SITE-SPECIFIC SPILL PLAN

For use of this form, see the Installation Spill Contingency Plan; the proponent is DPW-ENRD

POST THIS PAGE PROMINENTLY AT EACH HAZARDOUS WASTE SATELLITE ACCUMULATION AREA, HAZARDOUS WASTE CENTRAL ACCUMULATION AREA, HAZARDOUS MATERIAL STORAGE AREA, FLUORINE-FREE FOAM STORAGE AREA AND SPCC CONTAINER STORAGE AREA

Spill Response

Call 911 for all spills to the environment (water, soil, drains)

Remove the source of the spill
Envelop spilled material on ground
Absorb spilled material; clean up soil
Containerize used absorbent & soil
Transmit a report of the spill

ORGANIZATION'S SPILL RESPONSE POINTS OF CONTACT (24/7)

PRIMARY: _____ **PHONE:** _____

ALTERNATE: _____ **PHONE:** _____

APPROPRIATE FIRE DEPT / CRASH NUMBER: _____

LOCATION OF COMPLETE SITE-SPECIFIC SPILL PLAN: _____

TYPE OF MATERIAL / WASTE STORED (general description of what is stored in the area)

LOCATION OF SDS / ADDITIONAL WASTE INFORMATION

LOCATION OF NEAREST SPILL KIT / SUPPLIES

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*MAINTAIN THE REMAINDER OF THE PLAN IN THE AREA DESIGNATED ON PG 1, WHICH MUST BE **EASILY ACCESSIBLE**, AT EACH FACILITY WITH A HWSAA, HWCAA, HM STORAGE AREA, F3 STORAGE AREA, OR SPCC CONTAINER STORAGE AREA*

SECTION 1. ORGANIZATION IDENTIFICATION

Organization: _____

Commander/Supervisor: _____

Environmental Officer: _____

Secondary POC: _____

Location/SPCC Plan Figure (i.e. South Fort Rucker)_____

Bldg. Number and/or Shop Name _____

Date plan prepared/updated: _____

_____ _____

Signature of Commander/Supervisor Signature of Environmental Officer

SECTION 2. PLAN REVIEW AND AMENDMENT

This plan will be reviewed for adequacy and accuracy and updated at least annually (every 365 days) and/or when any significant change occurs. Upon issuance of a new version of this form, organizations may wait for their annual review to update their Site-Specific Spill Plan to reflect any changes to this form.

SECTION 3. PURPOSE

This Site-Specific Spill Plan provides policy, guidance, and procedures for the prevention, control, containment, and response to spills of oil products, Fluorine-Free Foam (F3) releases, and hazardous substances within the organization's facilities. It has been prepared in compliance with the requirements of the Spill Prevention, Control and Countermeasures (SPCC) Plan and the Installation Spill Contingency Plan (ISCP). This plan also meets the requirements for spill response procedures contained within the Hazardous Waste Management Plan (HWMP).

SECTION 4. DEFINITIONS

Acronyms

ADEM	Alabama Department of Environmental Management
DPW	Directorate of Public Works
ENRD	Environmental and Natural Resources Division
F3	Fluorine-Free Foam

HWCAA	Hazardous Waste Central Accumulation Area
HWMP	Hazardous Waste Management Plan
HWSAA	Hazardous Waste Satellite Accumulation Area
ISCP	Installation Spill Contingency Plan
OSC	On Scene Coordinator
PFAS	Per- and Polyfluoroalkyl Substances
RCRA	Resource Conservation and Recovery Act
RQ	Reportable Quantity
SDS	Safety Data Sheet
SPCC	Spill Prevention, Control, and Countermeasures

Spill**:** A spill is broadly defined as a release of any kind of petroleum product (fuel or oil) or hazardous substance to the environment. Spill reaction is based largely on the nature, quantity, and location of the material spilled. For the purposes of this plan, the following spill classifications will apply:

- Small Priming Spill - A spill that covers less than 18 inches in all directions.
- Small Spill - A spill that extends less than 10 feet in any direction, covers less than 50 square feet, and is not continuous.
- Large Spill - A spill that extends farther than 10 feet in any direction, covers an area in excess of 50 square feet or is continuous (e.g., a leaking tank).

