

MASTER SPILL PREVENTION CONTROL & COUNTERMEASURE (SPCC) PLAN

FOR

DEVENS ENTERPRISE COMMISSION
43 BUENA VISTA STREET
DEVENS, MASSACHUSETTS 01432

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INTRODUCTION

The Devens Enterprise Commission (hereinafter the DEC) of Devens, Massachusetts is responsible for all land use permitting at the former Fort Devens. The Zoning By-Laws for the Devens Regional Enterprise Zone adopted November 18, 1994 (hereinafter the By-Laws) were designed to govern land development activities within Devens. Chapter XI of the By-Laws, Water Resources Protection Requirements, outlines requirements that “will afford the protection of water resources within Devens”. These requirements include preparation of a Master Spill Prevention Control and Countermeasure (SPCC) Plan for Devens to facilitate implementation by users.

The By-Laws further require that any applicant for Development Permits submit an SPCC Plan if the facility is regulated under the Oil Pollution Prevention regulations (40 CFR 112) or if a demolition permit is to be issued. The Oil Pollution Prevention regulations require facilities meeting any of the following requirements to develop an SPCC Plan:

1. Aboveground storage of oil in quantities greater than 1,320 gallons;
2. Aboveground storage of oil in any container greater than 660 gallons in capacity;
or
3. Underground storage of oil greater than 42,000 gallons.

In addition, facilities at Devens meeting any of the above criteria are also regulated under the Oil Pollution Prevention regulations section 112.1 (b) based on the location of Devens. Devens is within the Nashua River Basin and the Nashua River flows from south to north through Devens to the Merrimac River in Nashua, New Hampshire. Tributaries to the Nashua River within Devens include Cold Spring Brook, Bowers Brook, Willow Brook, and Nonacoicus Brook. There are also several open waters around Devens including Mirror Lake and Little Mirror Lake, Robbins Pond, Plow Shop Pond, and Grove Pond. Due to the abundance of surface waters in and around Devens, facilities meeting the above oil storage requirements are also regulated under 40 CFR 112.1 since these facilities “could reasonably be expected to discharge oil into or upon navigable waters of the United States or adjoining shorelines” (40 CFR 112.1(b)).

The Devens Master SPCC Plan enclosed herein is designed to provide an template or guide for current and future businesses for spill prevention control and countermeasures at Devens. Using this Master SPCC Plan, facilities shall develop a site-specific SPCC Plan that meets the requirements of 40 CFR 112 and as outlined herein.

The Devens Commerce Center Emergency Management Agency has developed and implemented a Comprehensive Emergency Management (CEM) Plan to address preparedness, response, mitigation and recovery for man-caused emergency situations and natural disasters. As part of this plan, emergency response standard operating procedures (SOPs) for local response personnel have been outlined. The Resource

Manual of this plan provides telephone contacts, equipment inventory, resources, facilities, and support forms.

Within the Devens CEM Plan is a Hazardous Materials Emergency Plan (HMEP). This plan was prepared to comply with the provisions of The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 and the Massachusetts General Law c.21E, Chapter 639 Acts of 1950 and E.O. 242. The plan provides for the “protection of the public located within Devens Commerce Center, Massachusetts in the event of a hazardous chemical emergency” (CEM Plan, Preface, Pg 5-9). Although this plan focuses on hazardous chemicals and those facilities meeting the EPCRA reporting requirements, facilities storing oil products should refer to this plan for information regarding emergency planning. Sections from this plan are referred throughout the Master SPCC Plan and the emergency telephone contacts are included as part of the appendix.

Facilities that are regulated under the SPCC rule may also be subject to the Facility Response Plan (FRP) rule, 40 CFR 112.20. The FRP rule applies to those facilities that could reasonably be expected to “cause substantial harm to the environment by discharging oil into or on the navigable waters or adjoining shorelines” (40 CFR 112.20(f)(1)). The criteria for substantial harm is identified in this regulation as facilities meeting the following criteria:

1. The facility transfers oil over water to or from vessels and the facility has a total oil capacity greater than 42,000 gallons (aboveground and underground tanks included); OR
2. The facility has a total oil capacity greater than one million gallons (aboveground and underground tanks included) and one or more of the following is true:
 - a. Aboveground storage tanks do not have secondary containment capable of containing the full capacity of the largest tank within the storage area while allowing freeboard for precipitation;
 - b. An environmentally sensitive area is located at a distance near the facility that a discharge could cause injury to the area;
 - c. A public drinking water intake is located at a distance near the facility that a discharge could cause a shut down of a public drinking water system; or
 - d. A reportable spill greater than 10,000 gallons has occurred at the facility within the last five years.

Facilities meeting any of the above criteria shall refer to 40 CFR 112.20 for further information on developing and implementing a Facility Response Plan. Under 40 CFR 112.20(e), facilities regulated by the Oil Pollution Prevention regulations (40 CFR 112) shall conduct an initial screening to determine if the Facility Response Plan rule is applicable to their facility. The screening documentation should be included with the SPCC Plan. A sample "screening" checklist for Determination of Applicability of Substantial Harm Criteria is provided in the appendix. It should be noted that on June 30, 2000 EPA issued a new FRP rule regarding facilities that handle, store, or transport

animal fats and vegetable oils. Facilities that handle, store or transport these materials should refer to the more specific methodology for calculating planning volumes for a worst case discharge scenario.

