

# **SPILL PREVENTION, CONTROL, & COUNTERMEASURE (SPCC) PLAN**

## ***Barnegat Township DPW Facility***

35 Lippencott Avenue  
Block 113, Lot 4.01  
Barnegat Township, Ocean County, NJ

May 2013

REVISED OCTOBER 2022

Prepared for:

Barnegat Township  
900 W. Bay Avenue  
Barnegat, NJ 08005

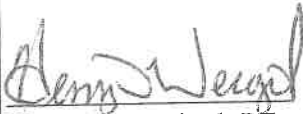
Prepared by:



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**CERTIFICATION  
ENGINEER**

*I have examined the Spill Prevention Control and Countermeasure (SPCC) Plan for the Barnegat Township DPW facility located at 35 Lippincott Avenue in Barnegat Township, New Jersey, and certify that this SPCC Plan has been prepared in accordance with good engineering practices and as required under the regulations.*



Henry D. Weigel, PE  
NJ License #39621

6/10/13

Date

**CERTIFICATION  
FACILITY MANAGER**

*Barnegat Township is committed to preventing discharges of oil to navigable waters and the environment, and to maintaining the highest standards for spill prevention control and countermeasures through the implementation and regular review and amendment to this SPCC Plan. The Plan has the full approval of Barnegat Township management and the Township has committed the necessary resources to implement the measures described in this Plan.*

*I hereby approve the use of this SPCC Plan and will ensure that it is implemented as required under 40 CFR Part 112.*



Roger Budd  
Dept. of Public Works

6/14/13

Date

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## Introduction & Methodology

The purpose of this Spill Prevention, Control, and Countermeasure (SPCC) Plan is to describe measures implemented by Barnegat Township at their Department of Public Works (DPW) Facility to prevent oil discharges from occurring; and to prepare Barnegat Township staff to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge.

This Plan has been prepared to meet the requirements of Title 40, *Code of Federal Regulations*, Part 112 (40 CFR part 112), and supersedes any earlier Plan developed to meet provisions in effect since 1974. In addition to fulfilling requirements of 40 CFR Part 112, this Plan is used as a reference for oil storage information and testing records, as a tool to communicate practices on preventing and responding to discharges with employees, as a guide to facility inspections, and as a resource during emergency response.

Barnegat Township facility management has determined that this facility does not pose a risk of substantial harm under 40 CFR part 112, as recorded in the "Substantial Harm Determination" included in Appendix B of this Plan.

This Plan provides guidance on key actions that Barnegat Township must perform to comply with the SPCC rule:

- Complete monthly and annual site inspections as outlined in the Inspection, Tests, and Records (Section 3.7) portion of this Plan using the inspection checklists included in Appendix C.
- Perform preventive maintenance of equipment, secondary containment systems, and discharge prevention systems described in this Plan as needed to keep them in proper operating conditions.
- Conduct annual employee training as outlined in the Personnel, Training, and Spill Prevention Procedures (Section 3.8) portion of this Plan and document them on the log included in Appendix E.
- If either of the following occurs, submit the SPCC Plan to the EPA Region 2 Regional Administrator and the New Jersey Department of Environmental Protection (NJDEP), along with other information as detailed in Section 5.4 of this Plan:
  - The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the U.S. or adjoining shorelines in a single spill event; or
  - The facility discharges oil in quantity greater than 42 gallons in each of two spill events within any 12-month period.
- Review the SPCC Plan at least once every five (5) years and amend it to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a spill event and has been proven effective in the field at the time of the review. Plan amendments, other than administrative

changes discussed above, must be recertified by a Professional Engineer on the certification page in Section 1 of this Plan.

- Amend the SPCC Plan within six (6) months whenever where is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The revised Plan must be recertified by a Professional Engineer (PE).
- Review the Plan on an annual basis. Update the Plan to reflect any "administrative changes" that are applicable, such as personnel changes or revisions to contact information, such as phone numbers. Administrative changes must be documented in the Plan Review Log (see Section 1), but do not have to be certified by a PE.

## **1.0 Plan Administration**

### 1.1 Management Approval and Designated Person

Barnegat Township is committed to preventing discharges of oil to navigable waters and the environment, and to maintaining the highest standards for spill prevention control and countermeasures through the implementation and regular review and amendment to the Plan. This SPCC Plan has the full approval of Barnegat Township management. Barnegat Township has committed the necessary resources to implement the measures described in this Plan.

The facility manager is the designated person accountable for oil spill prevention at the facility and has the authority to commit the necessary resources to implement this Plan. This authorization is hereby given to the facility manager by Roger Budd, Department of Public Works.

