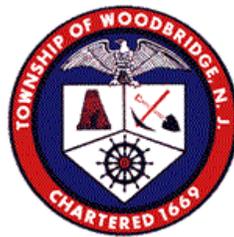


# **SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PLAN**

## **TOWNSHIP OF WOODBRIDGE**

### **DEPARTMENT OF PUBLIC WORKS**

225 Smith Street  
Keasbey, New Jersey 08832



**Prepared by  
Woodbridge Township, Division of Engineering**

April 24, 2017



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112.7(h)	Loading/Unloading Rack – N/A (no rack present at this facility)	N/A
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\* Only relevant rule provisions are indicated. For a complete list of SPCC requirements, refer to the full text of 40 CFR part 112.

## Introduction

The purpose of this Spill Prevention Control and Countermeasure (SPCC) Plan is to describe measures implemented by the Township of Woodbridge ("Township) to prevent oil discharges from occurring, and to prepare the Township to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge. In accordance with United States Environmental Protection Agency (USEPA) oil pollution prevention regulations (40 CFR 112), Woodbridge must prepare and implement an SPCC plan for non-transportation related facilities that could reasonably be expected to discharge oil into or upon navigable waters or adjoining shorelines; and meet one of the following conditions:

- Above-ground oil storage capacity exceeds 1,320 gallons; or
- Underground oil storage capacity exceeds 42,000 gallons, unless the underground tanks are subject to all of the technical requirements of 40 CFR 280 or a state program approved under 40 CFR 281. (New Jersey approved program is regulated under N.J.A.C. 7:14B.)

As defined by 40 CFR Part 112, oil includes all grades of motor oil, hydraulic oil, lube oil, fuel oil, gasoline and diesel, automatic transmission fluid, waste oil, and transformer di-electric fluid. The definition of oil also includes non-petroleum oils such as animal or vegetable oils and synthetic oils.

The Department of Public Works stores more than 1,320 gallons of petroleum products in containers 55-gallons and greater. Potential spills from these oil storage locations do have the potential to either leave the property in question or impact navigable water bodies. It is for these reasons this plan has been prepared.

In addition to fulfilling requirements of 40 CFR part 112, this SPCC Plan is used as a reference for oil storage information and testing records, as a tool to communicate practices on preventing and responding to discharges with Township employees and contractors, as a guide on facility inspections, and as a resource during emergency response.

## Management Approval

### 40 CFR 112.7

Woodbridge Township is committed to the prevention of discharges of oil into navigable waters or the environment, and maintains the highest standards for spill prevention control and countermeasures through periodic review, updating, and implementation of this Spill Prevention Control and Countermeasure (SPCC) Plan. Woodbridge will provide the necessary manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful. Township's management has committed the necessary resources to implement the measures described in this Plan.

Joseph C. Gregus is the Designated Person Accountable for Oil Spill Prevention at this Township facility and has the authority to commit the necessary resources to implement the Plan as described.

Authorized Facility Representative: Joseph C. Gregus, CPSI  
Signature: *Joseph Gregus*  
Title: Safety Officer  
Date: April 24, 2017

## Professional Engineer Certification

### 40 CFR 112.3(d)

The undersigned Registered Professional Engineer is familiar with the requirements of Part 112 of Title 40 of the *Code of Federal Regulations* (40 CFR part 112) and has visited and examined the facility, or has supervised examination of the facility by appropriately qualified personnel. The undersigned Registered Professional Engineer attests that this Spill Prevention, Control, and Countermeasure Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards and the requirements of 40 CFR part 112; that procedures for required inspections and testing have been established; and that this Plan is adequate for the facility. [112.3(d)] This certification in no way relieves the owner or operator of the facility of his/her duty to prepare and fully implement this SPCC Plan in accordance with the requirements of 40 CFR part 112.

Michael J. Gelin

Signature

April 24, 2017

Date

Michael J. Gelin, P.E.

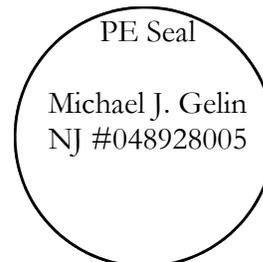
Name of Professional Engineer

04892800

Registration Number

New Jersey

Issuing State



## Plan Review 40 CFR 112.5

In accordance with 40 CFR 112.5, the Township of Woodbridge, Department of Public Works periodically reviews and evaluates this SPCC Plan for any change in the facility design, construction, operation, or maintenance that materially affects the facility’s potential for an oil discharge. Township reviews this SPCC Plan at least once every five years. Revisions to the Plan, if any are needed, are made within six months of this five-year review. Township will implement any amendment as soon as possible, but not later than six months following preparation of any amendment. A registered PE certifies any technical amendment to the Plan, as described above, in accordance with 40 CFR 112.3(d).