Facilities are required under 40 CFR 112.5(b) to review and evaluate the facility's SPCC Plan every three years (minimum). The plan should be amended to include more effective and proven prevention and control technologies if these technologies significantly reduce the likelihood of discharge of oil from the facility. Amendments to the SPCC plan should be completed within six months of the review.

In addition, the plan shall be amended whenever there is a "change in facility design, construction, operation or maintenance which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines" (40 CFR 112.5(a)). Plan amendments shall be completed and implemented within six months of the facility change.

A registered professional engineer shall certify that the SPCC Plan has been prepared in accordance with good engineering practices. Any amendments to the plan shall also be certified by a registered professional engineer per 40 CFR 112.3(d). A Certification Statement and Compliance Inspection Plan Review Page have been included in the appendix for facilities to certify plan contents, amendments and review dates.

The EPA has proposed some changes to the SPCC requirements under 40 CFR part 112 to reduce the information collection burden. These proposed changes include:

- Facilities may use an Integrated Contingency Plan (a plan that integrates emergency response plans for a facility) or a State plan that meets all requirements for 40 CFR 112 as an SPCC Plan;
- Alternative formats to developing SPCC Plans;
- Extending the period in which the owner must update the plan from every three years to every five years.

The proposed rule revisions were issued on December 2, 1997 and no further information on the status of these proposed rule revisions has been provided by EPA.

OBJECTIVE

The objective of the Devens Master SPCC is to establish standard procedures, methods, and equipment or other requirements for equipment to prevent the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines. This plan has been developed to comply with federal regulations 40 CFR 112, Oil Pollution Prevention, and in accordance with good engineering practices. The plan strictly applies to oil storage, which is defined by 40 CFR 112 and the Clean Water Act to include the following:

- Petroleum
- Fuel oil
- Waste Oil
- Animal oils
- ? Petroleum Products
- ? Sludge
- ? Vegetable Oil

The plan shall be used as a template or guide for current and future business at Devens that meet the requirements outlined under 40 CFR 112. This plan provides general information for spill prevention control and countermeasures for facilities to use when developing a site-specific SPCC Plan.

Every effort has been taken to incorporate the requirements of the following Devens rules, regulations, by-laws, and plans:

- Stormwater Pollution Prevention Plan (1995);
- Water Resources Protection Report (1994);
- Annual Report;
- Open Space and Recreation Plan (1996);
- Devens By-Laws (1994);
- DEC Rules and Regulations (1999);
- Various Site, Safety and Health Plans and Emergency Response Plans for Demolition Projects;
- Devens Reuse Plan (1994);
- Devens Commerce Center Comprehensive Emergency Management Plan (2000).

The Master SPCC Plan includes *text boxes* where a description of the site-specific information to be inserted is described. Below the text boxes are shaded areas where this information should be inserted. Each facility shall determine if the information is applicable or if additional descriptions are necessary to comply with 40 CFR 112. This plan should serve as a guide for facility's to use in developing a site-specific SPCC Plan. Each facility is responsible for evaluating the facility's compliance with the Oil Pollution Prevention regulations.

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A. FACILITY OWNER AND OPERATOR

In this section provide the facility owner name, address and telephone number. Also provide the facility operator name (if different), address and telephone number.

FACILITY OWNER:

ADDRESS:

TELEPHONE:

FACILITY OPERATOR:

ADDRESS:

TELEPHONE:

B. FACILITY CONTACTS

In this section provide the name(s) of the facility contacts, i.e. facility manager, plant operator, material manager, etc. The facility contacts listed should be those individuals responsible for material management and facility operations.

NAME

TITLE

TELEPHONE

C. SITE INFORMATION

Devens is located in north central Massachusetts and consists of approximately 4,400 acres encompassing portions of the towns of Ayer, Shirley and Harvard (North and Main Posts). Municipal services include fire, police, ambulance and the Department of Public Works. Facilities at Devens include military training areas (Army, National Guard), state police headquarters, federal prison, and a wide array of corporate tenants (manufacturers, multinational firms, high-technology corporations, etc.)

Facilities at Devens are subject to all state and federal regulations along with the Devens By-Laws and Rules and Regulations. The Devens Enterprise Commission (DEC) maintains a broad regulatory authority related to land use planning and permitting functions.

FACILITY DESCRIPTION & OPERATIONS

In this section describe the day-to-day operations of the facility. This should include a brief description of the following:

Facility operations – describe the day-to-day activities;

Hours of operation and labor shifts;

Personnel on-site (job titles);

Operational history (include descriptions of significant changes in operations, equipment and piping, etc.)

Modes of transportation used to receive products and materials (i.e., railcar, tanker truck, pipeline).

