SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) PLAN

_____

DEPARTMENT OF PUBLIC WORKS

_____

_____***, New Jersey***

Prepared by

_____

Date

This is a sample document and is not to be used as an actual SPCC Plan for the applicable facility. While this sample document covers all of the current regulations, it is the responsibility of the preparer of the plan as well as owner and operator of the facility that the plan is being prepared for to ensure that the plan and implementation thereof is executed according to the regulations. Birdsall Services Group is neither responsible, for any non-compliance measures that the plan may not cover nor incidents that may occur due to improper execution of the plan.

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Note: Bracketed notes in Table of Contents indicate cross-reference to 40 CFR 112.

MANAGEMENT APPROVAL & REVIEW – [112.5 & 112.7(d) (2)]

MANAGEMENT APPROVAL

The City/Township/Borough of _____ is committed to the prevention of discharges of oil into navigable waters or the environment, and maintains the highest standards for spill prevention control and countermeasures through periodic review, updating, and implementation of this Spill Prevention Control and Countermeasure (SPCC) Plan. _____ will provide the necessary manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful.

_____
Authorized Facility Representative

_____
Title

_____
Signature

MANAGEMENT REVIEW

A review and evaluation of this SPCC Plan is conducted at least once every five years. As a result of this review and evaluation, _____ will amend the SPCC Plan within six months of the review to include more effective prevention and control technology if: (1) such technology will significantly reduce the likelihood of a spill event from the facility, and (2) if such technology has been field-proven at the time of review.

This SPCC Plan will also be amended within six months after a change in the facility design, construction, operation, or maintenance occurs which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines.

Any technical amendment to the SPCC Plan shall be certified by a Professional Engineer or self certified by the facility representative if the facility meets the following criteria:

1. The facility must have 10,000 gallons or less in aggregate aboveground oil storage capacity,
2. The facility must not have had (1) a single discharge of oil to navigable waters exceeding 1,000 U.S. gallons, or (2) two discharges of oil to navigable waters each exceeding 42 U.S. gallons within any twelve-month period, for the three years prior to the SPCC Plan certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years.

The Facility Representative must also attest to the following:

1. The Plan has been prepared in accordance with accepted and sound industry practices and standards and with the rule requirements;
2. Procedures for required inspections and testing have been established;
3. The Plan is being fully implemented;
4. The facility meets the qualifying criteria;
5. The Plan does not deviate from rule requirements except as allowed and as certified by a PE; and
6. Management approves the Plan and has committed resources to implement it

Review Dates	**Signature**	**Amendment Required? (Y/N)**

PROFESSIONAL ENGINEER'S REVIEW – [112.3(d) (1)]

The undersigned Registered Professional Engineer is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned Registered Professional Engineer attests that this Oil Spill Prevention Control and Countermeasures Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility. Although not required by 40 CFR 112, it is preferred that the plan be reviewed and certified by a Professional Engineer that is registered in the state that the facility is located in.

Signature
Name
Title
Company
Date
P.E. Registration Number
State of License

SUBSTANTIAL HARM CRITERIA CHECKLIST (40 CFR 112.20 (e))
CERTIFICATION OF THE APPLICABILITY

FACILITY NAME: _____ Department of Public Works
FACILITY ADDRESS: _____
_____, NJ _____

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

   Yes ____ No ____

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

   Yes ____ No ____

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

   Yes ____ No ____

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

   Yes ____ No ____

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

   Yes ____ No ____

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

_____ _____
Name (please type or print) Signature

_____ _____
Title Date

1.0 INTRODUCTION

1.1 Purpose

The purpose of this Spill Prevention Control and Countermeasure (SPCC) plan is to prevent oil spills from occurring, and to perform safe, efficient and timely response in the event of a spill or leak (both referred to as "spills" herein). In accordance with United States Environmental Protection Agency (EPA) oil pollution prevention regulations (40 CFR 112), the _____ Department of Public Works (_____ DPW) must prepare and implement an SPCC plan for non-transportation related facilities that discharge oil into or upon navigable waters or adjoining shorelines; and, meet one of the following conditions:

- Above-ground oil storage capacity exceeds 1,320 gallons; or
- Underground oil storage capacity exceeds 42,000 gallons, unless the underground tanks are subject to all of the technical requirements of 40 CFR 280 or a state program approved under 40 CFR 281. (New Jersey approved program is regulated under N.J.A.C. 7:14B.)

As defined by 40 CFR Part 112, oil includes all grades of motor oil, hydraulic oil, lube oil, fuel oil, gasoline and diesel, automatic transmission fluid (ATF), used oil, and transformer mineral oil. The definition of oil also includes non-petroleum oils such as animal or vegetable oils and synthetic oils.

