

# City of Salem Spill Prevention and Response Procedure

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## **Policy Statement**

The City of Salem, operators of McNary Field, will follow standard response procedures (SRPs) outlined herein to efficiently respond to releases/spills of hazardous and incidental materials within the boundaries of the City of Salem Municipal Airport McNary Field. The primary objectives in developing these procedures are to ensure protection of the environment that could potentially be impacted by material spills, provide guidance for the safety of public, tenant and facility personnel, and to minimize impacts to facility operations through the improvement of communication and coordination procedures when responding to spill events.

The Code of Federal Regulations (CFR) Title 40 Part 112, which outlines the Spill Prevention Control and Countermeasures Plan (SPCC), applies to any facilities with aggregate above ground oil storage capacity greater than 1,320 US gallons or completely buried storage capacity greater than 42,000 US gallons. Oil of any type is covered by this regulation (including fuel) and facilities which meet either of the above stated thresholds are required to develop and maintain a SPCC plan. Guidance on City procedures is also documented in City Procedure GM 1-18 which is included as an attachment to this plan.

It is the duty of the responsible party (RP) to perform the appropriate response, cleanup and documentation reporting actions. In all cases, the RP is to coordinate response and reporting with the Airport Stormwater Manager.

In the event of a nonhazardous spill, contact the City of Salem Public Works 24-hour Dispatch Center at 503-588-6333. In the event of a hazardous spill, immediately forward notification to 911 Dispatch Center who will then contact the City of Salem Hazardous Response Team (HazMat Team) who can also be reached at 503-588-6245. It is the responsibility of the first responder to notify the applicable agency as soon as possible after observing a spill or release.

## **Introduction**

### **Background**

The Salem Municipal Airport McNary Field is a multi-tenant facility and each individual tenant is a RP for spills/releases of materials within their leasehold or by their employees anywhere within the Airport. The more common materials to be released/spilled primarily include vehicle fluids, stored fuels and fire suppressants.

The City of Salem Public Works Environmental Services Department is responsible for ensuring agency notification by tenants/RPs and for the oversight and containment of spills/releases that may impact the environment and/or receiving waters. For hazardous material spills, the local Fire Department Hazardous Response Team provides initial incident command and control. Their facility is located on Airport property in Drainage Basin 1.

### **Jurisdictional Coverage**

SRPs described within this plan apply to spills within the Airport perimeter, encompassing Drainage Basins 1 through 7. In cases where tenant spill and response plans overlap, the most stringent requirements are to be followed.

## **Personnel, Roles, Responsibilities and Communications**

### **911 Emergency Dispatch Center**

In the event an emergency or hazardous material spill/release is observed, immediately notify the 911 dispatch center and communicate the need to mobilize emergency response personnel. The 911 dispatch center will then coordinate with the local HazMat Team to mobilize response personnel to the site.

### **Airport Communications**

Contact the City of Salem Airport Administrator in the event an emergency/hazardous material spill is observed (following notification to the 911 dispatch center) or when direction or assistance is needed for a non-emergency/incidental spill. The airport stormwater manager is to ensure that proper response, containment, removal/disposal and reporting procedures, in line with the current 1200-Z permit, are followed and documented.

*John Paskell, Airport Administrator, (503) 589-2057*

### **Environmental Services Department**

The City of Salem Public Work Environmental Services Department is responsible for the containment of non-hazardous spills and/or releases. They are available through the Public Works Dispatch Center 24-hours a day.

*Environmental Services, (503) 588-6311*

### **Hazardous Materials Response Team**

The City of Salem HazMat Team is responsible for the initial response, containment and incident command for emergency/hazardous material spills and/or releases. They are located at Fire Station 6 which is on the Airport property. They are available through the Public Works Dispatch Center 24-hours a day, or by contacting the 911 Dispatch Center.

*Hazardous Materials Response Team, (503) 588-6245*

## **Material Labeling**

All materials deemed as significant or those which have the potential to enter the stormwater pathway are to be labeled appropriately. Labels are to be kept current and must clearly indicate the following:

- Material stored and usable condition (e.g., “used oil”)
- Dates (e.g., procurement, usable life, storage transfer)
- Applicable information from or reference to Material Safety Data Sheet (MSDS)
- Means of cleanup and/or immediate neutralization

All used materials or those beyond their useful life as directed by the manufacturer, should be removed from tenant areas and properly disposed of offsite. Any changes to stored materials or significant operations should be communicated to the Airport Stormwater Manager, with notification if necessary provided to DEQ.

