

APPENDIX 3 NPDES Plans

1. Storm Water Pollution Prevention Plan, Eggleston Environmental, October 2000, revised July 2003
2. Spill Prevention Control and Countermeasures Plan, Horsley Witten Group, March 29, 2007 (Final with signatures)

Appendix 3.1 Storm Water Pollution Prevention Plan, Eggleston Environmental, October 2000, revised July 2003

Provincetown Municipal Airport Storm Water Pollution Prevention Plan

*October 2000,
Revised July 2002*

Prepared for:
*Town of Provincetown
Provincetown Airport Commission
Town Hall
260 Commercial Street
Provincetown, MA 02657*

Prepared by:
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Provincetown Municipal Airport Storm Water Pollution Prevention Plan

1. Introduction and Background

Provincetown Municipal Airport (PMA) is a commercial service airport located approximately two miles from the center of Provincetown, Massachusetts (Figure 1). The airport occupies over 322 acres of land situated within the Cape Cod National Seashore, a unit of the U.S. Department of the Interior, National Park Service. The Town of Provincetown, through its Airport Commission, operates and maintains the airport under the conditions of a Special Use Permit (S.U.P. No. NES CACO 2170 02047) issued by the National Park Service. The permit is currently valid through the year 2022.

This Stormwater Pollution Prevention Plan (SWPPP) has been developed in accordance with the requirements of the United States Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) Multi-Sector General Permit for Storm Water Discharges Associated with Industrial Activity, 40 CFR 122.28(b). The plan also adheres to the standards of the Cape Cod Commission Regional Policy Plan and the Massachusetts Wetlands Protection Act and Stormwater Policy with respect to stormwater management. The purpose of the SWPPP is to identify potential sources of stormwater pollution at the airport facility and to establish measures to eliminate, minimize or reduce the amount of pollution in the stormwater discharged from the site.

This SWPPP was originally adopted by the Provincetown Airport Commission in October 2000, and has been updated based on modifications to the facility and its operations through June, 2002. The SWPPP is intended as a tool to be used by airport personnel on an ongoing basis. A copy of the document must remain on site. Airport management and staff need to be familiar with the content of the SWPPP and monitor its implementation. Provision has also been made for periodic reviews and updates of the SWPPP to account for changing conditions at the airport and to ensure the SWPPP's usefulness into the future.

2. Pollution Prevention Team

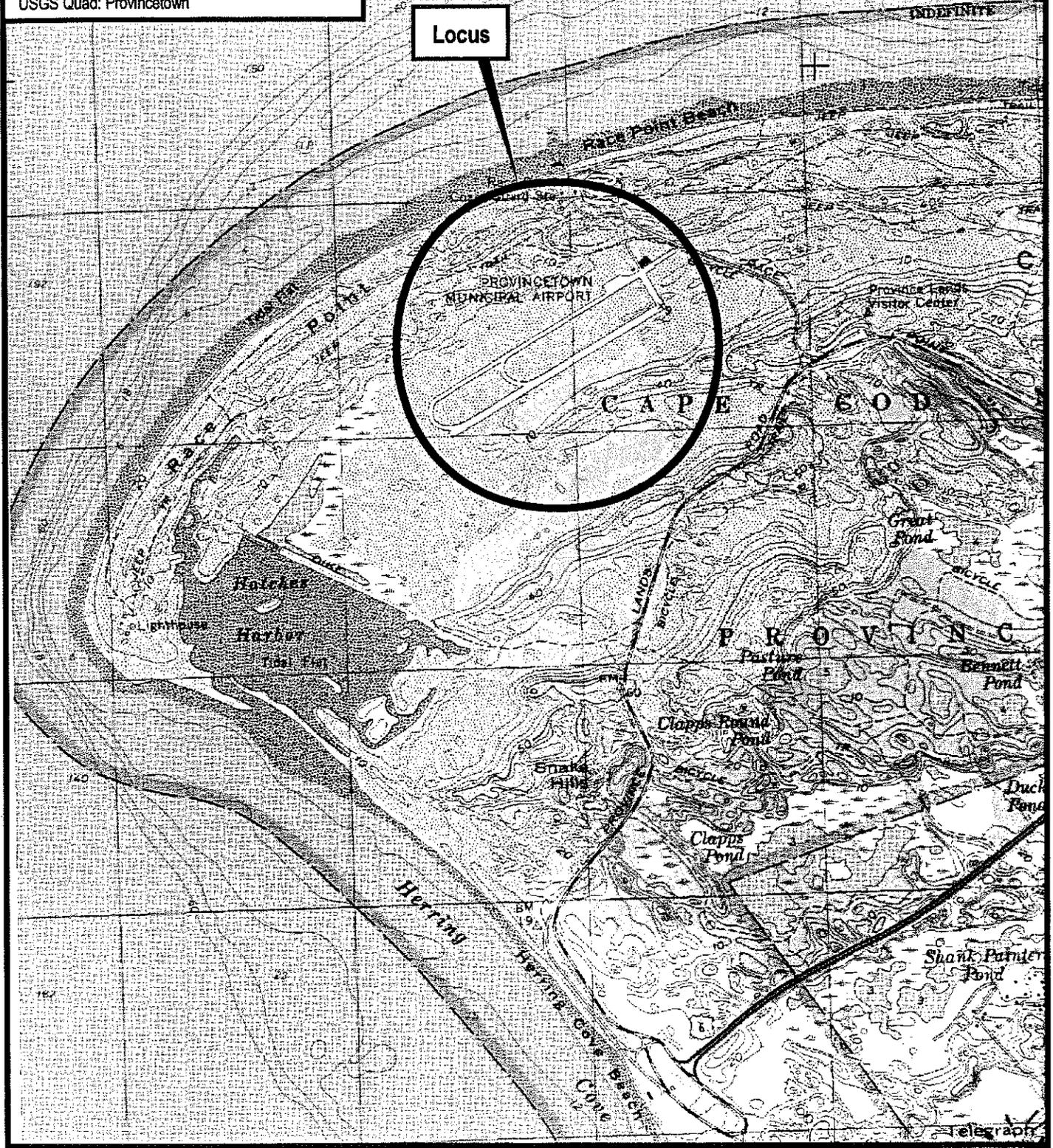
Conditions of the General Permit require the formation of a Pollution Prevention Team, the members of which will be responsible for the implementation, maintenance and updating of the SWPPP. The Pollution Prevention Team should consist of one or more individuals from the airport staff. Consistent with the size of the operations at PMA, and the relatively uncomplicated nature of the SWPPP for this facility, the Pollution Prevention Team will be comprised of the following personnel:

Source Data:

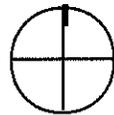
Data compiled from the following source:
MassGIS, Commonwealth of Massachusetts EOE

USGS Topographic Quadrangle Images:
December 1995, June 2001

USGS Quad: Provincetown



**Edwards
AND
Kelcey**



Approximate Scale: 1"=2,000'

Locus Map

Reconstruct Runway 7-25
Provincetown Municipal Airport
Provincetown, MA

Figure 1

Arthur Lisenby, Airport General Manager and SWPPP Administrator – Overall responsibility for all stages of SWPPP development and implementation for all airport and tenant facilities, annual SWPPP compliance evaluations and periodic updates of the SWPPP as warranted by changing conditions.

Joady Brown, Cape Air Station Manager – Responsible for record keeping as required by the SWPPP (e.g. spill reports, materials inventories), training of personnel regarding SWPPP requirements, and emergency response coordination.

3. Description of the Facility

The Provincetown Municipal Airport is currently comprised of a single 3,500-foot paved precision instrument runway with a full-length parallel taxiway, two aprons, a turf aircraft parking area, a terminal building, hangar, and other aviation service facilities as shown on the attached Airport Layout Plan (Figure 2). Plans are currently underway to construct runway safety areas and expand the general aviation parking areas.