1.1.1 Using the Plan

In addition to satisfying a regulatory requirement, this SPCC plan should be a working document at the facility. The plan should be used frequently in the following ways:

- As a reference for oil storage and containment system information.
- As a tool for informing new employees and refreshing current employees on practices for preventing and responding to spills.
- As a guide to periodic training programs for employees.
- As a guide to facility inspections.
- As a resource during an emergency response.
- As a tool to address the facility's operation and maintenance procedures

1.1.2 SPCC Plan Revisions

_____ DPW must review and recertify the SPCC Plan every five (5) years. _____ DPW must also revise this SPCC plan following any change in the facility design, construction, operation or maintenance that would affect the facility's potential for discharging oil. Revisions must occur as soon as possible, but no later than six months

following the change. The Environmental Compliance Officer is responsible for initiating and coordinating such revisions.

Facility information related to the SPCC plan must be submitted to the United States Environmental Protection Agency (EPA) Regional Administrator whenever the facility discharges more than 1,000 gallons in a single event, or discharges more than 42 gallons of oil in each of two spill events within a 12-month period. The information must be sent to the following address:

MAIN REGIONAL OFFICE
290 BROADWAY
NEW YORK, NY 10007-1866
Phone 212-637-3000

If the facility has Self Certified any plan amendments and experiences a reportable spill, the EPA Regional Administrator will determine if the facility must rescind their eligibility and have the plan certified by a Professional Engineer.

1.2 Facility Description [112.7(a) (3)]

1.2.1 Location & Use

_____ DPW facility is located in a combined residential/commercial area in _____, New Jersey. The site consists of three buildings located at the end of _____. The property is bordered by a residential development to the north and west and a municipal park to the east, with _____ (a navigable water) to the south. There is only one entrance into the site, which is located at the eastern end off _____.

The site is comprised of approximately two (2) acres of land located on the northwestern end of _____. The property is primarily paved asphalt and consists of three (3) buildings which include an office building located at the northeast end, a maintenance building located at the northwest end and a storage building located at the south central end.

A Site Location map has been included in the Appendices.

1.2.2 Waterways and Abutters

The property is bordered by _____ to the south, which is a tributary to the _____River. There are two storm sewers on the property in the northeast corner, however the property does slope southward with drainage sheet flowing to _____ at the southern end of the property. There is also a stormwater management basin located on the east side of the property.

1.2.3 Site Drainage

Stormwater from the _____ DPW flows southward down gradient towards _____. There is potential that spills from the gasoline and diesel delivery areas, as well as the used oil transfer area, will flow toward _____. All stormwater flow from the gasoline, diesel and

used oil storage areas flow in the same general directions. Approximately _____ feet of asphalt separate the storage tank and bulk delivery area locations from the down gradient border of the property.

A Site plan depicting the general flow of stormwater is included in the appendices.

1.2.4 Spill History

The _____ DPW has had no historical events of significant oil releases. With the exception of routine drips and spills encountered during maintenance activities, there have been no events of oil releases which would warrant notification to the EPA Regional Administrator.

2.0 POTENTIAL SPILL SOURCES AND SPCC FEATURES

2.1 SPCC Compliance [112.7(a) (1) & 112.7(a) (2)]

A description of all applicable oil storage tanks and vessels has been included in Section 2.2 of this document. The following descriptions detail the size and location of all petroleum product storage including above ground storage tanks (AST) at the DPW, including all associated loading and unloading operations:

- **2,000 Gallon Gasoline and 2,000 Gallon Diesel Vaulted Split Tank with Dispensers** This tank located on the north side of the property between the office and maintenance buildings has two 2,000 gallon compartments: one for gasoline and one for diesel. The tank lies on a concrete pad and has interstitial alarms for leak detection. The tank is equipped with spill buckets and fill ports; both of which are located on the southern end of the tank. A section of metal piping to the fuel dispensers is located underground. PVC pipe has been installed around this length of underground metal piping. High level alarms and an emergency shot off switch are located on the administration building within visible and audible distance from the delivery and tank area. There is a spill kit staged next to the tank.

  The section of the access road next to the vaulted tank is paved with concrete. The current practice for filling the tank is that the delivery truck pulls in the access road and the attendant attaches the hose to the fill port. The dispensers for both gasoline and diesel are located between the vaulted tank and the access road. There is no permanent containment device located within this area to contain a spill.

  Currently a release from the tank would flow evenly in all direction onto the surrounding pervious areas. A release from the delivery vehicle would flow down gradient, south-west, approximately 165 feet over asphalt to the property border.