D. MATERIAL HANDLING AND STORAGE

In accordance with 40 CFR 112, this Master SPCC Plan focuses on the prevention of oil discharge into or upon navigable waters of the US or adjoining shorelines. Oil is defined by 40 CFR 112 and the Clean Water Act to include: petroleum, petroleum products, fuel oil, sludge, waste oil, vegetable oil and animal oils. Provided in Table 1 is a list of the current underground storage tanks (USTs) and aboveground storage tanks (ASTs) permitted with the Devens Fire Department. The fire department requires all tanks greater than 250 gallons in capacity to be permitted. In addition, a permit is required from the Massachusetts Commissioner of Public Safety for aboveground tanks of over 10,000 gallons capacity (527 CMR 9.03).

In this section describe all oil product storage at the facility. Include all oil products stored in the following:

Aboveground storage tanks (ASTs);

Underground storage tanks (USTs);

Spill tanks;

Oil/water separators;

Oil-filled electrical equipment (e.g., circuit breakers, transformers);

Vapor recovery units portable tanks;

Drum storage;

Trucks that hold oil product and are parked at the facility.

A sample table is provided at the end of this report, Table X – Oil Product Storage. This table outlines the information to be provided for each of the above listed oil product storage containers. The last column of this table (notes) should be used for any particular storage and/or material handling information that may be useful in identifying potential spill locations and spill prevention methods. This information may also be provided in written format.

E. FACILITY DRAINAGE AND DISTANCE TO NAVIGABLE WATERS

The majority of Devens (North and Main Posts) is located within the Nashua River watershed. The Nashua River flows north along the western boundary of the Main Post and in the North Post it flows between the airfield and the wastewater treatment plant, refer to Figure 1. The Reuse Plan identified three major surface water drainage areas in Devens. The westerly half of Devens drains to the Nashua River. The southeasterly quadrant of Devens drains to Cold Spring Brook, which flows northeast along Barnum Road. The northeasterly quadrant of Devens flows from Robbins Pond north to Willow Brook.

The major water courses within the drainage areas are generally open channels, which are carried by culverts under road crossings. Other major surface waters within Devens include: Bowers Brook; Nonacoicus Brook; Grove Pond; Plow Shop Pond; and Mirror Lake and Little Mirror Lake, which are both identified as isolated kettle ponds with no surface water inlet or outlet.

The existing stormwater management infrastructure at Devens consists of “several decentralized systems of closed conduits and open channels, which generally discharge directly to surface waters and wetlands” (Draft Stormwater Pollution Prevention Plan, July 1995). During the redevelopment of Devens, improvements to the stormwater management infrastructure are being completed. These improvements include controls for runoff and water quality enhancement and spill protection.

In this section describe the facility’s proximity to the above listed surface waters, including the direction and general gradient (upgradient, downgradient) to the surface water from the facility. This section should also include a description of any ditches, flood control channels, storm drains and other waterways. Table X – Facility Drainage and Distance to Navigable Waters may be used as a substitute for a written description.

In addition, a figure shall be developed for the facility that illustrates the general site layout of the facility (building outline, property lines, parking areas, streets, grassed and wooded areas, etc.) and include the following:

Location of oil product storage (using identification listed in Table 2);

Drainage pathways (brooks, storm drains, ditches, etc.)

Predicted direction of flow at site based on topography and material storage

(see Potential Spill Predictions and Discharge Patterns);

Location of any spill prevention equipment and/or materials (see Prevention Methods).

A sample figure, Figure X – Facility Layout and Surface Drainage Plan, is provided at the end of this report.

FIGURE – Facility Layout and Surface Drainage Plan

F. SPILL HISTORY

In accordance with 40 CFR 112.7(a), a SPCC Plan shall include a description of any spill events that occurred within the past twelve months. This description shall also include any corrective actions taken and any plans for preventing a recurrence.

In this section the facility shall describe any spill events that have occurred within the past twelve months (at a minimum). Table X – Spill History is provided as an outline of the information that should be included when describing the spill history. This information can also be provided in written format. SPCC Plan regulations only require descriptions of oil (or oil product) spills that have occurred at the facility.

G. POTENTIAL SPILL PREDICTIONS AND DISCHARGE PATTERNS

The facility was evaluated to determine where there is reasonable potential for equipment failure, which would result in a potential release of oil (40 CFR 112.7(b)). Each location identified in Section D – Material Handling and Storage was evaluated for predicted direction and rate of flow as well as the maximum quantity of oil that could be discharged as a result of each major type of failure.

In this section the facility shall identify all reasonable types of failure for each location identified as storing oil in Section D – Material Handling and Storage. In addition, the predicted direction and rate of flow as well as the maximum volume shall also be determined. Failures to evaluate for each location include the following:

- Tank overflow;*
- Tank rupture or leakage;*
- Pipe failure;*

*Wastewater treatment facility failure;
Spills during transfer operations at loading docks, racks or tank truck parking areas (valve failures, etc.).*

The predicted flow direction of a spill should be determined by evaluating drainage patterns, location of storm or sewer drains, and secondary containment equipment and/or structures. These predictions should be completed and/or verified by a Professional Engineer.