## **Preventative Measures**

Preventative measures are those efforts both structural and nonstructural which strive to reduce the likelihood and minimize potential impacts of spills and/or releases of materials to the environment. Beyond typical housekeeping and maintenance procedures, preventative measures are material handling protocols and structural barriers that reduce the likelihood of a spill, as well as minimize the potential release of materials to the stormwater pathway in the event of a spill. For example, bollards placed around material storage areas reduce the likelihood of vehicular collisions. Additionally, fluids stored outside such as fuels should include secondary containment with sufficient volume to contain the entire contents of stored fluids within the primary storage vessel. Ideally, secondary containment should also include access points and/or valves that allow for the careful removal of spilled materials and secondary containment shutoff. Regular inspection of stormwater controls and local facility/tenant areas conditions are to follow the general procedures outlined in the Airport SWPCP.

Note that calls for the removal of solid waste including such items as broken glass, drywall, wood, garbage, dead animals or other debris should be directed to the appropriate City of Salem Public Works service department for removal as non-hazardous and non-contaminant materials.

## **Spill Response Procedures**

### **Non-emergency Spills**

The vast majority of spills which are likely to occur within the Salem Municipal Airport are non-emergency/incidental spills and/or releases. Such spills do not require mobilization of the City HazMat Team and fall within the OSHA Hazardous Waste Operations and Emergency Response Standard per 29 CFR 1910.120 as follows:

“Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel are not considered to be emergency responses within the scope of this standard.”

Examples of a non-emergency/incidental spills could include:

- Small paint bucket spilled on up gradient pavement
- Minor release of vehicle fluids such as a break in a radiator or ruptured brake line

### **Emergency/Hazardous Spills**

Emergency/hazardous material spills are those which require response coordination efforts between the spill observer, RP, the City Environmental Services Department including the Airport Stormwater Manager, and the necessary emergency responders, whether they be the City HazMat Team, outside contractors or both. Such spills are likely to include hazardous materials which present a potential safety or health hazard to personnel or facility operations, or materials that have the potential to enter the stormwater pathway and adversely impact the environment.

Examples of an emergency/hazardous material spills could include:

- Jet fuel containment release near catch basin
- Biohazard or Sewage Spill

## Implementation of Spill Response Procedures

City of Salem McNary Field spill prevention and response procedures will be implemented in the event of any spill and/or release within the geographic jurisdiction of the Airport Facility. The type of the spill (non-emergency/incidental or emergency/hazardous material) will direct the appropriate response as described in the sections to follow.

### Control and Judgement Criteria

Non-emergency/incidental spills will be contained, cleaned up and disposed of offsite by the RP. In the event the RP is unable to address a spill, the City Environmental Services Department and Airport Stormwater Manager will arrange for cleanup at the cost of the RP.

In the event of an emergency/hazardous material spill, the City of Salem HazMat Team will assume initial control, establish an incident command structure and determine if additional resources or support are needed. Emergency response contractors are to be dispatched in coordination with the City Environmental Services Department and Airport Stormwater Manager as needed.

### Containment, Cleanup and Removal/Disposal

Containment, cleanup and subsequent removal/disposal of spilled materials which occur within the jurisdictional geographic area of the Airport will be conducted and/or administered by the RP with oversight provided by the City of Salem Environmental Services Department, the Airport Stormwater Manager or the City's HazMat Team. Note that in all cases it is the responsibility of the City of Salem Environmental Services Department and the Airport Stormwater Manager to ensure response, cleanup, disposal and documentation/reporting/notification are followed in accordance with the current 1200-Z permit.

