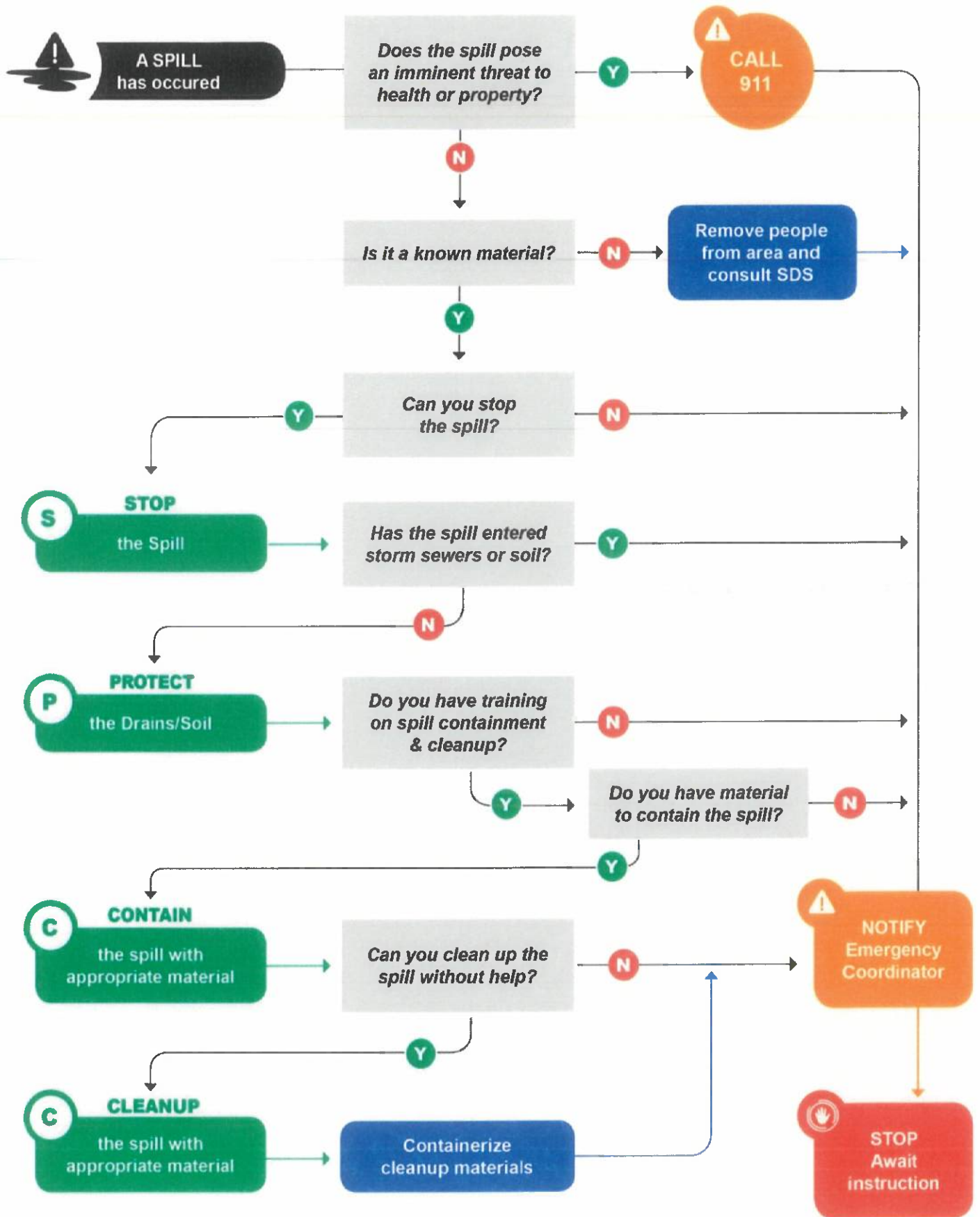

APPENDIX D

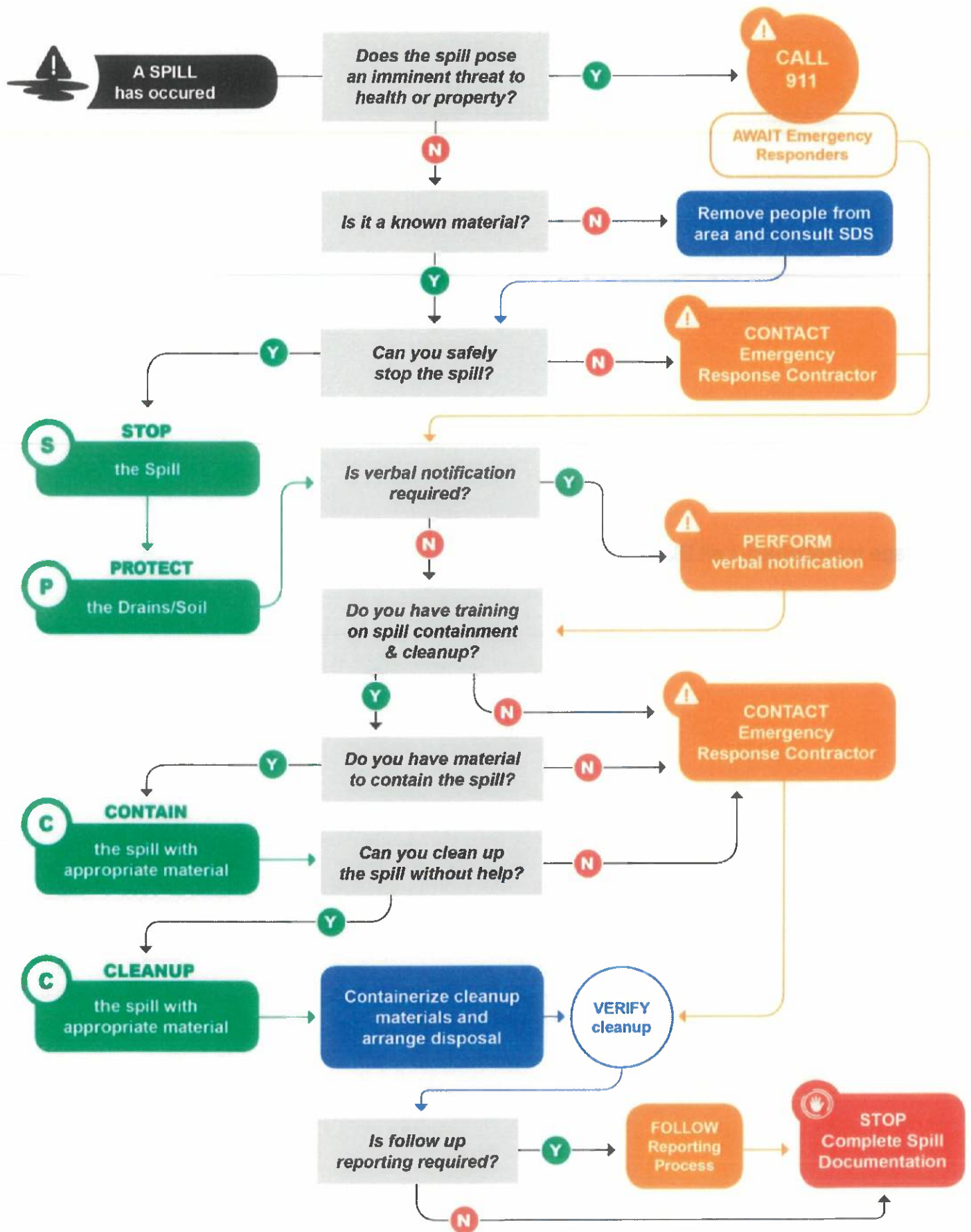
**Athens Full Service Facility
Spill Response Procedures**

Facility Personnel Spill Response Flowchart



Page Intentionally Left Blank

Emergency Coordinator Spill Response Flowchart



Page Intentionally Left Blank

Discharge (Spill) Response Procedures

1.0 Scope

This procedure applies to various parties involved in responding to spills from an ODOT-owned or operated facility.