### 1.2 Professional Engineer Certification

The registered Professional Engineer, who has prepared, signed and sealed this Plan, is familiar with the requirements of Part 112 of Title 40 of the *Code of Federal Regulations* (40 CFR part 112) and has visited and examined the facility, or has supervised examination of the facility by appropriately qualified personnel. The registered Professional Engineer also attests that this Spill Prevention, Control, and Countermeasure Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards and the requirements of 40 CFR part 112; that procedures for required inspections and testing have been established; and that this Plan is adequate for the facility.

This certification in no way relieves the owner or operator of the facility of his/her duty to prepare and fully implement this SPCC Plan in accordance with the requirements of 40 CFR Part 112. This Plan is valid only to the extent that the facility owner or operator maintains, tests, and inspects equipment, containment, and other devices as prescribed in this Plan.

### 1.3 Location of SPCC Plan

A complete copy of this SPCC Plan is maintained at the facility in the kiosk under the dispenser canopy. Although the facility is not manned, access to the kiosk is always available to authorized personnel.

### 1.4 Plan Review

**Changes in Facility Configuration** – The Barnegat Township DPW Facility periodically reviews and evaluates this SPCC Plan for any change in the facility design, construction, operation, or maintenance that materially affects the facility's potential for an oil discharge, including, but not limited to:

- commissioning of containers;
- reconstruction, replacement, or installation of piping systems;
- construction or demolition that might alter secondary containment structures; or
- changes of product or service, revisions to standard operation, modification of testing/inspection procedures, and use of new or modified industry standards or maintenance procedures.

Amendments to the Plan made to address changes of this nature are referred to as technical amendments, and must be certified by a PE. Non-technical amendments can be done (and must be documented in this section) by the facility owner and/or operator. Non-technical amendments include the following:

- change in the name or contact information (i.e., telephone numbers) of individuals responsible for the implementation of this Plan; or
- change in the name or contact information of spill response or cleanup contractors.

Barnegat Township must make the needed revisions to the SPCC Plan as soon as possible, but no later than six months after the change occurs. The Plan must be implemented as soon as possible following any technical amendment, but no later than six months from the date of the amendment. The Facility Manager is responsible for initiating and coordinating revisions to the SPCC Plan.

**Scheduled Plan Reviews** - Barnegat Township DPW Facility reviews this SPCC Plan at least once every five years. Revisions to the Plan, if needed, are made within six months of the five-year review. A registered Professional Engineer certifies any technical amendment to the Plan, as described above. This Plan is dated May 2013 and, therefore, the first plan review is scheduled to take place by May 2018.

**Record of Plan Reviews** - Scheduled reviews and Plan amendments are recorded in the Plan Review Log (see Table 1). This log must be completed even if no amendment is made to the Plan as a result of the review. Unless a technical or administrative change

prompts an earlier review of the Plan, the first scheduled review of this Plan must occur by May 2018.

### 1.5 Facilities, Procedures, Methods, or Equipment Not Yet Fully Operational

Section 4.2 of this Plan describes the inspection program to be implemented by the facility following a regular schedule, including the dates by which each of the bulk storage containers must be tested.

### 1.6 Cross-Reference with SPCC Provisions

This SPCC Plan does not follow the exact order presented in 40 CFR Part 112. However, section headings identify, where appropriate, the relevant subparts of the SPCC rule.

## **2.0 General Facility Information**

The Barnegat Township DPW Facility is still in the process of being developed. Regarding the fuel storage, the tanks were reportedly installed circa-2008, but weren't put into regular service until August 2012. Pertinent contact information is provided below.

Name:	Barnegat Township DPW Facility
Address:	35 Lippencott Avenue Barnegat, NJ 08005
Type:	Public Works Facility
Owner/Operator:	Barnegat Township 900 W. Bay Avenue Barnegat, NJ 08005
Primary contact:	Roger Budd Work: (609) 698-6185 Cell (24 hours): (609) 548-2168

### 2.1 Facility Description

**Location & Activities** – The DPW Facility distributes limited petroleum products (gasoline and diesel fuel) to municipal employees. Note that the Barnegat Twp DPW Facility receives its gasoline and diesel fuel products by common carrier via tanker truck.

The Location Plan and Facility Diagram (Aerial Photo) included in Appendix A of this Plan show the location and layout of the facility. The Facility Diagram shows the location of oil containers, buildings, loading/unloading and transfer areas, and critical spill control structures.



The DPW Facility property is situated at 35 Lippencott Avenue in Barnegat Township, Ocean County, New Jersey. The tax map indicates that the property consists of a single parcel,  $\pm 6.7$  acres in area and is identified as Block 113, Lot 4.01.

