protection Area**

CHECKLIST	
Accidental Chemical Spill or Release within the Protection Area	
✓	Action and/or Activity
	1. Determine the following:
	a. Who made the first observation?
	b. What is their phone number & location?
	c. When did it happen, what is it, where is it?
	d. Is it isolated to one area or is it widespread?
	e. Has the spill been reported to Ohio EPA?
	f. Has the fire department(s) been notified?
	g. Has the spill been reported to Auglaize County EMA & the hazardous materials response team?
	h. Has the property owner been notified?
	2. If no notifications have been made, immediately contact emergency personnel and agencies (i.e. fire dept., Ohio EPA, etc.) using the phone numbers found Section 5.5 (page 10).
	3. Contact the following City personnel and City officials (contact info is available in the Water Plant Emergency Preparedness Manual):
	a. Dave Sprague, Supt. Water & Wastewater
	b. Jeff Thompson, Supt. Water & Wastewater Treatment Plants
	c. Kevin Schwartz, Supt. Water Distribution & Wastewater Collection
	d. Director of Public Service & Safety
	e. Mayor (contact by Director or Supt.)
	4. If it is safe to do so, visit the scene to make contact with on-scene emergency personnel and agencies. The local fire department is generally the lead response agency.
	5. Complete the following activities as soon as possible:
	a. Perform a physical check on the St. Marys wells and their structural integrity.
	b. If it is determined that the spill resulted in the probable introduction of contaminants into the wells, proper precautions must be taken during sampling to prevent exposure to the contaminant and/or daughter products.
	c. If repairs are needed, coordinate with the lead response agency and Ohio EPA to ensure the safety of the repair crew.
	d. If the Wells or Water Treatment Plant need to be temporarily shut down as a result of the spill, see Section XII of the Water Treatment Plant Emergency Preparedness Manual (page 43).
	e. Plans for short term loss of source can be found in Section XIII of the Water Treatment Plant Emergency Preparedness Manual (page 44).
	6. If the wells are secure, coordinate with the lead response agency and Ohio EPA on actions being taken to mitigate the spill. At minimum, obtain the following information:
	a. Who is responsible for cleanup?
	b. What is their phone number and other contact information?
	c. What contractors or consultants have been sent by the responsible party?
	d. What actions have they taken?
	e. How long is cleanup expected to take?
	f. How long must water use be stopped or reduced?
	7. Follow-up with the on-scene responders and contractors to determine if additional, long-term actions (i.e. ground water treatment and/or additional raw water monitoring) are required or recommended. If so, determine:
	a. What kind of monitoring is needed, at what frequency?
	b. What levels will trigger return to normal operation?
	c. What kind of additional treatment may be needed?