2.0 Response Locations

Industrial activities at this facility may cause discharges that have the potential to enter the facility drainage system. This procedure is intended to identify the spill response measures to be initiated upon discovery.

Figure 2 of the SWPPP identifies industrial activity locations at the facility and the facility's drainage system.

The 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 stormwater 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 stormwater 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.

4.0 Emergency Personnel Discovering Discharge

The responsibilities of facility personnel discovering a discharge and the Emergency Coordinator's response are provided in the following sections. Note that actions with an asterisk (*) indicate that the Emergency Coordinator does not need to repeat the action if already completed by facility personnel. (See Facility Personnel/Emergency Coordinator Spill Response Flow Chart)

4.1 Threat Evaluation

If the discharge poses an imminent threat to human health or property (e.g., fire), then proceed as follows. Otherwise, continue to Section 4.2.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">Alert facility personnel of the hazard and evacuate the affected area; immediately call 911.Contact the Emergency Coordinator.Await further instruction from Emergency Coordinator or emergency responders.	<ul style="list-style-type: none">Alert facility personnel of the hazard and evacuate the affected area; immediately call 911.*Take no further action until emergency responders arrive.Proceed to Section 4.4.1

4.2 Identify the Spilled Material

Evaluate if the spilled material is unknown or not familiar. If the material is NOT known, then proceed as follows. Otherwise continue to Section 4.3.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">Alert facility personnel of the hazard and evacuate the affected area.Consult the Safety Data Sheet (SDS) to determine exposure hazards.Notify the Emergency Coordinator.Await further instruction from Emergency Coordinator.	<ul style="list-style-type: none">Alert facility personnel of the hazard and evacuate the affected area.*Consult the Safety Data Sheet (SDS) to determine exposure hazards, required personal protection equipment (PPE), and cleanup/disposal procedures.Proceed to Section 4.4.1

4.3 STOP the Spill

If training and equipment are appropriate, and risk of personal injury is satisfactorily managed, stop the discharge source, then continue to Section 4.4. If you cannot stop the discharge, the proceed as follows.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">Notify the Emergency Coordinator.Await further instruction from Emergency Coordinator.	<ul style="list-style-type: none">Contact an emergency response contractor. (See emergency response contractor responsibilities in Section 8)Proceed to Section 4.4.1

4.4 Assess if the Spill has Impacted Soil or Water

If the petroleum discharge enters surface water(s), storm drain(s), or sanitary sewer(s), has left the property or impacted soil proceed as follows. Otherwise proceed to 4.5.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none"> • Notify the Emergency Coordinator. • Await further instruction from Emergency Coordinator. 	<ul style="list-style-type: none"> • Determine if verbal notification is required. See Section 4.4.1. • If verbal notification is required, gather readily available information required by the Reportable Spill Immediate Verbal Notification Form and immediately contact the individuals/agencies noted on the form. (Form is included at the end of this appendix.) Leave a message if there is no answer. • Notify potentially affected neighboring property owners.

4.4.1 Reportable Petroleum Discharges

4.4.1.1 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.

4.4.1.2 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.

4.5 PROTECT the Drains and/or Soil

Using available discharge containment materials, take defensive measures to protect soils and drains as follows. If the spill reaches soil or drains, refer to Section 4.4.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">• Deploy the materials downgradient of the spill to prevent the discharge from spreading and reaching the environment.• Proceed to Section 4.6	<ul style="list-style-type: none">• Deploy the materials downgradient of the spill to prevent the discharge from spreading and reaching the environment.*• Proceed to Section 4.6

4.6 CONTAIN the Spill with Appropriate Material

If you have received appropriate training and can contain the discharge using containment materials, deploy the materials to prevent the discharge from spreading and reaching the environment. If you DO NOT have appropriate training or containment materials for the spill, proceed as follows.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">• Notify the Emergency Coordinator.• Await further instruction from Emergency Coordinator.	<ul style="list-style-type: none">• Contact an emergency response contractor. (See emergency response contractor responsibilities in Section 8)• Proceed to Section 4.7

4.7 CLEANUP the Spill with Appropriate Material

Evaluate if the facility is trained and equipped to clean up the spill without assistance, then proceed as follows.