  The necessary improvements to the Gasoline/Diesel split tank are detailed in Section 4.0.

- **500 Gallon Used Oil Tank** – The used oil tank is located between the gasoline/diesel split tank and the maintenance garage. The tank is double-walled. Used oil generated

from maintenance activities is hand filled into the tank. The tank is equipped with a visual sight gauge.

A used oil removal vacuum truck cleans out the tank. The pickup area, just west of the delivery area for the gasoline and diesel tanks, is paved in asphalt.

Currently a release from the tank would flow in the same direction as a release from the vacuum truck would flow approximately 165 feet, south-west, over asphalt to the property border.

The necessary improvements to the used oil AST are detailed in Section 4.0.

- **55 Gallon Drums** – The DPW stores varying amounts of 55-gallon drums of motor oils in the maintenance garage located in the northern corner of the property. There are no floor drains in the garage. The drums are staged on plastic spill trays. A release from the drums located closest to the entrance of the maintenance garage could run down gradient across asphalt and reach the property border.

  The necessary improvements to the drum storage area are detailed in Section 4.0.

2.2 Tables [112.7(a) (3) (I & iii) & 112.7(b)]

ABOVEGROUND STORAGE TANKS

Since _____ DPW does not have a history of spills during fuel delivery, the below calculations will be used for spill prevention and planning purposes. The estimated spill volume from the fuel delivery vehicle detailed below has been calculated using data obtained from commercial fuel vendors, and is based upon the most likely type of spill to occur from a product delivery hose rupture or disconnect.

A maximum fuel rate of 220 gallons per minute and a hose diameter of 3 inches have been used, which depicts the highest possible fuel transport rate from a tanker and maximum hose diameter that is used at the site. The fueling rate could be less at times due to fuel delivery by a smaller truck and small diameter hose, and may even be less for heavier weight fuels.

The estimated spill volume also includes the amount of fuel that could be stored in a 3 inch diameter product line with a maximum length of 150 feet. This represents the maximum length of product hose that would be used at the site. A maximum spill response time of 3 minutes has been used to reflect the time required for the vehicle operator to shut down the fuel delivery vehicle upon identification of a leak. An additional 10 percent of the estimated spill volume has been added as a safety factor to account for conditions such as rain events during product delivery.

Maximum Hose Diameter = 0.25 feet
Maximum Hose Length = 150 feet
Maximum Flow (Pumping) Rate = 220 gallons/minute
Estimate Response Time = 3 minutes
1 Cubic Foot = 7.48 gallons

Hose Volume = ¶/4 (Hose Diameter)^2 (Hose Length)
= 0.785 (0.0625) (150)
= 7.36 cubic feet = 55.1 gallons

Estimated Spill Volume from Fuel Delivery
= ((Flow Rate) (Response Time) + (Hose Volume)) 10% Safety Factor
= ((220) (3) + (55.1)) 1.10
= 786.61 or **787 gallons**

Estimated Spill Volume from Used Oil Removal
= (Hose Volume) 10% Safety Factor
= (55.1)) 1.10
= 60.61 or **61 gallons**

ABOVEGROUND STORAGE TANKS					
CAPACITY (gallons)	**PRODUCT**	**HI-LEVEL ALARM**	**LEAK DETECTION**	**ESTIMATED SPILL DIRECTION AND ANTICIPATED VOLUME**	**EXISTING CONTAINMENT & SPILL CONTROL FEATURES**
4,000 Split Tank	**Gasoline & Diesel** (2,000 gallons each)	Audible and Visual Alarms	Electronic Interstitial Monitoring	Estimated spill volume from fuel delivery vehicle = 787 gallons Spill from dispenser and delivery truck will flow 165 feet south-west across asphalt surface to property border. Piping/dispenser leak rate = gradual to 45 gallons per minute (maximum loss = 2,000 gallons) Spill from piping & dispenser will flow across asphalt surface to pervious muddy area at property border 165 feet to the south-west. Tank leak rate = gradual to 2,000 gallons Spill from tank failure will flow evenly in all directions on pervious grass areas surrounding tank.	Double-walled tank on elevated concrete pad. Delivery and refueling area is on concrete pad. Pre-deployed containment device not present for bulk delivery vehicle.
500	**Used Oil** (Adjacent to Gas/Diesel Split Tank)	Not Applicable (Hand filled)	Visual Inspection	Estimated spill volume from used oil vehicle = 61 gallons. Spill from used oil bulk transfer vehicle would flow south-west approximately 165 feet over asphalt to property border. Tank leak rate = gradual to 550 gallons Spill from tank failure would discharge to pervious grassy area behind tank.	Tank is manually filled. Pre-deployed containment device not present for bulk delivery vehicle.