The predicted rate of flow should be calculated by evaluating the size and location of each failure and the equipment involved. The maximum spill volume should be based on the total quantity of oil that could be discharged from the facility if a worst-case situation were to occur. This prediction should also evaluate the time required to respond to a spill.

Table X – Potential Spill Predictions and Discharge Patterns outlines the information that should be included in this section, in accordance with 40 CFR 112.7(b). This information can also be provided in written format.

H. PREVENTION MEASURES

Under the SPCC regulation requirements, the facility was evaluated for appropriate containment and diversionary structures or equipment, which can prevent discharged oil from reaching navigable watercourses (40 CFR 112.7(c)). Each of the locations identified as having a reasonable potential for a release of oil (Section D – Material Handling and Storage and Section G – Potential Spill Predictions and Discharge Patterns) were inspected to determine if one of the following preventive systems or its equivalent was available:

- Dikes, berms or retaining walls that are sufficiently impervious to contain spilled oil;
- Curbing;
- Culverts, gutters or other drainage systems;
- Weirs, booms or other barriers;
- Spill diversion ponds;
- Retention ponds;
- Sorbent materials.

Drainage from diked and undiked storage areas are discussed in this section as well as the facility drainage systems and equipment. Diked storage areas are localized secondary containment areas designed to retain drainage in operating areas while undiked areas do not provide any localized containment. Facility drainage systems and equipment are water collection and treatment systems, including oil/water separators, used by the facility.

In this section, the facility shall provide descriptions of drainage control areas as outlined above and further described below. If any of these controls are not applicable, then the facility shall describe why the control is not applicable (i.e., no oil storage in diked areas at facility).

Diked storage areas shall be described in terms of construction, control equipment or valves, and how accumulated drainage is discharged (i.e., pumps). Under 40 CFR 112.7(e)(1), it is recommended that diked areas be restrained by valves or other control equipment to prevent a spill or leakage of oil from being discharged. Diked areas may have pumps or ejectors to empty accumulated drainage, however these must be manually activated and should not be activated until the accumulated drainage has been examined for signs of oil. Flapper-type drain valves should not be installed in diked areas and it is further recommended that any valves be manual, open-and-closed design.

The drainage patterns of undiked operating areas shall be described in this section, including any stormwater management systems designed or equipped to retain spilled oil. Under 40 CFR 112.7(e)(1) drainage from undiked operating areas should drain to retention ponds, lagoons or catchment basins, which are designed to retain spilled oil. If this is not practical, then the final discharge of all drainage from the facility should be equipped with a diversion system capable of returning oil to the facility in the event of a spill.

If a water collection and treatment facility is used, then a description of the system and all redundancies shall be provided in this section. Facilities with more than one treatment unit for treating drainage shall have a backup system in place and natural hydraulic flow should also be incorporated as a fail-safe. If pumps are used to transfer water, then a backup pump should be permanently installed.

Stormwater management controls shall be constructed and maintained in accordance with DEC Rules and Regulations (974 CMR 2.00 and 974 CMR 3.00) and the Stormwater Pollution Prevention Plan.

2. BULK STORAGE TANKS/CONTAINMENT STRUCTURES

Materials and construction of all tanks used for the storage of oil shall be compatible with the material stored and conditions of storage (such as pressure and temperature).

Facility shall include a detailed description of the construction of all storage tanks and compatibility of materials stored. Include the following:

Reference to tank standards of construction (i.e., API);

Tank features (i.e., double-walled, corrosion protection (USTs); and

Dates of installation.

In addition, provide a description of any of the following fail-safe engineering devices installed on storage tanks at the facility:

High liquid level alarms;

High liquid level pump cutoff devices;

Direct audible or code signal communication between tank gauge and pumping station;

Fast response system for reading liquid levels in tanks (digital computers, telepulse, etc.);

Liquid level sensing devices.

Secondary containment structures for storage tanks may consist of dikes, containment curbs, pits, or drainage trench enclosures. Secondary containment structures and/or equipment for preventing the discharge of oil to navigable waters are described in this section.

In this section, the facility shall describe all secondary containment structures for storage tanks to include capacity and drainage mechanisms of secondary containment. Internal heating coils that discharge to open waters should be monitored for contamination or the coils should be passed through a skimmer, settling tank or similar separation or retention system prior to discharge.

Under 40 CFR 112.7(e)(2), storage tanks should be constructed so that secondary containment is provided for the maximum contents of a single tank including sufficient capacity for precipitation. Diked areas must be impervious and bypass valves must be sealed closed. In addition, tanks should be periodically subject to integrity testing. Sample calculations for secondary containment are provided in Appendix 1 and information on the use of alternative secondary containment measures is also provided in Appendix 1.

This section should also include a description of the drainage discharge procedures. These procedures should include inspections prior to discharge to ensure compliance with 40 CFR 110 (Discharge of Oil Regulation) and recordkeeping of all discharge events (see Inspections/Recordkeeping section).

