



## 1. Purpose

A brief description of the purpose of the procedure/policy. You can site what regulatory requirements the procedure/policy seeks to comply with.

Regarding Title 40, Code of Federal Regulations, Part 112 (40 CFR 112), Kennesaw State University has an SPCC Plan and as such requires that any related incident be handled with regard to the existing SPCC Plan. As such this SOP shall be concocted with regard to the existing regulations that Kennesaw State University must follow, and the Best Management Practices put in place by the existing SPCC Plan.

## 2. Scope

Who is going to be affected by the procedure/policy? What, if any, is exempt from the requirement of the procedure/policy?

This SOP is to be followed by all stakeholders that may impact Kennesaw State University.

## 3. Responsibilities`

For each stakeholder it is integral that they review and understand the significance of the existing SPCC SOP and react effectively towards resolution in the event of a discharging event.

## 4. Definitions

Identify and define acronyms, abbreviations, or specialized terms used.

SPCC – Spill Prevention Control and Countermeasures

SPCC Plan - Spill Prevention Control and Countermeasures Plan developed with regard to Title 40, Code of Federal Regulations, Part 112 (40 CFR 112 for Kennesaw State University for the sole purpose of establishing guidelines for the proper Spill Prevention, Control, and Countermeasures with regard to potentially hazardous, harmful, and destructive elements that may impact human health, safety, or the environment.

SPCC SOP - Spill Prevention Control and Countermeasures Standard Operating Procedures, a document we regard to the SPCC Plan that aims to establish a set of guidelines for proper resolution and reporting of any discharging event.

Discharging Event -

BMPs – Best Management Practices, a practice or combination of practices that is an effective, practicable means of preventing or reducing pollutants, toxins, or other hazardous substances that may be present a risk to human health, safety, or the environment.

Minor Discharge – One that poses no significant harm (or threat) to human health and safety, or to the environment.

Major Discharge – One that cannot be safely controlled or cleaned up by facility personnel and may cause significant harm (or threat) to human health and safety, or to the environment.

## 5. Procedure

Spell out the procedure/policy. If reference is made of another KSU procedure or if a particular subject is covered in more details in another procedure/policy, cross reference the procedure/policy, including the title and procedure number.

The uncontrolled discharge of oil to land or water is prohibited by federal and state laws. Spills are typically discovered by on-site personnel during normal business hours. Immediate action must be taken to control, contain, and recover discharged oil. In general, the following steps will be taken in the event of a discharge or spill:

- 1.) KSU – Kennesaw personnel discovers or is notified of a spill or an alarm condition. The person discovering the spill must immediately:
  - a. Eliminate potential spark sources.
  - b. If possible and safe to do so, identify and shut down the source of the discharge to stop the flow.
  - c. Contain the discharge with active spill response measures.
  - d. Contact the Designated Person or Responsible Individual(s).

The person discovering the spill must provide the following information or answers to the Designated Person or Responsible Individual(s):

- Nature of the spill and emergency.
  - Location of spill or release (building number, specific area; waste shed, etc.)
  - Size and extent of the spill or release.
  - Hazardous materials spilled or released (if any).
  - Provide information on any injured personnel (if any).
  - Any additional information regarding the emergency (fire, oil or chemical spill or release).
- 2.) The Designated Person or designated Alternate will assess the situation and determine who to notify and what action to take using standard response procedures that are the control, contain, cleanup and restore contingency plan process.
  - 3.) The Designated Person will determine whether the spill may be cleaned up without assistance from outside resources. The Spill Response Team members will dike, contain and absorb any spilled oil products and clean up waste residues into a clean drum.
  - 4.) The Designated Person will evacuate the release area, if required.
  - 5.) The Designated Person will manage spill response actions at the scene, as appropriate, if not already done. These actions include stopping the source of the release, mitigate the spill release area, cleaning up the spill and ensuring appropriate immediate repairs are initiated.

The Designated Person will request assistance of clean up contractors, if necessary.

- 6.) The Designated Person will determine whether the spill is reportable to the Georgia Environmental Protection Division (GAEPD) and/or the USEPA based upon information in the following “External Agency Spill Notification” requirements paragraphs.

### 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 products discharged is small (i.e., 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 does not reach the 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 trained facility personnel. The following general guidelines apply:

- Immediately notify the Designated Person.
- Under the direction of the Designated Person, contain the discharge with active spill response measures.
- Collect used spill response materials in properly labeled waste containers.
- Complete the Standard Notification and Reporting Form (Appendix P) and attach a copy to this SPCC Plan; and
- Notify and/or report to appropriate local, state, and/or federal agencies, as appropriate, in accordance with requirements discussed in Sections 3.12 and 5.4.