550	*Used Oil (Out of Use)*	*No (Visual sight gauge)*	*Visual Inspection*	*N/A – Tank is currently off-line. Please see Recommend Facility Improvements (Section 4.0) for details.*	*None (Tank currently out of service)*

55 GALLON DRUM STORAGE					
BLDG. or LOCATION	**Volume of DRUMS**	**PRODUCT**	**NEAREST DRAIN**	**ESTIMATED SPILL DIRECTION AND RATE**	**CONTAINMENT & SPILL CONTROL FEATURES**
Mechanics Garage	55 gal	**Motor Oils**	No drains inside room, bay door approx. 5 feet away	Drum leak rate = gradual to 55 gallons Spill from drum failures would spill onto impervious concrete floor of mechanics garage. No floor drains or trench drains are present in the garage. Spill from drum closest to bay door has potential to reach property border165 feet south-west of drum	Impervious concrete floor of mechanics garage. Drip Trays on all drums.

3.0 SPILL PREVENTION AND RESPONSE

3.1 Discharge Prevention

3.1.1 SPCC Features and Operating Procedures [112.7(a) (3)]

_____ DPW employees are trained to implement spill prevention practices for work with and around oil sources. _____ DPW personnel shall use common sense and rely on spill prevention practices at all times to minimize the potential for a release of oil.

For example, the following "common sense" practices are recommended:

- keep container lids securely fastened at all times;
- do not leave portable sources unattended (outside);
- return portable sources to their storage location after use;
- use pads, drip pans, and funnels when transferring petroleum products from a portable container;
- protect oil sources from damage by moving equipment;
- do not store oil sources near catch basins or floor drains; and
- loading and unloading of petroleum products shall be attended at all times.

Spill prevention during oil deliveries (offloading) is the primarily the responsibility of the supplier until the product is safely in the tank or vessel. However, _____ DPW is responsible for all activities performed within their properties and will verify the implementation of spill prevention activities by the fuel suppliers, and will also implement spill prevention measures for vehicle filling and truck unloading operations. This will be performed through the continuous oversight of all bulk product transfers by a trained _____ DPW employee

Supplier Approval

The Supplier Approval process ensures that the vendor meets the minimum requirements and regulations for tank truck unloading as established by the United States Department of Transportation. These supplier procedures also ensure that the vendor understands the site layout, knows the protocols for entering the site and unloading product, and has the necessary spill equipment on board to respond to a spill from the vehicle or fuel delivery hose.

Observation of Deliveries

The Facility Manager or his designee will supervise deliveries from all oil suppliers and used oil removal contractors. Delivery actions and observations include:

1. Verify delivery truck contains type and quantity of oil ordered.

2. Transfer of product should take place during daylight hours in non-rain events when practical.

3. Determine level and volume of fuel in tank to ensure tank can accept volume ordered.

4. Tank truck to be accompanied by trained operator and _____ DPW employee prior to unloading to ensure the correct fill port on tank is accessed and verify that spill response materials (absorbent pads, booms and absorbent material) are in adequate supply.

5. Fuel transfer containment device must be inspected to ensure integrity. Any drains present on containment device should be inspected and closed prior to oil transfer.

6. Nearby ignition sources within 50 feet of transfer area must be eliminated.

7. Tank truck brakes shall be set and the driver shall remain with the vehicle during the entire unloading period.

8. Inspect hose connections for dripping/leakage. Spill pads should be used to capture product.

9. Ensure that tank is vented.

10. Prior to filling (and again prior to departure of tank truck), the lowermost drain and all outlets of the tank truck shall be examined for leakage and, if necessary, tightened, adjusted, or replaced to prevent leakage during fuel transfer or while the vehicle is in transit.

11. Place collection bucket below tank truck unloading valve to ensure that any incipient leaks are captured.

12. When transfer is complete, examine hoses before disconnecting. The employee observing fuel transfer shall visually inspect the fuel transfer area for any releases and document the inspection. If ***any*** spill occurs during the fuel transfer process, the process shall immediately cease and _____ DPW spill reporting procedures shall be followed.

