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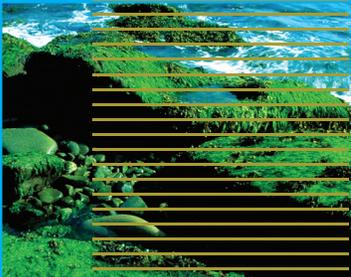
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# Spill Prevention Control and Countermeasure Plan

June 4, 2012



*Prepared for:*

**Provincetown Municipal Airport**

176 Race Point Road

Provincetown, MA

# SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN

## PROVINCETOWN MUNICIPAL AIRPORT PROVINCETOWN, MASSACHUSETTS

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# **EMERGENCY RESPONSE ACTION PLAN**

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**EMERGENCY RESPONSE ACTION PLAN**  
**PROVINCETOWN MUNICIPAL AIRPORT**  
**176 RACE POINT ROAD**  
**PROVINCETOWN, MASSACHUSETTS**

This Emergency Response Action Plan has been developed for the Provincetown Municipal Airport, 176 Race Point Road, Provincetown, Massachusetts 02657 as a guide to assist in the response to releases of oil or hazardous materials to the environment.

**1.0 EMERGENCY NOTIFICATION PHONE LIST**

**National Response Center (to report a release to navigable waters)**

**24-Hour Call Center: 800-424-8802**

**Massachusetts Department of Environmental Protection (DEP)**

**Emergency Response Center**

**24-Hour Call Center: 888-304-1133**

**Massachusetts State Police: 911**

**Provincetown Fire Department: 911**  
**508-487-1212**

**Provincetown Airport Operations: 508-487-0241**  
**508-722-4750 (24-hour contact number)**

Provincetown Municipal Airport Emergency Response Personnel include the following:

**Spill Response Program Manager:**

Arthur Lisenby  
Airport Manager  
Provincetown Municipal Airport  
508-487-0241  
508-722-4750 (24-hour contact number)

**Spill Response Coordinator:**

Joady Brown  
Cape Air Station Manager  
508-487-0241  
508-487-0471 (24-hour contact number)

Local consultants and contractors to contact for spill response:

**Spill Containment and Cleanup Contractors:**

*Moran Environmental Recovery, Inc.*  
24-Hour Call Center: **888-233-5338**

*Global Remediation Services, Inc.*  
24-Hour Call Center **508-828-1005**

**Licensed Site Professional:**

*Horsley Witten Group, Inc.*  
90 Route 6A  
Sandwich, Massachusetts  
508-833-6600

Mark Nelson, LSP  
508-566-0912 (cellular phone)  
508-362-6582 (after business hours)

Joe Longo, Associate Principal  
508-274-0947 (cellular phone)  
508-759-3311 (after business hours)

**2.0 IMMEDIATE ACTIONS**

Spill response actions may include the following (as personnel safety allows)

- 1) Initiate evacuation, if necessary.
- 2) Notify Federal and State Emergency Response Personnel (see Section 1.0).
- 3) Stop spill flow when possible without risk of personal injury.
- 4) Contain the spill using whatever means readily available.
- 5) Make the spill location off limits to unauthorized personnel.
- 6) Restrict all sources of ignition when flammable substances are involved.
- 7) Report the release to the appropriate regulatory agencies (DEP, Fire Department, Airport Operations).

**3.0 RELEASE NOTIFICATION FORM**

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**RELEASE NOTIFICATION FORM**

**A. Incident Description**

Date: \_\_\_\_\_ Reporter: \_\_\_\_\_  
Time of Incident: \_\_\_\_\_ Time of Report: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Telephone #: \_\_\_\_\_  
Location of Release: \_\_\_\_\_  
Facility Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_

**B. Release Description**

Type of material(s) released: \_\_\_\_\_  
Estimated quantity released: \_\_\_\_\_  
Were there injuries to anyone on site? \_\_\_\_\_  
Did the release impact a catch basin or storm drain? \_\_\_\_\_  
Describe the ground surface that the release occurred over: \_\_\_\_\_

\_\_\_\_\_

Did the release enter or travel along underground utilities (pipes, conduit, etc.)? \_\_\_\_\_

\_\_\_\_\_

How did the release occur? \_\_\_\_\_

\_\_\_\_\_

Other details: \_\_\_\_\_

\_\_\_\_\_

Are any surface waters impacted, or in danger of being impacted? \_\_\_\_\_

**C. Spill Response Program Notification Requirements**

IN THE EVENT OF ANY RELEASE, IMMEDIATELY NOTIFY:  
PROGRAM MANAGER ARTHUR LIENBY (508) 722-4750  
SPILL RESPONSE COORDINATOR JOADY BROWN (508) 487-0471



#### 4.0 REPORTABLE CONDITIONS

In accordance with Commonwealth of Massachusetts regulations, 310 CMR 30 and 310 CMR 40.0000, a release or threat of a release of a reportable quantity of oil and or hazardous materials must be reported to DEP. Under DEP regulations 310 CMR 40.0000 a release of oil, diesel, or gasoline of **10-gallons or greater** is considered reportable. Contaminants detected in the environment at or above a certain concentration require reporting to the DEP, are listed in 310 CMR 40.1600. Refer to Appendix E and F of the Provincetown Municipal Airport Spill Prevention Control and Countermeasure Plan for forms to be completed during a spill event.

Federal reportable quantities for releases into soil, water and air are listed in Table 302.4 of 40 CFR 302.4. Each regulatory agency has these reportable quantities posted on its website ([www.state.gov/dep](http://www.state.gov/dep); and [www.epa.gov](http://www.epa.gov)).

## **APPROVAL AND CERTIFICATION FORM**

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**SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN**

**PROVINCETOWN MUNICIPAL AIRPORT  
PROVINCETOWN, MASSACHUSETTS**

**APPROVAL AND CERTIFICATION**

**MANAGEMENT APPROVAL**

This oil and hazardous substances Spill Prevention, Control, and Countermeasure Plan and attached Emergency Response Action Plan has been carefully reviewed by Provincetown Municipal Airport Management. Management concurs with and supports the programs and procedures which are to be implemented, periodically reviewed, and updated in accordance with Federal Regulation 40 CFR 112.

Signature: \_\_\_\_\_

Arthur Lisenby  
Spill Response Program Manager  
Airport Manager  
Provincetown Municipal Airport

**PROFESSIONAL ENGINEER CERTIFICATION**

I hereby certify that I am familiar with the provisions of Federal Regulation 40 CFR 112 and attest that the Spill Prevention, Control, and Countermeasure Plan has been prepared in accordance with reasonable and prudent engineering practices, and satisfies the current requirements of the aforementioned regulation.

Name: Richard A. Claytor, Jr., P.E.  
Horsley Witten Group, Inc.

Signature: \_\_\_\_\_

Date: June 4, 2012

Registration Number: 45116

## **RECORD OF CHANGES**

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# **SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN**

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# **SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN**

## **PROVINCETOWN MUNICIPAL AIRPORT 176 RACE POINT ROAD PROVINCETOWN, MASSACHUSETTS**

### **1.0 INTRODUCTION**

Code of Federal Regulations 40, Subpart 112 (40 CFR 112) provides guidance for the development of Spill Prevention Control and Countermeasure Plans (SPCCP) and establishes procedures and methods to prevent the discharge of oil from non-transportation-related facilities into surface waters and adjoining shorelines. Additionally, Massachusetts State regulations (310 CMR 30.521(4)) require SPCCPs, with added requirements to comply with State 310 CMR 30 Hazardous Waste regulations. The Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Regulation 40 CFR 300.3, and the Resource Conservation and Recovery Act (RCRA) Regulation 40 CFR 264.52 expand the scope of the SPCCP to incorporate hazardous materials as defined in 40 CFR 302.3.

An SPCCP must be written and certified for an installation or commercial entity when one of the following criteria is met:

1. There is a reasonable potential for discharging oil from fixed facilities into waters of the United States, or
2. The oil storage capacity on-site exceeds either:
  - a. 42,000 gallons of total underground storage, or
  - b. 1,320 gallons of total above-ground storage, or any single container having a capacity in excess of 660 gallons.

Additionally, an SPCCP must be written for an installation or commercial entity if:

1. There is a toxic storage and disposal facility present, or
2. There is sufficient storage of a hazardous material on-site that would produce a reportable quantity release, should a release occur, or
3. A chemical is present in amounts equal to or above its threshold planning quantity.

