

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

**SPILL PREVENTION CONTROL &
COUNTERMEASURE PLAN**

**FOR
INTERNATIONAL CENTER FOR PUBLIC HEALTH
AND
REGIONAL BIO-CONTAINMENT LABORATORIES**

**Rutgers Environmental Health and Safety
74 Street 1603, Bldg 4116
Piscataway, NJ 08854**

9/12/18 Revision

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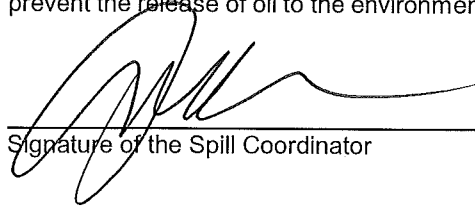
GENERAL INFORMATION

Facility Information

Name	International Center for Public Health (ICPH) and Regional Bio-Containment Laboratories (RBL)
Type	Research Facility
Location	225 Warren Street Newark, New Jersey 07103
Responsible Party	Michael Manchello Associate VP, Operations and Services (Work) 973-972-3413 (Cell) 856-261-1149
Spill Plan Coordinator	Jim Campoli Campus Manager, Newark (Work) 973-972-7770 (Work) 973-972-5400
Environmental Coordinator	James Simoni Health Safety Specialist (Work) 848-445-2550 (Cell) 848-565-0175
Facility Owner	Rutgers, The State University of New Jersey Old Queens 83 Somerset Street New Brunswick, NJ 08901-8036
Facility Operator	Rutgers, The State University of New Jersey

Certification and Approval**Facility Management**

This SPCC Plan will be fully implemented as herein described. The designated Spill Plan Coordinator or designated alternate has the authority to commit the necessary resources and implement the response procedures necessary to fully implement this Plan and to prevent the release of oil to the environment.



 Signature of the Spill Coordinator

Antonio M. Calcado
 Name of the Spill Coordinator

3/8/16

 Date

Senior Vice President
Institutional Planning & Operations
 Title

In addition, the facility certifies that it does not meet the substantial harm criteria under which a Facility Response Plan would be required per 40 CFR 112.20. This documentation and certification of the non-applicability of these criteria is provided in Appendix F.

Professional Engineer

I hereby certify that I or my agent have visited and examined the subject facility, and being familiar with the requirements of 40 CFR, Part 112, attest that this Plan complies with all applicable requirements and was prepared in accordance with good engineering practices, considerations of applicable industry standards, and state and local requirements. I also certify that procedures for required inspections and testing have been established and the Plan is adequate for the facility.



 Signature of Registered P.E.

Glenn Vliet

 Name

11/27/2013

 Date

GE 33988

 License Number

INTRODUCTION AND REGULATORY APPLICABILITY

This Spill Prevention Control and Countermeasure (SPCC) Plan was developed for the International Center for Public Health and the Regional Bio-Containment Laboratories (ICPH-RBL). The Plan is to be used as a guideline for the prevention of oil and petroleum product spills and, in the event that an oil spill does occur, it is a guide for controlling and ultimately cleaning up.

This SPCC Plan has been developed in accordance with the regulatory requirements set forth by the United States Environmental Protection Agency (EPA) in Title 40 of the Code of Federal Regulations, Part 112 (40 CFR 112) - Oil Pollution Prevention. The Federal regulations were promulgated by the EPA under the authority of §311(j) (1) (C) of the Clean Water Act (CWA), as amended by the Oil Pollution Act of 1990. The Oil Pollution Prevention regulations were amended and reissued on July 17, 2002. The regulatory citations and requirements in this Plan reflect the most recent regulatory changes.

The Oil Pollution Prevention regulations establish the requirements for the Spill Prevention, Control, and Countermeasure (SPCC) Plan to prevent spills of oil from non-transportation-related on-shore facilities into waters of the United States or adjoining shorelines. These regulations include the criteria under which an SPCC Plan must be prepared, the contents and sequence of the Plan.

As applicable to the facility, 40 CFR 112.1 (General Applicability) states that the regulations apply to:

"any owner or operator of a non-transportation-related onshore or offshore facility engaged in drilling, producing, gathering, storing, processing, refining, transferring, distributing, using, or consuming oil and oil products which, due to its location, could reasonably be expected to discharge oil in quantities that may be harmful, as described in part 110 of this chapter, into or upon the navigable waters of the United States or adjoining shorelines ...".

The SPCC Plan must be developed if the facility store oil products in excess 1320 gallons of total above ground tanks (AST), or in excess 42,000 gallons in underground storage tanks (UST)

ICPH-RBL facility stores Diesel, #2 fuel oil, diesel fuel and related petroleum products in above-ground tanks (AST) and a below-ground vaulted tank. Smaller quantities of lubricating oils are stored in drums in the mechanical rooms. Total storage capacity at the site is approximately **14,830** gallons.

