

## APPENDIX B

**FACILITY SPILL RESPONSE PLAN**

Facility: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
(Designated On-Scene Coordinator)APPROVED: \_\_\_\_\_  
(Spill Response Coordinator, AGI-ENV)

1. **PURPOSE.** This Facility Spill Response Plan is designed as a Standard Operating Procedure for all facilities and units to address spill planning, response, and cleanup requirements.
  - a. It must be used in conjunction with ORARNGR 210-6, Installation Spill Contingency Plan for the Oregon Military Department and Oregon Army National Guard.
  - b. It includes requirements for emergency response necessary to comply with federal and state regulations that deal with hazardous material and hazardous waste management, as well as response to spills of regulated substances.
  - c. It addresses requirements defined in 40 CFR 112 for developing a Spill Prevention, Control and Countermeasure Plan (SPCCP) and an Installation Spill Contingency Plan (ISCP) for sites with the potential to discharge regulated substances.
2. **APPLICABILITY.** This plan must be completed for all ORARNG facilities.
  - a. Some ORARNG sites meet criteria specified in 40 CFR Part 112 and must be covered by an SPCCP, reviewed and signed by a registered Professional Engineer. When those requirements apply, AGI-ENV will coordinate with facility personnel and provide required plans. Normally, those plans will be completed by contract.
  - b. When not covered by requirements specified in (a) above, personnel identified below must ensure that this plan is completed and maintained for their facilities.
3. **RESPONSIBILITY**

- a. AGI-ENV will provide spill planning guidance for ORARNG personnel by maintaining ORARNGR 210-6 and routinely updating the general portions of this plan.
- b. Personnel designated in paragraph 3, ORARNGR 210-6 will coordinate, complete, and maintain the facility specific portions of this plan, comply with applicable provisions of ORARNGR 210-6, and otherwise oversee spill response requirements at the designated facility.
- c. Battalion Administrative Officers will ensure that all units of the battalion are covered in an applicable facility plan.
- d. Unit Commanders will ensure that the Unit SOP includes procedures for response, reporting, and cleanup of spills, as specified in this plan.

#### **4. REVIEW AND AMENDMENTS**

- a. This plan will be updated annually, or as otherwise directed, to ensure it contains current requirements. The law also requires that the plan be amended when any of the following occur:
  - (1) Any time a single spill event occurs during which more than 1,000 gallons of POL reaches navigable waters of the US, or if two reportable spills occur within a 12 month period. AGI-ENV will monitor all reported spills and provide assistance at that time.
  - (2) If a change in facility design, construction, operation or maintenance affects the potential for spills. Again, AGI-ENV will determine when this occurs and provide guidance in implementing these requirements.
  - (3) If a change in the policies and procedures of the facility affect the storage, use, and disposal of hazardous substances.
- b. The basic portion of the plan, along with ORARNGR 210-6, will be updated by AGI-ENV, as necessary to meet regulatory requirements. AGI-ENV will also provide appropriate and timely guidance to all affected facilities and personnel.

#### **5. TRAINING**

- a. Training required to implement this plan must be conducted at least annually. This plan is designed to provide general training information. Trainers must also use site specific data to provide adequate training.
- b. Personnel who work in and around areas having the potential for spills must be trained to ensure that they can respond effectively to a spill event. They must know emergency procedures, the location of response equipment and supplies, and reporting requirements. Training should incorporate requirements for compliance with the Hazard Communication Standard as well as spill response.
- c. Training should include information regarding:

- (1) Name of supervisors, environmental points of contact, and the Installation On Scene Coordinator for the facility
  - (2) Overall description of work areas, including:
    - (a) Operating procedures
    - (b) Procedures for inspecting, using, repairing and replacing any facility emergency or monitoring equipment
    - (c) Description of secondary containment
    - (d) Procedures for operation shutdown
  - (3) Potential for spills in the work area and designated Potential Spill Sites
  - (4) Communication or alarm systems
  - (5) Warning and response procedures
  - (6) Description of emergency equipment and supplies to be used in responding to spills, including proper usage of protective clothing and equipment during a spill event
  - (7) Response to various spills of commonly used hazardous materials (see ORARNGR 210-6)
  - (8) Reporting requirements and procedures
  - (9) Operation and maintenance procedures for equipment, storage, and transfer facilities necessary to prevent harmful discharges
  - (10) Requirements for inspections and records
- d. Personnel must be trained within six months of new employment or assignment to a new position within the facility. New employees cannot work unsupervised until they have completed the required training and successful completion of training is documented and on file with the supervisor of the employee.

