

APPENDIX C
Athens Full Service Facility
Petroleum Spill Reporting Procedures

Petroleum Discharge (Spill) Response Procedures

1.0 Scope

This procedure applies to various parties involved in responding to petroleum spills from an ODOT-owned or operated facility covered by a Spill Prevention, Control, and Countermeasures (SPCC) Plan.

2.0 Response Locations

Petroleum handling and storage at this facility may cause discharges that have the potential to enter the environment. This work instruction is intended to identify the discharge response countermeasures to be initiated to prevent this from occurring.

Figure 1 of the SPCC Plan identifies petroleum storage locations at the facility and the facility's drainage system. Table 4 of the SPCC Plan identifies potential petroleum (i.e., oil) discharge sources, including anticipated flow rates and likely discharge volumes.

The SPCC Plan requires that personnel discovering a discharge initiate proper notification. Critical data for this notification includes information on the size of the discharge, weather conditions, and determination if the discharge has entered the storm water drainage system. Responders can then determine where to deploy countermeasures. The time difference between the discharge occurrence and discovery; initial discharge volume; storm event precipitation; and location of initial discharge relative to the storm water drainage system will determine the most appropriate response location(s).

3.0 Discharge Countermeasure Roles and Responsibilities

The critical roles with definable responsibilities to contain a discharge and implement countermeasures include:

- Facility personnel discovering discharge;
- Emergency Response Coordinator;
- Fire Department;
- Petroleum Vendors; and
- Response Contractor.

- 4.2.3 Assist the Response Contractor, if contacted, during containment and/or clean-up of the discharge.
- 4.2.2 If you have received appropriate training and can contain the discharge using available discharge containment materials, deploy the materials to prevent the discharge from spreading and reaching the environment; otherwise contact the Emergency Response Coordinator. (Note: the location of the spill kits and likely spill flow pathways are shown on Figure 1 of the facility's SPC Plan)
- 4.2.1 If you have received appropriate training, stop the discharge source, if possible, without the risk of personal injury; otherwise, contact the Emergency Response Coordinator.

4.2 Discharge stoppage, containment, and clean-up

- 4.1.3 Negligible threat to human health, property, and the environment.
 - 4.1.3.1 If no imminent threat exists, proceed to 4.2.
- 4.1.2.2 If the petroleum discharge is greater than 25 gallons, has left the facility property, and enters exposed soil, it poses an imminent threat to the environment and is a reportable petroleum discharge. Contact the Emergency Response Coordinator to initiate the reporting process, then proceed to 4.2.
- 4.1.2.1 If the petroleum discharge enters surface water(s), storm drain(s), or sanitary sewer(s), it poses an imminent threat to the environment and is a reportable petroleum discharge. Contact the Emergency Response Coordinator to initiate the reporting process, then proceed to 4.1.2.2.
- 4.1.2 Imminent threat to the environment, but not human health or property
 - 4.1.1.4 Take no further action until emergency responders arrive.
 - 4.1.1.3 Contact the Emergency Response Coordinator.
 - 4.1.1.2 Alert facility personnel of the hazard and evacuate the affected area.
 - 4.1.1.1 If the petroleum discharge poses an imminent threat to human health or property (e.g., fire), immediately call 911.
- 4.1.1 Imminent threat to human health or property

4.1 Threat Evaluation

The responsibilities of facility personnel discovering a discharge include the following:

4.0 Emergency Personnel Discovering Discharge

- 4.2.4 For discharges not requiring a Response Contractor, and if you have received the appropriate training, clean up the discharge.
- 4.2.5 Properly dispose of used absorbent materials in accordance with waste disposal regulations.
- 4.2.6 Inform the Emergency Response Coordinator of details of the discharge event, including descriptions of material spilled, cause, and clean-up actions.

