

**PHOENIX REGIONAL  
STANDARD OPERATING PROCEDURES**

**WATER DEPARTMENT COMMUNICATIONS  
HAZARDOUS MATERIALS INCIDENTS**

M.P. 205.19

03/00-R

Page 1 of 2

**PURPOSE**

The purpose of this procedure is to document Water Department notification relating to fire and non-fire incidents involving hazardous materials.

The Water Department has requested that they be included in the Fire Department's incident notification procedure to ensure that, when required, backflow devices are installed on public or private fire hydrants, hose bibs, etc. to prevent water main contamination.

**SCOPE**

This procedure shall apply to, but is not limited to the following operations:

- Decontamination operations by other than Fire Department personnel;
- Clean-up operations; and
- Rinsing of containers

This procedure shall not apply to Fire Department activities conducted to mitigate an emergency, overhaul operations, or decontamination activities conducted by Fire Department personnel.

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (A.D.E.Q) RESPONSIBILITIES**

When an incident occurs that involves hazardous materials, A.D.E.Q. will require appropriate clean-up procedures be conducted by either the incident business personnel or a hazardous waste contractor.

**FIRE DEPARTMENT RESPONSIBILITIES**

When it is determined that a clean-up operation may involve the use of a public or private fire hydrant, a hose bib, etc., a Fire Prevention Specialist shall call the Water Department's 24-hour number, 261-8000, and submit the following information to the dispatcher:

1. Fire Department representative's name.
2. Incident business name.
3. Address of incident.
4. Reason for notification (e.g., a hazardous materials incident has occurred that requires clean-up).
5. Name of business responsible party.
6. Telephone number of business responsible party.
7. Name of hazardous waste contractor, if available.
8. Telephone number of hazardous waste contractor.
9. Routing for Water Department to site.
10. Action requested by Water Department (e.g., a foreman or supervisor with Water Distribution is requested to respond).

If the Fire Prevention Specialist is unsure of how clean-up operations will be conducted, the Water Department shall be notified as an advisory only and submitting Items 1 through 8 to the dispatcher.

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M.P. 205.19      03/00-R      Page 2 of 2

FIRE DEPARTMENT HAZARDOUS MATERIALS INCIDENT NOTIFICATION  
TO THE WATER DEPARTMENT

Water Department Dispatcher: 261-8000 (24-Hours)

When it is determined that a hazardous materials incident could involve a clean-up operation, the Water Department has requested notification. As a result, the following information shall be submitted to the Water Department Dispatcher:

(Mark appropriate answer:)

Clean-up IS \_\_\_ MAY BE \_\_\_ required which may involve the use of a  
FIRE HYDRANT \_\_\_ HOSE BIB \_\_\_ or BOTH \_\_\_.

**INCIDENT INFORMATION**

(Fill in the blanks:)

- Notification

Made by (Name) \_\_\_\_\_

Notification Made by Telephone \_\_\_ FAX \_\_\_ Both

- Incident Address \_\_\_\_\_

Commercial \_\_\_ Residence

- On-Site

Responsible Party (R.P.) \_\_\_\_\_

R.P. Telephone Number \_\_\_\_\_

- Hazardous Waste Contractor \_\_\_\_\_

Contractor Telephone Number \_\_\_\_\_

- Fire Department

On-Scene Contact Person \_\_\_\_\_

- Recommended

Routing to Site \_\_\_\_\_

- Action Requested \_\_\_\_\_

- Additional Info \_\_\_\_\_