Currently situated at the *DPW Facility* are several structures/ facilities identified as follows:

- Near the northern most property corner are the two ASTs. Just south of the ASTs, are the two dispenser islands and kiosk underneath a canopy.
- Along the northern property boundary, closer to the eastern most property corner is the salt storage building.
- Near the southern most property corner is the storm water management facility (basin).

**Oil Storage** - The usable products are stored in aboveground storage tanks (ASTs), as follows:

- One 5,000 gallon tank, double-walled steel gasoline tank.
- One 10,000 gallon tank, double-walled steel diesel fuel tank.

Waste products are not stored on-site.

The capacities of 'oil' containers present at the site are listed in Table 2 and there locations are indicated on the facility diagram. All containers with capacity of 55 gallons or more are included.

## 2.2 Evaluation of Discharge Potential

**Distance to Navigable Waters and Adjoining Shorelines and Flow Paths** – Analysis of the United States Geological Survey (USGS) West Creek, New Jersey quadrangle map indicates a topographic high of near 100 feet above mean sea level (msl) located on or near the DPW Facility site. In general, the site is relatively flat with elevations remaining somewhat consistent throughout the site. Regarding surface water bodies, tributaries of Fourmile Branch are situated  $\pm 0.35$  miles east and  $\pm 0.45$  miles northwest of the DPW Facility, while Fourmile Branch itself is situated  $\pm 0.50$  miles southwest of the site. Fourmile Branch flows in a southerly direction into Mill Creek, which eventually empties estuarine bay behind Ship Bottom/ Brant Beach. It is also noted that the DPW Facility borders the Garden State Parkway to the east. Topographic, hydrologic and other physical features of the site are illustrated on the mapping provided in this Plan.

In the area of the on-site ASTs, the ground surface area consists of an intact concrete pad with an asphalt apron; and surface drainage in this area appears to generally flow toward the on-site inlet(s) and then into the on-site storm water management facility (basin). Spill trajectories are indicated on the facility diagram.

**Discharge History** – Regarding the current aboveground storage, no reported discharges have occurred at the Barnegat Twp DPW Facility as of the writing of this Plan. However, Table 3 below is provided as a place to record future discharges at the facility should such occur.

### 3.0 **Discharge Prevention - General SPCC Provisions**

The following measures are implemented to prevent oil discharges during the handling, use, or transfer of oil products at the facility. Oil-handling employees have received training in the proper implementation of these measures.

#### 3.1 Compliance with Applicable Requirements

The aboveground storage tanks (T1 & T2) appear to meet the specifications provided in EPA's memorandum concerning its policy on double-walled tanks.

#### 3.2 Facility Layout Diagram

Figure 1 in Appendix A shows the general location of the facility on a U.S. Geological Survey topographic map. Figure 2 in Appendix A is an aerial photo from 2010 illustrating the layout of the facility and the general location of storage tanks.

#### 3.3 Spill Reporting

The discharge notification form included in Appendix I will be completed upon immediate detection of a discharge and prior to reporting a spill to the proper notification contacts.

#### 3.4 Potential Discharge Volumes and Direction of Flow

Table 4 presents expected volume, discharge rate and general direction of flow in the event of equipment failure. The Table also indicates the means of secondary containment for different parts of the facility where oil is stored, used, or handled.

#### 3.5 Containment and Diversionary Structures

Methods of secondary containment at this facility include a combination of structures (e.g., dike, berm, built-in secondary containment, etc.), and land-based spill response (e.g., drain covers, sorbents, etc.) to prevent oil from reaching navigable waters and adjoining shorelines:

For bulk storage containers (refer to Section 4.2 of this Plan).

**Dike.** Not applicable.

**Double-wall tank construction.** Applicable; both tanks have a double-wall design.

**Spill pallets.** Not applicable; no 55-gallon drums are stored on-site.

At the loading/ unloading area (refer to Section 3.10 of this Plan):

**Rollover berm.** It is acknowledged that the tank loading/ unloading area does not need to be surrounded by a rollover-berm that provides sufficient containment, since the facility does not have a loading or unloading 'rack'. EPA notes that "loading/ unloading areas utilizing a single hose and connection or standpipe are not considered 'racks'."

In transfer areas and other parts of the facility where a discharge could occur:

**Drip pans.** If/ where appropriate, joints and valves should be equipped with drip pans to contain small leaks from the piping/ hose connections.

**Sorbent material.** It is acknowledged that spill cleanup kits, that include absorbent material, booms, and other portable barriers, should be made available on-site. A spill kit is located at the fuel dispenser island; and there is a second spill kit located on-site, inside the salt storage building. This is to allow for quick deployment in the event of a discharge during loading/ unloading activities or any other accidental discharge outside the dike area, such as from tank vehicles entering/ leaving the facility or spills associated with a fuel dispenser. The response equipment inventory for the facility is listed in Appendix J of this Plan. The inventory is checked monthly to ensure that used material is replenished.