These definitions will be used to cover fuel, oil, or other hazardous substances. In addition, this form covers actions required for F3 usage and spills.

Significant spill: A significant spill is defined as an uncontained release to the land, water or air in excess of any of the following quantities:

- For hazardous waste or hazardous material identified as a result of inclusion in the EPA “List of Lists” (ISCP **Appendix A**), any quantity in excess of the reportable quantity (RQ) listed in the Title III List of Lists.
- For purposes of reporting to Federal, State, and local authorities, a reportable oil spill is defined as any spill that exceeds 25 gallons (ADEM requirement) or that reaches a stream, creek, river or any other body of water in harmful quantities (see definition above).
- For other solid hazardous material, in excess of 225 kg (500 lbs.).
- For combinations of oil and liquid, semi-liquid and solid hazardous materials or hazardous waste, in excess of 340 kg (750 lbs.).

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- If a spill is contained inside an impervious berm, or on a nonporous surface, or inside a building and is not volatilized and is cleaned up, the spill is considered a contained release and is not considered a significant spill.
- For releases to the air, substances in (but not limited to) the "List of Lists" in quantities that may as a result of short-term exposure cause death, injury or property damage due to their toxicity, reactivity, flammability, volatility or corrosivity.

SECTION 5. RESPONSIBILITIES

Commander/Supervisor:

- Implement this plan.
- Review and sign the plan when it is prepared or updated.
- Appoint an organization Environmental Officer to carry out the duties associated with this plan.

Environmental Officer:

- Update and maintain this plan as needed based on changes in organization mission, function, and facilities. At a minimum, this plan will be updated annually and/or when any significant change occurs.
- Requisition, store, maintain and issue materials used for the cleanup of spills within the organization's area.
- Respond to, evaluate, classify and record data on all spills within the unit.
- Contact the Fort Rucker Fire Department for all oil spills and spills of hazardous substances released to the land, water or air. Provide all information concerning the spill event as well as any determinations made on the classification of the spill.
- Document all spills within the organization and maintain an appropriate file.
- Submit an initial written report utilizing AVCOE Form 2718, *Spill Notification Report* to DPW-ENRD within 24 hours of a spill. If additional information is received or when the spill information differs from the initial written report, the Environmental Officer is responsible for submitting a final written report to DPW-ENRD within three days of the incident utilizing AVCOE Form 2718, *Spill Notification Report*.

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- Develop and implement a training program for organizational personnel.
- Conduct inspections required by the SPCC Plan and the Hazardous Waste Management Plan.

SECTION 6. ORGANIZATIONAL ACTIVITIES / POTENTIAL SPILL SOURCES

Fill out the following table with applicable information ONLY for materials/hazardous wastes, POLs, and F3 that may be stored in the facility listed in Section 1 or attach lists including all required information. Do NOT attach AUL or waste profiles for materials/ hazardous wastes that are stored in facilities covered by another Site-Specific Spill Plan.

Required information includes:

- The types/names of materials/hazardous wastes in layman's terms and the associated hazard associated with each material/hazardous waste present at any one time (e.g., toxic paint wastes, spent ignitable solvent, corrosive acid) if applicable.
- The estimated maximum amount of each material/hazardous waste that may be present at any one time.
- The identification of any materials/hazardous wastes where exposure would require unique or special treatment by medical or hospital staff.

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MATERIALS/HAZARDOUS WASTE NAME	APPLICABLE WASTE HAZARDS (TOXIC, CORROSIVE, REACTIVE, AND/OR IGNITABLE)	POINT OF GENERATION AND/OR STORAGE LOCATION	MAX. AMOUNTS PRESENT	RESPONSE / TREATMENT NOTES

SECTION 7. FACILITY DESCRIPTION

Describe the facility (i.e., steel frame, brick, square footage, year built, type of operation within building and outside the building, number, and location of flammable storage, HWSAAs, etc.). Attach a map/drawing of the facility showing where materials/hazardous wastes are generated and accumulated and routes for accessing these wastes.