3. FACILITY TRANSFER OPERATIONS

Facility transfer operations, including pumping and in plant processes, is the transfer of oil products by pipelines. In accordance with 40 CFR 112.7(e)(3), this facility was evaluated for the following:

- a. Buried piping installation protection and examination procedures;
- b. Not-in-service and standby service terminal connections;
- c. Pipe supports design;
- d. Aboveground valve and pipeline examination; and
- e. Aboveground piping protection from vehicular traffic.

In this section, the facility shall describe facility transfer operations. The facility shall evaluate for the above listed items, as further described below. If any of these items are not applicable to your facility, then include a statement explaining why it is not applicable.

a. Buried Piping Installation Protection and Examination Procedures – The facility shall describe the design, construction materials, corrosion protection and leak protection of all buried pipelines associated with oil product storage. Buried piping should have a protective wrapping and coating (40 CFR 112(e)(3)) and be cathodically protected. When pipelines become exposed, facilities should examine pipelines for deterioration.

b. Not-in-service and Standby Service Terminal Connections – Describe the procedures followed at the facility when a pipeline is not in service or use. Pipelines that are not in service, or are in standby service mode for an extended period of time, should be capped or blank-flanged at the transfer point. In addition, all aboveground piping should be marked with product content, origin, and direction of flow.

c. Pipe Supports Design – Describe the construction of the pipe supports including construction materials and methods to prevent abrasion and corrosion. Pipe supports should be designed to allow for expansion and contraction and to minimize corrosion and abrasion.

d. Aboveground Valve and Pipeline Examination – Describe the facilities procedure for examining aboveground pipelines and valves. Aboveground valves and pipelines should be inspected on a regular basis. Inspections should note the general conditions of pipelines, flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves and metal surfaces. Those areas where the piping has a high potential for leaking should be pressure tested periodically.

e. Aboveground Piping Protection from Vehicular Traffic – Describe how any aboveground piping is protected from impact with vehicular traffic (i.e., bumper poles, barriers, clearance signs). Vehicular traffic that may impact aboveground piping (i.e., large size) should be warned either verbally or with signs when entering the facility.

4. FACILITY TANK CAR AND TRUCK LOADING/UNLOADING OPERATIONS

Facilities at Devens must comply with the minimum requirements of the U.S. Department of Transportation regulations for loading and unloading. These regulations are cited below:

- 49 CFR 173.31(b) – Railcars
- 49 CFR 174.67 – Railcars
- 49 CFR 174.3000 – Railcars
- 49 CFR 177.834 – Tank Trucks
- 49 CFR 177.837 – Tank Trucks

In this section, the facility shall describe the loading and unloading procedures for tank trucks and railcars (as appropriate). This should include a description of how the facility complies with DOT regulations, facility standard operating procedures for loading and unloading oil, design of any secondary containment systems for loading/unloading areas, installation of any warning or barrier systems for vehicles and vehicle inspection procedures.

Under 40 CFR 112.7 (e)(4), the following procedures or equipment is recommended:

- 1. Storage tank rack areas should be equipped with a containment system capable of holding at least the maximum capacity of a single compartment of a tank car or tank truck.*
- 2. An interlocked warning light, physical barrier or warning signs should be provided to prevent vehicles from departing prior to completely disconnecting from transfer lines.*
- 3. Facilities should require drivers to examine the lowermost drain and outlets of their vehicles for leakage prior to loading, and to complete any necessary repairs.*

5. INSPECTIONS/RECORDKEEPING

The facility has prepared written inspection procedures as part of this plan. All records associated with the SPCC plan and all inspection documentation is maintained for a period of three years.

In this section, briefly describe the facility's commitment to completing the inspections and where all inspection documentation and other SPCC records are maintained.

The facility shall prepare a written inspection checklist for all oil storage areas at the facility. In addition, the facility should develop a discharge reporting form to record the discharge of drainage events. Examples of inspection sheets and reporting forms from EPA's sample SPCC Plan document are provided in Appendix 2, as listed below:

Weekly Facility Inspection Report and Checklist

Aboveground Storage Tank Inspection Report

Drainage Discharge Report Form

These sample inspection sheets and reporting forms may be modified for use by the facility, however the facility shall ensure that all areas associated with oil product storage are included as part of the inspection. The facility shall include all those inspection items listed in these sample checklist as a minimum and as they are applicable to their facility.

INSPECTION SHEETS – Checklist, Inspection Forms, Reports

REPORTING FORM – Drainage Discharge Reporting Form

6. SITE SECURITY

The facility maintains security measures in order to restrict the accessibility of unauthorized personnel to the oil storage areas. Security measures evaluated included:

- a. Fencing;
- b. Locks for valves and starter controls; and
- c. Facility Lighting.

In this section, the facility shall describe the site security measures of the site, specifically in the areas where oil products are stored, handled or processed. As listed above the facility should evaluate (at a minimum) fencing, locks for valves and starter controls, and facility lighting.

a. Fencing should be provided around all oil product storage, handling or processing areas. Entrance gates should be locked or otherwise guarded when the facility is not in production or is unattended.

b. All valves that allow direct outward flow of tank contents to the environment (flow valves, drain valves, etc.) should be locked in the closed position when not in use. Starter controls for all oil pumps should be locked in the off position when not in use and should be inaccessible to unauthorized personnel. Connections to all pipelines should be capped or blank-flanged when not in use for an extended period of time. Pipelines that have been drained should also be capped or blank-flanged.

c. Facility lighting should be adequate to discover spills during hours of darkness and to prevent acts of vandalism.