13. Gravity drain all hoses into the tank.

Vehicle and Equipment Fueling Practices

_____ DPW personnel authorized to dispense fuel should comply with the following procedures to assist in the safe transfer of petroleum product into equipment or vehicles:

1. Verify container or vehicle is compatible to the fuel to be dispensed.

2. Vehicle or container to be positioned as close as possible to fuel pump.

3. Remove all ignition sources.

4. Fuel dispenser nozzle is to be placed as far as possible inside the vehicle or container fill port.

5. Inspect all nozzles, connections, hoses for leakage or damage.

6. Attend dispenser at all times during product transfer.

7. Remove nozzle, hold upright, inspect for leaks, and return to dispenser.

8. In the event of an overflow, contain/remove spill immediately and notify the Facility Manager.

3.1.2 Tests and Inspections [112.7(e)]

The personnel at the facility shall perform testing, inspection, and maintenance of all petroleum equipment to keep it performing in an efficient and environmentally sound manner. The tests and inspections shall be performed as discussed in the following subsections:

3.1.2.1 Inspecting Above Ground Storage Tanks (ASTs)

Facility personnel must visually inspect all ASTs (tanks and aboveground piping systems) monthly during operating hours. The ASTs shall be monitored monthly for leaks through manually gauging of the leak detection port for the used oil tank and inspection of the leak detection system on the gasoline/diesel split tank. The results of all inspections and monthly leak detection monitoring shall be recorded on the *AST Inspection Report*, as included in the appendices. The report shall be kept for at least three years in a file maintained onsite.

Monthly inspections include observations of the exterior of the tank for signs of deterioration or spills (leaks), observations of the tank foundation and supports for signs of instability, and observations of the vent, fill and product pipes for signs of poor connection or failure, that could cause a spill.

In addition to these inspections, the facility will verify the integrity of each tank system every ten years, or more often as deemed necessary by the inspection results. Integrity testing will be conducted in accordance with an industry standard procedure such as STI – SP001-00 or API

653. The results of the integrity inspections shall be maintained on-site for the life of the system.

3.1.2.2 Tank Maintenance

All petroleum tank and piping problems shall be immediately reported to the Facility Manager**.** Visible oil spills (leaks) that cause a loss of oil from tank walls, piping or other components shall be repaired or replaced as soon as possible to prevent the potential for a major spill from the source. This is especially important for sources located outside or near drains or catch basins that discharge to the environment.

3.1.2.3 Containment Area Inspections

The bulk storage secondary containment areas shall be inspected monthly for the accumulation of oil and rainwater (if applicable). The inspection should include whether the containment is full of rainwater, oil, or an oil/water mixture (the latter is determined if there is a sheen floating on the water).

If the contained liquid is water with no visible sheen, it can be discharged into the storm water collection system. However, if there is oil, or an oil/water mixture (i.e. sheen or other indicator), the cause of the oil spill must be determined and the oil or mixture needs to be removed and disposed of as waste.

Note: There are currently no areas of outdoor secondary containment exposed to precipitation. If future facility improvements or changes to existing tanks expose these areas to precipitation, this section should be utilized for all secondary containment inspections.

3.1.3 Training [112.7(f)]

_____ DPW shall provide SPCC spill training for personnel involved with handling petroleum products. The Facility Manager shall arrange for **annual training**, which shall include the following training topics:

- an introduction to pollution control laws;
- rules and regulations pertaining to the use and storage of petroleum products;
- inspection, operation and maintenance of spill equipment, and petroleum storage and dispensing equipment;
- spill response and cleanup;
- facility requirements relative to bulk product deliveries and removals;
- procedures for product transfer to vehicles, equipment and portable containers;
- discussions on spill events or equipment failure and updates made to the SPCC Plan to address future spills;
- spill notification and record keeping; and
- spill prevention practices.

Records of attendance at training and topics covered shall be maintained by the Facility Manager.

Documentation for Training

The annual SPCC training shall be documented to include the instructor's name, course outline, date and duration of training, attendant's names and signatures, and corrective action list for areas in need of improvement, if any.

3.1.4 Security [112.7(g)]

_____ DPW operates 8 hours per day, five days per week. There is no outdoor restricted access on site. All tanks are located outdoors while the drums are located inside the maintenance garage. Nighttime lighting is present near the storage tanks located outside. The following are current measures for access to the storage areas:

The fill ports on the gasoline/diesel split tank are locked during non-working hours. The fill port on the used oil tank is also locked during non-working hours. The fuel dispensers are accessed by a key and code system restricting access to authorized users only. The drums are located in the maintenance garage, which is also locked during non-working hours.

3.2 Emergency Response

This section describes the cleanup response and protocols to follow in the event of an oil spill. The uncontrolled discharge of oil to groundwater, surface water or soil is prohibited by State or Federal laws. It is imperative that action be taken to respond to a spill once it has occurred. In the event of an oil spill, depending on the volume and characteristics of the material released, The DPW has defined spill response as either a "Minor Spill Response" or "Major Spill Response" ("Spill Emergency").