SECTION 8. STREET MAP OF FACILITY

Attach a street map/drawing of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers.

SECTION 9. SPILL PREVENTION

- Use drip pans under all parked vehicles and equipment that leak.
- Use drip pans under all hose connections that leak.
- Close all valves before disconnecting/connecting any hoses.
- Drain all parts before moving away from parts cleaning equipment.
- Provide storage with secondary containment for all oil and hazardous substances stored in 55-gallon or larger containers.
- Employ good housekeeping procedures to maintain work areas.

SECTION 10. LOCATION AND DESCRIPTION OF SPILL RESPONSE EQUIPMENT

Materials for cleanup of spills should be readily available. These materials should include items such as kitty litter, oil absorbent pads, dry sweep, oil socks/booms, shovel, and gloves. (ONLY include supplies stored in the facility listed in Section 1).

Details below must include the specific location, a physical description of each item on the list, and a brief outline of its capabilities for any equipment required on site. Water supply may include fire hydrants and its flow rate.

A. Spill Containment Equipment:

B. Fire Control Equipment and Water Supply:

C. Personal Protective Equipment:

D. First Aid and/or Medical Supplies:

E. Emergency Decontamination Equipment:

F. Emergency Communication and Alarm System:

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SECTION 11. POSSIBLE SPILL ROUTES

The following spill routes are possible within the organization's area of responsibility (attach a figure/map as necessary – spill routes are depicted on figures in SPCC Plan and Stormwater Best Management Practices Plan for higher risk storage areas):

LOCATION DESCRIPTION (i.e., shop name)	BLDG NUMBER	INSIDE OR OUTSIDE?	SPILL ROUTE (i.e., remain on the floor until cleaned up; flow toward the south)

SECTION 12. SPILL RESPONSE / CLEANUP

In the event of a spill the following actions should be taken. The order of the actions will depend on the existing conditions.

- EVACUATE AREA, IF NECESSARY.
- NOTIFY THE FIRE DEPARTMENT, EXT 911 or 255-0248.
- NOTIFY SUPERVISOR_____ , EXT_____
- CHECK CAUSE AND STOP SOURCE OF SPILL, WHEN POSSIBLE, WITHOUT UNDUE RISK OF PERSONNEL INJURY.
- MAKE SPILL SCENE OFF LIMITS TO UNAUTHORIZED PERSONNEL AND VEHICLES.
- RESTRICT ALL SOURCES OF IGNITION.
- COVER DRAINS IN AREA OF SPILL, WITHOUT UNDUE RISK OF PERSONNEL INJURY.
- REPORT TO ON-SCENE-COORDINATOR (OSC) WITH SDSs.

When notifying the fire department, the following information should be provided if known or can reasonably be determined.

- Location, time, and type of incident (spill, fire, injury, etc.).
- Name and quantity of spilled material and the rate of release.
- Provide SDS for spilled material, if available.
- Direction of the spill, vapor, or smoke release.
- Fire and/or explosion possibility.
- Coverage area of spill and the intensity of any fire or explosion.
- The extent of injuries if any.

SECTION 13. SPECIAL PRECAUTIONARY MEASURES

A. Designated Evacuation Route and Distance: (attach map with primary and alternate routes in cases where the primary routes could be blocked by releases of hazardous waste or fires)

B. Specified Meeting Point:

C. Consult SDS for firefighting and first aid procedures. SDS location:

D. Describe signal(s) to be used to begin evacuation and any on-site notification systems:

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SECTION 14. POSTING REQUIREMENTS

The first page of the Site-Specific Spill Plan will be printed and will be posted in a prominent place adjacent to each HWSAA, HWCAA, HM Storage Area, F3, and SPCC Container Storage Area. The remainder of the plan will be placed in the location designated on page 1 within the building or shop so that everyone involved in working at the site will be able to access and implement its contents.