**Drainage system.** Although there is an engineered drainage system on-site, it has not been specifically designed to capture petroleum discharges from the facility.

**Oil/water separator.** Not applicable; no oil/water separator system exists on-site.

### 3.6 Practicability of Secondary Containment

Barnegat Township has determined that secondary containment is practicable at this facility. Specifically, the existing ASTs meet the specifications provided in EPA's memorandum concerning its policy on double-walled tanks.

### 3.7 Inspections, Tests, and Records

As required by the SPCC rule, Barnegat Township performs inspections, tests, and evaluations of the oil storage systems. Table 5 summarizes the various types of inspections and tests performed at the facility. The inspections and tests are described later in this section, and in the respective sections that describe different parts of the facility (e.g., Section 4.2 for bulk storage containers).

**Daily Inspection** - A Barnegat Township employee performs a complete walk-through of the facility each day. This daily visual inspection involves: (1) looking for tank/ piping damage or leakage, stained or discolored soils, etc.

**Monthly Inspection** - The checklist provided in Appendix C is used for monthly inspections by Barnegat Township personnel. The monthly inspections cover the following key elements:

- Observing the exterior of aboveground storage tanks, pipes, and other equipment for signs of deterioration, leaks, corrosion, and thinning.

- Observing tank foundations and supports for signs of instability or excessive settlement.

- Observing the tank fill and discharge pipes for signs of poor connection that could cause a discharge, and tank vent for obstructions and proper operation.

- Verifying the proper functioning of overfill prevention systems.

- Checking the inventory of discharge response equipment and restocking as needed.

All problems regarding tanks, piping, containment, or response equipment must immediately be reported to the Facility Manager. Visible oil leaks from tank walls, piping, or other components must be repaired as soon as possible to prevent a larger spill or a discharge to navigable waters or adjoining shorelines. Pooled oil is removed immediately upon discovery.

Written monthly inspection records are signed by the Facility Manager and maintained with this SPCC Plan for a period of three years.

**Annual Inspection** - Facility personnel perform a more thorough inspection of facility equipment on an annual basis. This annual inspection complements the monthly inspection described above and is performed using the checklist provided in Appendix C of this Plan.

Written annual inspection records are signed by the Facility Manager and maintained with this SPCC Plan for a period of three years.

**Periodic Integrity Testing** - If/ when deemed necessary, Tanks #1 and #2 will be evaluated by an outside certified tank inspector following the Steel Tank Institute (STI) *Standard for the Inspection of Aboveground Storage Tanks*, SP-001.

### 3.8 Personnel, Training, and Discharge Prevention Procedures

The Facility Manager is the facility designee and is responsible for oil discharge prevention, control, and response preparedness activities at this facility.

DPW Facility management has instructed oil-handling facility personnel in the operation and maintenance of oil pollution prevention equipment, discharge procedure protocols, applicable pollution control laws, rules and regulations, general facility operations, and the content of this SPCC Plan. Any new facility personnel with oil-handling

responsibilities are provided with this same training prior to being involved in any oil operation.

Annual discharge prevention briefings are held by the Facility Manager for all facility personnel involved in oil operations. The briefings are aimed at ensuring continued understanding and adherence to the discharge prevention procedures presented in the SPCC Plan. The briefings also highlight and describe known discharge events or failures, malfunctioning components, and recently implemented precautionary measures and best practices. Facility operators and other personnel will have the opportunity during the briefings to share recommendations concerning health, safety, and environmental issues encountered during facility operations.

Future training exercises will be periodically held to prepare for possible discharge responses. Records of the briefings and discharge prevention training are kept on the form shown in Appendix E and maintained with this SPCC Plan for a period of three years.

### 3.9 Security

The facility is surrounded by 10' high chain-link fencing. Additionally, the ASTs are surrounded by a separate 8' high chain-link fence.

Area lights located under the canopy illuminate the loading/ unloading and storage areas. The lights are placed to allow for the discovery of discharges and to deter acts of vandalism.

The electrical starter controls for the 'oil' pumps (i.e., turbine pumps on-top of the ASTs), are located within the fenced area of the tanks. The fenced area is locked at all times.

### 3.10 Tank Truck Loading/ Unloading Requirements

The potential for discharges during tank truck loading/ unloading operations is of concern at any facility. Barnegat Twp DPW Facility management is committed to ensuring the safe transfer of material to and from storage tanks. The following measures are implemented to prevent oil discharges during tank truck loading and unloading operations.