A list of Emergency Contacts is included in the Appendices.

3.2.1 Minor Spill Response [112.7(a) (3) (iv)]

A "Minor Spill Response" is defined as one that poses no significant harm to human health or the environment. These spills involve generally less than 5 gallons and can usually be cleaned up by _____ DPW personnel. Other characteristics of a minor spill include the following:

- the spilled material is easily stopped or controlled at the time of the spill;
- the spill is localized;
- the spilled material is not likely to reach surface water or groundwater;
- there is little danger to human health; and
- there is little danger of fire or explosion.

In the event of a minor spill the following guidelines shall apply:

- Immediately notify the senior on-site person (i.e., Facility Manager).
- Call the New Jersey Department of Environmental Protection (1-877-927-6337) within 15 minutes.
- Under the direction of a senior on-site person, contain the spill with spill response materials and equipment.
- Place spill debris in properly labeled waste containers.
- Complete the *Spill Notification Form* (Appendix D) and send to the Environmental Compliance Officer.

3.2.2 Major Spill Response (Spill Emergency) [112.7(a) (3) (iv)]

A "Spill Emergency" is defined as one involving a spill that cannot be safely controlled or cleaned up. Characteristics include the following:

- the spill is large enough to spread beyond the immediate spill area;
- the spilled material enters surface water or groundwater (regardless of spill size);
- the spill requires special training and equipment to cleanup;
- the spilled material is dangerous to human health; and
- There is a danger of fire or explosion.

In the event of a spill emergency, the following guidelines shall apply:

- All workers shall immediately evacuate the spill site and move to a safe distance away from the spill.
- A senior on-site person shall call for medical assistance if workers are injured (no worker shall engage in rescue operations unless they have been properly trained and equipped).
- A senior on-site person shall immediately contact the New Jersey Department of Environmental Protection (1-877-927-6337) within 15 minutes and the National Response Center (1-800-424-8802). Document the telephone calls on the *Spill Notification Form* in Appendix D.
- Notify the local Fire Department or Police Department.
- A senior on-site person shall contact the Facility Manager and provide details regarding the spill.
- The Facility Manager or Environmental Compliance Officer will coordinate cleanup and seek assistance from a cleanup contractor as necessary.

If a senior on-site person is not available at the time of the spill, then the next highest _____ DPW employee in command shall assume responsibility.

3.2.3 Waste Disposal [112.7(a) (3) (v)]

Wastes resulting from a minor spill response will be containerized in impervious bags, drums or other sealed containers. The waste will be removed from the site by a licensed waste hauler to a permitted facility. The timeframes and procedures for on-site storage shall comply with the NJDEP Solid and Hazardous Waste Regulations. Non hazardous waste shall be stored in covered and labeled containers, or covering with and on top of plastic sheeting. Non hazardous waste shall not be staged on-site for more than 6 months from the date of generation.

Wastes resulting from a major spill response will be removed and disposed of by a cleanup contractor.

3.2.4 Notification and Reporting [112.7(a) (4)]

In the event of a minor spill, the facility supervisor or designee should complete a written *Spill Notification Form*. This form details the time, material, and quantity of oil released.

If a major spill occurs at this facility the facility supervisor or designee shall, **in addition to the notification procedures above,** provide written information to the EPA Regional Administrator as required by the SPCC Plan rules, where necessary. A copy of this information must also be provided to the appropriate New Jersey Department of Environmental Protection Bureau deemed responsible for oversight of the spill.

3.2.4.1 Spill Notification Forms

After making the appropriate communications with Regulatory Agencies and subsequent to the containment of the spill, a *Spill Notification Form*, included in Appendix D, shall be completed and kept onsite with this plan. The *Spill Notification Form* includes a checklist to document the proper notification of federal, New Jersey and local agencies. The form shall be filed by facility name and maintained as long as _____ DPW owns and/or operates this facility. When completed, the SPCC coordinator should keep the *Spill Notification Form* on file for a period of at least three (3) years for future USEPA inspections.

3.2.5 Area Plans

The United States Environmental Protection Agency (USEPA) and Coast Guard (USCG) administer Area Plans for spill contingency response by Region throughout the United States. The USCG covers coastal areas, and USEPA covers inland areas. In a major spill event, contacting the National Response Center hotline at **(800) 424-8802** will trigger assistance from the appropriate agency, if needed.