6. SITE SPECIFIC INFORMATION

a. FACILITY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. PURPOSE. This Section provides information, guidance, and responsibilities specific to this facility to ensure prompt response, cleanup, and reporting of spills or leaks of regulated materials.

c. INSTALLATION ON-SCENE COORDINATOR (IOSC)

\_\_\_\_\_  
Name \_\_\_\_\_ Work Phone \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_  
Title \_\_\_\_\_ Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_

d. ALTERNATE ON-SCENE COORDINATOR (AOSC)

Name \_\_\_\_\_ Work Phone \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Title \_\_\_\_\_ Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_

e. INSTALLATION RESPONSE TEAM (IRT)

(1) An Installation Response Team is hereby established. The IRT consists of all state, federal, and military personnel assigned to this facility. The IOSC will assign tasks to IRT members that are compatible with individual capabilities in containing and cleaning up spilled material. Special consideration will be given to individuals who routinely use the spilled material, are familiar with its characteristics and health hazards, or have otherwise received training in hazardous materials management.

(2) The following personnel are assigned the tasks noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other personnel will be assigned tasks by the IOSC, as determined necessary or prudent at the time of the spill incident.

(3) The IOSC, in coordination with AGI-ENV, will arrange annual familiarization training for personnel at this facility. Training will include a review of ORARNGR 210-6 regarding spill response, cleanup, and reporting requirements for all ORARNG facilities and activities, and an update of this plan to ensure it is maintained current.

f. INSTALLATION RESPONSE TEAM EQUIPMENT

All state, federal, or military equipment or property stored or located at this facility may be used to control and clean up spills. The following equipment and materials are available for spill containment, cleanup, and site restoration at this facility:

<u>Equipment</u>	<u>Location</u>	<u>Access Control</u>
_____	_____	
_____		
_____	_____	
_____		
_____	_____	
_____		

<u>Materials</u>	<u>Location</u>	<u>Access Control</u>
_____	_____	
_____		
_____	_____	
_____		
_____	_____	
_____		

g. PHONE NUMBERS of city, county, state and federal agencies for this facility:

Emergency Management Division	1-800-452-0311
National Response Center	1-800-424-8801
Police, City of _____	911/____ - _____
Sheriff, _____ County	911/____ - _____
State Police, _____ Office	911/____ - _____
Fire Department, _____ Station	911/____ - _____
DEQ. Portland Office	503-229-5696

DEQ. _____ Office	_____ - _____
EPA, Portland Office	503-221-3250
ORARNG Spill Response Coordinator (AGI-ENV) .....	503-945-3863
Director of Installations .....	503-945-3914
Director, Plans, Operations and Training .....	503-945-3903
Director of Logistics (DOL) .....	503-945-3909
United States Property and Fiscal Office .....	503-945-3929
Public Affairs Office .....	503-945-3917
Staff Duty Officer, Military Department .....	503-945-3980

**h. COORDINATING INSTRUCTIONS**

- (1) A command post to be used in coordinating spill response activities at this facility is hereby established in the \_\_\_\_\_, Room \_\_\_\_\_, Bldg. \_\_\_\_\_, phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_.
- (2) The IOSC will direct all spill control activities. In the absence of the IOSC, the Alternate will function in this capacity. In the absence of both the IOSC and AOSC, the senior person at the site will take command. IRT members will take directions from and be responsible to the IOSC, as applicable.
- (3) The IOSC is the official facility POC for coordination with state and federal agencies, and local government representatives. No information will be provided to the news media or the public without approval from the Public Affairs Officer, Military Department. No other IRT personnel are authorized to make command decisions or commit ORARNG resources.
- (4) Assistance for additional spill response efforts or resources can be obtained from AGI-ENV. If after duty hours, call the Staff Duty Officer.

**8. OTHER REQUIREMENTS.** All personnel must be aware of the following information:

- a. Detailed operating procedures for storage, issue and use of hazardous materials and the storage and disposal of wastes at the facility.
  - (1) Storage procedures for hazardous materials prior to materials/wastes requiring turn-in for proper disposition.
  - (2) Issue procedures including the type and disposition of any forms needed to track the hazardous material.
  - (3) Procedures for handling and storing hazardous materials while in use.
- b. Site specific contingency planning for the facility, to include:
  - (1) Names of the facility IOSC and Alternate IOSC.
  - (2) Characteristics of the site, including the location of buildings, rooms where hazardous materials are used, stored, handled or transferred.
  - (3) The direction and rate of flow for all potential spill locations.