The airport's only commercial air service provider is Cape Air, which provides scheduled air service between Provincetown and Boston's Logan International Airport. Cape Air is also the Fixed-Base Operator (FBO), providing all ground based airport services. The airport is also used for general aviation and for medical flights. Annual operations at PMA are approximately 23,000 at present and have been projected to grow to approximately 26,300 operations by the year 2010. Commercial service operations represent about 24 percent of this total.

The airport is topographically situated in a low-lying and flat swale between a series of dune ridges. Soils throughout the area are highly permeable beach sands. There are a variety of vegetated wetland types located on and immediately surrounding the airport property, including wooded shrub swamps and wet meadow communities. An extensive salt marsh system extends westward from the airport property.

Approximately six percent of the 322-acre site is paved. Existing structures on the PMA property include a 12,000 square foot terminal building and attached aircraft hangar, a 1,300 square foot equipment garage, and a 10,000-gallon fuel storage tank facility. Sanitary waste from the airport is discharged to a 10,000-gallon mounded septic system located on the northern boundary of the property. All stormwater runoff from the PMA facility is discharged on site, primarily through infiltration.

4. Site Assessment

Lisa D. Eggleston, P.E., stormwater specialist and Arthur Lisenby, Airport Manager conducted an initial site assessment inspection of the PMA property on September 13th, 1999. The purpose of the inspection was to assess existing drainage patterns on the property and identify potential sources of pollution to stormwater runoff within each operational area of the airport facility. This section presents the findings of that inspection. In accordance with the Multi-Sector General Permit requirements, the site assessment also identifies significant spills or leaks that have occurred on the property in the past three years and any non-storm water discharges to the storm drainage system.

4.1 Runway and Taxiway

As stated previously, the PMA has just one 3,500-foot paved runway with a full-length parallel taxiway. Stormwater runoff from these areas is via sheet flow to surrounding grassed areas, with subsequent infiltration to underlying soils. All of the grassed areas are mown regularly.

No potential pollutant sources were identified within the runway and taxiway portions of the site. Maintenance of these areas is limited and no deicing chemicals are used. During winter operation, snow is plowed from the runway and taxiway. During severe winter weather the airport is closed.

The existing drainage system provides optimal dispersion, filtering and infiltration of stormwater runoff and thus generally does not warrant modification from a water quality standpoint.

4.2 General Aviation Parking

Aircraft presently are parked on either the paved general aviation parking apron (primarily) or the adjacent turf parking areas (for overflow parking). Both of these areas are to be expanded under the current plan. As with the runway and taxiway areas, runoff from the paved surfaces presently sheet flows to adjacent grassed buffer areas where it rapidly infiltrates into the sandy soils. The grade of the apron is very flat hence velocities and associated scour are minimal. The grassed area functions quite effectively as a vegetated filter strip, providing a high degree of treatment and infiltration of runoff before it reaches the adjacent wetland.

With the planned extension of the general aviation parking apron, the pavement will extend closer to the edge of the wetlands, thus encroaching on the grassed buffer area. In

order to ensure that no untreated runoff is discharged directly to the wetland, it is currently planned that a grassed filter strip at least three feet wide will be maintained between the edge-of-pavement and the wetland. All surface runoff from the apron will be directed onto the filter strip. That portion of the apron where wetland filling is proposed, or where there is insufficient distance from the pavement to the wetland boundary to provide a three-foot filter strip, will be curbed or graded slightly to divert flow to the filter strip.

4.3 Fueling Operations

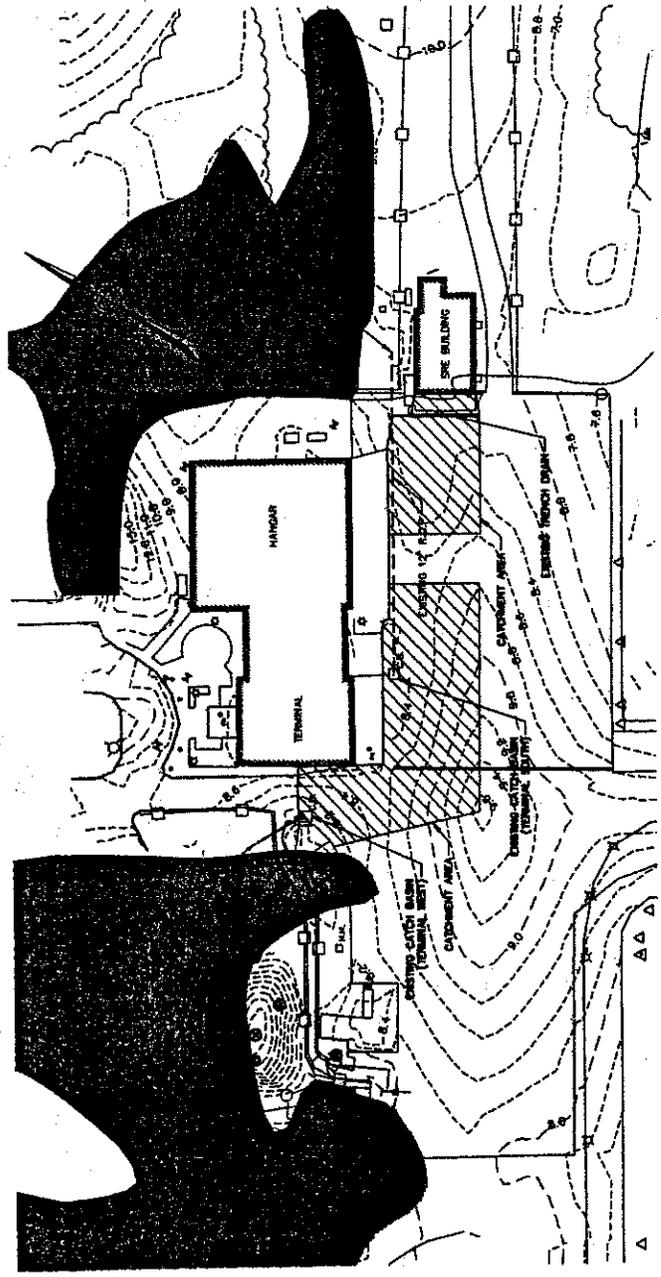
Aviation fuel is stored in a 10,000-gallon underground storage tank located on the north end of the general aviation parking area. The tank is double-walled to prevent leakage. Unleaded aviation gasoline (AVGAS) is the only fuel stored on site. Periodic use of the airport by jet-fueled aircraft (e.g. the U.S. Navy) requires that the users provide their own fuel and containment facility for fueling operations.

Fueling of aircraft on the PMA property is currently conducted via a 1,200-gallon mobile truck on both the paved and unpaved general aviation parking aprons. Fueling operations have the potential to impact stormwater quality in the event of a spill or overflow; therefore modifications to the current fueling practices to minimize these risks are included among the Best Management Practices (BMPs) described in Section 5.

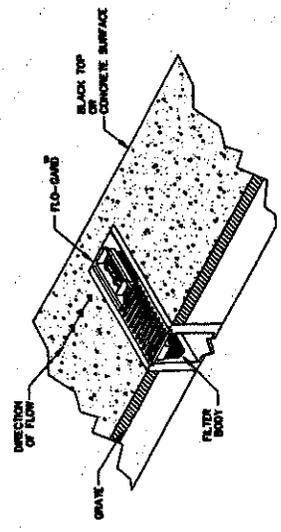
4.4 Terminal, Hangar and Equipment Storage Buildings

Roof drains from the terminal building (including the hangar) and equipment garage splash to the ground, with the runoff subsequently draining off the pavement and infiltrating into the ground. Roof drainage is generally considered clean and does not pose a significant risk to stormwater quality.