This SPCCP has been prepared for the Provincetown Municipal Airport, 176 Race Point Road, Provincetown, Massachusetts 02657, due to the following:

1. There is a reasonable potential for discharging fuel and oil into the waters of the United States, and
2. Above-ground fuel storage capacity exceeds 1,320 gallons, with a single container having a capacity in excess of 660 gallons.





## **7.0 FACILITY INFORMATION**

### **7.1 Facility Description and Operations**

Provincetown Municipal Airport provides commercial airline service between Provincetown and Boston, Massachusetts. The Airport was constructed in January of 1947 and is located at the northeastern point of Cape Cod. A site locus and existing conditions aerial photo are included as Figures 1 and 2. The Airport is located within the Cape Cod National Seashore (CCNS) National Park. The National Seashore was created in 1966 by a conveyance of land from the Commonwealth of Massachusetts to the National Park Service (NPS). The Airport currently operates under the conditions of a Special Use Permit (S.U.P. No. NES CACO 2170 02047) issued by NPS. The Airport includes one runway (7/25) oriented in a northeast/southwest direction and a full length taxiway running parallel to the runway.

Airport property consists of approximately 322 acres, of which approximately 20 are paved for use as taxiways, runways, parking aprons, and parking areas. The Airport is bordered to the north, south, east, and west, by CCNS land. Structures on Airport property include the Main Terminal, Airport Managers office, Transportation Security Administration (TSA) building, a service and storage hangar, and the Airport Rescue Fire Fighting/Snow Removal Equipment (ARFF/SRE) building. A detailed site map is included as Figure 3.

Currently, Enterprise Car Rental, Cape Air, and Race Point Aviation operate on Airport property. Enterprise operates a customer service desk in the main terminal building, and does not service, store, or refuel vehicles at the Airport. In addition to being the Airport's sole commercial air transportation provider, Cape Air is the Airport's FBO, and is responsible for all bulk transfers of fuel at the Airport during vendor delivery of fuel, mobile refueler transfers, and refueling of aircraft. Cape Air maintains a Massachusetts Hazardous Waste Generator ID (MAD981211253), and is classified as a small quantity generator, generating between 100 kilograms (kg) and 1,000 kg of hazardous waste per month. Race Point Aviation provides sight-seeing tours and flying lessons.

Airport Operations responsibilities include airport security, equipment operation and maintenance, and facility maintenance and grounds-keeping. Maintenance of Airport vehicles and grounds-keeping equipment occurs at the ARFF/SRE building and storage hangar, and includes fluid changes, filter changes, refueling, minor vehicle repair, and maintenance of related equipment. Oil and hazardous material use and storage at the Airport includes aviation fuel, oil, lube oil, waste oil, de-icing or anti-icing solution, paints, industrial chemicals, compressed gases, solvents, and cleaning solutions.

Facility maintenance operations include structural maintenance and repairs, painting, mowing, grounds keeping, snow removal, and utility maintenance.

## **7.2 FBO and Airport Operations Information**

Contact information for Airport / FBO operations involving the use of petroleum are presented below:

Arthur Lisenby  
Airport Manager  
Provincetown Municipal Airport  
508-487-0241  
508-722-4750 (24-hour contact number)

Joady Brown  
Cape Air Station Manager  
Provincetown Municipal Airport  
508-487-0241  
508-487-0471 (24-hour contact number)

## **7.3 Facility Security**

The Airport is manned between 12 and 18 hours per day, based upon seasonal fluctuations in Airport use. Airport security is maintained through several means. Access to portions of the runway, and the entire main terminal area, is restricted by a partial perimeter fence and by field supervision. Unsupervised entry within the perimeter fence is limited to approved personnel who carry Airport-assigned identification. Facility security staffing includes personnel from the Provincetown Police Department, and the TSA. All fuel transfer and storage areas are located within the main perimeter fence. The Airport's fuel farm facility is also surrounded by an additional security fence, and can only be accessed by approved personnel. The fuel transfer facility and the fuel farm are equipped with adequate lighting to aid in the observation of a release and deter any acts of vandalism.

## **7.4 Wastewater Management**

Wastewater generated at the Airport is discharged to an on-site septic system.

## **7.5 Stormwater Management**

Stormwater management at the Airport is accomplished primarily through sheet flow runoff at the edge of impervious surfaces. Stormwater along runway 7/25 and the full length taxiway is infiltrated at the pavement edge. Stormwater in the main terminal and apron area either infiltrates at the pavement edge, or is collected by one of three catch basins (Figure 3). A catch basin located west of the main terminal building discharges to a wetland area located approximately 40 feet east of the fuel farm. A catch basin located south of the main terminal, and a french drain trench located along the front of the ARFF/SRE building, both discharge to a wetland area approximately 15 feet north of the ARFF/SRE building (Figure 3). All catch basins are outfitted with filters designed to

absorb petroleum hydrocarbons. In the event of a discharge of oil or hazardous materials to a catch basin, or the observation of contaminants in collected stormwater within the discharge wetlands, a licensed contractor will provide for proper removal, transfer, and disposal.

## 7.6 Spill History

Facilities having experienced one or more spills within a year of the effective date of the SPCCP are required to describe each spill, any corrective actions taken, and plans for preventing recurrence. No reportable spills have occurred at the Airport during that time period.

## 8.0 STORAGE AND TRANSFER OF FUEL

Significant volumes of petroleum are stored and transferred at the Airport’s fuel farm. Fueling of aircraft by the Airport’s mobile refueler represents a significant portion of the fuel transfers conducted at the Airport, and is described in greater detail in Section 8.2. Standard procedures for the transfer of fuel are included as Appendix B.

### 8.1 Bulk Storage of Fuel

Specific characteristics of storage tanks are provided in Table 1. Secondary containment measures have been installed in all Airport fuel storage areas. The construction of all Airport tanks complies with American Petroleum Institute (API) and American Society for Testing and Materials (ASTM) standards.

**Table 1. Fixed Fuel Storage**

Location	Product	Tank Type	Spill Protection	Volume (gallons)
Airport Fuel Farm	100 LL Avgas	UST <sup>1</sup>	Double walled tank, with interstitial monitoring and cathodic protection. Transfer lines contained within fiberglass secondary wall with interstitial monitoring	10,000
Main Terminal East / Generator	Diesel Fuel Oil	AST <sup>2</sup>	Concrete reinforced walls	500
Main Terminal Mechanical Room	No. 2 Heating Oil	AST	None	(2) 275

Notes:

<sup>1</sup> Underground Storage Tank

<sup>2</sup> Aboveground Storage Tank

Tank locations are included on Figure 3

A significant volume of petroleum is transported by the Airport’s mobile refueler, for the purpose of refueling aircraft. Specific characteristics of the mobile refueler are provided in Table 2.

**Table 2. Mobile Refueler**

<b>Operator</b>	<b>Product</b>	<b>Secondary Protection</b>	<b>Storage Capacity (gallons)</b>
Cape Air	100 LL Avgas	None	1,200

The Airport assumes no liability or responsibility for FBO operational compliance with applicable Local, State, and Federal Regulations, including the requirements established in 40 CFR 112, and described in this Plan. Cape Air is the FBO and conducts the refueling operations; they are therefore required to comply with the requirements of this SPCCP.

## **8.2 Fuel Delivery**

Fuel delivery procedures are included as Appendix B.

### **8.2.1 100 – LL Avgas Delivery**

100-LL Avgas fuel is delivered and transferred at the Airport’s transfer depot to a single 10,000-gallon UST. During fuel transfer, the vendor delivery truck is located on an impervious surface, aiding in the detection of, and response to, any potential releases.

Flexible transfer lines, used for connecting fuel delivery trucks to the above-ground transfer manifold, are inspected prior to each fuel transfer, and are replaced as necessary. Fuel deliveries are generally made during daylight hours; however, after-hours deliveries are conducted when necessary. All fuel delivery operations involve a minimum of two people. Direct communication between the refueling agent and Airport / FBO personnel is maintained throughout the transfer.

Airport / FBO personnel are responsible for the assessment of Avgas quality at the time of delivery and for the inspection of all fuel transfer and containment equipment. Vendor delivery of Avgas is coordinated and supervised through the Airport Manager or Cape Air Station Manager.

### **8.2.2 No. 2 Heating oil and Diesel Fuel Delivery**

No. 2 Heating oil and Diesel fuel are stored and transferred at each respective storage tank (Table 1). Direct connections between the delivery truck and storage tank are accomplished through a flexible transfer line. Fuel flow during transfer is controlled by the tank truck operator, and incorporates a dead man switch. Delivery of No. 2 Heating oil and Diesel fuel is supervised by Airport personnel as it occurs within a restricted access area.