Although there are no waterways in the immediate vicinity of the ICPH-RBL facility, the storm drains at the site are part of the combined storm/sanitary system operated by the Passaic Valley Sewerage Commissioners (PVSC). Because PVSC ultimately discharges to Newark Bay, and a "slug" discharge of oil could potentially pass through the PVSC system untreated, the storm drains and their ultimate discharge point meet the definition of a "navigable waterway."

ICPH-RBL facility is subject to 40 CFR 112 and the SPCC Plan is therefore developed to meet the requirements.

DESCRIPTION OF FACILITY

The ICPH/RBL facility is located in the Science Park section of the City of Newark. The facility includes two (2) buildings connected to each other: the ICPH (International Center for Public Health) and the recently add-on RBL (Regional Bio-Containment Laboratories) in 2008. The facility is bounded by Warren Street to the North, Newark Street to the West, New Street to the South, and Wilsey Street to the East. A site plan of the campus is located in Appendix A.

ICPH has an emergency generator and a fire pump operated on diesel fuel. RBL also operates an emergency generator, a fire pump using diesel fuel and a vaulted oil tank serving as backup fuel for the boilers. The ICPH/RBL facility is normally manned 24 hours a day, 7 days a week.

Process water and sanitary wastewaters are collected in sanitary sewers and are discharged to the PVSC. Stormwater at the site flows to storm drains on the adjacent streets. Since Newark has a combined sanitary/storm sewer system, stormwater is discharged to PVSC, and ultimately after treatment to the Passaic River and/or Newark Bay.

APPLICABLE OIL STORAGE TANKS AND AREAS

Table 1 summarizes the locations and quantities of oil that pose a reasonable potential for the discharge as spill due to handling, equipment and/or container failure, overflow or leakage.

Outlined on the following pages are descriptions of each significant site where oil is stored or used, including site-specific spill pathway, and spill control information.

TABLE 1 – Rutgers University ICPH Primary Oil Storage Areas

ID No.	Description	Content	Oil Storage Capacity (gal)
1	ICPH-Emergency Generator Tank ICPH- Fire Pump Tank	Diesel	1,500 165
2	RBL-Emergency Generator Tank RBL-Fire Pump Tank	Diesel	3,000 165
3	RBL-Vaulted Tank	# 2 Fuel Oil	10,000

ID No. 1 – ICPH Emergency Generator Tank and Fire Pump Oil Tank	
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Location	<ul style="list-style-type: none"> The tanks area located on the East side of the RBL building, near the loading dock, in two separate enclosures.
Container Type, Storage Capacity & Material Stored	<ul style="list-style-type: none"> One 1,500 gallon double-wall, skid-mounted steel AST containing diesel fuel for the emergency generator. One 165 gallon steel tank containing Diesel for the Fire Pump Total oil storage is 1650 gallons
Discharge Scenarios/ Estimated Quantity of Material Potentially Discharged	<ul style="list-style-type: none"> Worst-case: Catastrophic failure of a tanker truck compartment during unloading to the generator tank. A maximum of approximately 1,000 gallons could be discharged. More likely: Tanker truck hose rupture. Estimated release volume would be on the order of 50 to 100 gallons.
Possible Spill Pathways	<ul style="list-style-type: none"> A spills resulting from tanker truck rupture or hose failure would flow east toward Wilsey Street to a street storm drain approximately 125 feet from the generator. Leaks or overfills from the tank itself would likely be contained within the external tank housing.
Spill Prevention Measures	<ul style="list-style-type: none"> Administrative procedures are in place to prevent tanks from being filled to more than 90% of capacity. Delivery driver remains with the truck during unloading and Rutgers personnel oversee tanker truck connections and disconnections per Section 11 of this Plan. Tank is equipped with a liquid level indicator and alarm to prevent overfilling of oil.
Spill Controls	<ul style="list-style-type: none"> Secondary containment: the base of the generator/tank unit which serves as integral secondary containment is capable to hold the entire tank contents. A Spill Kit including absorbent materials is stored inside the generator housing to facilitate cleanup response if a spill occurs. See Sections 16 and 17 for spill notification and response procedures.