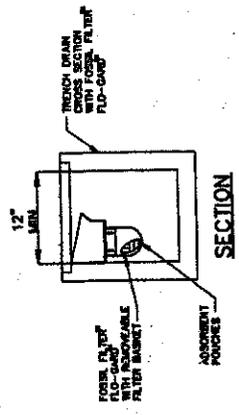
As shown in Figure 3, there are two catch basins and a trench drain in the vicinity of the terminal and equipment storage buildings, each of which drain small areas of pavement to prevent flooding and/or icing. Flow to the catch basin located just to the west of the terminal building discharges to the adjacent wetland immediately northwest. A second catch basin located in the passenger loading area discharges to the ground surface within the buffer zone to a wetland area to the east of the terminal. This outflow pipe also receives drainage from a trench drain in front of the equipment storage building. The tributary areas to both outfalls are relatively small and do not encompass activities with significant potential for stormwater contamination.



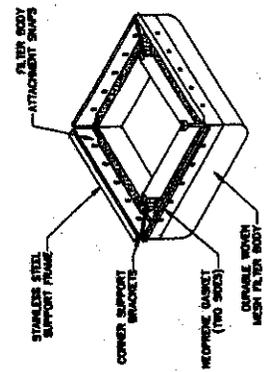
DETAIL PLAN
SCALE: 1" = 30'



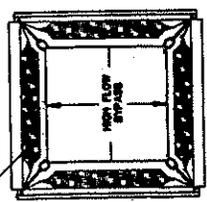
TYPICAL TRENCH DRAIN INSTALLATION



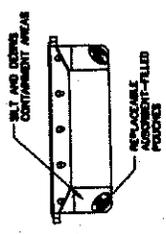
TRENCH DRAIN INSERT DETAIL
NOT TO SCALE



CATCH BASIN INSERT DETAIL
NOT TO SCALE



TOP VIEW



SECTION VIEW



FIGURE 3

TOWN OF PROVIDENCE AP 3-25-0013-16	
PROVIDENCE MUNICIPAL AIRPORT PROVIDENCE TOWN, MASSACHUSETTS	
STORMWATER DRAINAGE PLAN	
DESIGNED BY: [Name]	CHECKED BY: [Name]
DRAWN BY: [Name]	DATE: [Date]
SCALE: [Scale]	SHEET NO. [Number]

SHOWING IN
EXISTING AND PROPOSED

NO.	DATE	BY	REVISION

It is currently planned that the catchbasins and trench drain will be fitted with a Flo-Gard™ fossil filter filtration system to remove petroleum-based pollutants from the stormwater runoff. The filtration system contains adsorbent material that is an inert blend of minerals known as amorphous alumina silicate, which removes pollutants. A detail of the filtration system is shown in Figure 3. All of the stormwater structures on the site, including the proposed stormwater filtration systems, are to be maintained in accordance with the July 2002 Stormwater Operation and Maintenance Plan prepared for the Provincetown Airport Commission by Edwards and Kelcey, Inc.

With the exception of the aircraft fuel storage described above, all materials used on the site that could pose a potential risk to stormwater quality (e.g. paints, solvents, lubricants etc.) are stored in closed containers within the confines of the hangar and the emergency equipment storage buildings. Although there are floor drains in the hangar, they have been sealed off. Hence, other than during incidental use on the airport property, any leaks or spills of these materials would be contained within the buildings. Both the hangar and the emergency vehicle storage building are equipped with spill kits to facilitate cleanup in the event of a spill, and are swept clean on a daily basis.

4.5 Automobile Parking

There are two automobile parking lots on the airport property. The main parking lot, located on the north side of the terminal building, accommodates 40 to 50 vehicles. Only the traffic aisles are paved, with the parking spaces and median remaining unpaved, thus allowing filtering and infiltration of runoff. The median is also equipped with a gravel swale to facilitate drainage. The employee parking area to the east of the equipment garage is constructed in a similar manner, with only the driveway portion paved. It provides parking for 15 to 20 vehicles.

No significant pollutant sources associated with the industrial use of the PMA property were identified in these areas.

4.6 Deicing Operations

Minimal deicing of Cape Air aircraft is conducted at the airport, using Type 1 propylene glycol dispensed from a small (25 gallon) motorized cart. Deicing is conducted on the pavement area immediately located in front of the hangar that is not tributary to either of the catchbasins on the site. The propylene glycol is stored in two 55-gallon drums kept inside the hangar and annual usage is less than the 110-gallon total storage volume.

No pavement sanding or deicing is conducted at the facility.

4.7 Aircraft Maintenance

No significant aircraft maintenance and/or repair operations are conducted on the Provincetown Airport site, except to get the planes to flyable condition for repair elsewhere. Any such activities take place within the hangar, thus preventing exposure to stormwater. Washing of aircraft is not routinely conducted anywhere on the property.

4.8 Past Spills and Leaks

There were no significant spills or leaks of toxic or hazardous chemicals on the PMA property within the three years preceding the October 2000 SWPPP, nor have there been any since that time. Significant spills are defined as releases of hazardous substances in reportable quantities (as listed in 40CFR Parts 117 and 302) within a 24-hour period. A leaky underground storage tank (LUST) was reported in 1988. Remediation of that spill has recently been completed and the fuel tank replaced with a double-walled above ground storage tank.

4.9 Non-Stormwater Discharges

There are no known unauthorized non-storm water discharges on the PMA property.

5. **Best Management Practices (BMPs)**

This section of the SWPPP identifies the controls and measures, or "Best Management Practices" (BMPs) recommended for implementation at the Provincetown Municipal Airport facility to protect the quality of site runoff. Overall, the emphasis of the BMP Plan is on source controls and reinforced "good housekeeping" practices – those measures that generally prevent contaminants from coming in contact with stormwater. The stormwater filtration systems proposed for the two catchbasins and the trench drain system will provide additional protection of stormwater quality.

The BMPs are provided in a checklist format to facilitate evaluation of their implementation status.

5.1 Good Housekeeping Practices

- ♦ Require good housekeeping and site maintenance practices by all employees and tenants of the facility.
- ♦ Maintain working and storage areas on the site in a clean and orderly manner.

- Keep all solvents, cleaners, de-greasers, paints, lubricants and similar type liquids in plainly labeled closed storage containers inside the buildings. Outside storage of any such products shall be avoided.
- Provide appropriate storage for waste oil and related products and regular removal by contract waste haulers.
- Prohibit the use of open dumpsters on the site, and provide regularly scheduled trash pickup.

5.2 Structural Control Measures

- Install Flo-Gard filter systems in the two on-site catchbasins and the trench drain (Figure 3).

5.3 Preventive Maintenance

- Conduct inspection and maintenance of all stormwater management systems four times per year, in accordance with the schedule provided in the July 2002 Stormwater Operation and Maintenance Plan and included as Appendix A of this document. Document each inspection and actions taken on the form provided.
- Maintain all mechanical equipment, aircraft and other vehicles stored on the site in good repair and inspect at least quarterly for leaks. Use drip pans to collect any leaking material and conduct repairs promptly.

5.4 Fueling Operations

- Only trained and qualified operators and maintenance personnel shall be permitted to operate the fueling equipment.
- Restrict fueling of aircraft to paved surface areas located a minimum of 10 feet from the edge of pavement and 10 feet from the two on-site catchbasins and trench drain.
- Maintain spill kits at key locations on the site, including the fuel storage facility and on the mobile fueling vehicle. Proper use of the spill kits will be included in operator training.
- Fueling equipment is also equipped with an emergency shutoff valve and fire extinguisher in the event of an emergency.
- Any fuel spills that do occur shall be cleaned up immediately using dry absorbent materials and properly disposed of.
- Conduct quarterly inspections of fuel storage and dispensing equipment to check for leaks and maintain accordingly.

