

“First Hour” Checklist – WTP Operator on Duty

1. **Gain initial knowledge of spill event.**
2. **Communicate situation internally** to get help. **Phone/direct contact is best.**
3. **Document current** status/capacity/limitations:

Item	Initial Status
Instrument readings (baseline water quality):	
• Raw water turbidity	
• Raw water pH	
• Other (conductivity, TOC, etc.)	
System storage, current and projected water demands	
Water production rate, any limitations	
Critical chemicals, including any that may be used in spills (e.g., PAC)	
Alternative sources, if applicable (e.g., wells; interconnections)	
Generators, if applicable	
Boom (type, quantity, limitations)	

4. **Request travel time estimates** from **ICPRB Spill Team 773-913-8462** .

Provide as much of the following information to spill@icprb.org as possible:	
Name and telephone number of person reporting the spill	
Location of spill, including if known:	
• Name of affected stream	
• Street address or latitude & longitude	
Identity of spill material	
Date and time of release	
Est. quantity of material spill: mass or volume or discharge rate	

5. **Continue to gain knowledge** of event.
 - Share information with upstream and downstream utilities via PotomacSpills
 - Visually inspect situation directly or via proxy
 - Monitor local media (radio, TV, etc.)
6. **Physically protect plant**
 - Place boom to protect intake and/or close intake before contaminant arrives
 - Increase production to fill storage before contaminant arrives, if possible
 - Can parts of treatment be shut down (for protection), e.g., some filters?
7. **Consider field tests and/or sampling if appropriate.** NOTE: lab testing may NOT be a rapid source of information, particularly for unknowns.

https://potomacspills.groups.io/g/main/files/02_Utility%20Spill%20Response%20Plan