### **8.3 Mobile Refueler Operations**

Transfer of fuel between the mobile refueling truck and aircraft occurs regularly at the Airport, and is described in further detail below. Standard procedures for the transfer of fuel to the mobile refueler are included as Appendix B.

During normal hours of operation, the mobile refueler is staged in the paved apron area adjacent to the ARFF/SRE building. Refueling of aircraft typically occurs along the apron and parking areas, and is conducted by trained Airport / FBO personnel. As a best management practice, aircraft refueling should involve two Airport / FBO personnel. The mobile refueler staging area is well-lit, aiding in the detection of a release or potential release of fuel during night-time operations.

40 CFR 112.7(c) and 112.8(c) require all mobile or portable fuel containers to be designed, positioned, and operated within a means of containment allowing for any discharge to be contained. All refueling of aircraft occurs over impervious surfaces, allowing for any discharge to be properly contained using the spill response resources maintained at the ARFF/SRE building. Rule change EPA-HQ-OPA-2005-0001; FRL-8258-3 exempts airport refuelers from the “sized” secondary containment requirements established in 40 CFR 112.8(c)(2) and (11). Mobile refuelers are still subject to the general secondary requirements established in 40 CFR 112.7(c). An EPA SPCC Rule Amendment Fact Sheet is included as Appendix C.

The Airport is not a substantial harm facility, and is therefore not required to provide response resources based upon a “most-likely” or “worst-case” discharge calculation. The Airport currently maintains spill response resources sufficient to respond to a discharge during aircraft refueling. In order to comply with the secondary containment regulations of 40 CFR 112.7(c) and 112.8(c), the Airport maintains rapid deployment spill containment and recovery equipment at the fuel farm transfer station and the ARFF/SRE building. Examples of typical spill response equipment is as follows:

- Absorbent Spill Pads
- Disposal Bags
- Absorbent Booms and Napkins
- Chemsearch™ Absorbent (speedi-dry)
- 8’ x 8’ Pop-Up Pool
- Absorbent Pillows
- Magnetic Catch Basin Cover
- Safety-Vac™ Product Recovery Cart

#### **8.3.1 Transfer of Avgas to Mobile Refuelers**

The Airport currently operates one Avgas mobile refueler. Avgas is transferred to the Airport’s refueler at the fuel farm transfer station, over an impervious surface, allowing for the observation and containment of any discharge. Refueling of the mobile refueler does

not involve a direct connection, relying instead on Airport / FBO personnel to conduct refueling “over the top”, via a conventional fuel pump hand lever. Airport personnel conduct daily inspections of all associated transfer equipment, including transfer hoses, flow control devices, and spill prevention devices. A mobile refueler daily inspection sheet is included as Appendix D.

### **8.3.2 Transfer of Avgas to Aircraft**

Avgas is transferred to aircraft on the terminal apron by the Airport’s mobile refueler. Refueling does not take place on the General Aviation apron. Properly trained Airport / FBO personnel conduct all transfers of Avgas to aircraft. Aircraft fueling procedures are summarized in Appendix B. In the event that aircraft refueling must be conducted in close proximity to a drainage catch basin, a magnetic catch basin cover should be used to minimize potential impacts associated with a release.

## **9.0 SPILL PREVENTION AND POTENTIAL SPILL PATHWAYS**

Where experience indicates a reasonable potential for the release of oil to the environment, 40 CFR 112.7(b) requires that a SPCCP predict a flow pathway for any released material. Potential discharge pathways for each fuel storage and transfer area are predicted below.

### **9.1 100 – LL Avgas**

The Airport’s fuel farm consists of one 10,000-gallon 100 – LL Avgas UST. Spill prevention controls associated with the Avgas UST include cathodic protection, secondary containment in the form of a fiberglass double walled tank, and interstitial monitoring. Fixed fuel transfer lines are wrapped in secondary containment fiberglass housings, also equipped with interstitial monitoring. In the event of failure of the primary containment tank in the 100 – LL Avgas UST, a release would be contained by the tank’s secondary containment wall, and an alarm would alert the Airport / FBO personnel. In the event of failure of the tank’s secondary containment wall, fuel would be released to the soil and fill material around and/or below the UST.

### **9.2 Fuel Farm Transfer Station**

Standard operating procedures for the delivery and dispensing of 100 - LL Avgas at the fuel farm transfer station should limit the likelihood of a release during fuel transfer. The fuel transfer station is equipped with emergency shut-offs. Spill response resources are maintained at the fuel farm transfer station and at the nearby ARFF/SRE building.

In the event that a release should occur at the mobile refueler during fuel transfer at the fuel farm, fuel would be released to the pavement below. Dependent upon the precise location of the release, fuel would travel across the pavement surface, and infiltrate into soil found at the pavement’s edge.

### **9.3 Refueling of Aircraft**

Standard operating procedures for aircraft refueling reduce the potential for a discharge (Appendix B). Refueling of all aircraft is conducted by trained Airport / FBO personnel, and typically occurs on the apron and parking area adjacent to the taxiway. A release during refueling would impact the paved apron surface, where the discharge could be contained using available spill response resources found at the fuel transfer depot and ARFF/SRE building. Fuel spilled during aircraft refueling could potentially migrate toward, and enter, the apron area catch basins and/or the soil found at the pavement edge. Magnetic catch basin covers are stored at the fuel farm transfer station for rapid deployment in response to a release of fuel to the pavement.

### **10.0 EMERGENCY RESPONSE ACTION PLAN**

An ERAP is intended to provide easy access to instructions for Airport / FBO personnel in the event of a release. An ERAP will remain attached as a preface to this SPCCP, and be distributed to Airport / FBO personnel at the discretion of the Program Manager. The ERAP will be kept on file and updated as described in Section 3.0 of this plan.

The ERAP shall contain the following information, and shall be constructed to facilitate and expedite response to a release or threat of release of oil or hazardous materials:

1. Facility name, address, and general location;
2. 24-hour contact information for the Spill Response Program Manager, Coordinator, and any additional related personnel;
3. Local, State, and Federal Emergency Response contact information;
4. Recommended guidelines for spill abatement, response, etc.;
5. A site map that includes the following:
  - a. first aid supply locations
  - b. spill response supply locations
  - c. emergency exit locations
  - d. floor-drain, manhole, and sewer grate locations, etc.
  - e. location of oil and hazardous materials bulk storage areas;
6. Additional Response Resources Contact Information (e.g., LSP, outside spill cleanup contractor); and,
7. Forms to aid in proper documentation and reporting of a release.

### **11.0 SPILL RESPONSE PROCEDURES**

In the event of a release, or threat of release, of oil or hazardous material to the environment, Airport / FBO personnel shall implement response actions to contain the release. The Coordinator or Program Manager shall be notified as soon as possible. The following response actions should be followed for most releases.

**Note: Any personnel undertaking any response activity are responsible for ensuring that appropriate, properly-fitted, personnel protective equipment (PPE) is worn at all times.**

### **11.1 General Response Procedures for Airport / FBO personnel:**

**(Note: Only properly trained Airport / FBO employees shall respond to a release of oil or hazardous materials.)**

1. Initiate evacuation, if necessary;
2. Notify Coordinator or Program Manager, listed in Section 2.0;
3. Stop spill flow when possible without risk of personal injury to self or others;
4. Immediately deploy any readily available response resources (e.g., absorbent pads, drain covers, granulated absorbent, etc.);
5. Make the release area off limits to unauthorized personnel;
6. Restrict all sources of ignition when flammable substances are involved;
7. Continue response actions at the direction of the Coordinator or Program Manager; and,
8. Ensure that all contaminated response resources and PPE are properly containerized and labeled for disposal by a licensed hazardous waste handler.

The sequence of the initial response action may be altered depending upon the spill characteristics (i.e., type of material, quantity). The following section describes Coordinator and Program Manager responsibilities during a spill event.