I. PERSONNEL TRAINING AND SPILL PREVENTION PROCEDURES

Under 40 CFR 112.7(e)(10), owners and operators of facilities subject to the SPCC regulations are “responsible for properly instructing their personnel in the operation and maintenance of equipment to prevent the discharges of oil and applicable pollution control laws, rules and regulations”.

In this section, the facility shall describe the personnel training program. This program should include the following (at a minimum):

- 1. Annual training sessions of all personnel involved with site operations (particularly oil storage areas) to ensure understanding of SPCC Plan contents.*
- 2. Initial training sessions of all new personnel involved with site operations to ensure understanding of SPCC Plan.*
- 3. Additional training sessions when there are significant changes in the plan, including any changes in the applicable laws or regulations, changes in the operation and maintenance procedures of equipment at the site, or significant spill events.*
- 4. Identification of person(s) accountable for spill prevention and a list of individual(s) responsibilities.*

The facility shall provide a description or outline of the training session topics to be covered. Training sessions should include training in the following areas (at a minimum):

- 1. Conducting visual inspections of the facility;*
- 2. Recordkeeping procedures;*
- 3. Spill containment procedures and use of clean-up equipment and materials;*
- 4. Emergency reporting requirements;*
- 5. De-briefing of any spill events or failures, malfunctioning equipment, or precautionary measures taken;*
- 6. SPCC plan requirements;*
- 7. Responsible management individuals and communication channels.*

A record of all training sessions should be incorporated into the SPCC plan. The record should include the date and time of meeting, instructor(s), topics covered, attendees, instructional aids or handouts provided, agenda for next training session, items and questions requiring follow-up by SPCC coordinator and approximate date of next session.

J. SPILL CONTROL EQUIPMENT

Spill control equipment available at the facility and the location of this equipment is provided in this section.

In this section, the facility shall provide a list of all spill control equipment available on-site and the general location of this equipment. Spill control equipment may include: granular absorbent, empty drums, shovels, brooms, absorbent pads and booms or vacuum truck.

The Resource Manual of the Devens Comprehensive Emergency Management (CEM) Plan lists the equipment and supplies maintained by Devens response departments. Equipment and supplies available for assistance in preventing discharged oil from entering navigable waters in Devens are listed below:

DEPARTMENT	EQUIPMENT	SUPPLIES
Department of Public Works		Approx. 300 lbs of Absorbent Pads/Granular Material

K. EMERGENCY CONTACTS

The Resource Manual of the Devens CEM Plan has an Emergency Telephone Directory. This directory includes Call Down Rosters, Hazmat Notification List and Emergency Telephone Numbers. A copy of this directory is provided in Appendix 3.

In this section, the facility shall provide a list of all emergency contacts. The emergency telephone directory provided in the appendix provides many of the emergency numbers that should be included in the facility's list along with local on-call spill contractors and facility response personnel.

In accordance with 40 CFR 110.10, any person in charge of an facility shall notify the National Response Center (NRC) at (800) 424-8802 as soon as they gain knowledge of a discharge of oil that may be “harmful to the public health or welfare” (40 CFR 110.10). The criteria for establishing whether a discharge of oil may be harmful to public health or welfare is as follows (40 CFR 110.6):

- discharges that cause a sheen or discoloration on the surface of a water body;
- discharges that violate applicable water quality standards; and
- discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