- (4) The site evacuation plan, showing routes of egress from all area where hazardous materials are used or stored.
- (5) A description of spill response actions, emergency equipment, and response materials available for each potential spill site.
- (6) Spill containment deficiencies, corrective measures required to eliminate the deficiencies, and interim measures used until problems are corrected.
- (7) Contents and documentation of briefings to local fire, police, and medical response personnel.

**9. DESIGNATION OF POTENTIAL SPILL SITES**

a. Potential spill sites for this facility have been identified, using the guidance provided in ORARNGR 210-6. These locations have been marked on the attached map of the facility and are described as follows:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

b. For all potential spill sites, the following requirements have been implemented or further discussed in written memoranda attached to this plan.

- (1) Absorbent material and appropriate personal protective equipment are available. Equipment, absorbent materials, and protective equipment are stored in locations readily available to every potential spill site.
- (2) Leak detection monitoring for all aboveground stationary storage tanks will be completed, as described in the applicable SPCCP.
- (3) Fuel deliveries will be observed by a facility representative for the entire duration of the delivery.
- (4) All outdoor storm water drains and indoor floor drains near storage areas are closed during normal operations. Protective drain plugs, sand bags or open valves will be temporarily removed when an authorized discharge is necessary.
- (5) Solvent tanks and drums of hazardous materials/wastes have been located so that unattended spills will not enter sewer systems or storm drains, or travel outside the facility.
- (6) Appropriate equipment is available to transfer products from new material containers and into waste collection containers.

- (7) Secondary containment for containers of liquid hazardous materials and wastes is available or has been requested through normal channels. Flammable and corrosive materials cabinets, pans, plastic-lined containers, drain plugs, etc., are used to the maximum extent possible where spill hazards are present.
- (8) Inspections are conducted, as described below:
  - (a) Daily observation of all potential spill sites identified above. No records are necessary unless problems are discovered.
  - (b) Weekly inspection of all potential spill sites identified above. Inspections are documented on ORARNG PAM Form 200-1-4 (see Appendix L).
  - (c) Monthly review leak detection systems for aboveground storage tanks, as required by the SPCCP.
- (9) Operating procedures are in place to reduce the potential for spills to the maximum extent practicable.

## 10. SPILL RESPONSE ACTIONS

The primary concern when spills occur is personnel protection. The nature of the spill (material and quantity) will dictate how easily this may be done. In most cases, the initial observer will probably know what material was spilled and should be aware of normal handling procedures and required safety precautions. If in doubt, additional help should be obtained before approaching the spill area. The normal course of action that the initial observer of a spill should take is as follows:

- a. **NOTIFY** – Immediately notify the supervisor of the area where the spill occurred. The level of urgency may affect who is notified next, (e.g., police, paramedics, fire personnel, security, etc.). In any event, the supervisor must notify the Installation On-Scene Coordinator (IOSC) as soon as possible. The IOSC will coordinate the overall spill response, and determine the level of additional reporting required. Assistance can be obtained from AGI-ENV, who can assess the situation, determine the need to notify regulatory agencies, and coordinate control and cleanup efforts.
- b. **PROTECT** - Protect yourself and others from harm. Evacuate the area, if necessary. Use required protective clothing. Extinguish smoking materials and remove other potential ignition sources. If indoors and fire is not involved, open doors and windows to aid ventilation. Spill clean up must be initiated only after a thorough review of hazards associated with the spilled material is conducted. Be particularly careful of inhalation of toxic contaminants during site evaluation. The major responsibility of the IOSC at this point is to identify the spilled material and its associated hazards to personnel and any outside response personnel that may be required to manage the spill site.
- c. **STOP THE FLOW (if possible)** - Close the valve. Turn a ruptured barrel so the leak is up. Temporarily plug a leak. Put the leaking container in another container. Use immediate common sense responses that do not place you or others in unnecessary danger.
- d. **CONTAIN THE SPILL (if possible)** - Ensure the floor or storm drains are covered with a mat, plug, etc. Shovel dirt, oil dry, etc., in the path of the spilled material to keep it

from spreading.

- d. **REPORT** - Follow up notice to AGI-ENV with a written report using the Spill Incident Report, Appendix A of ORARNGR 210-6. The report documents what happened and provides information for future reports to regulatory officials. The completed report must be sent to AGI-ENV within 2 working days of the incident.