5.0 Emergency Response Coordinator

The responsibilities of the Emergency Response Coordinator include the following:

5.1 Reportable petroleum discharges

- 5.1.1 Verify that a discharge results in a "reportable quantity" The following criteria are used to determine a reportable quantity:
 - Petroleum discharge that enters surface water(s) and:
 - Violates applicable water quality standards;
 - Causes a film or "sheen" upon, or discoloration of the surface of the water or adjoining shorelines;
 - Causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines;
 - Petroleum discharge that enters a sanitary or storm drain; or
 - Petroleum discharge of 25 gallons or more that leaves the facility property and enters into the environment.
- 5.1.2 If a discharge results in a reportable quantity, proceed to 5.1.3; otherwise proceed to 5.2.
- 5.1.3 Complete or delegate the immediate verbal spill notification:
 - 5.1.3.1 Gather readily available information required by the *Reportable Spill Immediate Verbal Notification Form* included at the end of this appendix.
 - 5.1.3.2 Contact the individuals/agencies identified on the *Reportable Spill Immediate Verbal Notification Form* immediately after discovery of the reportable discharge, and provide the identified information. Leave a message if there is no answer.
 - 5.1.3.3 Notify potentially affected neighboring property owners.
- 5.1.4 Complete or assign personnel having received appropriate training to complete the following:
 - 5.1.4.1 Immediately stop the discharge, if possible, without the risk of personal injury.

- 5.1.4.2 To contain the discharge using available discharge containment materials, deploy the materials to prevent the discharge from spreading and reaching the environment.
 - 5.1.4.3 Contact a Response Contractor for discharge containment and clean-up, if necessary.
 - 5.1.4.4 For discharges not requiring a Response Contractor, clean up the discharge.
 - 5.1.4.5 Properly dispose of used absorbent materials in accordance with waste disposal regulations.
 - 5.1.5 If applicable, verify that Petroleum Vendor-led discharge clean-up actions meet regulatory requirements and ODOT expectations.
 - 5.1.6 Complete or delegate the following additional notifications:
 - 5.1.6.1 If the reportable discharge occurs at an NPDES permitted facility, or enters a storm drain, within 24 hours of the occurrence, report the spill or discharge by e-mail or telephone to the Ohio EPA Central District Office
 - 5.1.7 Complete or delegate the follow-up written notification using the *Petroleum Spill Written Notification Form* included at the end of this appendix.
 - 5.1.7.1 Submit the report within 5 days after the occurrence where either an NPDES permit applies or there is a release into a storm drain.
 - 5.1.7.2 Submit the report with 30 days after the occurrence for all other incidents.
 - 5.1.8 Provide a copy of the submitted *Petroleum Spill Written Notification Form* to the facility supervisor and/or manager.
- 5.2 Non-reportable petroleum discharges**
- 5.2.1 If the discharge volume is not a reportable quantity, complete or assign personnel having received appropriate training to complete the following:
 - 5.2.1.1 Immediately stop the discharge, if possible, without the risk of personal injury.
 - 5.2.1.2 Contain the discharge using available discharge containment materials, deploy the materials to prevent the discharge from spreading and reaching the environment.
 - 5.2.1.3 Notify potentially affected neighboring property owners, if necessary.
 - 5.2.1.4 Contact a Response Contractor for discharge containment and clean-up, if necessary.

- 5.2.1.5 For discharges not requiring a Response Contractor, clean up the discharge.
- 5.2.1.6 Properly dispose of used absorbent materials in accordance with waste disposal regulations.

6.0 Fire Department

The responsibilities of the Fire Department include the following:

- 6.1 Upon notification, respond to petroleum discharges that present a threat to human health or property.
- 6.2 Establish a safety perimeter and advise personnel of continuing unsafe conditions until spill clean-up occurs.
- 6.3 Confirm facility personnel are safe and are accounted for.
- 6.4 Extinguish open flames.
- 6.5 Respond to the discharge area and shut off contributing pumps/valves using emergency shutoff devices or power breakers to stop the release, if possible.
- 6.6 Contain the discharge using available discharge containment materials and prevent it from spreading and reaching the environment.