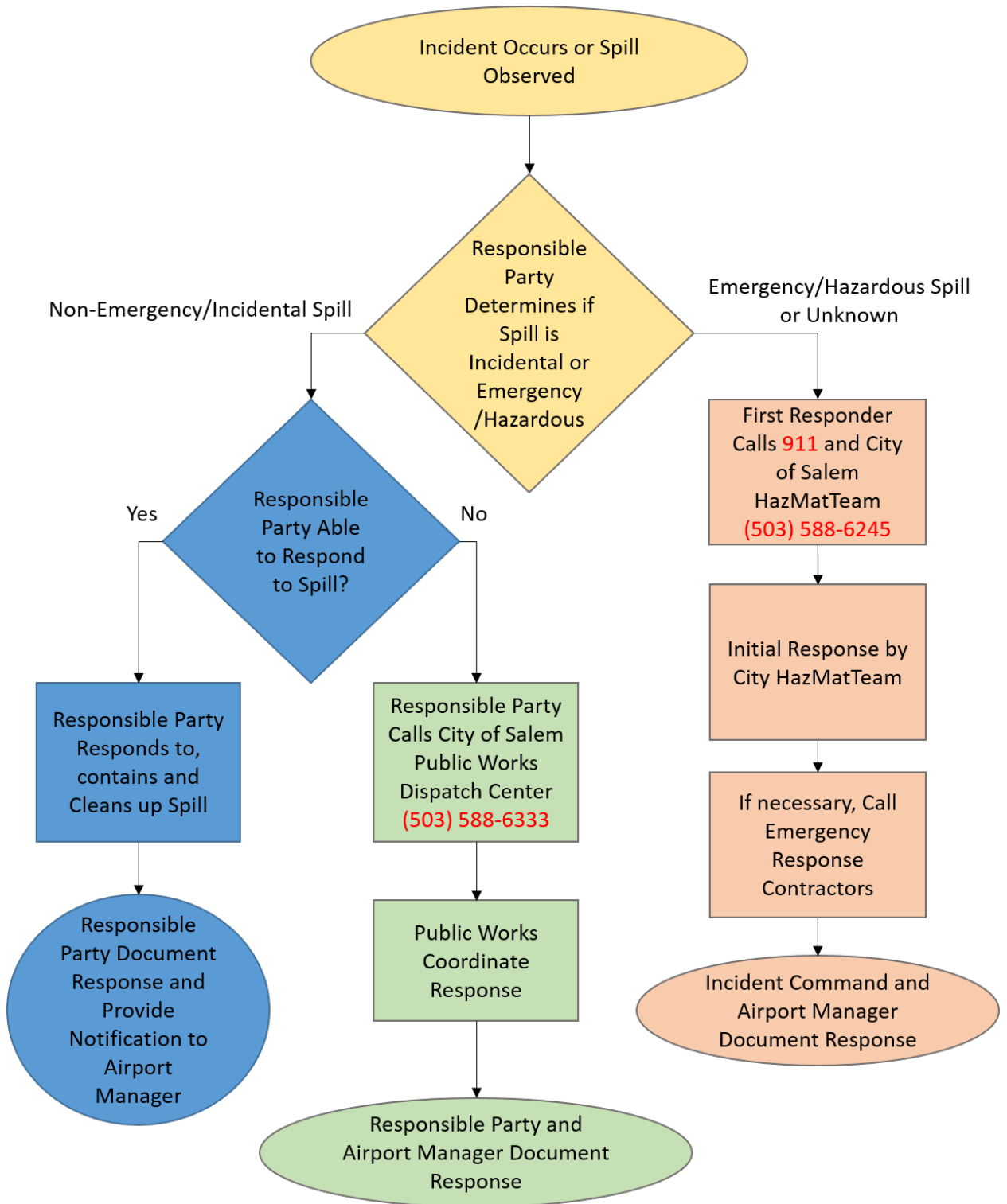
<b>Non-emergency / Incidental Spill*</b>	<b>Emergency / Hazardous Material Spill</b>
1. Spill occurs or is observed, identified as non-emergency/incidental	1. Spill occurs or is observed, identified as emergency/hazardous material spill
2. Responsible party contains and cleans up spill	2. Personnel observing spill notifies 911 dispatch center
3. If the RP is unable to contain or cleanup spill, notify the City Environmental Services Department	3. 911 dispatch center coordinates with City HazMat Team to mobilize to site
4. If City/Airport equipment or materials are used, the RP notifies the City Environmental Services Department for their replacement	4. Environmental Services Department mobilize to site if requested by HazMat Team, primary role would be to act as a liaison
5. RP maintains appropriate records, documentation provides notification to regulatory agencies as appropriate	5. City HazMat Team or other response contractors respond to spill, setup incident command and determine level of hazard
6. Airport Stormwater Manager and City Environmental Services Department maintain RP documentation and ensure proper reporting/notifications	6. Incident command determines if additional resources are needed
	7. Spill is contained, cleaned up and removed with HazMat Team, City Environmental Services Department and/or Airport Stormwater Manager oversight
	8. Incident Commander, City and/or RP maintains appropriate records, documentation provides notification to regulatory agencies as appropriate