4.0 REQUIRED FACILITY IMPROVEMENTS

The Professional Engineer's certification of this plan is contingent on the following facility improvements being implemented for compliance with SPCC regulations 40 CFR 112:

CAPACITY (gallons)	PRODUCT	EXISTING CONTAINMENT & SPILL CONTROL FEATURES	REQUIRED FACILITY IMPROVEMENTS	SCHEDULE
4,000	Gasoline & Diesel (2,000 gallons each)	1. Double-walled tank on concrete pad 2. Fuel delivery area contains concrete pad 3. Interstitial Electronic Leak Detection 4. High Level Alarms 5. Spill Kit	1. Pre-deployed containment device for bulk delivery vehicle. 2. Containment device with enough capacity to contain at least 787 gallons. 3. Ensure double walled underground piping is equipped with a form of leak detection. (NJDEP UST Reg. Requirement) 4. Monthly Visual Inspections	_____ DPW to obtain portable drive-in containment device with pop-up sides. Device to be stored inside while not in use and pre-deployed before oil transfer starts.
500	Used Oil	1. Double walled tank on concrete pad 2. Visual sight gauge for volume of tank 3. Visual sight gauge for interstitial space 4. Spill Kit	1. Pre-deployed containment device for bulk delivery vehicle. 2. Containment device with enough capacity to contain at least 61 gallons. 3. Monthly Visual Inspections	TBD by _____ DPW
55-gallon Drums	Motor Oils	1. Drip Pans 2. Indoor storage location on concrete floor	1. Monthly visual inspection 2. Spill Kits 3. Spill pallet with at least 55-gallon sump capacity.	_____ DPW to obtain spill pallets with 55-ga. sump capacity

APPENDIX A

Facility Plans
[112.7(a) (3)]

APPENDIX B

AST Inspection Checklists

MONTHLY SPCC & SPPP INSPECTION CHECKLIST – DATE:

Tank Contents, Size & Location	4,000 Gallon Gas/Diesel		500 Gallon Used Oil		55-Gallon Drums	
ITEM	**SYMBOL**		**SYMBOL**		**SYMBOL**	
I. Exterior Visual Check for Deterioration						
Condition of tank exterior	S	U	S	U	S	U
Condition of aboveground piping	S	U	S	U	S	U
Condition of foundations and supports	S	U	S	U	S	U
Condition of containment structures	S	U	S	U	S	U
II. Ancillary Equipment Inspection (IF N/A – leave blank)						
Overfill prevention device functioning properly (if installed)	Y	N	Y	N	Y	N
Valves functioning properly	Y	N	Y	N	Y	N
Vents clear of restrictions	Y	N	Y	N	Y	N
Gauge or monitoring device functioning properly (if installed)	Y	N	Y	N	Y	N
III. Spill and Safety Precautions						
Spill kit present and seal intact (or contents full)	Y	N	Y	N	Y	N
Fire extinguishers in place	Y	N	Y	N	Y	N
Tank system secured to prevent vandalism and unauthorized use	Y	N	Y	N	Y	N
IV. Leak Detection System (IF N/A – leave blank)						
Leak detection system monitored	Y	N	Y	N	Y	N
Regulated Substance in containment area	Y	N	Y	N	Y	N
Evidence of release from tank	Y	N	Y	N	Y	N
Evidence of release from ancillary equipment including piping	Y	N	Y	N	Y	N
Discharge of water required from secondary containment area. If yes, indicate estimated volume in comments.	Y	N	Y	N	Y	N
Evidence of release from ancillary equipment including piping	Y	N	Y	N	Y	N

Inspection Completed By:	
Tank Reference	**Comments**
Symbols **S - Satisfactory** **U - Unsatisfactory** **Y - Yes** **N - No**	

MONTHLY STORMWATER INSPECTION CHECKLIST *(see Standard Operating Procedures for details)*

VEHICLE MAINTENANCE	
Problems Observed:	
Corrective Actions:	
VEHICLE FUELING	
Problems Observed:	
Corrective Actions:	
GOOD HOUSEKEEPING	
Problems Observed:	
Corrections Actions:	

APPENDIX C

Emergency Contacts
[112.7(a) (3) (vi)]

_____ DPW
SPCC Emergency Contacts

Spill Reporting Hotlines

Agency	Telephone #
New Jersey Department of Environmental Protection Spill Response	1-877-WARNDEP (1-877-927-6337)
National Response Center USCG/USEPA	1-800-424-8802

Local Emergency Agencies

Agency	Telephone #
City/Township/Borough of _____ Fire Department	911
City/Township/Borough of _____ Police Department	911

Spill Response Contractors

Company/Location	Telephone #
_____	_____
_____	_____

Owner Operator (City/Township/Borough of _____)