#### **11.1.1 Spill Response Coordinator**

**(Note: If the Program Manager is unavailable, the Coordinator is authorized to activate emergency response contractors, and initiate any regulatory reporting procedures.)**

1. Evacuate any non-essential personnel, if necessary;
2. Eliminate the source of the release, if not already accomplished, without jeopardizing the health and safety of self or others;
3. Report the release to the appropriate local contacts (Provincetown Fire Department, Emergency Response Contractors, Board of Health). When notifying any outside agency of a release of oil or hazardous material the following information, at minimum, should be provided:
  - a. Name of individual reporting spill;
  - b. Release location and contact information;
  - c. Substance released, estimated amount;
  - d. Date and time of release;
  - e. Description of response actions, undertaken and planned;
  - f. Other agencies notified or to be notified; and,

- g. Any other relevant information.
- 4. Direct the deployment of response resources and ensure their proper use;
- 5. Minimize the potential for environmental impact;
- 6. Notify emergency response contractors if necessary;
- 7. Notify the Program Manager and inform them of the release. Determine if release requires Massachusetts Department of Environmental Protection (DEP) or Federal notification, as described in Section 12.0;
- 8. Ensure that all contaminated response resources and PPE are properly containerized and labeled for disposal by a licensed hazardous waste handler; and,
- 9. Properly document all response activities; including generator information, response personnel, emergency contractor information, and any related correspondence.

### **11.1.2 Spill Response Program Manager**

- 1. Determine if the release requires notification, as described in Section 12.0;
- 2. Ensure proper notification of authorities and/or outside response contractors;
- 3. Ensure proper documentation of release and response activities; a Spill Reporting Form is included as Appendix E;
- 4. Retain Hazardous Waste Manifests or Bills of Lading from licensed hazardous waste handlers; and,
- 5. Take additional measures, as necessary, to minimize potential for subsequent environmental impact (e.g., install absorbent boom at stormwater outfalls to capture stormwater-transported contaminants).

## **12.0 NOTIFICATION REQUIREMENTS**

In response to a release of oil or hazardous materials, responsible parties are required to conduct response activities in accordance with Massachusetts General Laws, Chapter 21E, 40 CFR 112, and the Massachusetts Contingency Plan (310 CMR 40). Notification of Local, State, or Federal agencies may be necessary. All releases, regardless of size or material, shall be reported to the Coordinator or Program Manager. The Coordinator or Program Manager shall establish whether a harmful quantity has been released, and if the release requires notification of outside agencies.

Federal regulations generally define an oil spill of harmful quantity as “...such quantities of oil determined to be harmful to the public health or welfare.....to include discharges which exceed applicable water quality standards.....or cause a film or sheen on the surface of the water, or cause a sludge or emulsion to be deposited beneath the water surface.” “Navigable waters” has been defined as all water bodies and streams, including surface waters and groundwater.

Massachusetts regulations 310 CMR 40.0000 define a release of 10 gallons or greater of oil or gasoline as a reportable quantity. Contaminants detected in the environment at or above threshold concentrations also require reporting to DEP, and are listed in 310 CMR 40.1600. Additionally, a release of oil or hazardous materials (any quantity) to a

stormwater conveyance (e.g., leaching catch basins, culverts) requires DEP notification. Refer to Appendix F for DEP release notification forms.

In the event of a single discharge of more than 1,000 gallons into or upon the navigable waters of the U.S. or adjoining shorelines, or two discharges greater than 42 gallons within any 12 month period, the SPCCP shall be submitted to the EPA Region 1 Regional Administrator and DEP for review.

## **12.1 Reporting to State and Federal Agencies**

In accordance with Massachusetts Regulations 310 CMR 30.0000 and 310 CMR 40.0000, certain releases or threats of releases of a reportable quantity of oil and or hazardous materials must be reported to DEP within 2 hours ([www.state.ma.gov/dep](http://www.state.ma.gov/dep)). Federal reportable quantities for releases into soil, water and air are listed in Table 302.4 of 40 CFR 302.4. Refer to Appendix E for a general outline of reporting steps and requirements.

If a harmful or reportable quantity, as defined by state and/or federal regulations, has been discharged, the spill should be reported to the following agencies:

National Response Center  
24 Hour: 800-424-8802

Massachusetts Department of Environmental Protection  
Emergency Response Center  
Daytime: 508-946-2700  
After Hours: 888-304-1133

Massachusetts State Police  
911

Provincetown Police Department  
508-228-1213

Provincetown Fire Department  
508-487-1212

The following information must be provided to State and Federal agencies when a spill is reported. All correspondence with Local, State, or Federal agencies should be recorded on a Spill Reporting Form, included as Appendix E.

1. Name, location and type of facility;
2. Person in charge of facility and phone number;
3. Name and phone number of person reporting;
4. Type and estimated amount of material;
5. Location of spill;

6. Time and date of incident;
7. Impacted waterways;
8. Whether or not storm drains have been impacted;
9. Cause of incident and equipment involved;
10. Injuries and/or property damage;
11. Duration of discharge;
12. Response Actions taken; and,
13. Agencies notified.

### **13.0 SPILL RESPONSE RESOURCES**

Spill response equipment is maintained at the fuel transfer station and ARFF/SRE building, in close proximity to fuel transfer locations. A spill kit including pad absorbents, granulated absorbent, sorbent booms, “pop-up” pools, magnetic catch-basin covers, and miscellaneous hand tools are stored in a weather-tight drum outside the fuel farm transfer station and ARFF/SRE building for quick deployment.

### **14.0 INSPECTIONS**

The Airport conducts regular inspections of fuel storage tanks, including the mobile refueler. Inspections are conducted by properly trained Airport / FBO personnel, and are recorded on inspection sheets. Inspection sheets are kept on file at the Operations office for a minimum of three years, as required by 40 CFR 112.7. Mobile refueler and fuel farm inspection sheets are included as Appendix D and G.

#### **14.1 Daily Inspections**

On a daily basis, Airport personnel conduct inspections of the Airport’s mobile refueler and the Airport fuel farm.

The mobile refueler daily inspection routine is as follows:

1. Parking brake or chock
2. Inspect compartments
3. Dome covers and gaskets
4. Loose gear
5. Vertical lights
6. Fluid levels
7. Engine hoses and lines
8. Engine filters
9. Belts
10. Wiring
11. Engine compartment
12. Upholstery
13. Glass-mirrors
14. No debris

15. Operating manual
16. Controls free
17. Start engine
18. Brakes and gear train
19. Power take-off
20. Steering, horn, wipers
21. Lights
22. Body condition
23. Fire extinguishers
24. Tires and wheels
25. Safety cut-off valves
26. Piping and flanges
27. Drain sumps
28. P-T-O shafts and pumps
29. Dispensing accessories
30. Dispensing hoses
31. Meter check
32. Valves, gauges, interlock
33. Shut down
34. Recheck 26, 28, 29, 30, 31, 32
35. Pressure drop, filter, filter / separator
36. Quality control

The Airport fuel farm daily inspection routine is as follows:

1. Fuel level
2. Emergency shut-off
3. Water test
4. Hoses, nozzles, and dust caps
5. Static grounding (ground reels, cables, and clamps)
6. Fire extinguishers
7. Electrical control switches
8. Fuel pumping
9. Piping or valve leaks
10. Nozzle or loading arm
11. Product identification
12. No smoking sign placement
13. Security

## **14.2 Monthly Inspections**

On a monthly basis, Airport personnel conduct inspections of the Airport's mobile refueler and the Airport fuel farm.

The mobile refueler is inspected for:

1. Grounding cable continuity

2. Nozzle screens
3. Fueling hoses

The Airport fuel farm is inspected for:

1. Grounding cable continuity
2. Nozzle screens
3. Fueling hoses

### **14.3 Additional Inspection and Maintenance**

Periodic cleaning and testing of the fuel storage tank and mobile refueler is conducted by outside contractors. Tanks are inspected for wall thickness, corrosion, tank integrity, and tank tightness.

40 CFR 112.7(i) mandates; “If a field-constructed above ground container undergoes a repair, alteration, reconstruction, or change in service that might affect the risk of a discharge or failure due to brittle fracture or other catastrophe, or has discharged oil or failed due to brittle fracture failure or other catastrophe, (the Airport) must evaluate the container for risk of discharge due to brittle fracture or other catastrophe, and as necessary, take appropriate action”.

### **15.0 PROACTIVE MEASURES AND RECOMMENDATIONS FOR SPILL PREVENTION AND SAFETY**

To comply with the Local, State and Federal regulations cited in this Plan, the Airport / FBO will continue to incorporate spill prevention and safety measures into daily operations. Refer to Appendix H for examples of the spill response and safety equipment referenced below, and for a list of equipment vendors. The following are general recommendations.