ID No. 2 – RBL Emergency Generator Tank and Fire Pump Oil Tank	
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Location	<ul style="list-style-type: none"> The tanks area located on the East side of the RBL building, near the loading dock, in two separate enclosures.
Container Type, Storage Capacity & Material Stored	<ul style="list-style-type: none"> One 3,000 gallon double wall steel, skid-mounted AST containing Diesel fuel for the generator. One 165 gallon AST containing Diesel for the fire pump Total Oil Storage: 3165 gallons
Discharge Scenario/ Estimated Quantity of Material Potentially Discharged	<ul style="list-style-type: none"> Worst-case: Catastrophic failure of a tanker truck compartment. An estimated maximum spill of 1500 gallons could potentially be discharged. More likely: Tanker truck hose rupture. Estimated release volume would be on the order of 50 to 100 gallons on the gravel bed within the brick wall.
Possible Spill Pathways	<ul style="list-style-type: none"> A spill resulting from tank truck compartment or hose failure will likely spread east on the paved area to the storm drain on Wilsey St. Leaks or overfills from the tank itself would likely be contained within the external tank housing.
Spill Prevention Measures	<ul style="list-style-type: none"> Administrative procedures are in place to prevent tanks from being filled to more than 90% of capacity. Delivery driver remains with the truck during unloading and Rutgers personnel oversee tanker truck connections and disconnections per Section 11 of this Plan. Liquid level indicators for visual indication of available tank capacity. A drain cover will be placed on top of the storm drain on Wilsey St. down-hill of the spill pathway prior to unloading to prevent spill from getting into the storm drain.
Spill Controls	<ul style="list-style-type: none"> Secondary Containment: The base of the generator/tank unit serves as integral secondary containment able to hold the entire tank contents. A Spill Kit including absorbent materials is stored inside the generator housing to facilitate the cleanup response if a spill occurs. See Sections 16 and 17 for spill notification and response procedures.

ID No. 3 – RBL Oil Tank

Location	<ul style="list-style-type: none"> The vaulted AST is located beneath the ground on the northern portion of the property. The floor, walls and ceiling of the vault are constructed of concrete.
Container Type, Storage Capacity & Material Stored	<ul style="list-style-type: none"> One 10,000 gallon steel vaulted tank containing #2 Fuel Oil. The tank sits on a cradle above the concrete floor.
Discharge Scenario/ Estimated Quantity of Material Potentially Discharged	<ul style="list-style-type: none"> Worst-case: Catastrophic failure of a tanker truck compartment. An estimated maximum spill of 7,500 gallons could potentially be discharged. More likely: Tanker truck hose rupture. Estimated release volume would be on the order of 50 to 100 gallons on the grass near the oil tank.
Possible Spill Pathways	<ul style="list-style-type: none"> A spill resulting from hose failure or tanker truck compartment rupture will spread to the grass and New Street. An overfill from the tank itself would likely to be contained inside the vault.
Spill Prevention Measures	<ul style="list-style-type: none"> Administrative procedures are in place to prevent tanks from being filled to more than 90% of capacity. Delivery driver remains with the truck during unloading and Rutgers personnel oversee tanker truck connections and disconnections per Section 11 of this Plan. This tank is equipped with an automatic gauging control for product inventory and alarm.
Spill Controls	<ul style="list-style-type: none"> Secondary Containment: The entire vault is the secondary containment. Lower parts of the walls and bottom are lined with a leak proof layer. The volume of the leak proof portion of the vault is large enough to hold the leak of oil from the entire tank. A Spill Kit including absorbent materials is stored inside the loading dock to facilitate the cleanup response if a spill occurs. See Sections 16 and 17 for spill notification and response procedures.

5. SPILL HISTORY (40 CFR 112.7(a))

According to plant personnel, there have been no spills or discharges resulting in impacts to navigable waterways over the past four years.

6. SPILL POTENTIAL (40 CFR 112.7(b))

Potential spill scenarios at the ICPH-RBL site include the following.

- ❑ Tank overflows (AST) – Overflows can occur during filling operations if alarm is failed. The facility has set the administrative controls limiting tank contents to 90% of total storage capacity which triggers the over-filled alarm. RBL tank has an automatic gauging control which provides inventory prior to filling.
- ❑ Tank leakage (AST and vaulted Tank) – Tank leaks represent relatively low volume, long-duration discharges. In addition to engineered controls and inventory management procedures, routine tank inspection will minimize the potential for leaks (and the total quantity of material released should a leak occur). Both Emergency Generator Tanks have double wall. The RBL tank is located inside a vault that is more than twice the volume of the tank. Leaks from the oil tanks inside the Fire Pump trailer will be contained within the trailer floor.
- ❑ Piping failure or leakage – Discharges due to pipe leaks depend on a number of factors including: the severity of the leak or failure; the location of the break; the capacity of the supply and/or receiving vessel; the pumping rate; and the presence or absence of controls.
- ❑ The piping system from the RBL tank to the Boiler room is located inside the building, that minimizing the potential for impacting waterways.
- ❑ Hose failure during storage tank filling – Worst-case scenarios involve a spill from hose disconnection or valve failure. Discharge quantities under the valve failure will be a function of pumping rate and personnel response time. Oil loading/unloading procedures are addressed in Section 11.
- ❑ Spills and leaks during drum management – Improper drum handling or transport may result in loss of up to 55 gallons of material. These activities typically take place inside the mechanical room with secondary containment. Employee training is addressed in Section 13.