Name/Title	Telephone #
_____	_____

See Appendix D for Emergency Response – Spill Notification Form

APPENDIX D

Spill Notification Form

_____ DPW: SPCC Spill Notification Form

Part A: Basic Spill Data	
Type of Spilled Substance:	**Notification Person:**
Quantity Released:	**Spill Date and Time:**
Location of Spill:	**Discovery Date and Time:**
	SPILL DURATION:
Facility Name & Location: _____ DPW _____ _____, NJ	**Release to**: [ ]air [ ] surface water [ ] groundwater [ ] well [ ] soil [ ] stormwater collection system [ ] sanitary sewer [ ] containment [ ]other_____
Owner / Company Name: _____ DPW _____ _____, NJ	**Telephone:** Facility: _____ 24 hr.: _____
Nature of spill and any environmental or health effects: [ ]Injuries [ ]Fatalities	

Part B: Notification Checklist		
Spill Type	**Notification Date and Time**	**Name of Person that Received Call**
Spill is any amount of petroleum product impacting soils or surface water bodies:		
NJ Department of Environmental Protection 1-877-927-6337		
Spill reaches groundwater or surface water:		
NJ Department of Environmental Protection 1-877-927-6337		
National Response Center 1-800-424-8802		

This form shall be filed by facility name and maintained as long as _____ Department of Public Works owns and/or operates the facility.

APPENDIX E

Spill Equipment Inspection Checklist

SPILL EQUIPMENT INSPECTION CHECKLIST

Name of Inspector:_____ Inspection Date:_____
Location of Spill Equipment:_____

Type of Equipment	Total Amount	Remarks
• **Absorbent Pads**	100	
• **Booms**	2	
•		
•		
•		
•		
•		

Reviewed by:
SPCC Coordinator or Designee _____

APPENDIX F

Vehicle Fueling Procedures
&
Oil Transfer Procedures

_____ Department of Public Works
Vehicle and Equipment Fueling Practices

_____ DPW personnel authorized to dispense fuel should comply with the following procedures to assist in the safe transfer of petroleum product into equipment or vehicles:

1. Verify container or vehicle is compatible to the fuel to be dispensed.

2. Vehicle or container to be positioned as close as possible to fuel pump.

3. Remove all ignition sources.

4. Fuel dispenser nozzle is to be placed as far as possible inside the vehicle or container fill port.

5. Inspect all nozzles, connections, and hoses for leakage or damage.

6. Attend dispenser at all times during product transfer.

7. Remove nozzle, hold upright, inspect for leaks, and return to dispenser.

8. In the event of an overflow, contain/remove spill immediately and notify the Facility Manager.

_____ DEPARTMENT OF PUBLIC WORKS
Required Practices for all Oil Deliveries and Used Oil Removals

The Facility Manager or his designee will supervise deliveries from all oil suppliers and used oil removal contractors. Delivery actions and observations include:

1. Verify delivery truck contains type and quantity of oil ordered.

2. Transfer of product should take place during daylight hours in non-rain events if practical. Unlock fill port during on-hour deliveries.

3. Determine level and volume of fuel in tank to ensure tank can accept volume ordered.

4. Tank truck to be accompanied by trained operator and _____ employee prior to unloading. Personnel shall verify correct fill port on tank is accessed and verify that spill response materials (absorbent pads, booms and absorbent material) are in adequate supply.

5. Fuel transfer containment device (where applicable) must be deployed and inspected to ensure it is in proper working condition.

6. Nearby ignition sources within 50 feet of transfer area must be eliminated. No smoking is allowed in the vicinity of the tank or bulk delivery vehicle during the bulk transfer process

7. Tank truck brakes shall be set and the driver shall remain with the vehicle during the entire unloading period.

8. Inspect hose connections for drips/leakage. Spill pads should be used to capture product.

9. Ensure that the tank vent line is open and unobstructed.

10. Prior to filling (and again prior to departure of tank truck), the lowermost drain and all outlets of the tank truck shall be examined for leakage and, if necessary, tightened, adjusted, or replaced to prevent leakage during fuel transfer or while the vehicle is in transit.

11. Place collection bucket below tank truck unloading valve to ensure that any incipient leaks are captured.

12. When transfer is complete, examine hoses before disconnecting. The designated employee observing fuel transfer shall visually inspect the fuel transfer area for any releases and document the inspection. If ***any*** spill occurs during the fuel transfer process, the process shall immediately cease and spill reporting procedures shall be followed.

13. Gravity drain all hoses into the tank.

14. Inspect and clean (where applicable) containment system.