- Storage locations for oil and/or hazardous materials will be indoors or otherwise protected from the environment, and, when feasible, within secondary containment capable of holding 110% of the volume of the largest container or tank.
- All flammable materials should be kept in a suitable storage locker or facility.
- The Airport shall maintain sufficient spill response resources to respond to likely releases from aircraft refueling and fuel transfer.
- The fuel transfer station and ARFF/SRE building should be outfitted with a magnetic catch basin cover, Speedi-dry™, a “pop-up pool” to contain a release of up to 65 gallons, and other approved response equipment.
- The mobile refueler should be outfitted with a magnetic catch basin cover and Speedi-dry.

- Quantities of hazardous materials should be kept to a minimum. Only frequently used hazardous materials should be kept in storage. Expired, obsolete, or otherwise unused hazardous materials should be disposed of properly.
- Empty drums and containers should be properly disposed of and not allowed to accumulate in bulk.
- Refueling and fuel transfer should only occur in areas that are covered by an impervious layer of asphalt or concrete, and should occur as far away from stormwater catch basins as possible.
- Waste oil storage by the Airport / FBO shall comply with Federal, State, and local regulations related to waste accumulation volume and time limits. Waste oil drums shall be clearly labeled, and all manifests kept on file for three years.
- Indoor liquid hazardous materials should be stored in a location such that a spill from the largest container or tank will be contained or absorbed. All hazardous materials should be stored in flame retardant storage lockers, and transferred to proper dispensing containers prior to use.
- Compressed gases should be stored in locations protected from vehicles traffic, including fork lifts, by protective bollards or concrete walls or dikes.
- General waste should be separated from hazardous waste prior to disposal. Hazardous waste, including hazardous waste containers, should not be disposed of in general waste dumpsters.
- Material Data Safety Sheets shall be posted in an area that is obvious to all employees in the case of an emergency (i.e. in area of use). MSDSs shall be updated regularly. Emergency eyewash and shower stations should be located in areas where oil and/or hazardous materials are used.
- Aircraft de-icing should only be performed in designated areas to avoid direct runoff to adjacent surface waters and/or stormwater conveyances.
- Delivery of fuel from transport vehicles to storage tanks shall be supervised by a properly trained employee or supervisor.
- Transfer of fuel to mobile refuelers or aircraft shall only be conducted by properly trained employees.
- Whenever possible, biodegradable materials should be substituted for hazardous materials.

## 16.0 REFERENCES

Eggleston Environmental, July 2002. Storm Water Pollution Prevention Plan for Provincetown Municipal Airport, Provincetown, Massachusetts.

Massachusetts Department of Environmental Protection. See their homepage at [www.state.ma.gov/dep](http://www.state.ma.gov/dep)

Massachusetts Department of Environmental Protection. April 3, 2006. Massachusetts Contingency Plan: Massachusetts Department of Environmental Protection, Bureau of Waste Site Cleanup, 310 CMR 40.0000.

Massachusetts Department of Environmental Protection. Massachusetts General Laws: Massachusetts Oil and Hazardous Material Release Prevention and Response Act, Chapter 21E.

Massachusetts Board of Fire Prevention Regulations. June 16, 2003. Massachusetts Comprehensive Fire Safety Code, Tanks and Containers, 527 CMR 9.00.

Massachusetts Department of Environmental Protection. 2000. Massachusetts Hazardous Waste Regulations: Massachusetts Department of Environmental Protection, 310 CMR 30.

Provincetown Municipal Airport Commission, Runway Improvement Project, Project Overview.

U.S. Environmental Protection Agency. July 17, 2002. Environmental Protection Agency Federal Regulations 40 CFR 112.

U.S. Environmental Protection Agency, Oil Program. See their homepage at [www.epa.gov/oilspill/](http://www.epa.gov/oilspill/)

**FIGURES:**





**Legend**

 Lease Line



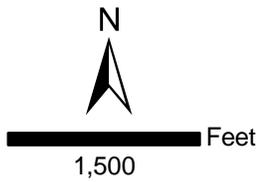
 Feet  
3,000

Horsley Witten Group  
phone: 508-833-6600  
www.horsleywitten.com 

USGS Locus  
Provincetown Municipal Airport  
Provincetown, MA

3/9/07 ec ec  
J:\4027 E&K-PTown Airport\GIS\locus.apr

Figure 1



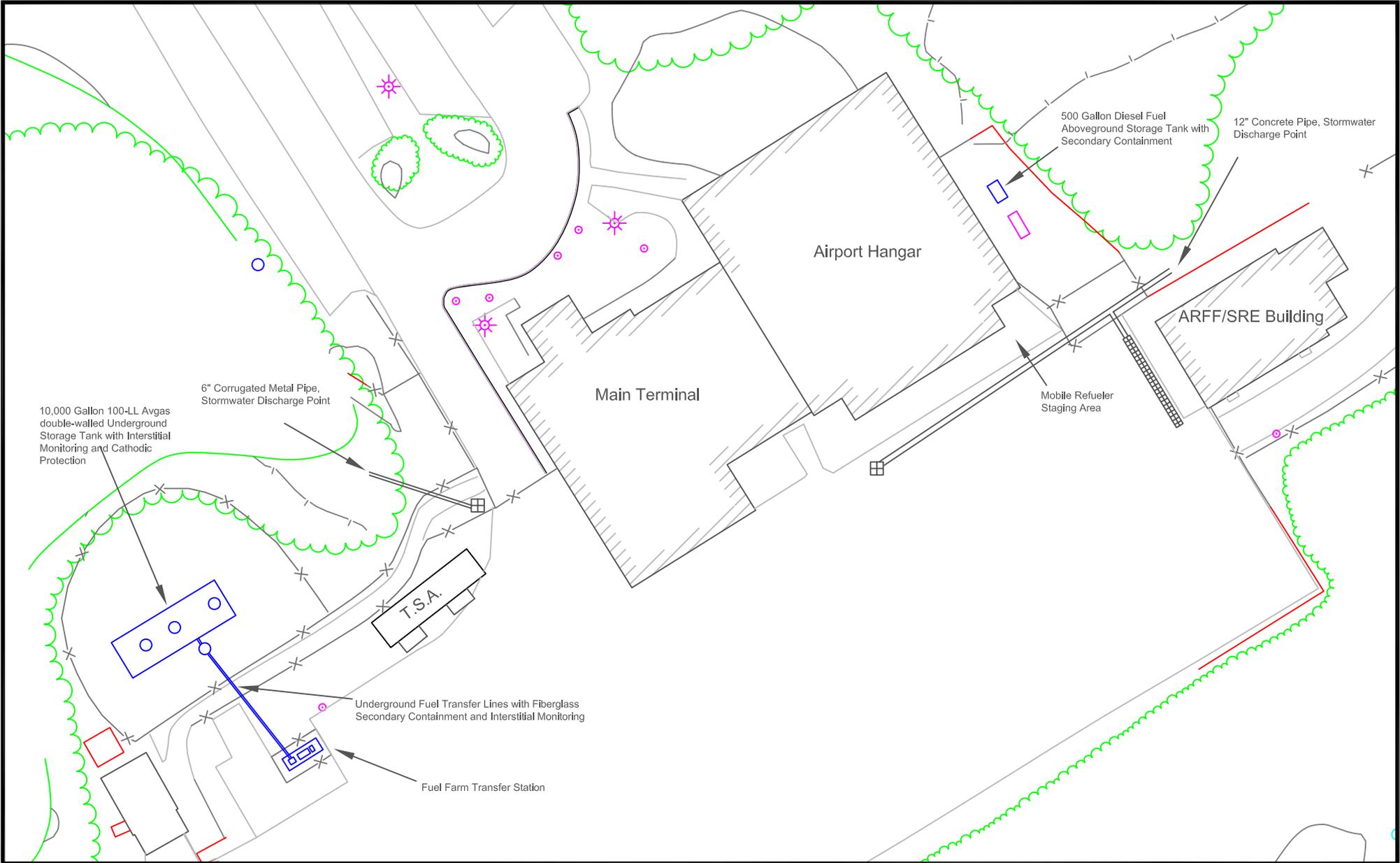
Horsley Witten Group  
phone: 508-833-6600  
www.horsleywitten.com

Aerial Photo  
Provincetown Municipal Airport  
Provincetown, MA

3/9/07 ec  
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Figure 2

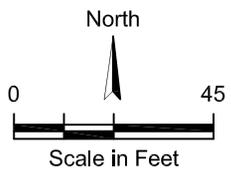
last modified: 04/13/07 printed: 04/13/07 by gh j:\4027 E&K-PTown Airport\SPCC Plan\SPCCP Fig 3.dwg



**Legend**

-  Catch Basin
-  Security Fence
-  Light Pole

Note: Drainage and fuel farm structures approximate in scale and location.



