

Guidance and Instruction SPILL PLANNING AND RESPONSE

1. **Purpose and Scope:**

Provide guidance and instruction for the development, implementation and review of Site Specific Spill Contingency Planning and Awareness Training. Spill prevention and Spill response material guidance are also provided.

2. **References:**

- a. Army Regulation (AR) 200-1, Chapter 8; AR 420-47; CAM REG. 200-1; 40 CFR Parts 110, 302,nd 260 through 265.
- b. Fort Campbell Environmental Handbook, Chapters 9 and 14.
- c. Fort Campbell Environmental Handbook, Chapter 17, Spill Prevention Control and Countermeasures Plan (SPCCP), Guidance and Instruction.

3. **Definitions:**

- a. Hazardous Materials is a broad catch-all phrase for materials that are dangerous if inhaled, ingested, touched or are otherwise dangerous to humans or the environment. It includes all DOT regulated hazardous materials, as well as hazardous waste regulated by EPA. If you have a material that requires a Material Safety Data Sheet (MSDS) then that product is considered a hazardous material.
- b. Petroleum, Oils and Lubricants (POL) are hazardous materials and are defined as any oil that has been refined from crude oil, synthetic oil, used oils, JP-8, diesel, MOGAS and other petroleum or synthetic derivatives. Chapter 14 provides details.

4. **General:**

- a. A significant spill event is a non- permitted release, or spill of a reportable quantity of hazardous materials, as defined in 40 CFR 110, 302, and 355, that may require the activation of the Installation Response Team (IRT) to contain and/or remove the hazardous material.
- b. A Reportable Quantity (RQ) of hazardous material spilled is established by regulations. If a spill amount meets or exceeds the RQ, a report is required to be made to the state Environmental Quality Office, state and local Emergency Planning Commission, Natural Response Center, and our major command. Spills should all ways as a minimum be reported to PWBC Environmental Division to ensure these agencies are properly notified.
- c. Spills of amounts less than reportable quantities are still considered to be releases to the environment and must be contained. Spill residue and any contaminated soil must be removed. It is important to know the proper disposal method for a spilled or released hazardous material. PWBC Environmental Division must be notified should the proper method of disposal not be understood. The Site Specific Spill Contingency Planning Guidance and Instruction, presented later in this chapter, provides specific details for Fort Campbell.

Responsibilities:

- a. The EQO will ensure that a Spill Prevention, Response, and Notification Procedure (SPRNP) sign is clearly posted for each area/facility that stores or utilizes hazardous materials, including POL products. PWBC Environmental Division provides signs.
- b. The EQO will ensure adequate spill response materials and or equipment is on hand at areas/facilities that store or use hazardous materials, including POL products.
- c. The EQO will ensure all personnel involved with the storage, handling and distribution of hazardous materials or POL products, will be trained to the specific instructions for spill prevention, response, notification, and disposal procedures. Minimum training is annually or within two weeks for new personnel assigned at these locations.

Guidance and Instruction
SPILL PLANNING AND RESPONSE

d. The EQO will ensure that training records are maintained current and previous two years. The Spill Management Book is on site at the building that stores or uses hazardous materials and available for inspection.

5. **Guidance and Instructions:**

a. A Site Specific Spill Plan, Awareness Yearly Training Roster and SPRPN sign is required for each area/facility that stores or utilizes hazardous materials, including POLs.

b. General office and office cleaning supplies are excluded from this spill planning requirement. Refer to Chapter 9 of this Handbook for the HazCom training program relating to these items. A SPRNP sign may be placed in these areas at unit/organization discretion.

c. Spill planning requirements are to be made available to all unit personnel and emergency response team members. Each unit will review spill prevention, response, notification, and disposal procedures annually and make required corrections. Training spill awareness rosters will be kept by the unit/organization current and previous two years and made available to regulatory agencies upon request. A Spill Planning Awareness Yearly Training Roster form is made available in this chapter. Make copies as needed.

d. The planning and training will include the following information: A fill in the blank form is provided to use for this information. A spill plan fill in the blank form is provided to make spill awareness training easy to set up and manage. Regardless of format the plan must cover the requirements of this chapter's guidance and instructions. One of the important parts of this program is for people that work in your area understands the requirements to safely handle hazardous materials. The spill awareness training objectives are to inform, prevent, safely respond, notify and properly dispose of spilled/released hazardous materials.