5.5 Deicing Management

- ◆ Review operating procedures pertaining to deicing to prevent overapplication of deicing chemicals.
- ◆ Restrict aircraft deicing operations to areas with paved surfaces at least 10 feet from the edge-of-pavement and outside of the drainage areas to the catchbasins and trench drain.
- ◆ Maintain accurate records of deicing chemical usage on the site.

5.6 Spill Prevention and Response

- ◆ Small spills shall be contained, cleaned up and disposed of properly using dry sweeping, vacuuming or the sorbents and gels contained in the on-site spill kits. Washing down of spills is prohibited.
- ◆ Maintain the material safety data sheets (MSDSs) for hazardous chemicals stored or used on site in an accessible location on the site. The MSDSs list recommended actions for spills and container leaks, and also provide emergency phone numbers and occupational health hazard information.
- ◆ Emergency action should be requested immediately from the Provincetown Fire Department in the event of a large spill.
- ◆ Identify outside environmental consultants and cleanup contractors for emergency response and post names and phone numbers in prominent locations near the fuel storage facility and hangar.
- ◆ Report any releases of oil and regulated hazardous substances in excess of reportable quantities (per CERCLA and Clean Water Act regulations) to the Massachusetts DEP, EPA and other appropriate parties. A listing of the parties to be contacted shall be maintained by the Pollution Prevention Team and distributed to airport personnel on an annual basis or as changes occur.

5.7 Pollution Prevention Training

- ◆ Inform personnel responsible for implementing tasks identified in the SWPPP of their role and the overall goals of the plan.
- ◆ Conduct training of personnel on pollution prevention measures and controls and record keeping practices at least once annually and include as part of the standard training for new employees.
- ◆ Provide educational materials (in the form of leaflets or flyers) on the prevention of stormwater pollution and spill response to owners and operators of private aircraft using the site.

5.8 Visual Inspections and SWPPP Evaluation

- ◆ Conduct visual inspections of the stormwater treatment systems in accordance with the schedule provided in the July 2002 Stormwater Operation and Maintenance Plan (see Appendix A). Complete checklist provided and follow-up on action items to see that they are completed.
- ◆ Conduct a visual inspection and compliance evaluation of the entire PMA site at least once per year to assess compliance with the SWPPP.
- ◆ Conduct at least one additional visual inspection of site runoff conditions during wet weather.
- ◆ Review and update the SWPPP when any significant changes in operations or facilities occur or periodically as deemed appropriate to maintain it as a useful working tool.

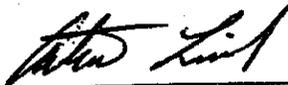
6. Implementation Schedule

Implementation of most of the Best Management Practices outlined in Section 5 above is ongoing at the PMA facility. It is anticipated that the stormwater filtration systems will be installed within the next six months.

7. Certification

In accordance with the requirements of the General Permit, the following certification is made relative to the preparation of this SWPPP document:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry or inquiries of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.



Arthur Lisenby
Airport Manager

Appendix A

**Provincetown Municipal Airport
Stormwater Operation and Maintenance Plan**

Inspection and Maintenance Schedule*

All items inspected four times per year, January, April, August, October

Item	Maintenance	Maintenance Interval
Buffer Strips <ul style="list-style-type: none"> • Check condition of vegetation along edge of all paved surfaces. • Note damaged areas. • Note areas with debris. • Check mowing height of mowers. 	<ul style="list-style-type: none"> • Reseed and fertilize. • Rake areas. • Mowers should be set for 4 inches or higher. 	As needed in April and August.
Catch Basin-Terminal West <ul style="list-style-type: none"> • Check for debris around grate. • Check level of sediment in sump. • Check filter system. 	<ul style="list-style-type: none"> • Sweep area. • Remove if deeper than 8 inches. • Replace if more than 50% coated with contaminants. 	As needed at time of inspection.
Catch Basin-Terminal South <ul style="list-style-type: none"> • Check for debris around grate. • Check level of sediment in sump. • Check filter system. 	<ul style="list-style-type: none"> • Sweep area. • Remove if deeper than 8 inches. • Replace if more than 50% coated with contaminants. 	As needed at time of inspection.
Trench Drain – SRE Bldg. <ul style="list-style-type: none"> • Check for debris around grate. • Check level of sediment in drain. • Check filter system. 	<ul style="list-style-type: none"> • Sweep area. • Remove if deeper than 8 inches. • Replace if more than 50% coated with contaminants. 	As needed at time of inspection.

* Items are identified on Stormwater Drainage Plan

Provincetown Municipal Airport		Stormwater Operation and Maintenance Plan	
Inspection Report Form			
All items inspected four times per year: January, April, August, and October			
Inspected by: _____			
Date: _____			
Checklist of Items *	Required Maintenance	Notes	
Buffer Strips		Action Items and Schedule	
<input type="checkbox"/> Check condition of vegetation along edge of all paved surfaces. <input type="checkbox"/> No damaged areas <input type="checkbox"/> Damaged areas. <input type="checkbox"/> Areas with debris. <input type="checkbox"/> No areas with debris <input type="checkbox"/> Check mowing height of mowers.	<input type="checkbox"/> No maintenance required. <input type="checkbox"/> Reseed and fertilize. <input type="checkbox"/> Rake areas. <input type="checkbox"/> Mowers should be set for 4 inches or higher.		
Catch Basin – Terminal West <input type="checkbox"/> Check Grate for debris. <input type="checkbox"/> Measure level of sediment in sump: _____ inches. <input type="checkbox"/> Check filter system. Replace filter if granules more than 50% coated with contaminants.	<input type="checkbox"/> Sweep area. <input type="checkbox"/> Sediments removed: deeper than 8 inches. <input type="checkbox"/> Filter granules OK <input type="checkbox"/> Filter granules replaced		
Catch Basin – Terminal South <input type="checkbox"/> Check Grate for debris. <input type="checkbox"/> Measure level of sediment in sump: _____ inches. <input type="checkbox"/> Check filter system. Replace filter if granules more than 50% coated with contaminants.	<input type="checkbox"/> Sweep area. <input type="checkbox"/> Sediments removed: deeper than 8 inches. <input type="checkbox"/> Filter granules OK <input type="checkbox"/> Filter granules replaced		
Trench Drain – SRE Bldg. <input type="checkbox"/> Check Grate for debris. <input type="checkbox"/> Measure level of sediment in drain: _____ inches. <input type="checkbox"/> Check filter system. Replace filter if granules more than 50% coated with contaminants.	<input type="checkbox"/> Sweep area. <input type="checkbox"/> Sediments removed: deeper than 8 inches. <input type="checkbox"/> Filter granules OK <input type="checkbox"/> Filter granules replaced		
* Items are identified on Stormwater Drainage Plan			

Appendix 3.2 Spill Prevention Control and Countermeasures Plan, Horsley Witten Group, March 29, 2007 (Final with signatures)

Horsley Witten Group

Sustainable Environmental Solutions

90 Route 6A • Sandwich, MA • 02563
Phone - 508-833-6600 • Fax - 508-833-3150 • www.horsleywitten.com



Spill Prevention Control and Countermeasures Plan

March 29, 2007



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
ATTACHMENT
TO THE SPILL PREVENTION CONTROL
AND COUNTERMEASURE PLAN**

**EMERGENCY RESPONSE ACTION PLAN
ATTACHMENT TO THE SPILL PREVENTION CONTROL AND
COUNTERMEASURE 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:

Fleet Environmental Services, Inc.