**Loading/ Unloading Procedures** - All suppliers must meet the minimum requirements and regulations for tank truck loading/unloading established by the U.S. Department of Transportation. Barnegat Township ensures that the vendor understands the site layout, knows the protocol for entering the facility and unloading product, and has the necessary equipment to respond to a discharge from the vehicle or fuel delivery hose.

The Facility Manager or his/her designee supervises oil deliveries for all new suppliers, and periodically observes deliveries for existing, approved suppliers.

All loading/ unloading of tank vehicles takes place only in the designated loading/ unloading area.

Vehicle filling operations are performed by Township personnel trained in proper discharge prevention procedures. The personnel remain with the vehicle at all times while fuel is being transferred. Transfer operations are performed according to the minimum procedures outlined in Table 6. This table is also posted next to the loading/ unloading point.

### **3.0 - Brittle Fracture Evaluation**

Not applicable; no field-constructed tanks exist at the facility.

### **3.1 - Conformance with State and Local Applicable Requirements**

As applicable, all bulk storage tanks at this facility are registered with the state and local authorities and have current certificates of registration and special use permits required by the local fire code.

No USTs exist on-site.

Storm water runoff is not treated on-site.

## **4.0 Discharge Prevention - SPCC Provisions for Onshore Facilities**

### **4.1 - Facility Drainage**

Any potential discharge from the aboveground storage tanks (ASTs) and associated appurtenances will likely be conveyed to the nearby storm water inlet; and then to the on- site storm water basin.

The facility does not include an engineered drainage system or oil/water separator.

### **4.2 - Bulk Storage Containers**

As provided previously, Table 2 summarizes the construction, volume, and content of bulk storage containers at the DPW Facility.

**Construction** - All oil tanks used at this facility are constructed of steel, in accordance with industry specifications as described above. The design and construction of all bulk storage containers are compatible with the characteristics of the oil product they contain, and with temperature and pressure conditions.

There is no piping between the aboveground storage tanks. Piping between the tanks and product dispensers is made of single-wall steel (aboveground) and double-wall fiberglass (underground). Aboveground piping is on appropriate supports designed to minimize erosion and stress.

**Secondary Containment** - As noted previously, the aboveground storage tanks (T1 & T2) appear to meet the specifications provided in EPA's memorandum concerning its policy on double-walled tanks.

**500 Gallon Used Oil Tank** – The used oil tank is located between the gasoline/diesel spilt tank and the maintenance garage. The tank is double walled. Used oil generated from maintenance activities is hand filled into the tank. The tank is equipped with a visual sight gauge.

**Drainage of Diked Areas** - Not applicable; diked areas exist at the facility.

**Corrosion Protection** – Not applicable; no metallic underground storage tanks or piping exist at the facility.

**Partially Buried and Bunkered Storage Tanks** - Not applicable; no partially buried or bunkered storage tanks at this facility.

**Inspections and Tests** - Visual inspections of ASTs by facility personnel are performed according to the procedure described in this SPCC Plan. Leaks from tank seams, gaskets, rivets, and bolts are promptly corrected. Records of inspections and tests are signed by the inspector and kept at the facility for at least three years.

The scope and schedule of certified inspections and tests performed on the facility's ASTs are specified in STI Standard SP-001. The external inspection includes ultrasonic testing of the shell, as specified in the standard, or if recommended by the certified tank inspector to assess the integrity of the tank for continued oil storage.

Records of certified tank inspections are kept at the facility for at least three years. Shell test comparison records are retained for the life of the tanks.

Table 7 summarizes inspections and tests performed on bulk storage containers.

The frequency is based on implementation of a scheduled inspection/ testing program. To initiate the program, ASTs were inspected as follows:

- An external inspection of both tanks [1 & 2] was performed by ATS Environmental Services on March 22, 2013 (see Appendix G).

**Heating Coils** - Not applicable; no tank heating coils exist at this facility.

**Overfill Prevention Systems** –The tanks are equipped with high level alarms and have an overfill prevention system. Facility personnel are present throughout the filling operations to monitor the product level in the tanks via a direct-reading level gauge.

Storage drums are not utilized at this facility.

**Effluent Treatment Facilities** - Not applicable; no effluent treatment facilities exist at the facility.

**Visible Discharges** - Visible discharges from any container or appurtenance – including seams, gaskets, piping, pumps, valves, rivets, and bolts – are quickly corrected upon discovery.

Oil is promptly removed from the diked area and disposed of according to the waste disposal method described in Part 5 of this Plan.

**Mobile and Portable Containers** – Not applicable; no mobile or portable oil storage containers exist at the facility.

#### 4.3 Transfer Operations, Pumping, and In-Plant Processes

Transfer operations at this facility include:

- The transfer of oil from tanker trucks to the aboveground storage tanks at the loading / unloading area.
- The transfer of 'oil' from the aboveground storage tanks to the dispensers located under the canopy. The oil is pumped from the storage tanks by means of steel/ fiberglass fuel lines and a pressurized turbine-pump system.
- The filling of vehicles using the product dispensers.