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 Sustainable Environmental Solutions  
 www.horsleywitten.com



**Provincetown Municipal Airport  
 Fuel Storage Locations and  
 Site Layout**

**APPENDIX A:**

CERTIFICATION OF THE APPLICABILITY OF  
THE SUBSTANTIAL HARM CRITERIA

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**SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN  
PROVINCETOWN MUNICIPAL AIRPORT  
PROVINCETOWN, MASSACHUSETTS**

**CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM  
CRITERIA**

Federal Regulation 40 CFR 112.20, Appendix C, requires a facility to certify whether or not it is considered to pose a substantial harm. A determination of substantial harm status is based on the criteria below.

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?

*The facility does not transfer oil over water. The facility does have a total oil storage capacity greater than or equal to 42,000 gallons.*

Does the facility have a total oil storage capacity greater than or equal to 1,000,000 gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground storage tank plus sufficient freeboard to allow for precipitation within any aboveground storage tank area?

*No, the facility does not have a total oil storage capacity greater than or equal to 1,000,000 gallons.*

Does the facility have a total oil storage capacity greater than or equal to 1,000,000 gallons and is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to 40 CFR 112, or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (see Appendix E to 40 CFR 112, section 13, for availability) and the applicable Area Contingency Plan.

*No, the facility does not have a total storage capacity greater than or equal to 1,000,000 gallons.*

Does the facility have a total oil storage capacity greater than or equal to 1,000,000 gallons and is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to 40 CFR 112, or a comparable formula) such that a discharge from the facility would shut down a public drinking water intake.

*No, the facility does not have a total storage capacity greater than or equal to 1,000,000 gallons.*

Does the facility have a total oil storage capacity greater than or equal to 1,000,000 gallons and has the facility experienced a reportable spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

*No, the facility does not have a total storage capacity greater than or equal to 1,000,000 gallons.*

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: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B:**

# FUEL DELIVERY AND TRANSFER PROCEDURES

---

## **PROVINCETOWN MUNICIPAL AIRPORT FUEL DELIVERY AND TRANSFER PROCEDURES**

**The following general procedures should be followed during fuel delivery, transfer of fuel, and refueling of aircraft.**

### **Vendor Delivery of Fuel**

1. The vendor driver shall coordinate delivery time with the appropriate Airport / FBO personnel.
2. All paperwork associated with the order should be inspected prior to transfer to ensure delivery of proper fuel quantity and type.
3. Appropriately trained personnel shall be present throughout entire fuel transfer.
4. Airport / FBO personnel shall identify the appropriate storage tank for delivery, and identify/inspect all mechanisms or piping associated with the fuel transfer.
5. Airport storage tanks should be inspected for capacity prior to fuel transfer.
6. All vehicles in the fuel transfer area shall be turned off, and sources of ignition eliminated.
7. A sample of the vendor fuel, for delivery, should be obtained in a suitable container. The sampled fuel should be inspected for color, and results should be recorded and compared against original order.
8. During fuel transfer, secondary containment measures should be employed, if possible. Wheels should be chocked to prevent vehicle movement during transfer.
9. During fuel transfer, at least one attendant shall be present at all times. There shall be no use of automated pumping systems.
10. The delivery vehicle shall be properly grounded and bonded.
11. The truck operator shall be responsible for making all connections between the truck and any piping involved in the fuel transfer. Both the operator and Airport / FBO personnel shall inspect transfer piping, prior to fuel transfer.
12. Spill response resources should be readily available, for cleanup or containment of small spills. Airport / FBO personnel shall be responsible for the proper management of small spills.
13. The truck operator and Airport / FBO personnel shall be aware of all safety and fuel flow control devices, such as pump shut-off and “dead-man” switches.
14. Once fuel transfer has begun, Airport / FBO personnel shall inspect all fittings, couplings, hoses, and associated transfer materials, for evidence of leaking.
15. In the event of a release, or threat of release, due to a failure in any of the fuel transfer equipment, fuel flow shall cease immediately, and appropriate response actions shall be taken to clean up the release.
16. Fuel transfer shall not occur unless all transfer equipment is being used as intended and approved.
17. Upon completion of fuel transfer, the truck operator shall ensure that all transfer lines are cleared of their contents before disconnect, so as to avoid any releases during disconnect.
18. Airport / FBO personnel shall be responsible for the proper stowing of all facility transfer lines.

19. Any sample material, or absorbent materials used to clean up a small release shall be properly disposed of by a licensed disposal company. Proper paperwork shall be kept on file, and the Spill Response Coordinator or Program Manager notified.

### **Transfer of Fuel to Mobile Refuelers**

1. Transfer of fuel to mobile refuelers shall be done by appropriately trained Airport / FBO personnel (the operator), only.
2. All fuel flow control devices, such as “dead-man” switches, shall be inspected for proper operation prior to fuel transfer.
3. All vehicles in the fuel transfer area shall be turned off, and sources of ignition eliminated.
4. Wheels shall be chocked to prevent vehicle movement during fuel transfer.
5. The operator shall ensure that spill response resources to clean up or contain a small spill are readily available.
6. The mobile refueler shall be properly grounded and bonded.
7. Fuel transfer equipment, including hose material and couplings, should be of an appropriate material, and shall be inspected by the operator prior to each use.
8. If possible, transfer lines should implement dry-disconnect fittings and couplings that prevent the flow of fuel until properly connected to a mated coupling.
9. The operator shall be aware of all safety and fuel flow control devices, such as pump shut-off and “dead-man” switches.
10. The operator shall gauge mobile refueler tank capacity prior to fuel transfer, and monitor tank level during transfer.
11. Once fuel transfer has begun, the operator shall inspect all fittings, couplings, hoses, and associated transfer materials, for evidence of leaking.
12. During fuel transfer, at least one attendant shall be present at all times. There shall be no use of automated pumping systems.
13. In the event of a release, or threat of release, due to a failure in any of the fuel transfer equipment, fuel flow shall cease immediately, and appropriate response actions shall be taken to cleanup the release.
14. Fuel transfer shall not occur unless all transfer equipment is being used as intended and approved.
15. Upon completion of fuel transfer, the operator shall ensure that all transfer lines are cleared of their contents before disconnect, so as to avoid any releases during disconnect.
16. The operator shall be responsible for the proper stowing of all facility transfer lines.
17. Any absorbent materials used to clean up a small release shall be properly disposed of by a licensed disposal company. Proper paperwork shall be kept on file, and the Spill Response Coordinator or Program Manager notified.

## **Transfer of Fuel to Aircraft**

1. Transfer of fuel from mobile refuelers to aircraft shall only be done by appropriately trained Airport / FBO personnel.
2. All fuel flow control devices, such as “dead-man” switches, shall be inspected for proper operation prior to fuel transfer.
3. All vehicles in the fuel transfer area shall be turned off, and sources of ignition eliminated.
4. Refueler and aircraft wheels shall be chocked to prevent movement of either vehicle during fuel transfer.
5. All fueling of aircraft shall be completed outside of hangars or maintenance buildings.
6. The operator shall observe the locations of any stormwater catch basins and avoid refueling at or near such structures.
7. The operator shall ensure that spill response resources to clean up or contain a small spill are readily available.
8. The mobile refueler and aircraft shall be properly bonded.
9. Fuel transfer equipment, including hose material and couplings, should be of an appropriate material, and shall be inspected by the operator prior to use.
10. Fuel transfer lines should be located, or “run-out” so as to avoid being run-over, or otherwise damaged, by vehicle traffic in the area.
11. If possible, transfer lines should implement dry-disconnect fittings and couplings that prevent the flow of fuel until properly connected to a mated coupling.
12. The operator shall be aware of all safety and fuel flow control devices, such as pump shut-off and “dead-man” switches.
13. Before fueling, the operator shall ensure that all related aircraft equipment is prepared to accept transferred fuel.
14. While fuel is being transferred, the operator shall position themselves to visually observe transfer lines for leaks or other failures.
15. During fuel transfer, at least one attendant shall be present at all times. There shall be no use of automated pumping systems.
16. Once fuel transfer has begun, the operator shall inspect all fittings, couplings, hoses, and associated transfer materials, for evidence of leaking.
17. In the event of a release, or threat of release, due to a failure in any of the fuel transfer equipment, fuel flow shall cease immediately, and appropriate response actions shall be taken to clean up the release.
18. Fuel transfer shall not occur unless all transfer equipment is being used as intended and approved.
19. Upon completion of fuel transfer, the operator shall ensure that all transfer lines are cleared of their contents before disconnect, so as to avoid any releases during disconnect.
20. The operator shall be responsible for the proper stowing of all facility transfer lines.
21. Any absorbent materials used to clean up a small release shall be properly disposed of by a licensed disposal company. Proper paperwork shall be kept on file, and the Spill Response Coordinator or Program Manager notified.