24-Hour Call Center: **888-233-5338**

Clean Harbors Environmental Services, Inc.

24-Hour Call Center **800-645-8265**

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, Senior Project Manager

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

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

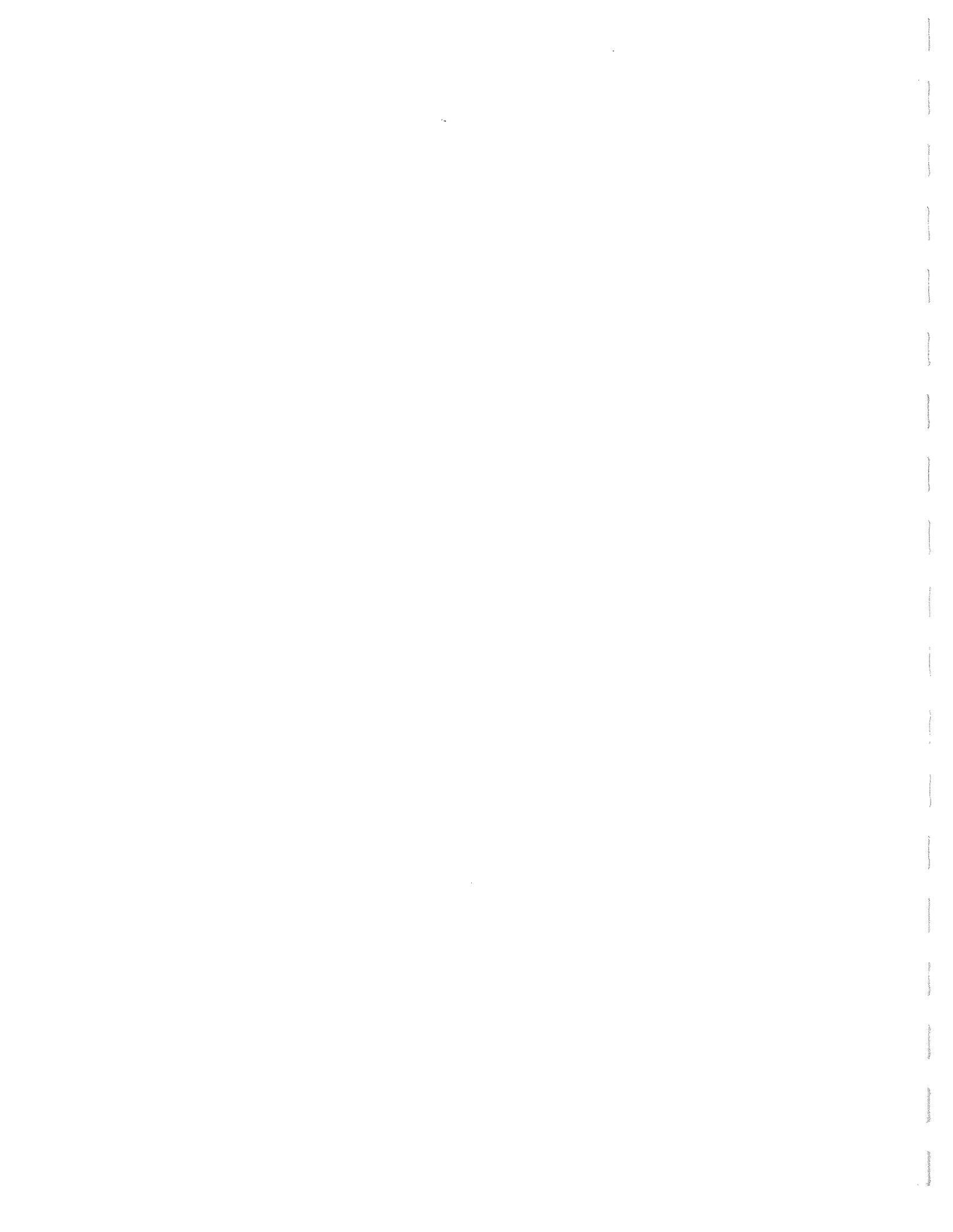
4.0 REPORTABLE CONDITIONS

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; and www.epa.gov).

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APPROVAL AND CERTIFICATION FORM



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.

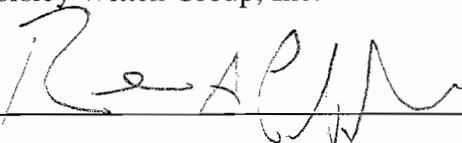
Signature:  _____

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.

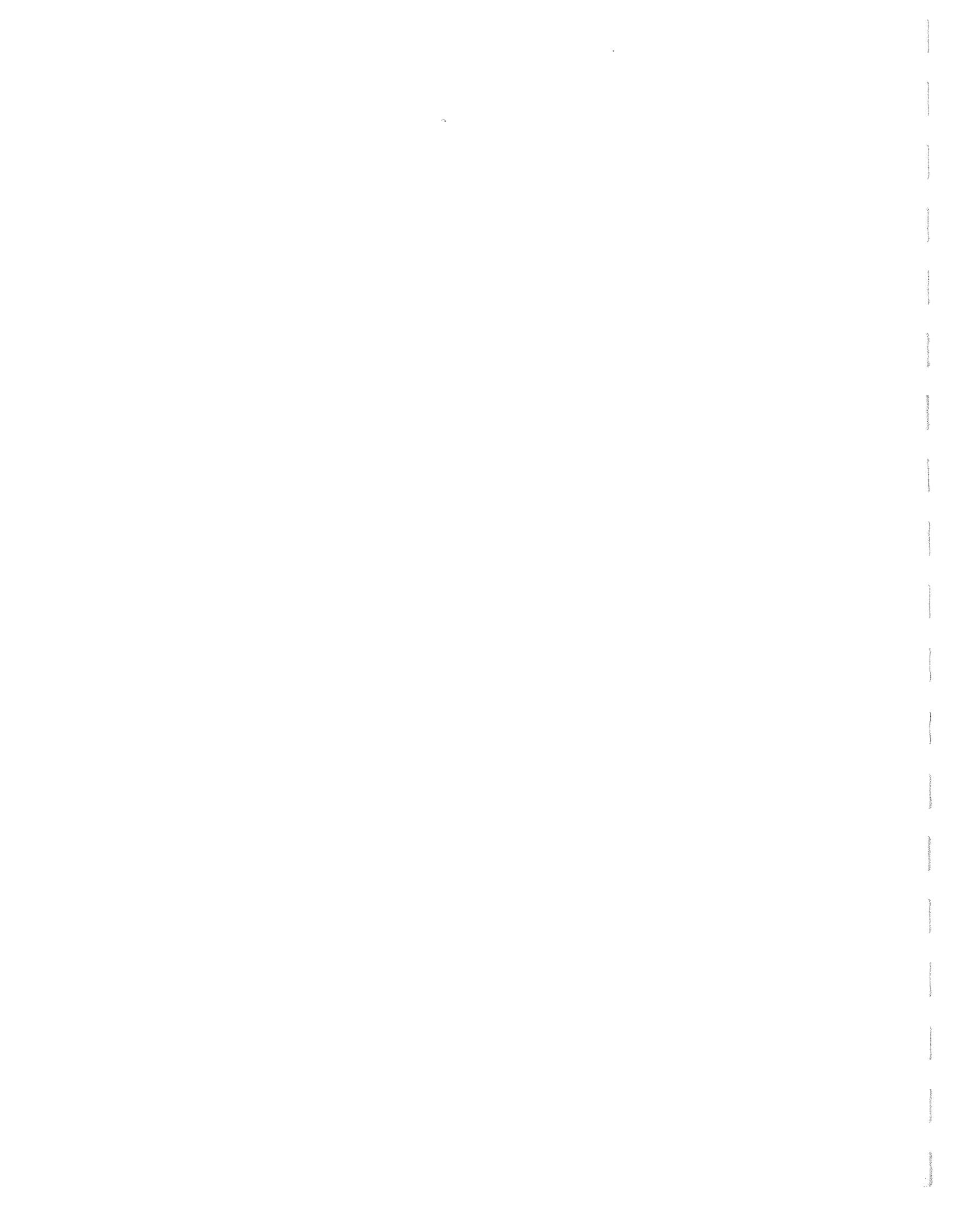
Name: Richard A. Claytor, Jr., P.E.
Horsley Witten Group, Inc.