### 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 discharge is to water or appears likely to enter water, including ditches or intermittent streams.
- 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 general guidelines apply:

- People must immediately evacuate the discharge area.
- Immediately notify the Designated Person.
- Call for medical assistance if person(s) are injured.
- Notify local emergency agencies (e.g., fire department) and contracted emergency responders (Appendix N).
- Notify and/or report to appropriate local, state, and/or federal agencies, as appropriate, in accordance with requirements discussed in Sections 3.12 and 5.4.
- Record details and response measures on the Standard Notification and Reporting Form in Appendix P and attach a copy to this SPCC Plan; and
- Report to local, state, and/or federal agencies, as appropriate, in accordance with requirements discussed in Section 5.4.2.

#### Waste Disposal [40 CFR 112.7(a)(3)(v)]

Waste resulting from a minor or major discharge response will be containerized in impervious bags, drums, buckets, or other suitable containers as necessary. The Designated Person will be responsible for the characterization of the waste for proper disposal and verify that it is removed from campus by a licensed waste hauler.

#### Discharge Notification and Reporting

Upon notification of a spill, the Designated Person will determine if the oil spill requires notification and/or reporting to regulatory agencies as follows:

##### Notification Requirements

A 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 (NRC). The NRC is staffed 24 hours a day. State and/or local notification requirements are included in Section 3.12.

The person notifying the agency/agencies of the discharge must provide the following information:

- Name, location, organization, and telephone number of the person making the notification.
- Name, location, and telephone number of the facility.
- If different from the person making the notification, the name, address, and telephone number of the party responsible for the incident and contact person at the location of the discharge or spill.
- Date, time, and location of the discharge or spill.

- Specific description or identification of the oil, petroleum product, or other substances discharged or spilled.
- Estimated quantity of materials discharged or spilled.
- Duration of the incident.
- Source and cause of the discharge or spill.
- Description of media affected or threatened by the discharge (i.e., water, land, air).
- Damages or injuries caused by the discharge.
- Description of actions that have been taken, are being taken, and will be taken to stop, remove, and mitigate the effects of the discharge or spill.
- Whether an evacuation is needed.
- Identify governmental representatives, including local authorities or third parties, who have been contacted and/or are responding to the discharge or spill; and
- Other information that may help emergency personnel respond to the incident.

Contact information for the appropriate authorities is included in Appendix N and is also posted in prominent locations throughout campus.

A discharge of oil must be reported to the EPA Regional Administrator and to the appropriate state agencies when there is a discharge of:

- More than 1,000 gallons of oil in a single discharge to navigable waters or adjoining shorelines or
- More than 42 gallons of oil in each of two discharges to navigable water or adjoining shorelines in a 12-month period.

The following information must be submitted to the EPA Regional Administrator and to the appropriate state agencies within 60 days of the discharge:

- Name of the facility.
- Name of the owner/operator.
- Location of the facility.
- Maximum storage or handling capacity and normal daily throughput.
- Description of facility, including maps, flow diagrams, and topographical maps (as necessary).
- Cause of the discharge(s) to navigable waters and adjoining shorelines, including a failure analysis of the system or subsystem in which the failure occurred.
- Corrective action and countermeasures taken, including a description of equipment repairs and/or replacements.
- Additional preventive measures taken or contemplated to minimize possibility of recurrence; and

- Other pertinent information requested by the EPA Regional Administrator.

Contact information for the appropriate authorities is included in Appendix N and is also posted in prominent locations throughout campus.

State and/or local reporting requirements are included in Section 3.12. A Standard Notification and Reporting Form is included in Appendix P of this SPCC Plan. Only those portions pertaining to reporting to applicable agencies (see above) are required to be completed.

### Cleanup Contractors and Equipment Suppliers

The campus utilizes a cleanup contractor with the necessary equipment to respond to a major discharge of oil and/or a discharge that affects the nearest navigable water or adjoining shorelines. Contractor information is available in Appendix N.

Spill kits are located near areas of oil storage. There are kits stored near the two ASTs at the West Lot, the AST at the Stadium, and the drum storage at the Maintenance Shop. Smaller spill kits are located within the mechanical rooms housing the hydraulic elevator oil tanks. A general, suggested inventory of response supplies and equipment is provided in Appendix M of this SPCC Plan. Spill kit inventories will be verified during facility inspections. Additional supplies and equipment may be ordered from contractors provided in Appendix N.