Section 4 describes the “worst case” and “more likely” spill scenarios for each major oil storage area at ICPH-RBL, including anticipated release volume and direction of flow.

7. CONTAINMENT MEASURES (40 CFR 112.7(c))

Tank containment systems and administrative procedures for each major oil storage area are presented in Section 4. A summary of containment measures and procedures is provided below.

7.1 Aboveground Storage Tanks (AST)

ICPH-RBL operates a total of 4 fixed aboveground oil storage tanks tank ranging in size from 165 to 3,000 gallons. All of them have containment at least 10% greater than the volume of the tanks. No AST are directly exposed to outdoor climate. ICPH-RBL personnel as part of their daily routine

perform daily visual inspections in various storage areas. The emergency generator tanks are double-wall, and the fire-pump tanks are inside the trailers with sufficient containment. Supplies of sorbent materials in the spill kits are kept nearby for a rapid spill response when necessary.

7.2 Vaulted Storage Tank

Rutgers University operates one vaulted tank with capacity 10,000 gallons. This tank is equipped with monitors for inventory reconciliation and leak detection. The tank is encased in a large concrete vault, and it is anchored above the floor of the vault. The vault has access for inspection and lighted. Because it is below grade, the vault requires a confined space entry permit. Lower portion of the vault walls and bottom are lined with water-tight material to prevent any oil spill from leaking into the ground.

The tank fill port is fitted with a spill bucket to contain minor spills or drips during filling. The facility will maintain sufficient supplies of sorbent materials and equipment to contain and clean up spills during transfer operations.

7.3 Drum Storage

Drum storages located in the Mechanical and the Boiler Rooms are equipped with adequate secondary containment.

8. INSPECTIONS AND RECORDKEEPING (40 CFR 112.7(e))

8.1 Storage Area Inspections

The facility is manned 24 hour per day by personnel with job responsibilities requiring them to be in the vicinity of the oil and product storage areas on a daily basis. These employees observe the storage areas as a matter of routine and are trained to respond to leaks and recognize abnormal operating conditions.

If a deficiency is found, a work order is issued to correct the problem.

The following procedures should be used as guidelines when performing the periodic inspections.

1. Monthly visual inspection of the emergency generator tanks and the fire pump tanks for any sign of leaks, seepage or other signs of deterioration will be conducted by the staffs during the monthly Load Testing. Records are kept at Physical Plant Office at ADMC5.
2. Monthly visual inspections are conducted from the vault openings for any sign of oil leak inside the vault. No entry is required.
3. Annual inspection: The entire tank surface and the vault will be thoroughly inspected every year by a contractor during the first 5 years. The inspection requires a confined spaced permit. More inspection will be needed as the tank is aged.
4. Monthly visual inspection of oil drums for sign of leaks, missing bungs, swelling or other deterioration, missing or unreadable labels.
5. Monthly inspection of spill response equipment. Indicate equipment in need of replacement or repair and document date of corrective action
6. Annually check the liquid indicator to assure proper operation

8.2 Tank Testing

Single wall aboveground tanks with capacity of 2000 gallons or more are subject to periodic integrity testing every 5 years. Testing will combine an internal visual inspection with a non-destructive shell testing technique such as hydrostatic testing using an inert gas, ultrasonic testing, acoustic emissions, radiographic, or any other system of non-destructive shell testing.

8.3 Recordkeeping

Rutgers University will retain the following records for a minimum of three years.

- A copy of this SPCC Plan, with amendments.
- Monthly visual inspection of the Emergency Generator Tanks, the Fire Pump tanks and the vaulted AST (see Section 8.1).
- Annual inspection for the RBL oil tank and its concrete vault by the contractor.
- Reportable spills and discharges, including reports filed with Federal or state agencies (if any; see Section 17).
- SPCC training records (see Section 9).
- Records of monthly alarm testing, leak testing and product inventory from the automatic gauging system.
- Documentation of agency inspections relative to 40 CFR 112, including notices of noncompliance and corrective actions undertaken (if any).

9. PERSONNEL TRAINING (40 CFR 112.7(f))

The Rutgers Environmental Health and Safety Department conducts yearly SPCC training for Physical Plant and Power Plant staffs. Records will be retained on site for at least 3 years. The training includes a review of this SPCC Plan, and applicable laws and regulations. The training focuses on proper oil transfer procedures and spill response procedures.

The online SPCC training presentation is available at www.myrehs.rutgers.edu.

The Spill Plan Emergency Coordinator is responsible for managing spill response and coordinating work performed by outside contractors on an as needed basis.