Signature:  _____

Date: June 21, 2007

Registration Number: 45116

RECORD OF CHANGES



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**SPILL PREVENTION CONTROL AND
COUNTERMEASURE PLAN**

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.

2.0 SPCCP IMPLEMENTATION

This SPCCP is to be implemented by Airport personnel and the employees of Cape Air, the Airport's Fixed Base Operator (FBO). The Spill Response Program Manager (Program Manager) and Spill Response Coordinator (Coordinator) are responsible, to the greatest extent possible, for ensuring employee awareness, program participation, and operational compliance with the guidelines provided in this plan. Copies of this plan are to be maintained in the Airport Manager's Office, and any other location determined by the Program Manager.

Spill Response Program Manager:

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

Spill Response Coordinator:

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

3.0 SPCCP REVIEW

If there is a change in the facility design, construction, operation, or maintenance which materially affects the potential for an oil discharge into surface waters and adjoining shorelines, this SPCCP shall be amended in accordance with 40 CFR, parts 112.5 and 112.7. Amendments shall be implemented no later than six months after such changes occur. The Program Manager shall review and evaluate the SPCCP every five years. The Program Manager shall amend the SPCCP within six months of the five year review to include more effective spill prevention and control technology, if available. No amendment to this SPCCP shall be effective to satisfy these requirements unless it has been certified by a Professional Engineer in accordance with 40 CFR 112.3(d). Statements of Airport Management Approval and Professional Engineer Certification, and a SPCCP Revision Log are included as prefaces to this plan. Amendments which do not significantly alter the potential for a discharge to occur, such as name and address revisions, do not require an Engineer's certification, however, all revisions shall be recorded in the SPCCP Revision Log.

4.0 PERSONNEL TRAINING

The Coordinator shall designate trained personnel for Airport operations involving the transport, use, or storage of oil or hazardous materials. The Program Manager and Coordinator will be responsible for ensuring spill awareness among personnel, and operational compliance with the provisions of this plan.

At a minimum, oil-handling personnel shall be trained in the operation and maintenance of related facility equipment, facility discharge procedures, applicable laws and regulations, and the contents of this SPCCP. On an annual basis, the Coordinator shall conduct discharge prevention briefings for all oil-handling personnel, and include discussions of the SPCCP, any discharges within the past year, or changes to the facility that might affect the potential for a discharge. Discharge prevention briefings should be conducted in advance of the Airport's peak period of usage, and during the orientation of any new personnel.

No provisions within this Plan, expressed or understood, relieve the Airport / FBO from providing response training to their employees, as required by Local, State and Federal regulations. At the direction of the Coordinator, appropriately trained personnel shall provide 24-hour contact information for inclusion in Section 7.2 and in the attached Emergency Response Action Plan (ERAP), described further in Section 10.0.

5.0 PLAN LIMITATIONS

This plan provides information critical to the prevention of, and response to, releases of oil or hazardous materials at the Airport, and includes discussions of Airport operations, storage facilities, and transfer procedures. 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 SPCCP. An FBO required to maintain a SPCCP shall do so independently of this SPCCP.

6.0 APPLICATION OF SUBSTANTIAL HARM CRITERIA

Appendix C of 40 CFR 112 requires a facility to determine whether or not their facility is considered a "substantial harm facility." Certification of the applicability of the substantial harm criteria for Provincetown Municipal Airport is included as Appendix A. Substantial harm facilities are required to submit a Facility Response Plan to the Environmental Protection Agency's (EPA) Regional Administrator. The Provincetown Municipal Airport is not considered a "substantial harm" facility, and is not required to submit a Facility Response Plan to the EPA Regional Administrator.

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 orthophoto 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 and Cape Air are the only tenant businesses operating 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.

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

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 ¹	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 ²	Concrete reinforced walls	500
Main Terminal Mechanical Room	No. 2 Heating Oil	AST	None	(2) 275

Notes:

¹ Underground Storage Tank

² Aboveground Storage Tank

Tank locations are included on Figure 3

Table 2. Mobile Refueler

Operator	Product	Secondary Protection	Storage Capacity (gallons)
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.

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 refuelers 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, fuel would be released to the pavement below. Dependent upon the precise location of the release, fuel would travel across the pavement surface, reaching and entering the 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. There are no spill prevention systems associated with the refueling of aircraft. 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 of 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). 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

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.

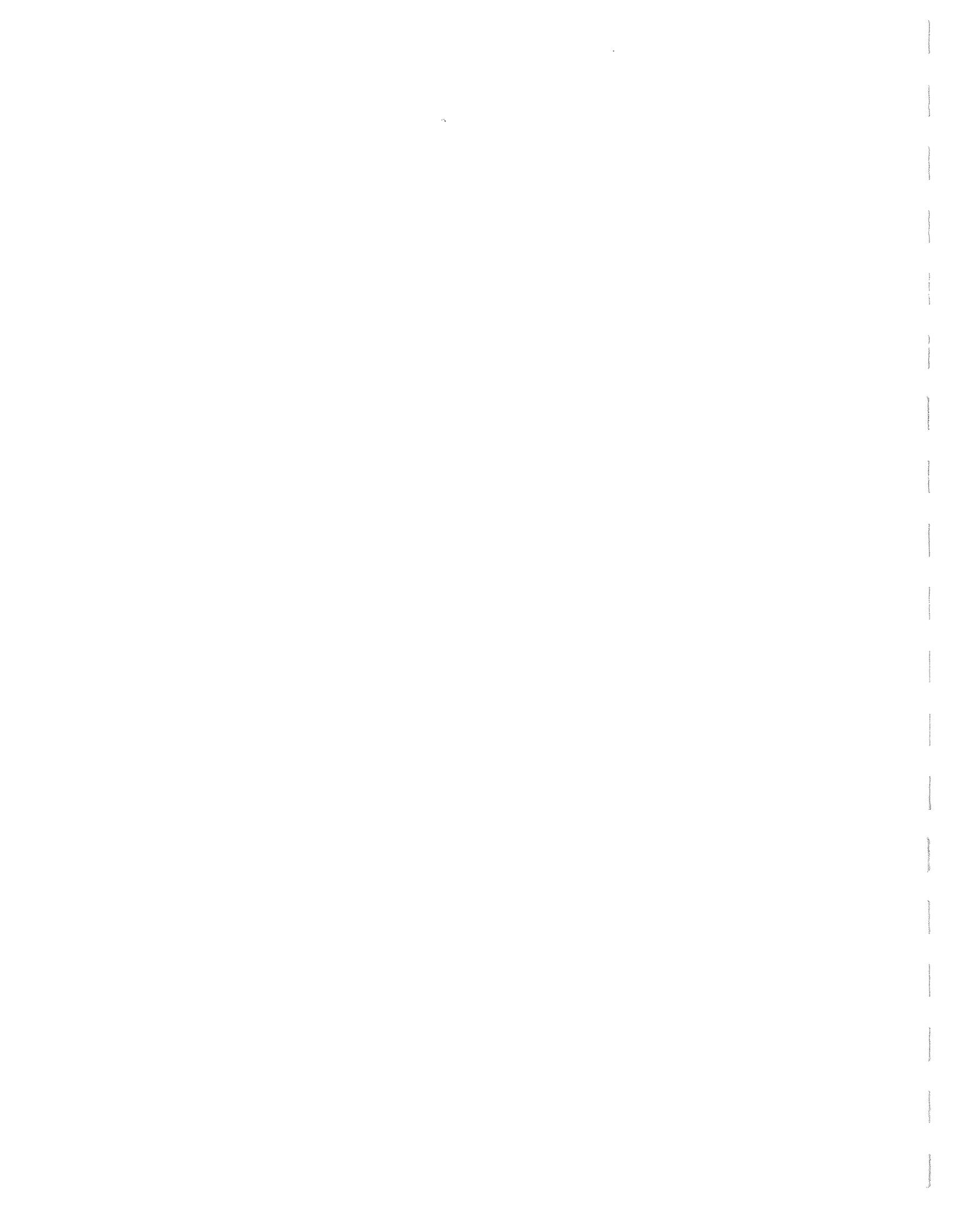
Provincetown Municipal Airport Commission, Runway Improvement Project, Project Overview.