7.0 Petroleum Vendors

The responsibilities of Petroleum Vendors include the following:

- 7.1 Immediately stop discharges associated with their operations, if possible, without the risk of personal injury.
- 7.2 Immediately notify facility personnel.
- 7.3 Deploy available discharge containment measures to minimize migration and protect down gradient storm water inlets.
- 7.4 Notify regulatory authorities of reportable incidents, as required by applicable laws and regulations.
- 7.5 Clean up discharges or utilize the services of a Response Contractor to do so.
- 7.6 Provide the Emergency Response Coordinator with a spill response summary that details vendor's involvement in the discharge event, including detailed descriptions of its response and cleanup action.
- 7.7 Dispose of all cleanup materials in accordance with applicable laws and regulations.
- 7.8 Provide copies of all waste disposal documents including, but not limited to waste manifests and certificates of destruction for all destroyed wastes.
- 7.9 Direct public or media questions about the incident to the Emergency Response Coordinator.

8.0 Response Contractor

The responsibilities of the Response Contractor include the following:

- 8.1 Evaluate the facility and incident to identify response locations.
- 8.2 Contain the discharge to minimize the discharge migration and subsequent clean-up.
- 8.3 Clean up the discharge.
- 8.4 Dispose of materials resulting from the cleanup activity according to applicable laws and regulations.
- 8.5 Provide the Emergency Response Coordinator with a spill response summary.
- 8.6 Provide copies of all waste disposal documents including, but not limited to waste manifests.
- 8.7 Direct public or media questions about the incident to the Emergency Response Coordinator.

Reportable Spill Immediate Verbal Notification Form
Ohio Department of Transportation

Emergency Contact Information

Contact the following internal personnel to assist in discharge response procedures.	
Emergency Response Coordinator: Scott Sanders, Transportation Administrator	740.568.4321 (Office) 740.591.2155 (Cell)
Alternate Facility Contact: Ami Thompson, Administrative Professional	740.568.4320 (Office) 740.415.7825 (Cell)
Alternate Facility Contact: Scott Kish, Auto Mechanic	740.568.4327 (Office) 740.517.7698 (Cell)
Contact the following as soon as possible after discovery of a discharge of a reportable quantity (Leave a message if there is no answer).	
National Response Center (NRC)	800.424.8802
Fire Department	911
City of Athens, Engineering and Public Works Department (if released to a storm sewer or sanitary sewer)	740.593.7636
Cleanup Contractor, if necessary: ODOT, Office of Environmental Services	614.644.0377
Contact the following within 30 minutes of discovery of a discharge of a reportable quantity (Leave message if there is no answer).	
Ohio EPA, Division of Emergency and Remedial Response (DERR)	800.282.9378 (emergency hotline) 614.224.0946 (alternate)
Athens County Emergency Management Agency	740.594.2261 (Office) 740.592.5444 (24-Hour)
Contact the following agencies as necessary	
Ambulance – Athens City Fire Department	911 (emergency) 740.592.3301 (alternate)
Police – Athens City Police Department	911 (emergency) 740.593.66062 (alternate)
Ohio State Patrol – Athens Patrol Post	740.593.6611
Hospital – O’Bleness Memorial Hospital	911 (emergency) 740.593.5551 (alternate)
Ohio Utility Protection Service	800.362.2764 (24-Hour)

Reportable Spill Immediate Verbal Notification Form
Ohio Department of Transportation

Incident Information

Complete the form below to assist in providing the required information for a verbal notification.

Name of reporting individual:		Telephone number:
Facility Name: <i>Ohio Department of Transportation Athens Full Service Facility</i>		
Location of the discharge (include facility address, or coordinates): <i>700 West Union Street Athens, Ohio 45701 39.32861, - 82.12979</i>		
Date and time of discovery:		Discharge duration:
Type of material discharged:		
Estimated total quantity discharged: Indicate units: <input type="checkbox"/> Gallons <input type="checkbox"/> Pounds		Media impacted: <input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land
Actions taken to respond to or contain release (include amount of material recovered, how recovery occurred, other actions taken):		
Causes(s) of discharge:		
Human health impact or injuries?: <input type="checkbox"/> No <input type="checkbox"/> Yes (specify):		Evacuation needed?: <input type="checkbox"/> No <input type="checkbox"/> Yes (specify):

Contacted Individuals/Organizations

Identify the individuals/organizations that have been contacted regarding the incident.