Rutgers Environmental Health and Safety is responsible for notifying appropriate state and federal agencies.

10. SITE SECURITY (40 CFR 112.7(g))

The ICPH-RBL site is staffed 24 hours per day, 7 days per week by operations and/or security personnel. The grounds are routinely patrolled by personnel trained to identify and report spills. Building access is controlled through locks and security checkpoints.

Emergency generators and fire pump trailers are locked and accessible only to authorized personnel. Oil storage areas have adequate lighting which helps to discover any leaks from above ground tank.

11. TANK TRUCK UNLOADING (40 CFR 112.7(h))

Bulk oil shipments at the ICPH-RBL site are generally made by 1,500-gallon or 7,500-gallon tanker trucks. There is no dedicated unloading area or unloading rack. A truck generally parks on a side street or driveway, or in loading dock, in close proximity to the tank fill port. These areas are not equipped with containment structures. For this reason, oil deliveries must be closely monitored by the delivery driver and Rutgers personnel trained to respond appropriately in an emergency.

In areas not equipped with containment structures, responsible staff should utilize drain blockers on any nearby drains to prevent spills from entering the stormwater system of PVSC.

12. FACILITY DRAINAGE (40 CFR 112.8(b))

All storm drains in the vicinity are part of PVSC's combined sanitary/storm sewer system. While this in theory provides another level of containment, PVSC is not equipped to handle large oil discharges, and may at times be forced to discharge directly to a waterway. Discharge of oil into any storm sewer will be considered a violation PVSC permit and University environmental policy. Rutgers will make every effort to prevent oil spills from reaching the sewer drains, the storm drains, and will under no circumstances treat the combined sewer-storm drain system as an acceptable means of spill control/containment.

13. FACILITY TRANSFER OPERATIONS (40 CFR 112.8(d))

All buried piping from the vaulted tank at this facility is double-walled fiberglass, which meets regulatory requirements for corrosion protection and leak prevention.

Virtually all above-ground piping to the boiler room is indoors. The piping supports are designed to minimize abrasion, corrosion and allow for expansion and contraction. Piping is inspected regularly.

Pipelines which are not in service will be blank-flanged and marked as to origin.

14. SPILL MANAGEMENT EQUIPMENT

Spill response supplies and/or kits including storm drain covers, absorbent pigs (booms) and absorbent pads are positioned at significant oil storage areas to facilitate quick response to spills. One large spill kit must be located either inside the loading dock or in a covered container nearby the tank vault opening.

The spill response supplies and/or kits are inspected in conjunction with the monthly oil storage inspections to ensure that they are adequately stocked, easily accessible and functional.

Spill response supplies must be replenished after each oil spill response.

15. SPILL RESPONSE PROCEDURES (40 CFR 112.20 Appendix F)

15.1 Spill Response Contractor

The facility has made arrangements with the following companies for emergency services, spill response and waste oil removal

Primary response contractor:

Contact Rutgers Environmental Health and Safety for current emergency response contractor.
Phone 848-445-2550

Power Plant personnel and Physical Plant staffs are trained to respond only to:

- Contain a minor spills or leaks, or to a spill confined to secondary containment areas.
- In the event of a large oil spill, the response contractor will be contacted to clean up the spill.

15.2 Spill Response Procedures:

15.2.1 In the event of an oil release, the Shift Supervisor or Spill Plan Coordinator must:

- Initiate action to stop the source of the spill / leak of oil.
- Contain the spill:
 - Block off storm drain or sewer drain to prevent run off from entering the catch basin
 - Using dry absorbent to control run off to exit the building to unpaved ground or exit the property to the street.

15.2.2. The Spill Plan Emergency Coordinator is responsible for managing spill response, internal reporting (to REHS) and coordinating work performed by an outside contractor on an as needed basis.

Upon completion of cleanup, the Spill Plan Emergency Coordinator will be responsible for ensuring that:

- Spill response materials and equipment are restocked;
- Appropriate follow-up reports are prepared and distributed; and
- Any contaminated absorbent materials and/or soils are disposed of in accordance with applicable regulatory requirements.

- 15.2.3 REHS coordinator will be responsible to notify regulatory agencies if the spill enters the storm drains, the sewer system or on unpaved ground.

16. SPILL NOTIFICATION AND REPORTING PROCEDURES (40 CFR 112.20, Appendix F)

16.1 Internal Notification

Any employee who discovers an oil spill will immediately report the spill/release to REHS at 848-445-2550. Spills inside the boiler room should be reported to the Shift Supervisor.

During non-business hours, the Rutgers University Newark Campus Police Department (973-353-5111) should be notified of the spill and will in turn notify REHS personnel. REHS will initiate the campus Contingency Plan.