Lines that are not in service or are on standby for an extended period of time are capped or blank-flanged and marked as to their origin.

All pipe supports are designed to minimize abrasion and corrosion and to allow for expansion and contraction. Pipe supports are visually inspected during the monthly inspection of the facility.

All aboveground piping and valves are examined monthly to assess their condition. Inspection includes aboveground valves, piping, appurtenances, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces. Observations are noted on the monthly inspection checklist provided in this Plan.

All aboveground piping is located within areas that are not accessible to vehicular traffic and, therefore, warning signs to prevent vehicles from damaging aboveground piping and appurtenances are not posted. Additionally, brightly painted bollards to prevent vehicular collisions with equipment are a part of the facility design.

#### **5.0 Discharge Response**

This section describes the response and cleanup procedures in the event of an oil discharge. The uncontrolled discharge of oil to groundwater, surface water, or soil is prohibited by state and possibly federal laws. Immediate action must be taken to control, contain, and recover discharged product. In general, the following steps are taken:

1. Eliminate potential spark sources;
2. If possible and safe to do so, identify and shut down source of the discharge to stop the flow;
3. Contain the discharge with sorbents, berms, fences, trenches, sandbags, or other material;
4. Contact the Facility Manager or his/her alternate;
5. Contact regulatory authorities and the response organization; and
6. Collect and dispose of recovered products according to regulation.



For the purpose of establishing appropriate response procedures, this SPCC Plan classifies discharges as either “minor” or “major,” depending on the volume and characteristics of the material released.

A list of Emergency Contacts is provided in Appendix H. The list is also posted at prominent locations throughout the facility. A list of discharge response material kept at the facility is included in Appendix J.

#### 5.1 - Response to a Minor Discharge

A “minor” discharge is defined as one that poses no significant harm (or threat) to human health and safety or to the environment. Minor discharges are generally those where:

- The quantity of product discharged is small (e.g., may involve less than 10 gallons of oil);
- Discharged material is easily stopped and controlled at the time of the discharge; Discharge is localized near the source;
- Discharged material is not likely to reach water;
- There is little risk to human health or safety; and
- There is little risk of fire or explosion.

Minor discharges can usually be cleaned up by DPW Facility personnel. The following guidelines apply:

- Immediately notify the Facility Manager.
- Under the direction of the Facility Manager, contain the discharge with discharge response materials and equipment. Place discharge debris in properly labeled waste containers.
- The Facility Manager will complete the discharge notification form (Appendix I) and attach a copy to this SPCC Plan.
- For a discharge (of any volume) that enters the land or waters of the State of New Jersey, the NJDEP hotline number must be called at 1-877-WARNDEP within 15 minutes of the discovery of the discharge. If the DEP hotline number is inoperable, the State Police must be called at (609) 882-2000. For a discharge that is called into the hotline, a discharge confirmation report must be submitted as per NJAC 7:1E- 5.8.

#### 5.2 - Response to a Major Discharge

A “major” discharge is defined as one that cannot be safely controlled or cleaned up by facility personnel, such as when:

- The discharge is large enough to spread beyond the immediate discharge area;

- The discharged material enters water;
- The discharge requires special equipment or training to clean up;
- The discharged material poses a hazard to human health or safety; or
- There is a danger of fire or explosion.

In the event of a major discharge, the following guidelines apply:

- All workers must immediately evacuate the discharge 'site' via the most appropriate exit routes and move to areas a safe distance from the discharge.
- If the Facility Manager is not present at the facility, the senior on-site person notifies the Facility Manager of the discharge and has authority to initiate notification and response. Certain notifications are dependent on the circumstances and type of discharge.
- The Facility Manager (or senior on-site person) must call for medical assistance if workers are injured.
- The Facility Manager (or senior on-site person) must notify the Fire Department or Police Department.
- The Facility Manager (or senior on-site person) must call the spill response and cleanup contractors listed in the Emergency Contacts list in Appendix H.
- The Facility Manager (or senior on-site person) must immediately contact the New Jersey Department of Environmental Protection Emergency Action Hotline at 1-877-WARNDEP (1-877-927-6337) and the National Response Center (888-424-8802).
- The Facility Manager (or senior on-site person) must record the call on the Discharge Notification form in Appendix I and attach a copy to this SPCC Plan.
- The Facility Manager (or senior on-site person) coordinates cleanup and obtains assistance from a cleanup contractor or other response organization as necessary.

If the Facility Manager is not available at the time of the discharge, then the next highest person in seniority assumes responsibility for coordinating response activities.