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/

APPENDIX A:

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA



**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: ARTHUR W LISENSKY

Title: MANAGER

Date: 6/27/07

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.

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APPENDIX C:
RULE AMMENDMENTS



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

compartment or container on a mobile refueler 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

- 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 bulk storage containers (other than mobile refuelers) are involved in on-site movement, e.g., being towed by vehicles (including locomotives) or moved to/from a designated operational area, then the general secondary containment requirements apply.

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

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

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

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 - FUELERS

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APPENDIX E:

INTERNAL RELEASE NOTIFICATION FORM:

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 AND NOTIFICATION RETRACTION FORM
DEP BWCS103**





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)

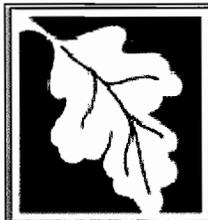
(All sections of this transmittal form must be filled out unless otherwise noted above)

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)

- | | | |
|---|--|---|
| 4. 2 HOUR REPORTING CONDITIONS | 5. 72 HOUR REPORTING CONDITIONS | 6. 120 DAY REPORTING CONDITIONS |
| <input type="checkbox"/> a. Sudden Release | <input type="checkbox"/> a. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/2 Inch | <input type="checkbox"/> a. Release of Hazardous Material(s) to Soil or Groundwater Exceeding Reportable Concentration(s) |
| <input type="checkbox"/> b. Threat of Sudden Release | <input type="checkbox"/> b. Underground Storage Tank (UST) Release | <input type="checkbox"/> b. Release of Oil to Soil Exceeding Reportable Concentration(s) and Affecting More than 2 Cubic Yards |
| <input type="checkbox"/> c. Oil Sheen on Surface Water | <input type="checkbox"/> c. Threat of UST Release | <input type="checkbox"/> c. Release of Oil to Groundwater Exceeding Reportable Concentration(s) |
| <input type="checkbox"/> d. Poses Imminent Hazard | <input type="checkbox"/> d. Release to Groundwater near Water Supply | <input type="checkbox"/> d. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/8 Inch and Less than 1/2 Inch |
| <input type="checkbox"/> e. Could Pose Imminent Hazard | <input type="checkbox"/> e. Release to Groundwater near School or Residence | |
| <input type="checkbox"/> f. Release Detected in Private Well | <input type="checkbox"/> f. Substantial Release Migration | |
| <input type="checkbox"/> g. Release to Storm Drain | | |
| <input type="checkbox"/> h. Sanitary Sewer Release (Imminent Hazard Only) | | |



**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:)

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APPENDIX G:

DAILY INSPECTION RECORD



DAILY INSPECTION RECORD
 PROVINCETOWN, MA.
 STORAGE FACILITY

CAPE AIR / HYANNIS AIR SERVICE 100LL

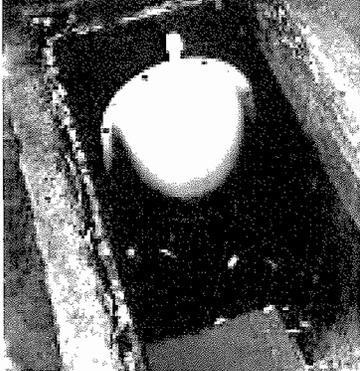
MONTH: _____ EQUIP: *TANK #1*

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

COMMENTS

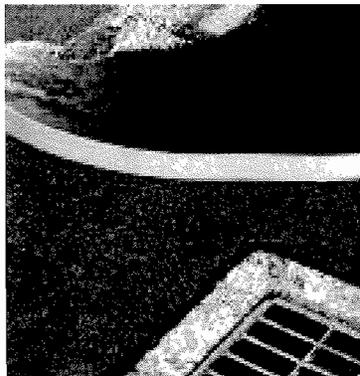
APPENDIX H:
RESPONSE RESOURCE EXAMPLES AND VENDORS



Storm Drain Hood



Magnetic Storm Drain Cover



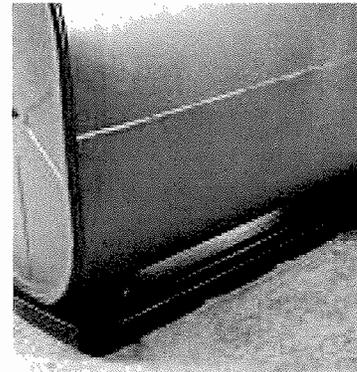
Containment Berm



Collapsible Containment Pool



Loose Absorbent



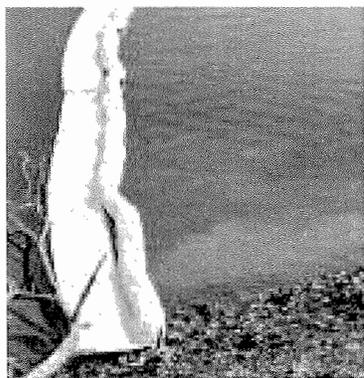
Leak/Spill Containment



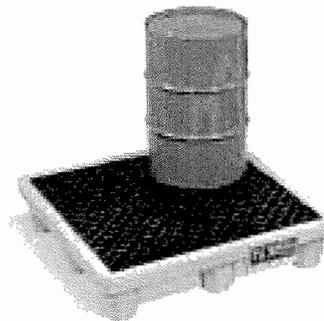
Secondary Containment



Portable Spill Kit



Absorbent Boom



Secondary Containment

Vendor Information:

New Pig Corporation
1-800-HOT-HOGS® (468-4647)
www.newpig.com

Arcus Absorbents, Inc.
1-877-227-6727
www.arcusabsorbents.com/

Interstate Products
1-800-474-7294
www.interstateproducts.com

West Coast Spill Supplies
1-888-548-3800
www.spillsupply.com/

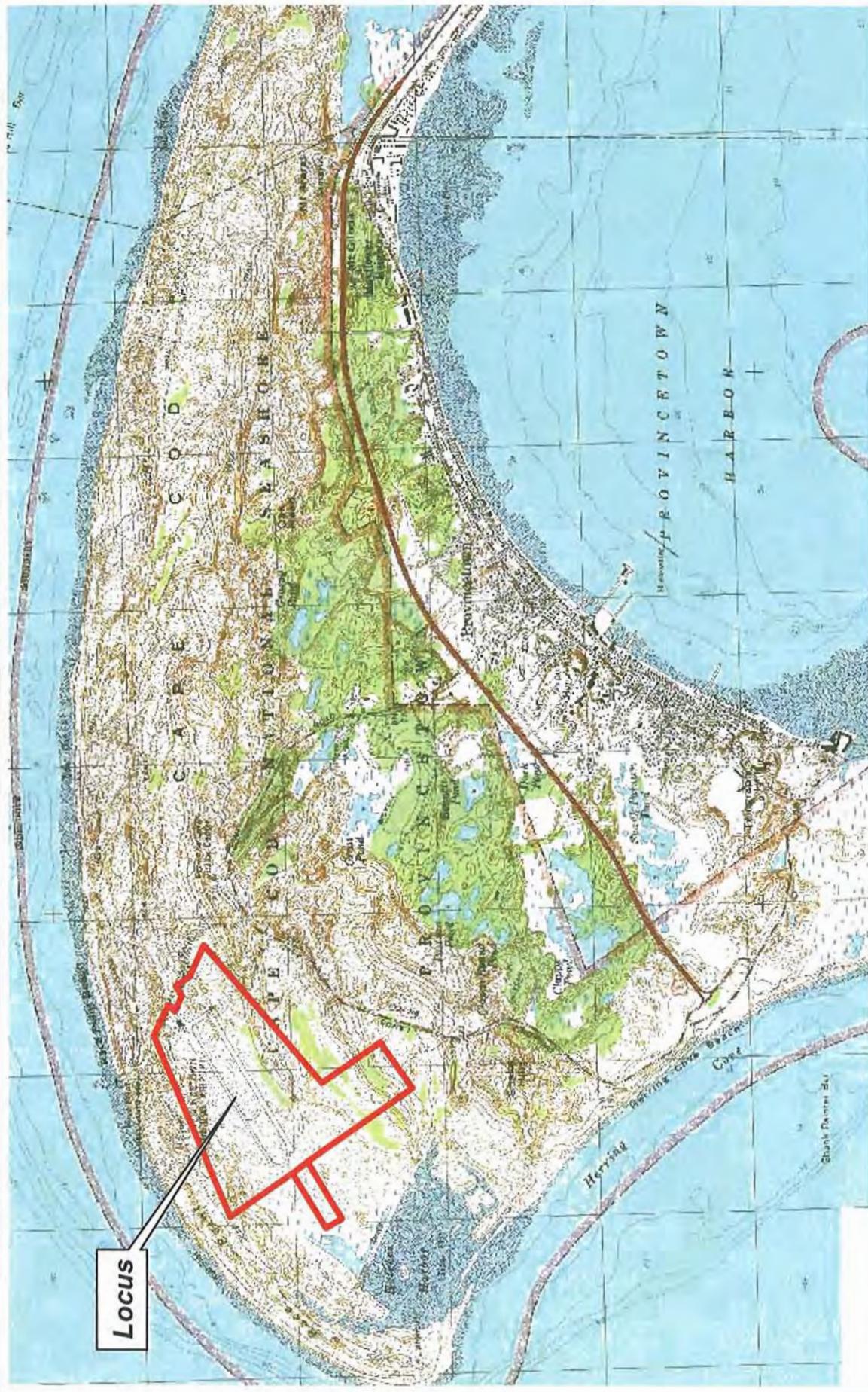
SpillKits911
1-800-474-5911
www.spillkits911.com/

Guardian Environmental
1-860-350-2200
www.guardianenvironmental.com

Complete Environmental Products, Inc.
1-800-444-4237
www.cepsorbents.com/

Ben Meadows
1-800-241-6401
www.benmeadows.com

FIGURES:



Locus

Legend

 Lease Line



3,000 Feet

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&P-Town Airport\GIS\locus.apr

Figure 1

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Horsley Witten Group
phone 508.833.6600
www.horsleywitten.com

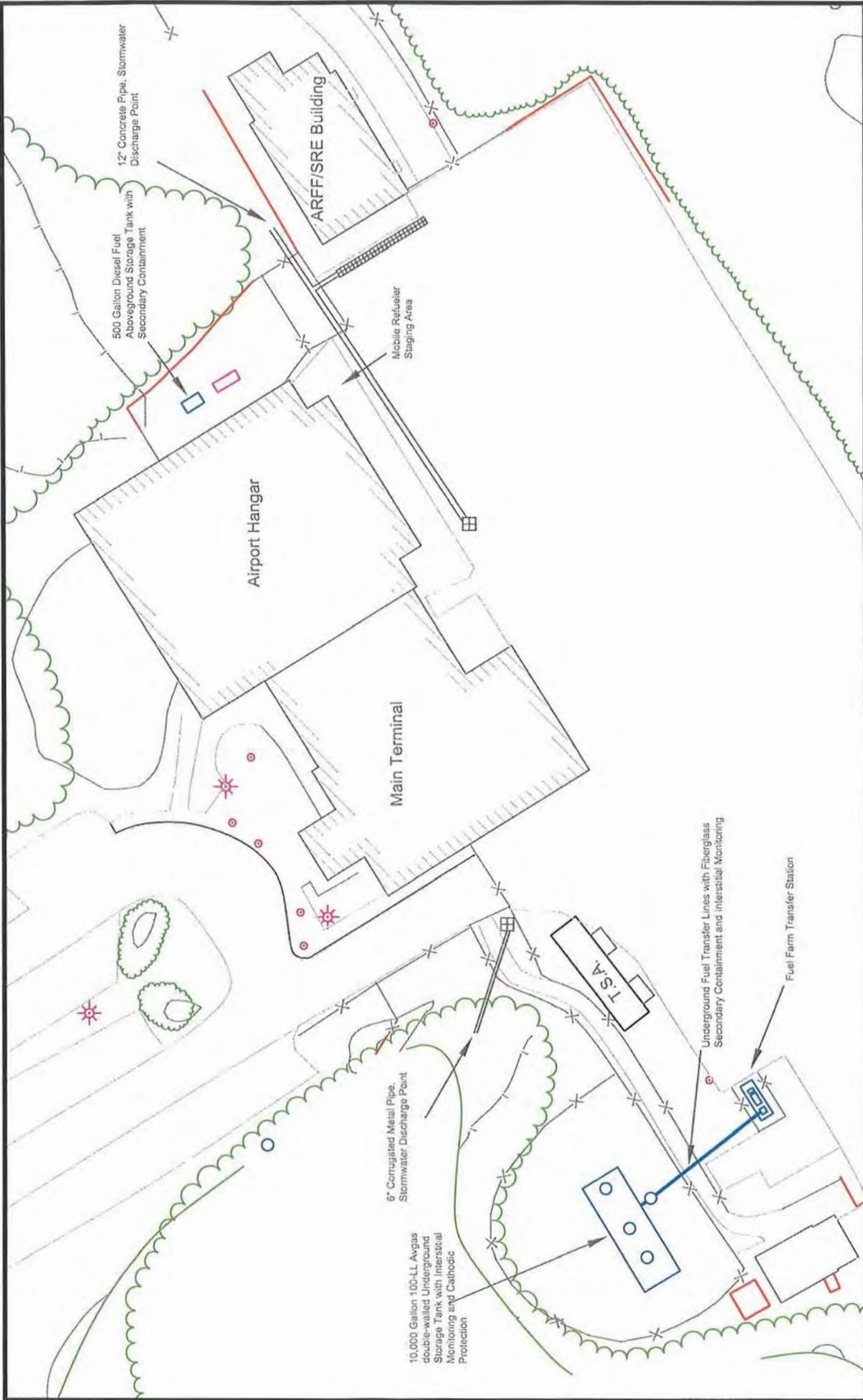
Aerial Photo
Provincetown Municipal Airport
Provincetown, MA

3/9/07 ec
J:\4027 E&P-Town Airport\GIS\locus.apr Figure 2



1,500 Feet

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Horsley Witten Group
Sustainable Environmental Solutions
www.horsleywitten.com

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

04/13/07 GH SPCCP Fig 3.dwg

Figure 3