The Shift Supervisor or Spill Plan Emergency Coordinator will:

1. Take necessary steps to prevent injury to personnel, damage to equipment and fire hazards.
2. Initiate action to stop the spill and initiate defensive action to contain the spill and prevent run-off from exiting the building, reaching storm or sanitary sewers, or exiting plant property.
3. If the spill has entered the combined sanitary/storm water system, or exited plant property, REHS Environmental Coordinator must be notified immediately for reporting to regulatory agencies.

Spill Plan and Emergency Coordinator

Jim Campoli
Campus Manager, Newark
(Work) 973-972-7770
(Work) 973-972-5400

4. When reporting a spill/release, have as much of the following information in hand as possible (DO NOT DELAY NOTIFICATION):
 - Name and position of the reporting individual, phone number
 - Approximate starting and ending time of the spill
 - Location of spill/release
 - Type of Oil spill (#2 oil or Diesel)
 - Estimated amount of spill/release
 - Estimated amount of spill/release entering sanitary or storm sewer

- What steps have been taken to contain the spill/release
5. The Spill Coordinator will contact the response contractor should be it be needed and will take responsible for any necessary follow-up action.
 6. The Environmental Coordinator will determine whether regulatory agency notifications must be made.

16.2 Regulatory Agency Notification

The Environmental Coordinator will determine if the spill/release is reportable. Verbal reports to the appropriate agencies shall be made immediately. All contacts shall be documented.

16.2.1 Release Reporting Quantity to Regulatory Agencies:

- Any amount of oil enters the sewer or storm drain
- 5 gallon or more of oil on unpaved ground
- One gallon of gasoline on unpaved ground

16.2.2 Notification to Passaic Valley Sewerage Commissioners (PVSC)

If the oil spill enters into a sewer drain or a stormwater catch basin, the notification must be made immediately (defined as within 15 minutes of discovery of the discharge) to PVSC at 973-344-1800. Rutgers University personnel must follow-up with a written report as required by PVSC.

16.2.3 Notification to State Agency (NJDEP)

New Jersey regulations require the reporting of any discharge at or above release reporting limit on unpaved ground or waters of the state. This notification must be made immediately.

If notification is required, Rutgers Environmental Health & Safety will use the following reporting procedure.

1. Call the NJDEP at 1-877-927-6337. If this number is not operational for any reason, contact the State Police at 1-609-882-2000.
2. Provide the following information:
 - Name, title, affiliation and phone number of the individual making the notification.
 - Location of the discharge.
 - The common name(s) of the material(s) discharged.
 - Estimated quantities of materials discharged.
 - Dates/times of the beginning, discovery, and (if applicable) end of the discharge.

- Actions proposed or underway to contain, clean up and remove the substances discharged.
 - Name and address of the person responsible for the discharge.
3. Obtain the Case Number assigned to this notification. This number must be referenced on future correspondence regarding the release.

16.2.4 **Notification to Federal Agencies (not applicable for ICPH/RBL)**

16.3 **Written Reports**

A written report must be submitted to NJDEP and copy to PVSC within 60 days of an event in which facility has discharged on unpaved ground or entering the sewer or storm drains in the amount of:

- More than 1,000 U.S. gallons of oil in a single spill event or
- Two release of more than 42 gallons each within a 12-month period.

This written report must contain the following information:

1. Name of the facility,
2. Name(s) of the owner or operator of the facility.
3. Location of the facility
4. Date and year of initial facility operation;
5. Maximum storage or handling capacity of the facility and normal daily throughput;
6. Description of the facility, including maps, flow diagrams, and topographical maps;
7. A complete copy of the SPCC Plan with any amendments;
8. The cause(s) of such spill, including a failure analysis of system or sub-system in which the failure occurred;
9. The corrective actions and/or countermeasures taken, including an adequate description of equipment repairs and/or replacements;
10. Additional preventive measures taken or implemented to minimize the possibility of recurrence.

Addresses of Regulatory Agencies for written reporting:

New Jersey Department of Environmental Protection
Bureau of Discharge Prevention, Attn: Discharge Confirmation Report
401 East State Street, P.O. Box 424
Trenton, NJ 08625-0424

Passaic Valley Sewerage Commissioners
Attn: Discharge Confirmation Report
600 Wilson Ave.
Newark, NJ 0710605

17. **PLAN REVIEW AND AMENDMENT (40 CFR 112.5)**

This Plan will be reviewed, and revised accordingly, whenever there is a change in facility design, operation, maintenance or oil storage practices or additional installation of oil storage which could have an effect on oil discharge potential. At least once every five years, a comprehensive Plan review will be undertaken, and revisions/amendments will be made as appropriate.