- 1) Name and phone number of the Responsible Persons at the unit;
- 2) Special precautionary measures for hazardous materials;
- 3) Probable spill route; for example sewer systems, waterways, and drainage ditches.
- 4) A list of spill response material/equipment on hand and location of spill kits;
- 5) A list of each hazardous material and quantity normally on hand. Include the size of the containers and Location of MSDS sheets; (See Chapter 9.)
- 6) A building and associated area sketch, indicating location of hazardous materials, spill response material/equipment, evacuation route, spill response, and phone numbers with names of those to be called;
- 7) Field Training Exercise Spill Planning. Units/Organizations that deploy or work in these field training areas must be aware of spill procedures for Fort Campbell;
- 8) Spill Prevention, Response, and Notification Procedures.
- 9) Spill response equipment is a critical component of an effective response to an unexpected release of hazardous materials. Making an inventory of potential spots for emergency releases and having appropriate and sufficient spill response equipment to deal with those potential releases is required for each unit. Attachment 1 provides spill response materials minimum requirements.

e. Spill Planning and Response Training Requirements

Guidance and Instruction
SPILL PLANNING AND RESPONSE

1) All personnel involved with the management and handling of oil and hazardous materials must be periodically trained in spill prevention and response. The training will be similar to the Hazardous Communication Program - Worker Right to Know and will include the following key features (CAM REG 385-6):

- a) Health effects of exposure to oil or hazardous materials;
- b) Applicable first aid procedures to be used following exposure;
- c) Personal Protective Equipment requirements and procedures for using equipment;
- d) Evacuation procedures;
- e) Spill material combustibility & potential for flash-back along vapor trails;
- f) Fire fighting procedures and special hazards of combustible products;
- g) Reactivity of spill material with common materials including water;
- h) Use and maintenance of all alarms and monitoring equipment associated with spill prevention or response;
- i) Initial Notification procedures;
- j) Site specific contingency plans;
- k) Location of posted spill prevention, response, and notification procedure sign;
- l) Immediate spill response actions including location of pump controls and valves to stop spill flow; location and use of fire extinguishers, absorbents, neutralizing agents and other immediate spill response procedures;
- m) Visual inspections requirements of the particular areas; and
- n) Purpose and requirements of good housekeeping.

2) Spill awareness training will be conducted once per year for personnel working at oil and hazardous material sites. Personnel entering one of these locations will be trained within two weeks after starting work and after any significant changes to spill planning or training program. Records of the type, extent, and frequency of each individual's training will be maintained until closure of the applicable area or until three years after the date the individual last worked in the area. A minimum requirement is spill planning awareness training and documentation as outlined in this chapter.

f. Spill Response is handled by four distinct operations:

1) REPORT THE SPILL

a) The first action to be taken in the event of a spill is to report the spill. If you observe a release of a hazardous material, report it to your supervisor and the Fire Department as required below. If the spill is in a training area, then report the spill to Range Control, who will then notify the Fire Department. The Fire Department will notify PWBC Environmental Division and, if required, Installation Safety, Emergency Medical, and Preventative Medicine.

b) The Fire Department (or Range Control) must be promptly notified of any of the following spills:

Guidance and Instruction
SPILL PLANNING AND RESPONSE

- (1) Any uncontrolled quantity of a hazardous substance, or if assistance is needed by Fire Department or Environmental Division, or as instructed by the MSDS or supervisor's discretion.
- (2) Oil and other petroleum products with quantity exceeding 10 gallons or area of spill greater than three feet in any direction or any amount that is spilled into a stream or body of water.
- (3) Any amount of mercury.

FIRE DEPARTMENT: CALL 911

RANGE CONTROL: CALL 798-3001 OR 798 4122 or on radio frequency
FM 49.95

PWBC-ENVIRONMENTAL: Call 798-9633, 798-9784

- c) The Spill Report will include the following information:

- (1) Name/Phone/Unit of individual reporting the spill
- (2) Location of Spill (Building Number, etc.)
- (3) Name of spilled material and amount spilled
- (4) Rate currently spilling
- (5) Extent of spill, including drainage features
- (6) Injuries, if any
- (7) Time spill occurred
- (8) Any additional information

2) **STOP THE SOURCE OR CONTAIN THE SPILL:** Assess the situation before attempting to contain any hazardous material spilled and proceed only if it is safe to do so. You must have knowledge of the spilled substance and don any required personal protective equipment. If necessary, make the spill scene off limits to unauthorized personnel. Prevent spill from migrating. Prevent spill from going into floor drains, catch basins, storm drains, sewer systems, sink holes, or water ways. If situation warrants, evacuate the area.

3) **CLEAN UP THE SPILL:** Under no circumstances should untrained and/or ill-equipped people attempt to perform cleanup. In some instances, spill cleanup may require respiratory protection and other personal protective equipment. If it is within the capability of the unit that caused the spill, then that unit is responsible for its cleanup. The Fire Department or PWBC Environmental Division will make the decision for assistance and coordinate with other units, if required. If you handle/work with the hazardous material as part of your job, you are to be trained and qualified to participate in the clean up of the spill. Regardless of the size of the spill it must be cleaned up.