<input type="checkbox"/> National Response Center	Time of contact: Case # (if applicable):
<input type="checkbox"/> Fire Department	Time of contact: Case # (if applicable):
<input type="checkbox"/> Ohio EPA, Division of Emergency and Remedial Response (DERR)	Time of contact: Case # (if applicable):
<input type="checkbox"/> Athens County Local Emergency Planning Committee	Time of contact: Case # (if applicable):
<input type="checkbox"/> City of Athens, Engineering and Public Works Department	Time of contact: Case # (if applicable):
<input type="checkbox"/> Cleanup Contractor	Time of contact: Case # (if applicable):
<input type="checkbox"/> Other (specify):	Time of contact: Case # (if applicable):
<input type="checkbox"/> Other (specify):	Time of contact: Case # (if applicable):

Petroleum Spill Written Notification Form
Ohio Department of Transportation

Incident Information

Complete the form below providing the required information for a written notification for a petroleum release of a reportable quantity:

1. Who

Facility Name: Ohio Department of Transportation Athens Full Service Facility	Facility Telephone Number: 740.593.7933
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Facility Address:
**700 West Union Street
Athens, Ohio 45701
39.32861, - 82.12979**

Facility Owner Name: Ohio Department of Transportation	Facility Operator Name (if different):
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2. When

Date, time and duration of discharge:	Date and time of discovery:
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Actions taken to respond to and contain release:

Ohio EPA Case Number:	National Response Center Case Number:
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3. Location of Release

Location of facility from which release occurred:

Location of release (indicate the following): County: Township: City:	Longitude and latitude of release (if known):
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Distance and direction from nearest intersection or milepost (if transportation-related):

4. Product Release

Common and/or technical name of material:	CAS number:
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Total quantity discharged: Indicate units: <input type="checkbox"/> Gallons <input type="checkbox"/> Pounds	Duration of discharge:
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5. Environmental Impact

Environmental media impacted: <input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land	If water, specify name of waterway and length of area of waterway affected: If land, specify ground surface area in square feet or yards and depth of soil contamination:
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Petroleum Spill Written Notification Form

Ohio Department of Transportation

Incident Information

If yes, describe: Damage to wildlife and/or vegetation?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, specify impacts, exposure, evacuations, and medical advice provided for exposed individuals and/or medical personnel:	Impact to human health and safety?: <input type="checkbox"/> No <input type="checkbox"/> Yes

6. Monitoring and Detection

If yes, specify method and concentrations detected:	Release monitored?: <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, specify how wind direction and speed were determined:	Release air-borne?: <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, specify how:	Public warned?: <input type="checkbox"/> No <input type="checkbox"/> Yes

7. Mitigation, Containment Action

Method:	Amount of product or waste recovered or neutralized:
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Identify other actions taken to reduce the impact of the discharge (containment, adsorbents, on-site treatment, etc.):

8. Prevention Measures

Provide plans to prevent recurrence of the discharge or release which may occur at this specific source (i.e., employee training, replacement of equipment, construction, or security measures such as lighting, fencing or locks):

9. Health Risks

List known or anticipated acute and chronic health risks of exposure associated with the substances which were released:

Petroleum Spill Written Notification Form
Ohio Department of Transportation

Incident Information

10. Permit Numbers (voluntary)	
Indicate any air, water, or other permit numbers which may be pertinent to this incident (If this is a NPDES/air permit, enclose a copy of the current effluent/emission limitations):	
11. Chronology	
Provide a chronological review of the incident. Include a chronology of communications with state and local government:	
12. Documentation	
Describe and provide any reports or other documents which pertain to the incident (e.g. accident reports, manifest, bills of lading, and laboratory analyses):	
13. Causes	
Describe any extenuating circumstances which caused the discharge:	
14. Economic Impact (voluntary)	
Estimated dollar value, if any, of the spilled product:	Estimated equipment damage cost:
Estimated cost of spill cleanup:	Estimated cost of spill prevention to eliminate possible reoccurrence of this event:
The written response must be submitted within 30 days of the release to:	
Ohio EPA, DERR-ER 50 West Town Street, Suite 700 P.O. Box 1049 Columbus, Ohio 43215-1049 Attn: ER Records Mgmt. SERC Report	Athens County Emergency Management Agency 13 W. Washington Street Athens, Ohio 45701 Attn: Information Coordinator