Note: Even small spills contained and cleaned up by the spiller or first person on the scene, should be reported to the area supervisor and the IOSC. In this way, deficiencies and/or malfunctions that caused the spill may be corrected.

## 11. IOSC EMERGENCY PROCEDURES

If there is an imminent or actual emergency situation, the designated IOSC, the alternate, or the senior person at the site must immediately:

- a. Notify all facility personnel.
- b. Notify the ORARNG Spill Response Coordinator in AGI-ENV. AGI-ENV will coordinate requirements and contact appropriate Federal, State or local agencies with designated response roles. If the Spill Response Coordinator is not available, contact the OMD, as described in Paragraph 6, ORARNGR 210-6. Notify the Staff Duty Officer if the incident occurs during non-duty hours.
- c. Notify any emergency personnel, nearby residents or bystanders of materials spilled and the possible hazards of the incident.
- d. Identify the substance, source, amount, and extent of contamination. Due to the limited number of materials normally handled at this facility, this should be relatively easy and may be done by observation or review of facility records or manifests. If there is any question as to the contents of the material, outside laboratories may be needed to perform chemical analyses.
- e. During the emergency, take all measures possible to ensure fires, explosions, and releases do not occur, recur or spread to other hazardous materials areas. If necessary, cease operations, collect and contain released waste, and remove or isolate containers. If possible, monitor the area for leaks, pressure buildup, gas generation or ruptures in valves, pipes or other equipment, if this action seems appropriate and necessary. Coordinate these actions with the Spill Response Coordinator, who will coordinate with other directorates and SAO-S, as needed.
- f. Use the Spill Incident Report, Appendix A of ORARNGR 210-6, to document the incident. This form will assist the IOSC to document what happened, corrective or remedial actions taken in response to the incident, estimated completion of cleanup, and actions needed to reduce the potential that it will occur again.

## 12. REQUIRED FACILITY EQUIPMENT

- a. **SPILL RESPONSE EQUIPMENT.** Adequate spill response equipment must be procured in advance, stored, and available at every site where hazardous materials or wastes are stored and have a potential for a release. The following items are

basic spill response requirements. A review of each potential spill site has determined what items would be necessary to address a spill at that site.

- (1) Shovels, brooms, mops, and empty drums must be available at each site. These items will be listed, by location, in attachments to this plan.
  - (2) Appropriate absorbent materials (pads, sheets or pillows) must be stored at each potential spill site. These materials must be listed in attachments to this plan.
  - (3) Proper personal protective equipment (PPE), such as eye protection, gloves, aprons, etc.), must be stored at each potential spill site. See Appendices B through E of ORARNGR 210-6 and the appropriate MSDS for the subject material to define the type needed. These items must be listed, by location, in attachments to this plan. If there is question as to required PPE, assistance should be requested from SAO-S.
- b. All emergency equipment listed in this plan is cleaned and fit for its intended use before operations are conducted.
  - c. Materials and supplies from spill kits or other sources used in responding to the incident are replaced and available for another emergency situation as soon as possible.

### 13. EMERGENCY PLANNING

- a. EXIT MAPS. The IOSC will ensure that clearly marked exits are identified throughout each facility and all personnel are trained and aware of all potential escape routes. Diagrams showing fire exits, extinguishers, and spill control materials are available for each facility and posted throughout.
- b. EVACUATION. When an uncontrolled fire or spill occurs, evacuate all personnel from the area and assemble in a pre-designated area to ensure everyone is accounted for and out of the hazardous area. The assembly area will be identified and discussed during personnel briefings and as part of routine spill response training. The local fire department will be notified by the IOSC at the time of evacuation to a safe on-site location.
- c. EVACUATION DRILLS. The IOSC will conduct and document practice drills annually to ensure evacuation routes are familiar to all employees.
- d. COORDINATION
  - (1) Arrangements have been made by the IOSC to familiarize local police and fire departments with the layout of the facility. During coordination, the properties of hazardous materials and hazardous waste handled at the site, the hazards associated with them, the locations where facility personnel normally work, accesses to the facility, and possible evacuation routes were discussed. Completion of these arrangements is documented annually during the update of this plan by notes provided at Appendix J of this plan.

- (2) Arrangements have also been made by to familiarize local medical providers and hospitals with the types of injuries or illnesses that could result from fires, explosions or releases at the facility. Completion of these arrangements is documented annually during the update of this plan by notes provided at Appendix J of this plan.