In addition, the facility will review the Plan at least once annually to check administrative details including names and phone numbers of designated response personnel and agencies. A log documenting annual review and minor modifications can be found on page iv of this Plan.

APPENDIX A
FACILITY SITE DIAGRAM

APPENDIX B
OIL UNLOADING PROCEDURES

OIL UNLOADING PROCEDURES

The principal steps to be followed for any oil unloading are provided below.

Prior to delivery:

- Mark tank fill ports, including color coding for fuel type.
- Do not order oil which would bring tank levels above 90% of capacity.

Time of delivery:

- Confirm accuracy of paperwork.
- Identify the tank to receive the shipment.
- Gauge the tank contents (electronic or manual tank gauge, or stick small tanks without electronic gauging).
- Make sure the truck delivery driver chock truck wheels.
- Make sure the delivery driver make proper hose connections, then verify connections.
- Give authorization to proceed ONLY after all of the above steps are completed.
- Remain in the vicinity throughout the transfer procedure.

At completion of delivery:

- Inspect the tank fill area for spills/leaks.
- Re-gauge the tank and compare volume increase with delivery receipt.
- Observe hose/coupling disconnections and verify no spills/leaks (disconnection should commence with the lowermost drain first).
- Allow the driver to remove wheel chocks only when the hose disconnection is complete.
- Sign off on paperwork as necessary.

Inventory reconciliation logs must also be completed monthly for underground tanks, to verify that no leaks are occurring.

APPENDIX C
MONTHLY INSPECTION FORM

MONTHLY FACILITY INSPECTION CHECKLIST

Location: Example - Generator Diesel AST (500 g)

Date:

Inspector:

ALL QUESTIONS ARE TO BE ANSWERED

X = Satisfactory, N/A = Not Applicable, O = Repair or Adjustment Required

Explain All "O" Answers in Comments / Remarks / Recommendations

Drainage (Out of Doors Areas)

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any noticeable oil sheen on runoff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment area drainage valves are closed and locked.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil / Water separator systems working properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effluent from oil / water separator inspected.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visible oil sheen in containment area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No standing water in containment area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valves, flanges, and gaskets are free from leaks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment walls are intact.

AST's

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tank surfaces checked for signs of leakage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tank condition good (no rusting, corrosion, pitting)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bolts, rivets or seams are not damaged.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tank foundations intact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level gauges and alarms working properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vents are not obstructed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers properly labeled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment free of liquid (i.e. rain/product)

Pipelines

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No signs of corrosion damage to pipelines or supports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buried pipelines are not exposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out-of service pipes capped.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs / barriers to protect pipelines from vehicles are in place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No leaks at valves, flanges or other fittings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment curbing or trenches are intact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connections are capped or blank-flanged.

Truck Loading / Unloading Area

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warning signs posted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No standing water in rack area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No leaks in hoses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drip pans not overflowing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catch basins free of contamination.

Security

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fence and gates intact.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gates locked and secure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance door secure.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AST's locked when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Starter controls for pumps locked when not in use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting is working properly.

Drums/Containers & Oil Filled Equipment

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers condition good (i.e. no bulging, no leaks)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers properly labeled/identified (product or waste)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers properly closed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper containment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containment free of liquid (i.e. rain/product)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transformers in good condition

UST's

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are sumps free of product/water/debris
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are manways free of product/water/debris
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fill ports marked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have any alarms sounded in the last month
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level gauges and alarms working properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vents are not obstructed.

Spill Kit Supplies

X	N/A	O	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spill Kit on site / available

Comments / Remarks / Recommendations

APPENDIX D
SPILL RESPONSE PROCEDURES

RUTGERS UNIVERSITY – NEWARK CAMPUS SMALL OIL SPILL RESPONSE PROCEDURES

A. Who is responsible for an oil spill response

1. Power Plant staffs receiving fuel oil for the RBL tank.
2. Physical Plant staffs receiving fuel for emergency generators from tank truck.
3. Physical Plant shift supervisors.

B. What is an oil spill response:

1. Notification of an oil spill
2. Contain the spill and prevent it from entering the sewer or storm drainage.
3. Clean up or supervise the clean-up of an oil spill
4. Make sure the spill response kits are available for an oil response

C. An oil spill indoor on a paved area:

1. Immediately cover all nearby sewer sumps or sewer pits with oil spill pads to prevent oil from getting into the sewer system. No oil is allowed into the sewer system.
2. Call REHS 848-445-2550 to report the oil spill. The verbal reporting should include type of spill, location (building, room #), an estimated amount; any oil enters the sewer system, any injuries, and name and phone number for contact.
3. Contain the oil spill from spreading with speedy-dry, oil spill pads, pigs or booms.
4. Find the source of oil leak and stop the leak ASAP.
5. Wear proper PPE and use proper spill response materials to clean up the spill.
6. Oil waste and oil soaked debris (pad, pigs, booms, speedy-dry, gloves) should be put into an empty container, label it as "waste oil and debris", dated and properly disposed by REHS.