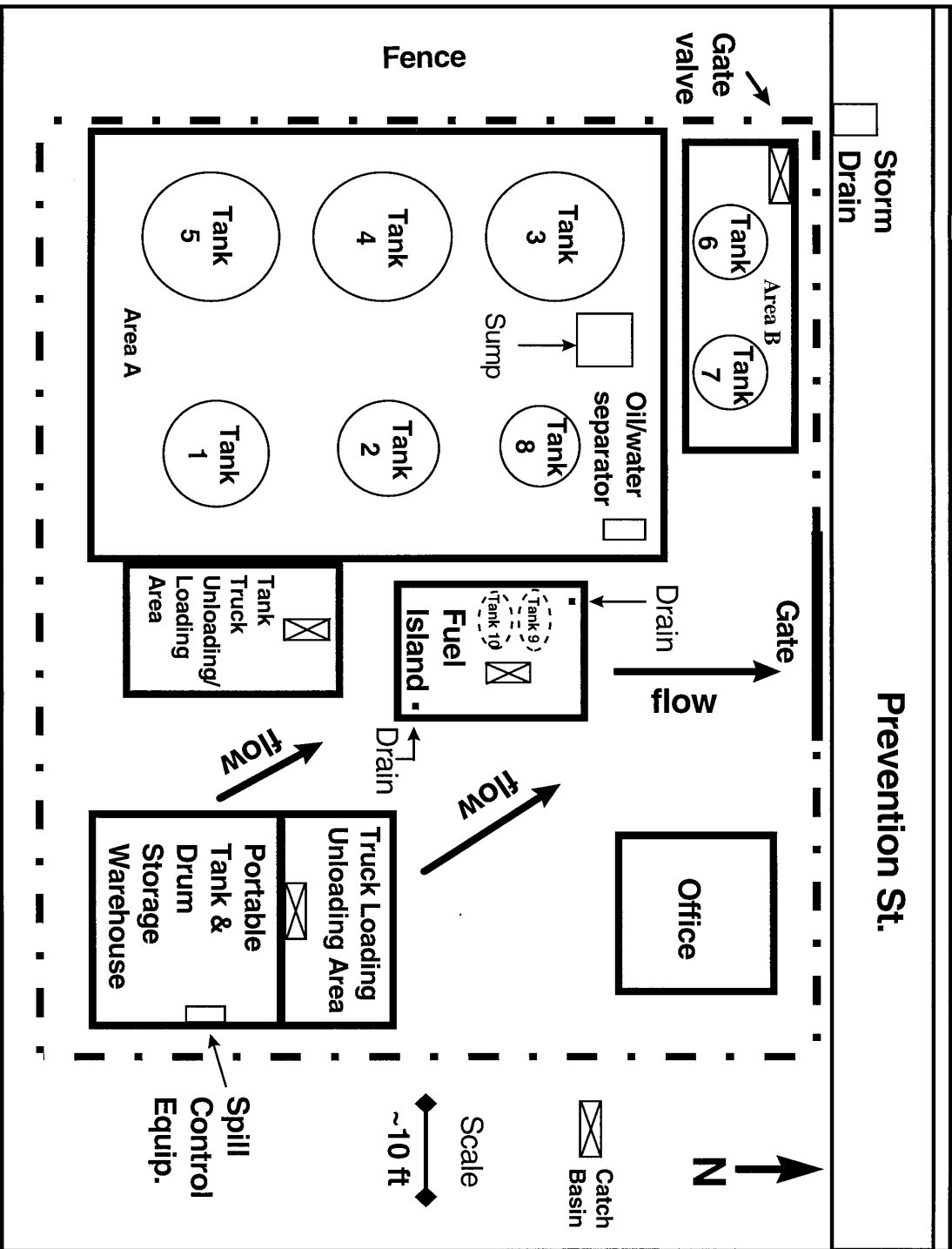
Exemptions to this rule include spills from properly functioning vessel engines, research and development releases, National Pollutant Discharge Elimination System (NPDES) permitted releases and discharges permitted under the International Convention for the Prevention of Pollution from Ships (MARPOL). Further information on the Discharge of Oil Regulation (40 CFR 110) and reporting of oil spills is provided in Appendix 4.

L. SCHEDULE

In this section, the facility should list the tasks to be completed as part of this plan and the scheduled date of completion. Tasks to include on this list are: any scheduled tank upgrades, repairs, closures; construction or purchase of secondary containment structures or equipment; training sessions; and planned updates to the SPCC Plan (required every three years).

TABLES & FIGURES

FIGURE x – Facility Layout and Surface Drainage Plan



APPENDIX 1

SECONDARY CONTAINMENT CALCULATIONS (SAMPLES) & USE OF ALTERNATIVE SECONDARY CONTAINMENT MEASURES

APPENDIX 2

INSPECTION SHEETS & REPORTING FORMS (SAMPLES)

APPENDIX 3

CEM EMERGENCY TELEPHONE DIRECTORY

**1.0 EMERGENCY TELEPHONE DIRECTORY
CALL DOWN ROSTERS**

LOCAL POLICE

Chief
Emergency Phone: 911
Business Phone: 978-772-8800

FIRE DEPARTMENT

Chief
Emergency Phone: 911
Business Phone: 978-772-4600

(a) EMERGENCY MEDICAL SERVICES (EMS)

Dispatch
Emergency Phone: 911
Business Phone: 978-772-4600

PUBLIC SAFETY DIRECTOR (PSD)

Director
Emergency Phone: 911
Business Phone: 978-772-4600

EMERGENCY OPERATIONS CENTER (EOC)

MSP – TPC-9
Emergency Phone: 911
Business Phone:

DEPARTMENT OF PUBLIC WORKS (DPW)

Director of Public Works
Emergency Phone: 911
Garage Phone: 978-772-1864

HAZMAT NOTIFICATION LIST

Local Agencies

AGENCY	PHONE
Fire	911
Police	911
Health	
Emergency Management	911
LEPC Chairman	

State Agencies

AGENCY	PHONE
Massachusetts Emergency Management Agency (MEMA)	508-820-2000
Department of Environmental Protection (DEP)	508-292-5500
Northeast / Metro Boston (Woburn)	617-727-5194
Southeast (Lakeville)	508-946-2700
Central (Worcester)	508-792-7650
Western (Springfield)	413-784-1100
Department of Public Health (MDPH)	617-624-6000
Massachusetts State Police (MSP)	800-525-5555
Department of Labor & Occupational Safety (Boston)	617-727-3452