	9. Airport Stormwater Manager and City Environmental Services Department maintain documentation and ensure proper reporting/notifications
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\* If unable to distinguish between non-emergency/incidental and emergency/hazardous material spill, follow procedures for emergency/hazardous material spill events

To aid with incident decision making, a general flowchart differentiating between non-emergency/incidental and emergency/hazardous material spills is presented below.





## Training

Response staff and City of Salem employees shall not work in any emergency or hazardous materials area without the proper training and personal protective equipment.

### Non-emergency Spills

Applicable staff within the City of Salem Environmental Services Department, airport operations, tenant leaseholds at the Airport, contractors and other service providers will be trained in Hazard Communications in accordance with 29 CFR 1910.1200. Such personnel will also be trained on the general Airport spill prevention and response procedures described within this document and the overall facility SWPCP.

### Emergency/Hazardous Spills

The Airport Stormwater Manager and applicable operations staff shall maintain training requirements of 29 CFR 1910.120 (q) for Hazardous Materials Awareness and Operations.

Incident commanders must have the appropriate incident command training and a 24- hour (preferably 40-hour) HAZWOPER certification.

### 40-hour HAZWOPER

City of Salem emergency response contractors who conduct cleanup or remediation of emergency or hazardous materials must have the appropriate 40-hour HAZWOPER training certification.

## Equipment

Tenants, contractors and outside service providers are responsible for the procurement and maintenance of equipment needed to respond to, contain, cleanup and remove/dispose of spilled materials. Equipment should consider local tenant operations if specialized procedures could be needed.

The City of Salem Public Works Department in coordination with the Airport Stormwater Manager and Airport staff will maintain and restock, as needed, appropriate spill containment and cleanup equipment. This equipment is to be stored inside at a secured on-site location accessible to facility staff, tenants, contractors or other service providers and at a minimum will include the following:

- A copy of this Spill and Prevention Plan along with the Airport SWPCP
- Absorbent materials
- Basic PPE such as safety glasses, disposable boot covers, gloves, phosphate-free soap and distilled water

Additional materials and equipment for the containment and cleanup of spills are maintained by Salem Public Works Environmental Services, which can be mobilized to the site in the event of a spill incident.

## Emergency Response Contractors

If needed, Emergency Response Contractors may be used by the City of Salem Public Works Department for the response and cleanup of spills. A current list of city-approved response contractors is provided below.

<b>Response Contractor</b>	<b>Location</b>	<b>Contact</b>
3 Kings Environmental	Battle Ground, WA	(360) 666-5464
Clean Harbors	Clackamas, OR	(503) 785-0404
Clean Rivers Cooperative Inc	Portland, OR	(503) 220-2040
Cowlitz Clean Sweep	Albany, OR	(541) 917-6696

<b>Response Contractor</b>	<b>Location</b>	<b>Contact</b>
First Strike Environmental	Tigard, OR	(800) 447-3558
MRP Services	Portland, OR	(503) 253-4828
NRC Environmental Services	Portland, OR	(800) 899-4672 or (503) 283-1150
NWFF Environmental	Philomath, OR	(800) 942-4614 or (541) 929-4884
River City Environmental	Portland, OR	(503) 252-6144

## Tenants, Contractors and Other Service Providers

Tenants, contractors and outside service providers, specifically those covered under 40 CFR Part 112, are to have their own spill prevention and response plan for their applicable operations within the Airport facility. The plan must include required OSHA items, specific communication procedures and available resources. It is the responsibility of the Airport Manager and the City of Salem to ensure such plans are in line with current 1200-Z requirements upon development and that any necessary updates overtime are documented in the overall Airport SWPCP.