### 5.3 - Waste Disposal

Wastes resulting from a minor discharge response will be containerized in impervious bags, drums, or buckets. The facility manager will characterize the waste for proper disposal and ensure that it is removed from the facility by a licensed waste hauler within two weeks.

Wastes resulting from a major discharge response will be removed and disposed of by a cleanup contractor.

#### 5.4 - Discharge Notification

Any size discharge (i.e., one that creates a sheen, emulsion, or sludge) that affects or threatens to affect navigable waters or adjoining shorelines must be reported immediately to the National Response Center (1-800-424-8802). The Center is staffed 24 hours a day.

A summary sheet is included in Appendix I to facilitate reporting. The person reporting the discharge must provide the following information:

- Name, location, organization, and telephone number
- Name and address of the party responsible for the incident
- Date and time of the incident
- Location of the incident
- Source and cause of the release or discharge
- Types of material(s) released or discharged
- Quantity of materials released or discharged
- Danger or threat posed by the release or discharge
- Number and types of injuries (if any)
- Media affected or threatened by the discharge (i.e., water, land, air)
- Weather conditions at the incident location
- Any other information that may help emergency personnel respond to the incident

Contact information for reporting a discharge to the appropriate authorities is listed in Appendix H and is also posted in a prominent location at the facility (e.g., within the kiosk).

In addition to the above reporting, 40 CFR Part 112 requires that information be submitted to the United States Environmental Protection Agency (EPA) Regional Administrator and the appropriate state agency in charge of oil pollution control activities (see contact information in Appendix H) whenever the facility discharges *more than 1,000 gallons of oil in a single event, or more than 42 gallons of oil in each of two discharge incidents within a 12-month period*. The following information must be submitted to the EPA Regional Administrator and to NJDEP within 60 days:

- Name of the facility;
- Name of the owner/operator;
- Location of the facility;
- Maximum storage or handling capacity and normal daily throughput;
- Corrective action and countermeasures taken, including a description of

- Description of facility, including maps, flow diagrams, and topographical maps;
- Cause of the discharge(s) to navigable waters and adjoining shorelines, including
- a failure analysis of the system and subsystem in which the failure occurred;
- Additional preventive measures taken or contemplated to minimize possibility of recurrence; and
- Other pertinent information requested by the Regional Administrator.

A standard report for submitting the information to the EPA Regional Administrator and to NJDEP is included in Appendix K of this Plan.

#### 5.5 - Cleanup Contractors and Equipment Suppliers

Contact information for specialized spill response and cleanup contractors is provided in Appendix H. These contractors have the necessary equipment to respond to a discharge of oil.

Spill kits are located at the dispenser island and inside the salt storage building. The inventory of response supplies and equipment is provided in Appendix J of this Plan. The inventory is verified on a monthly basis. Additional supplies and equipment may be ordered from the following sources:

Lab Safety Supply; (800) 356-0783; [www.labsafety.com](http://www.labsafety.com)

Advanced Environmental Solutions; (800) 275-3549; [www.advenvironmental.com](http://www.advenvironmental.com)

Local emergency response/ cleanup contractors are identified in Appendix H and include:

Northstar Marine; (609) 263-2222

Clean Venture; (856) 863-8778

Table 1 Plan Review Log				
<u>By</u>	<u>Date</u>	<u>Activity</u>	<u>PE Certification (if required)</u>	<u>Comments</u>
Roger Buckel	10/3/22	Added waste oil <sup>transfer</sup>		

\* PE certifications of this Plan are summarized below.

<u>Date</u>	<u>Scope</u>	<u>PE Name</u>	<u>Licensing State &amp; Registration No.</u>

Table 2 Oil Containers - Fixed Storage			
<u>ID</u>	Storage Capacity	Contents	Description
T1	5,000 gals	Gasoline	Horizontal AST, double-walled, steel
T2	10,000 gals	Diesel Fuel	Horizontal AST, double-walled, steel
T3	500 gals	Waste Oil	Horizontal, single- walled, steel

Table 2 - continued Oil Containers - Portable Storage			
<u>ID</u>	Storage Capacity.	Contents	Description

Total Oil Storage: ±15,000 gallons

[illegible][illegible]