4) **DISPOSE OF THE SPILLED MATERIAL:** All spilled material and other contaminated material (soil, gravel, absorbents, etc.) must be properly disposed. It is the responsibility of the unit that created the spill to properly package and dispose of the waste. Environmental Division will determine required disposal method. Spills not reported to the Fire Department still need to be reported to PWBC Environmental Division for proper disposal and reporting. The exception to this requirement is for PWBC Environmental Division approved disposal instructions for a specific hazardous material. For example, small non-reportable POL spills will be cleaned up and spill residue will be turned in to PWBC Environmental Division's HAZMAT Control Center.

5. Additional Guidance:

a. An attachment 1 and 2 provides guidance for spill prevention.

b. For additional guidance and information, and answers to your questions, Environmental Division, 798-9784 / 9601

Guidance and Instruction
SPILL PLANNING AND RESPONSE

- c. For future reference, place this document behind *Tab number 17* in your Fort Campbell Environmental Handbook.

Guidance and Instruction
SPILL PLANNING AND RESPONSE

Attachment # 1
SPILL RESPONSE MATERIALS

1. The items listed below are the minimum amounts required to be on hand at all times in the Unit motor pool and aircraft hanger areas for POL Spills. These items should be ordered through the units supply or S-4 shop. Whenever the unit gets to this level, the user to the supply NCO or S-4 should initiate a reorder. Hazardous Materials other than POL will require spill kits to meet their requirements, (e.g. acid spill kit for Battery Shop that handles lead acid batteries). These kits can be obtained from HMCC or the supplier of your choice. Units under the pharmacy program need to contact HMCC for their spill equipment needs.

30-Gallon POL Boom Kit: Absorbs Approx. 40 Gallons

55-Gallon POL Kit: Absorbs Approx. 40 Gallons

- 1 55 Gallon Drum
- 1 55 Gallon Overpack Drum
- 2 Bags Absorbent
- 6 Booms 2x10
- 100 Absorbent Pads @17x19
- 3 Pair Goggles
- 3 Pair Gloves
- 10 Heavy Duty Trash Bags
- 1 Shovel
- 3 Spill Kit Labels
- 1 Spill Report
- 1 Inventory

2. The items listed below that should be on hand in all POL field sites. These are the minimum amounts suggested to be on hand at all times. These items are ordered through the units S-4 or supply room.

Pump Gas Driven 100 GPM

Polyurethane 2 Rolls 4 Mil

55-Gallon POL Kit: Absorbs Approx. 40 Gallons

- 1 55 Gallon Drum
- 1 55 Gallon Overpack Drum
- 2 Bags Absorbent
- 6 Booms 2x10
- 100 Absorbent Pads @17x19
- 3 Pair Goggles
- 3 Pair Gloves
- 10 Heavy Duty Trash Bags
- 1 Shovel
- 3 Spill Kit Labels
- 1 Spill Report
- 1 Inventory

3. All fuel carrying vehicles will have a transportation pack spill kit or equivalent spill equipment on board at all times. The following vehicles are considered to be fuel transporting vehicles: HEMTT M971 2500 gallons, Tanker 5000 gallon, M49C 1200 gallon, Tank and Pump unit 600 gallon.

4. Following is a list of the minimum level of spill equipment required to be on hand in all fuel carrying vehicles.

Guidance and Instruction
SPILL PLANNING AND RESPONSE

Pan; Drip (55-gallon drum cut or equal)

30-Gallon POL Kit: Absorbs Approx. 20 Gallons

- 1 30 Gallon Drum (Black)
- 1 16 pound bag Absorbent
- 3 Booms 2x10
- 25 Absorbent Pads @17x19
- 2 Pair Goggles
- 2 Pair Gloves
- 5 Heavy Duty Trash Bags
- 1 Dust Pan
- 3 Spill Kit Labels
- 1 Spill Report
- 1 Inventory

5. All HEMTTs and 5-ton wreckers will have at a minimum transportation spill kit and drip pan on board.

Guidance and Instruction
SPILL PLANNING AND RESPONSE

Attachment # 2

SPILL PREVENTION

- ⇒ DO YOUR JOB CORRECTLY
- ⇒ PREVENTIVE MAINTENANCE
- ⇒ GOOD HOUSEKEEPING
- ⇒ PLAN FOR EMERGENCIES
- ⇒ ANNUAL AWARENESS TRAINING
- ⇒ AVOID SPILLS
 - * Use drip pans, catch basins and absorbents
 - * Frequently inspect for leaks of all containers, tanks, and mobile fuel tankers
 - * Inspect drums and containers before use
 - * Open all containers carefully
 - * Keep containers closed except when removing or adding product
 - * Coordinate with others when conducting ventilating, vapor-freeing, or pressure system operations
 - * Beware of temperature storage requirements for products
 - * When filling 500-gallon collapsible fuel drums (blivet), make sure to remove all air and use the pressure control valve between the drum and the pumping assembly discharge line
 - * Place all drums and containers out of areas that are used for traffic access
 - * Ensure your area has the proper spill kits, they are maintained, and placed for easy access