## Regulatory Reporting Requirements

Tenants, contractors and other service providers are responsible for reporting any spills that meet applicable regulatory requirements. Reportable quantities of hazardous materials are specified in 40 CFR Part 117.3. For example, any spills of petroleum products equal to or greater than 42 gallons on the ground surface or any amount within water are considered reportable. Any spills of materials entering storm infrastructure, a creek, ditch or other waterway is to be reported to OERS.

The Airport Stormwater Manager will notify the appropriate regulatory agency when regulated spills occur whether caused by the City of Salem or non-reported spills caused by RPs (e.g., spill by tenant).

## Definitions

- **“Emergency response”** or "responding to emergencies" means a response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual aid groups, local fire departments) to an occurrence that results, or is likely to result, in an uncontrolled release of hazardous materials.
- **“Response to incidental releases”** means the response to a hazardous substance release where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel.
- **“Bio-hazard/Sewage Spills”** are spills of raw sewage or other materials that may contain "Bloodborne Pathogens." OSHA defines "Bloodborne Pathogens" as pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- **“Cleanup”** (in relation to an emergency/Hazardous Material spill) means an operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleaned up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

- “**Emergency/Hazardous Material Spill**” means a spill that may impact a waterway or Airport operations or presents a potential safety or health hazard such as fire, explosion, or chemical exposure.
- “**Emergency Response Contractors**” are companies that have appropriately trained personnel and equipment to respond to, and clean up emergency/Hazardous Material Spills.
- “**Environmental Receptors**” are areas potentially at risk for environmental contamination from a hazardous material or petroleum product release. Environmental Receptors may include soil, groundwater, sediments, and surface waters, storm drains, quiescent ponds, and retention ponds.
- “**First Responder**” is the person who observes or discovers the spill. This person’s primary responsibility is to clean up the spill, if practical. Also, the First Responder contacts the Communications Center when an emergency/Hazardous Material (including fuel spills) is discovered, or when direction or assistance is required on a Non-emergency/Incidental Spill.
- “**Hazard Communication**” refers to the OSHA 29 CFR 1910.1200 Hazard Communication or Worker “Right-to-Know” law that includes chemical labeling, training, and work practice requirements.
- “**Hazardous Material/Substance**” includes any and all substances defined or designated as hazardous, toxic, radioactive, dangerous or regulated wastes or materials or any other similar term in or under any applicable laws and regulations. Hazardous Substance shall also include, but not be limited to, fuels, petroleum and petroleum derived products.
- “**Hazardous Material/Hazardous Substance Release**” shall be interpreted to mean the spilling, discharge, deposit, injection, dumping, emitting, releasing, leaking, placing, or seepage of any Hazardous Substance into the air or into or on any land or waters, except as specifically authorized by a current and valid permit issued under applicable Environmental Law.
- “**Hazardous Materials Response (HAZMAT) Team**” is a team with appropriate training and equipment who are expected to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring possible close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident. The City of Salem uses the Fire Department HAZMAT team when necessary.
- “**Incident Commander**” is the individual responsible for coordinating the emergency response for Emergency/Hazardous Material Spills and determining if the spill is hazardous. Qualified individuals are trained in the Incident Command System and have at least completed the 24-hour Hazardous Waste Operations and Emergency Response Training in accordance with the HAZWOPER standard, 29 CFR 1910.120 (q) (6).
- “**Non-emergency/Incidental Spills**” means any spill that does not meet the definition of an “Emergency/Hazardous Material Spill.”
- “**Reportable Quantity**” is defined as the quantity of hazardous material or petroleum product that must be reported to EPA or DEQ if released into the environment. The reportable quantities of hazardous substances are specified in 40 CFR Part 117.3. In the case of petroleum or oil-related products, DEQ regulations define a reportable quantity as any volume equal to or greater than 42 gallons of oil spilled on the ground surface, or if in water, any quantity. The specific reportable quantity may be determined from the material’s Material Safety Data Sheet (MSDS).
- “**Responsible Party (RP)**” is defined as the individual or company whose operations or equipment caused the spill or release. If there is a dispute in determining the RP, the owner of the leasehold will be the default RP and subsequently responsible for the cleanup of the spill.

- “**40-hour HAZWOPER**” refers to the training requirements detailed in 29 CFR 1910.120 (e) for environmental cleanup contractors.