Federal Agencies

AGENCY	PHONE
National Response Center	800-424-8802
Environmental Protection Agency (EPA)	617-223-7265
Department of Transportation (DOT)	617-494-2000
Federal Emergency Management Agency (FEMA)	617-223-9540

Other

AGENCY	PHONE
CHEMTREC	800-424-9300

EMERGENCY TELEPHONE NUMBERS

Special

AGENCY	PHONE
CHEMTREC	800-424-9300
NRC Emergency Ops Center, Washington, D.C.	301-816-5100
USCG National Response Center	800-424-8802
DLA (Defense Logistics Agency) (<i>Hazardous Materials other than explosives or ammunition</i>)	800-851-8061
U.S. Army Operations Center (explosives & ammo)	703-697-0218
JNACC Defense Nuclear Agency & Department of Energy	703-325-2102

Federal

AGENCY	PHONE
DOE (Department of Energy National Emergency Operations Center)	202-586-8100
EPA (Environmental Protection Agency / national office)	215-597-9898
FEMA (Federal Emergency Management Agency / national office)	202-898-6100
NRC (Nuclear Regulatory Agency / national office)	301-951-0550

Regional Offices

AGENCY	PHONE
DOE Region 1 Radiological Assistance Program	516-344-2200
FEMA Region 1 – Boston, MA	617-223-9540
NRC Regional Office – King of Prussia, PA	610-337-5000
EPA Regional Office – Boston, MA	617-223-7265
US Coast Guard Marine Safety Office – Boston, MA	617-223-3000
US Department of Transportation Region 1 – Boston, MA	617-223-8555

State

AGENCY	PHONE
Coastal Zone Management – Boston, MA	617-727-9530 x 456
Emergency Management Agency – Framingham, MA	508-820-2000
MA Environmental Protection Agency – Boston, MA	617-292-5500
MA Highway Department – Boston, MA	617-973-7305
NIAT Team (office hours) – Boston, MA	617-727-9710
NIAT Team (outside office hours) – Framingham, MA	508-820-2121
State Police – Framingham, MA	508-820-2300

APPENDIX 4

OIL SPILL REPORTING INFORMATION

APPENDIX 5

CERTIFICATION OF APPLICABILITY OF SUBSTANTIAL HARM CRITERIA CHECKLIST

**CERTIFICATION OF APPLICABILITY OF
SUBSTANTIAL HARM CRITERIA CHECKLIST**

FACILITY NAME: _____

FACILITY ADDRESS: _____

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

YES _____ NO _____

2. Does the facility have a total oil storage capacity greater than or equal to one million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

YES _____ NO _____

3. Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance¹ such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments²?

YES _____ NO _____

4. Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance¹ such that a discharge from the facility would shut down a public drinking water intake²?

YES _____ NO _____

5. Does the facility have a total oil storage capacity greater than or equal to one million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five years?

YES _____ NO _____

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

¹ Distance shall be calculated using the formula in Attachment C-111, Appendix C, 40 CFR 112 or a comparable formula (attach formula calculations).

² Further description of fish and wildlife and sensitive environments is provided in Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Environments" (Section 10, Appendix E, 40 CFR 112 for availability) and any applicable area contingency plans.

³ For the purposes of 40 CFR 112, public drinking water intakes are analogous to public water systems as described in 40 CFR 143.2 (c).

APPENDIX 6

CERTIFICATION STATEMENT & COMPLIANCE INSPECTION PLAN REVIEW PAGE

SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN
CERTIFICATION STATEMENTS

FACILITY NAME: _____

FACILITY ADDRESS: _____

In accordance with 40 CFR 112.3(d), I certify that this Spill Prevention Control and Countermeasure Plan satisfies the requirements of 40 CFR 112. By means of this certification, I certify that I have examined the above named facility at the above named address and am familiar with the provisions of 40 CFR 112. I attest that this SPCC Plan has been prepared in accordance with good engineering practices.



Registered Professional Engineer

Signature: _____

Name: _____

Registration Number: _____ Registration State: _____

Date: _____

The SPCC Plan prepared for this facility has the full approval of management at a level with authority to commit resources necessary to implement this plan.

Signature: _____

Name: _____

Title: _____

Date: _____

COMPLIANCE INSPECTION PLAN REVIEW PAGE

In accordance with 40 CFR 112.5(b), a review and evaluation of this Spill Prevention Control and Countermeasure (SPCC) Plan will be completed every three years at a minimum. The will be amended to include more effective and proven prevention and control technologies if these technologies significantly reduce the likelihood of discharge of oil from the facility. Amendments to this plan will be completed within six months of completing the review and evaluation.

The plan shall also be amended whenever there is a “change in facility design, construction, operation or maintenance which materially affects the facility’s potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines” (40 CFR 112.5(a)). Amendments to the plan shall be completed and implemented within six months of the facility changes.

Any amendments to the SPCC Plan shall be certified by a registered professional engineer, in accordance with 40 CFR 112.3(d).

Date	Plan Review/Amendment	Signature	Title
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.