A signed copy, along with the ISCP, will be maintained by the Environmental Officer along with a listing of all applicable SDS.

Documentation of spills to the ground or water is to be provided to the DPW-ENRD within 24-hours of the incident by utilizing AVCOE Form 2718, *Spill Notification Report.*

SECTION 15. INSPECTION PROGRAM

The Environmental Officer will conduct monthly inspections (weekly for used products) on all oil containers 55-gallons or larger to ensure compliance with this plan, to identify deficiencies and to make recommendations on corrective actions required. These inspections will be documented using AVCOE Form 2711, *SPCC Container Inspection Form*. Copies of all inspection forms will be forwarded to DPW-ENRD at the end of each month.

The HWSAA Manager or the HWCAA Manager will conduct inspections of all hazardous waste containers to ensure compliance with this plan, to identify deficiencies and to make recommendations on corrective actions required. These inspections will be documented using AVCOE Form 2725, *Hazardous Waste Satellite Accumulation Area Inspection Checklist* or AVCOE Form 2726, *Hazardous Waste Central Accumulation Area Inspection Log*.

The Environmental Officer may conduct inspections of all hazardous material storage areas and potential stormwater issues using the applicable sections of AVCOE Form 2717, *Environmental Compliance Inspection Checklist*. These inspections are conducted quarterly by DPW-ENRD, but organizations should consider conducting self-inspections to help ensure continued compliance.

SECTION 16. TRAINING PROGRAM

The Environmental Officer will receive training on the SPCC Plan and ISCP from the DPW-ENRD within six months of the assignment of duties and at least annually thereafter.

Training on the organization’s Site-Specific Spill Plan, the Fort Rucker SPCC Plan, and the Fort Rucker ISCP are required for all oil handling personnel.

This training should include:

- Types of hazardous and toxic substances used in the organization.
- Methods of retaining spills.
- Methods of recovering spilled materials.
- Disposition of contaminated soil, absorbent material and recovered substance.
- Restoration of contaminated areas to their former condition.

All such personnel will receive this training within 30 days of assignment of appropriate duties and at least annually thereafter.

Training is required for personnel who handle hazardous waste and for managers and supervisors of personnel who handle hazardous waste, including those who maintain and operate HWSAAs / HWCAAs.

Initial personnel training is required to be completed within six months of the individual being assigned to hazardous waste handling duties.

Training will focus on how to safely manage and operate a HWSAA / HWCAA. It must enable employees involved with hazardous waste operations to perform their duties without endangering themselves or other employees. Emphasis should be given to the emergency response, use of protective equipment and clothing, recognition of hazardous waste, hazards of waste encountered, and an overview of RCRA regulations relating to employees.

DPW-ENRD offers a two-hour HWSAA Manager Course and a two-hour HWCAA Manager Course that are required annually for all personnel assigned as a primary or alternate HWSAA / HWCAA manager.

The Environmental Officer will maintain records of training. Records on individuals will be maintained on file for a minimum of three years after departing the organization. A copy of the individual's training record may be provided to the individual upon their departure.

SECTION 17. YEARLY EXERCISE

This plan will be exercised within the organization at least yearly through the staging of a mock spill. The Environmental Officer will develop, supervise, evaluate, and document the exercise to test the understanding by the organization of the plan, their ability to appropriately respond to a spill, and the overall effectiveness of the plan.

SECTION 18. DOCUMENTATION

All spills will be documented/reported using AVCOE Form 2718, *Spill Notification Report*. These records will be maintained for a minimum of three years.

All inspections conducted in accordance with the ISCP, the SPCC Plan, and the HWMP will be documented using appropriate forms. These records will be maintained for a minimum of three years.

All training records will be maintained for a minimum of three years.

The Environmental Officer will develop and maintain an Environmental Binder relating to environmental activities within the organization. The file will contain all information specified in ENV-EM001: Environmental Binder Work Instruction.