7. *Supervisor must report the oil spill immediately to REHS if the spill is larger than 5 Gallons on an area which cannot be totally cleaned-up, or if any oil enters the sanitary or the storm water drains.*

8. *External Notification*
If the oil spill has entered the sanitary sewer system, REHS or Emergency Spill Coordinator shall notify the oil spill immediately (within 15 minutes) to:
 - *Passaic Valley Sewerage Commissioners (PVSC) at 973-817-5722*
 - *NJDEP at 877-927-6337*
No external notification is required if the spill is less than 5 gallons on a paved area or if the spill was contained indoor and was completely cleaned-up.

9. If the spill is too large to handle, REHS will contact a contracted waste vendor to response to the spill.
10. Waste oil containers will be pick-up by designated vendor for recycling.
11. The Emergency Coordinator must send the EOHSS Environmental Coordinator a written report for any spill larger 5 gallons that impacts public health, environment or safety.

The report must include:

- Date, time and duration of the oil spill
- Type of incident
- Materials involved
- Extent of injuries
- Assessment of potential hazards
- Disposition of recovered materials
- Steps to prevent similar incidents

D. Oil Spill outdoors during truck loading to storage tanks:

1. Immediately cover any storm drain on the ground with pads, pigs or booms. No oil is allowed into the storm drain or catch basin.
2. Contain the oil spill from spreading with speedy-dri, oil spill pads, pigs or booms.
3. Find the source of leak and stop it immediately.
4. Supervisor should report to REHS if the spill is greater than 5 gallons.
5. Report the spill to Supervisor.
6. Clean up the spill including removal of contaminated soil.
7. Oil waste and oil soaked debris (pad, pigs, booms, speedy-dry, gloves) should be put into an empty container, label it as "waste oil/oil debris", and date.

8. *Supervisor must report the oil spill immediately to REHS if the spill is larger than 5 Gallons on unpaved area or if oil enters the storm water drainage or catch basin.*

9. *External Notification:*
If oil enters the storm drain or catch basin, the Emergency Spill Coordinator or designate shall notify the following regulatory agencies immediately (within 15 minutes):
 - o *PVSC 973-817-5722*
 - o *NJDEP 877-927-6337*
 - o *24-hrs National Response Center 800-424-8802*

10. Contact a waste vendor to clean up the spill if it is too large.
11. Send the oil waste container off-site for recycling
12. Notify the REHS in writing for any spill larger than 5 gallons or any spill that impacts public health, environmental or Safety.

Field Spill Report Form

1. Date of spill _____ Time _____ a.m. /p.m.

2. Report From: _____ Title: _____

3. Location of spill: _____

4. Material spilled: _____ Quantity: _____

5. Any injuries or property damaged? Yes or No If yes, explain: _____

6. Cause of spill? (Explain in detail.) _____

7. Describe the scene in detail (including nearby surface water or sewer and distance, type of surface spilled on, and was spill contained). _____

8. Describe clean-up action taken in detail. How much material was not recovered? _____

9. Person involved in incident: _____

10. List any emergency agencies at scene. _____

11. Are there any homes or businesses nearby? Yes or No Distance? _____

12. Notification:

Date/time:

Contact Name:

Comments rec'd:

Report Number:

13. Action taken to prevent recurrence. _____

(Use back of form if additional space is needed for any item).

14. Signature _____

After completing this form, file copy one in the Spill Report file maintained by the Spill Plan Coordinator.

Date Received by Spill Plan Coordinator: _____

APPENDIX E
CERTIFICATION OF THE APPLICABILITY OF
THE SUBSTANTIAL HARM CRITERIA

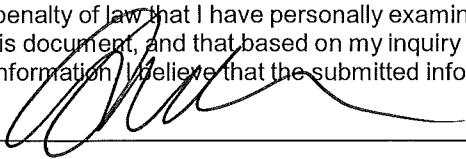
Certification of the Applicability of the Substantial Harm Criteria**(40 CFR Part 112.20(e) – Appendix C to Part 112)**

Facility Name: Rutgers, The State University of New Jersey
Old Queens
83 Somerset Street
New Brunswick, NJ 08091

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 ___ X
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons? Does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard? This will allow for the accumulation of precipitation within any aboveground oil storage tank area?
Yes ___ No ___ X
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?
Yes ___ No ___ X
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?
Yes ___ No ___ X
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil discharge in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes ___ No ___ X

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.

Signature Name (please type or print) Antonio M. CalcadoTitle Senior Vice President Institutional Planning & OperationsDate 3/8/16