Facility Personnel	Emergency Coordinator
<ul style="list-style-type: none">• If help is needed cleaning up the spill, Notify the Emergency Coordinator and await instruction.• For discharges not requiring a Response Contractor, clean up the spill with appropriate material.• Containerize cleanup materials.• Inform the Emergency Coordinator of details of the discharge event, including descriptions of material spilled, cause, and clean-up actions.• Await instruction.	<ul style="list-style-type: none">• If needed, contact an emergency response contractor. (See emergency response contractor responsibilities in Section 8)• For discharges not requiring a Response Contractor, clean up the discharge.• If applicable, verify that emergency response contractor or Petroleum Vendor-led spill clean-up actions meet regulatory requirements.• Arrange proper disposal of cleanup materials.• Determine if written follow up reporting is required. See Section 4.7.1• Complete Spill Documentation.

4.7.1 Written Notification

4.7.1.1 Complete or delegate the follow-up written notification using the *Reportable Spill Written Notification Form* included at the end of this appendix.

- Submit the report within 5 days after the occurrence where either an NPDES permit applies or there is a release into a storm drain.
- Submit the report with 30 days after the occurrence for all other incidents.
- Provide a copy of the submitted *Reportable Spill Written Notification Form* to the facility supervisor and/or manager.

5.0 Fire Department

The responsibilities of the Fire Department include the following:

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

6.0 Petroleum Vendors

The responsibilities of Petroleum Vendors include the following:

- Immediately stop discharges associated with their operations, if possible, without the risk of personal injury.
- Immediately notify facility personnel.
- Deploy available discharge containment measures to minimize migration and protect down gradient stormwater inlets.
- Notify regulatory authorities of reportable incidents, as required by applicable laws and regulations.
- Clean up discharges or utilize the services of a Response Contractor to do so.
- 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.
- Dispose of all cleanup materials in accordance with applicable laws and regulations.
- Provide copies of all waste disposal documents including, but not limited to waste manifests and certificates of destruction for all destroyed wastes.
- Direct public or media questions about the incident to the Emergency Response Coordinator.

7.0 Response Contractor

The responsibilities of the Response Contractor include the following:

- Evaluate the facility and incident to identify response locations.
- Contain the discharge to minimize the discharge migration and subsequent clean-up.
- Clean up the discharge.
- Dispose of materials resulting from the cleanup activity according to applicable laws and regulations.
- Provide the Emergency Response Coordinator with a spill response summary.
- Provide copies of all waste disposal documents including, but not limited to waste manifests.

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) 740.593.6606 (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: Ohio Department of Transportation Athens Full Service Facility	
Location of the discharge (include facility address, or coordinates): 700 West Union Street Athens, Ohio 45701 39.32861, - 82.12979	
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
Source of the discharge:	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):

Reportable 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
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):
2. When	
Date, time and duration of discharge:	Date and time of discovery:
Actions taken to respond to and contain release:	
Ohio EPA Case Number:	National Response Center Case Number:
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):
Distance and direction from nearest intersection or milepost (if transportation-related):	
4. Product Release	
Common and/or technical name of material:	CAS number:
Total quantity discharged: Indicate units: <input type="checkbox"/> Gallons <input type="checkbox"/> Pounds	Duration of discharge:
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:

Reportable Spill Written Notification Form
Ohio Department of Transportation

Incident Information

Damage to wildlife and/or vegetation?: <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, describe:
Impact to human health and safety?: <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:

6. Monitoring and Detection

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

7. Mitigation, Containment Action

Amount of product or waste recovered or neutralized:	Method:
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:

Reportable 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