**APPENDIX C:**  
SPCCP RULE AMENDMENTS

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United States Environmental Protection

Agency Office of Emergency Management (5104A)

EPA-550-F-06-007 December 2006 [www.epa.gov/emergencies](http://www.epa.gov/emergencies)

## Spill Prevention, Control, and Countermeasure (SPCC) Rule Amendments

### *Streamlined Requirements for Mobile Refuelers*

In December 2006, EPA amended the SPCC rule to streamline some of the requirements for facilities with smaller oil storage capacity and specific types of equipment, including those for sized secondary containment for mobile refuelers. Owners and operators of mobile refuelers at a non-transportation-related facility will no longer need to provide sized secondary containment systems, which are systems large enough to contain the capacity of the largest single compartment or container on a mobile refueler along with enough room to contain precipitation. Providing sized secondary containment for vehicles that move frequently within a facility to perform refueling operations can raise safety and security concerns. However, the SPCC rule's general secondary containment requirements still apply to mobile refuelers as well as containment requirements associated with oil transfers.

**What is a mobile refueler?** A mobile refueler is a bulk storage container onboard a vehicle or being towed that is designed or used solely to store and transport fuel for transfer into or from an aircraft, motor vehicle, locomotive, vessel, ground service equipment, or other oil storage container. Mobile refuelers may be found at the following non-transportation-related locations: industrial sites, airports, military bases, construction sites, chemical complexes, mining sites, seaport terminals, and tank truck home bases. **How do the new changes apply to mobile refuelers?** Mobile refuelers are now exempt from the following sized secondary containment provisions that still apply to all other bulk storage containers and mobile/portable bulk storage containers:

Sections 112.8(c)(2) and (11) for petroleum oils  
Sections 112.12(c)(2) and (11) for animal fats and vegetable oils  
These provisions previously required sized secondary containment for mobile refuelers, such as a dike or catchment basin, of sufficient size to contain the capacity of the largest along with enough room to contain precipitation. The exemption does not apply to refuelers used primarily for the bulk storage of oil in a fixed location in place of stationary containers (e.g., a

refueler that no longer can move or conduct transfers and is left only to serve as a bulk storage container). **What secondary containment requirements continue to apply?** General secondary containment requirements in §112.7(c) still apply to mobile refuelers at SPCC regulated facilities. General secondary containment should be designed to address the most likely discharge from the container and from oil transfers into or from the mobile refueler. The general secondary containment requirements: Do not prescribe a size for a secondary containment structure but require that the containment system prevent the spilled oil from escaping the system prior to clean up occurring. Require appropriate containment and/or diversionary structures or equipment to prevent a discharge to navigable waters or adjoining shorelines compartment or container on a mobile refueler

Allow for the use of certain types of active containment measures that prevent a discharge to navigable waters or adjoining shorelines.

### **When could active containment measures be appropriate?**

Active containment measures require deployment or other specific action by the owner or operator. For discharges that occur only during manned activities, such as

transfers, an active measure may be appropriate, as long as the measure can contain the volume and rate of oil, is properly constructed, and is deployed in a timely manner.

These active measures could also be applied to other situations, as deemed appropriate by a Professional Engineer (or owner/operator of a qualified facility).

**Do sized secondary containment requirements still apply to other mobile or portable bulk storage containers?**

Yes. When mobile or portable bulk storage containers (such as drums, skids, railcars and totes) are in a stationary, unattended mode and not under the direct oversight or control of facility personnel, the sized secondary requirements apply. When mobile or portable

**When is a mobile refueler subject to SPCC requirements?** According to a 1971 Memorandum of Understanding between the Department of Transportation (DOT) and the Environmental Protection Agency, EPA regulates non-transportation-related facilities and DOT regulates transportation-related facilities: Mobile refuelers that operate solely within the confines of a non-transportation-related facility subject to the SPCC rule must comply with the general secondary containment

requirements during all periods of operation. Other mobile refuelers (i.e., transportation-related) involved in a transfer operation at an SPCC-regulated facility would be subject to the loading/unloading rack requirements when the transfer occurs at a rack or the general secondary containment requirements for all other transfers.

For more information on EPA's jurisdiction, please see Appendix A to 40 CFR part 112.

**For More Information** Read the **SPCC rule amendment** [www.epa.gov/oilspill](http://www.epa.gov/oilspill) Review the **Oil Pollution Prevention regulation (40 CFR part 112)** <http://www.gpoaccess.gov/cfr/> Visit the **EPA Office of Emergency Management Web site** [www.epa.gov/emergencies](http://www.epa.gov/emergencies) Call the **Superfund, TRI, EPCRA, RMP, and Oil Information Center** (800) 424-9346 or (703) 412-9810 TDD (800) 553-7672 or (703) 412-3323

[www.epa.gov/superfund/resources/infocenter](http://www.epa.gov/superfund/resources/infocenter) **To Report an Oil or Chemical Spill** Call the **National Response Center** (800) 424-8802 or (202) 267-2675 TDD (202) 267-4477

**APPENDIX D:**

**DAILY INSPECTION RECORD – MOBILE REFUELERS**

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DAILY INSPECTION RECORD  
 PROVINCETOWN, MA.  
 FUELERS

CAPE AIR / HYANNIS AIR SERVICE 100LL

MONTH:

EQUIP: *2004 ISUZU*

DATE	INSPECTED BY	REMARKS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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26		
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28		
29		
30		
31		

MONTHLY INSPECTION	CO	DATE	AGENT	REMARKS
GROUND CABLE CONTINUITY				OHMS
NOZZLE SCREENS				
FUELING HOSES				

COMMENTS

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**APPENDIX E:**

**INTERNAL RELEASE NOTIFICATION FORM**

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## RELEASE NOTIFICATION FORM

**A. Incident Description**

Date: \_\_\_\_\_ Reporter: \_\_\_\_\_  
Time of Incident: \_\_\_\_\_ Time of Report: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Telephone #: \_\_\_\_\_  
Location of Release: \_\_\_\_\_  
Facility Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_

**B. Release Description**

Type of material(s) released: \_\_\_\_\_  
Estimated quantity released: \_\_\_\_\_  
Were there injuries to anyone on site?: \_\_\_\_\_  
Did the release impact a catch basin or storm drain?: \_\_\_\_\_  
Describe the ground surface that the release occurred over: \_\_\_\_\_  
\_\_\_\_\_  
Did the release enter or travel along underground utilities (pipes, conduit, etc.): \_\_\_\_\_  
\_\_\_\_\_  
How did the release occur? \_\_\_\_\_  
\_\_\_\_\_  
Other details: \_\_\_\_\_  
\_\_\_\_\_

Are any surface waters impacted, or in danger of being impacted?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Spill Response Program Notification Requirements**

IN THE EVENT OF ANY RELEASE, IMMEDIATELY NOTIFY:  
PROGRAM MANAGER ARTHUR LIENBY (508) 722-4750  
SPILL RESPONSE COORDINATOR JOADY BROWN (508) 487-0471



**APPENDIX F:**  
RELEASE NOTIFICATION FORM DEP BWCS103

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RELEASE NOTIFICATION & NOTIFICATION  
RETRACTION FORM

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

A. RELEASE OR THREAT OF RELEASE LOCATION:

- 1. Release Name/Location Aid: \_\_\_\_\_
- 2. Street Address: \_\_\_\_\_
- 3. City/Town: \_\_\_\_\_ 4. ZIP Code: \_\_\_\_\_
- 5. UTM Coordinates: a. UTM N: \_\_\_\_\_ b. UTM E: \_\_\_\_\_

B. THIS FORM IS BEING USED TO: (check one)

- 1. Submit a **Release Notification**
- 2. Submit a **Revised Release Notification**
- 3. Submit a **Retraction of a Previously Reported Notification** of a release or threat of release including supporting documentation required pursuant to 310 CMR 40.0335 (Section C is not required)

(All sections of this transmittal form must be filled out unless otherwise noted above)

C. INFORMATION DESCRIBING THE RELEASE OR THREAT OF RELEASE (TOR):

- 1. Date and time of Oral Notification, if applicable: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm
- 2. Date and time you obtained knowledge of the Release or TOR: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm
- 3. Date and time release or TOR occurred, if known: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm

Check all Notification Thresholds that apply to the Release or Threat of Release:  
(for more information see 310 CMR 40.0310 - 40.0315)

- |  |  |  |
|--|--|--|
| <p>4. 2 HOUR REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Sudden Release</li> <li><input type="checkbox"/> b. Threat of Sudden Release</li> <li><input type="checkbox"/> c. Oil Sheen on Surface Water</li> <li><input type="checkbox"/> d. Poses Imminent Hazard</li> <li><input type="checkbox"/> e. Could Pose Imminent Hazard</li> <li><input type="checkbox"/> f. Release Detected in Private Well</li> <li><input type="checkbox"/> g. Release to Storm Drain</li> <li><input type="checkbox"/> h. Sanitary Sewer Release (Imminent Hazard Only)</li> </ul> | <p>5. 72 HOUR REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/2 Inch</li> <li><input type="checkbox"/> b. Underground Storage Tank (UST) Release</li> <li><input type="checkbox"/> c. Threat of UST Release</li> <li><input type="checkbox"/> d. Release to Groundwater near Water Supply</li> <li><input type="checkbox"/> e. Release to Groundwater near School or Residence</li> <li><input type="checkbox"/> f. Substantial Release Migration</li> </ul> | <p>6. 120 DAY REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Release of Hazardous Material(s) to Soil or Groundwater Exceeding Reportable Concentration(s)</li> <li><input type="checkbox"/> b. Release of Oil to Soil Exceeding Reportable Concentration(s) and Affecting More than 2 Cubic Yards</li> <li><input type="checkbox"/> c. Release of Oil to Groundwater Exceeding Reportable Concentration(s)</li> <li><input type="checkbox"/> d. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/8 Inch and Less than 1/2 Inch</li> </ul> |
|--|--|--|



RELEASE NOTIFICATION & NOTIFICATION  
RETRACTION FORM

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

C. INFORMATION DESCRIBING THE RELEASE OR THREAT OF RELEASE (TOR): (cont.)

7. List below the Oils (O) or Hazardous Materials (HM) that exceed their Reportable Concentration (RC) or Reportable Quantity (RQ) by the greatest amount.

O or HM Released	CAS Number, if known	O or HM	Amount or Concentration	Units	RCs Exceeded, if Applicable (RCS-1, RCS-2, RCGW-1, RCGW-2)

8. Check here if a list of additional Oil and Hazardous Materials subject to reporting is attached.

D. PERSON REQUIRED TO NOTIFY:

1. Check all that apply:  a. change in contact name  b. change of address  c. change in the person notifying

2. Name of Organization: \_\_\_\_\_

3. Contact First Name: \_\_\_\_\_ 4. Last Name: \_\_\_\_\_

5. Street: \_\_\_\_\_ 6. Title: \_\_\_\_\_

7. City/Town: \_\_\_\_\_ 8. State: \_\_\_\_\_ 9. ZIP Code: \_\_\_\_\_

10. Telephone: \_\_\_\_\_ 11. Ext.: \_\_\_\_\_ 12. FAX: \_\_\_\_\_

13. Check here if attaching names and addresses of owners of properties affected by the Release or Threat of Release, other than an owner who is submitting this Release Notification (required).

E. RELATIONSHIP OF PERSON TO RELEASE OR THREAT OF RELEASE:

1. RP or PRP  a. Owner  b. Operator  c. Generator  d. Transporter

e. Other RP or PRP Specify: \_\_\_\_\_

2. Fiduciary, Secured Lender or Municipality with Exempt Status (as defined by M.G.L. c. 21E, s. 2)

3. Agency or Public Utility on a Right of Way (as defined by M.G.L. c. 21E, s. 5(j))

4. Any Other Person Otherwise Required to Notify Specify Relationship: \_\_\_\_\_



**RELEASE NOTIFICATION & NOTIFICATION  
RETRACTION FORM**

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

**F. CERTIFICATION OF PERSON REQUIRED TO NOTIFY:**

1. I, \_\_\_\_\_, attest under the pains and penalties of perjury (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this transmittal form, (ii) that, based on my inquiry of those individuals immediately responsible for obtaining the information, the material information contained in this submittal is, to the best of my knowledge and belief, true, accurate and complete, and (iii) that I am fully authorized to make this attestation on behalf of the entity legally responsible for this submittal. I/the person or entity on whose behalf this submittal is made am/is aware that there are significant penalties, including, but not limited to, possible fines and imprisonment, for willfully submitting false, inaccurate, or incomplete information.

2. By: \_\_\_\_\_ 3. Title: \_\_\_\_\_  
Signature

4. For: \_\_\_\_\_ 5. Date: \_\_\_\_\_  
(Name of person or entity recorded in Section D) mm/dd/yyyy

6. Check here if the address of the person providing certification is different from address recorded in Section D.

7. Street: \_\_\_\_\_

8. City/Town: \_\_\_\_\_ 9. State: \_\_\_\_\_ 10. ZIP Code: \_\_\_\_\_

11. Telephone: \_\_\_\_\_ 12. Ext.: \_\_\_\_\_ 13. FAX: \_\_\_\_\_

**YOU ARE SUBJECT TO AN ANNUAL COMPLIANCE ASSURANCE FEE OF UP TO \$10,000 PER BILLABLE YEAR FOR THIS DISPOSAL SITE. YOU MUST LEGIBLY COMPLETE ALL RELEVANT SECTIONS OF THIS FORM OR DEP MAY RETURN THE DOCUMENT AS INCOMPLETE. IF YOU SUBMIT AN INCOMPLETE FORM, YOU MAY BE PENALIZED FOR MISSING A REQUIRED DEADLINE.**

Date Stamp (DEP USE ONLY:)

**APPENDIX G:**  
DAILY INSPECTION RECORD

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DAILY INSPECTION RECORD  
 FIXED EQUIPMENT FUEL STORAGE SYSTEM

CAPE AIR / HYANNIS AIR SERVICE

PRODUCT

LOCATION	MONTH	YEAR	TANK #	TANK NUMBER	PRODUCT	CODES																																			
						✓ - Satisfactory	X - Repairs Needed	⊗ - Repaired	19	20	21	22	23	24	25	26	27	28	29	30	31																				
PROVINCETOWN, MA.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
	DAY OF THE MONTH		GALLONS		TANK GAGE		FUEL PUMP		TANK GAGE		GALLONS		TANK GAGE		FUEL PUMP		TANK GAGE		GALLONS		TANK GAGE		FUEL PUMP		TANK GAGE		GALLONS		TANK GAGE		FUEL PUMP		TANK GAGE		GALLONS						
BEFORE STARTING PUMP	1. Gauge Tanks - Quantity																																								
	2. EMERGENCY SHUT OFF																																								
	3.																																								
	4.																																								
	5. Water Test																																								
	6. Hoses - Nozzles - Dust Caps																																								
	7. Static Grounding																																								
	8. Electrical Control Switches																																								
	9. Fire Extinguisher Gauge																																								
	10. General Condition of Area																																								
PUMPING	1. PUMPS FUEL																																								
	2. Piping or Valve Leaks																																								
	3. Nozzle or Loading Arm																																								
	4.																																								
GENERAL	1. Product Identification																																								
	2. No Smoking Signs																																								
	3. Security																																								

INITIALS →



**APPENDIX H:**

RESPONSE RESOURCE EXAMPLES AND VENDORS

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Storm Drain Hood



Magnetic Storm Drain Cover



Containment Berm



Collapsible Containment Pool



Loose Absorbent



Leak/Spill Containment



Secondary Containment



Portable Spill Kit



Absorbent Boom



Secondary Containment

Vendor Information:

New Pig Corporation  
1-800-HOT-HOGS® (468-4647)  
[www.newpig.com](http://www.newpig.com)

Interstate Products  
1-800-474-7294  
[www.interstateproducts.com](http://www.interstateproducts.com)

SpillKits911  
1-800-474-5911  
[www.spillkits911.com/](http://www.spillkits911.com/)

Arcus Absorbents, Inc.  
1-877-227-6727  
[www.arcusabsorbents.com/](http://www.arcusabsorbents.com/)

West Coast Spill Supplies  
1-888-548-3800  
[www.spillsupply.com/](http://www.spillsupply.com/)

Guardian Environmental  
1-860-350-2200  
[www.guardianenvironmental.com](http://www.guardianenvironmental.com)