**Table 4**  
**Potential Discharge Volumes and Direction of Flow**  
**Usable Products**

Potential Event	Maximum Volume Release (gallons)	Maximum Discharge Rate	Direction of Flow	Secondary Containment
Storage Area (ASTs T1 & T2 & T3)				
Failure of aboveground tank (collapse or puncture below product level)	1 0,000	Gradual to instantaneous	South to Storm Basin	Secondary Tank
Tank overfill	1 to 120	60 gal/min	South to Storm Basin	spill response capability (spill kit)
Pipe failure	1 0,000	60 gal/min	South to Storm Basin	Secondary Pipe or spill response capability (spill kit)
Leaking pipe or valve	1 0,000	1 gal/min	South to Storm Basin	
Loading /Unloading Area				
Tank truck leak or failure	1 to 2,000	Gradual to instantaneous	South to Storm Basin	spill response capability (spill kit)
Hose leak during truck loading	1 to 275	60 gal/min	South to Storm Basin	spill response capability (spill kit)
Fuel Dispensing Area				
Dispenser hose/connections leak	1 to 150	15 gal/min	South to Storm Basin	spill response capability (spill kit)
Waste oil is hand filled into the tank	1- to 150	N/A	South to Storm Basin	spill response capability (spill kit)



**Table 5**  
**Inspection and Testing Program**

<u>Facility Component</u>	<u>Action</u>	<u>Frequency/ Circumstances</u>
Aboveground container	Test container integrity. Combine visual inspection with another testing technique (non-destructive shell testing). Inspect outside of container for signs of deterioration and discharges.	Following a regular schedule (monthly, annual, and during scheduled inspections) and whenever material repairs are made.
Container supports and foundation	Inspect container's supports and foundations.	Following a regular schedule (monthly, annual, and during scheduled inspections) and whenever material repairs are made.
Liquid level sensing devices	Test for proper operation.	Monthly
Diked area	N/A	N/A
Lowermost drain and all outlets of tank truck	Visually inspect.	Prior to use/ departure
Effluent treatment facilities	N/A	N/A
All aboveground valves, piping, and appurtenances	Assess general condition of items, such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces.	Monthly
Buried metallic storage tank	N/A	N/A
Buried piping	Inspect for deterioration.  Conduct integrity and leak testing.	Whenever a section of buried line is exposed for any reason.  At the time of installation, modification, construction, relocation, or replacement.

**Table 6**  
**Fuel Transfer Procedures**

Prior to loading/ unloading	<p>Visually check all hoses for leaks and wet spots.</p> <p>Verify that sufficient volume (ullage) is available in the storage tank or truck.</p> <p>Lock in the closed position all drainage valves of the secondary containment structure.</p> <p>Secure the tank vehicle with wheel chocks and interlocks.</p> <p>Ensure that the vehicle's parking brakes are set.</p> <p>Verify proper alignment of valves and proper functioning of the pumping system.</p> <p>If filling a tank truck, inspect the lowermost drain and all outlets.</p> <p>Establish adequate bonding/grounding prior to connecting to the fuel transfer point.</p> <p>Turn off cell phone.</p>
During loading/ unloading	<p>Driver must stay with the vehicle at all times during loading/unloading activities.</p> <p>Periodically inspect all systems, hoses and connections.</p> <p>When loading, keep internal and external valves on the receiving tank open along with the pressure relief valves.</p> <p>When making a connection, shut off the vehicle engine.</p> <p>When transferring Class 3 materials, shut off the vehicle engine unless it is used to operate a pump.</p> <p>Maintain communication with the pumping and receiving stations.</p> <p>Monitor the liquid level in the receiving tank to prevent overflow.</p> <p>Monitor flow meters to determine rate of flow.</p> <p>When topping off the tank, reduce flow rate to prevent overflow.</p>
After loading/ unloading	<p>Make sure the transfer operation is completed.</p> <p>Close all tank and loading valves before disconnecting.</p> <p>Securely close all vehicle internal, external, and dome cover valves before disconnecting.</p> <p>Secure all hatches.</p> <p>Disconnect grounding/bonding wires.</p> <p>Make sure the hoses are drained to remove the remaining oil before moving them away from the connection. Use a drip pan.</p> <p>Cap the end of the hose and other connecting devices before moving them to prevent uncontrolled leakage.</p> <p>Remove wheel chocks and interlocks.</p> <p>Inspect the lowermost drain and all outlets on tank truck prior to departure. If necessary, tighten, adjust, or replace caps, valves, or other equipment to prevent oil leaking while in transit.</p>

**Table 7**  
**Scope and Frequency of Bulk Storage Containers Inspections and Tests**

<u>Inspection/ Test</u>	<u>Tank ID</u>			
	<u>T1</u>	<u>T2</u>		
Visual inspection by facility personnel (as per checklist of Appendix C).	M, A	M, A		
External inspection by certified inspector (as per STI Standard SP-001).	tbd	tbd		
Internal inspection by certified inspector (as per STI Standard SP-001)	+	+		

Legend:      M – Monthly  
                   A – Annually  
                   + - Internal inspection may be recommended by the certified inspector  
                           based on findings from the external inspection.

**Appendix A**  
**Location Plan and Facility Diagram**