Scheduled five-year reviews and Plan amendments are recorded in Table 0-1. This log must be completed even if no amendment is made to the Plan. Unless a technical or administrative change prompts an earlier review, the next scheduled review of this Plan must occur by *April 24, 2022*.

Facility information related to the SPCC plan must be submitted to the United States Environmental Protection Agency (USEPA) Regional Administrator within sixty days whenever the facility discharges more than 1,000 gallons in a single event, or discharges more than 42 gallons of oil in each of two spill events within a 12-month period. The information must be sent to the following address:

MAIN REGIONAL OFFICE  
 290 Broadway  
 New York, NY 10007-1866 Phone: 212-637-3000

If the facility has Self Certified any plan amendments and experiences a reportable spill, the EPA Regional Administrator will determine if the facility must rescind their eligibility and have the plan certified by a Professional Engineer.

**Table 0-1: Record of Plan Review and Changes**

Date	Authorized Individual	Review Type	PE Certification	Summary of Changes
04/24/17	Michael Gelin	Initial Plan	Yes	N/A
04/24/17	Joe. Gregus	Off-cycle review	No	Changed telephone number for Safety Officer. Corrected page numbers in Table of Content. Non-technical amendments, no P.E. certification is needed.

## **Location of SPCC Plan**

### **40 CFR 112.3(a)**

#### **Facility Description [112.7(a) (3)]**

##### *Location & Use*

The Township of Woodbridge, Department of Public is located in a mixed industrial area of Keasbey, Middlesex County, New Jersey. The facility consists of a large continuous one-story concrete and steel structure with asphalt employee parking areas and asphalt/crushed stone/millings access drives. The remainder of the property consists of semi pervious millings and packed soil access roads and storage areas. The Woodbridge DPW is bordered to the west by Bayshore Recycling Corporation, to the south by the Arthur Kill, to the east by Express Container Services and to the north by Smith Street.

A site location map is included with this Plan.

##### *Waterways and Abutters*

All stormwater and surface flows drain into the Arthur Kill which borders the south portion of the DPW facility. Storm drains are located throughout the asphalt parking lot which surrounds the DPW building.

##### *Site Drainage*

Site drainage has been determined based on existing topographic surveys and current visual observations. All stormwater flows south and south east into the Arthur Kill.

##### *Spill History*

The Township of Woodbridge, Department of Public Works has not experienced any petroleum releases which have either left the property in question or impacted a navigable water body

## Certification of Substantial Harm Determination

40 CFR 112.20(e), 40 CFR 112.20(f)(1)

**Facility Name:** Township of Woodbridge, Department of Public Works  
**Facility Address:** 225 Smith Street, Keasbey, NJ 08832

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?  
Yes  No
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground storage tank area?  
Yes  No
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?  
Yes  No
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula) such that a discharge from the facility would shut down a public drinking water intake?  
Yes  No
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?  
Yes  No

### Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

*Joseph C. Gregus*  
Signature

Safety Officer  
Title

Joseph C. Gregus  
Name (type or print)

April 24, 2017  
Date

## PART I - GENERAL FACILITY INFORMATION

40 CFR 112.7(a)(3)

### 1.1 Company Information

Name of Facility:	Township of Woodbridge, Department of Public Works
Type	Public Works
Date of Initial Operation	2002
Location	225 Smith Street Keasbey, NJ 08832
Name and Address of Owner	Township of Woodbridge  <i>Town Hall</i> One Main Street Woodbridge, New Jersey 07095

### 1.2 Contact Information

The designated person accountable for overall oil spill prevention and response at the facility, also referred to as the facility's "Response Coordinator" (RC), is the Safety Officer, Joseph C. Gregus. 24-hour contact information is provided in Table 1-1.

**Table 1-1: Facility contact information**

Name	Title	Telephone	Address
Dennis Henry	Director, Department of Public Works	(732) 921-5770 (cell)	100 Mary Avenue Fords, NJ 08863
Carmine Barbato	Road Superintendent, Department of Public Works	(732) 738-1311 (office) (732) 887-2733 (cell)	807 Coolidge Avenue Woodbridge, NJ 07095
Brian Burke	Superintendent, Buildings and Grounds Department of Public Works	(732) 634-4500 (office) (732) 675-4619 (cell)	91 Old Road Sewaren, NJ 07077
Joseph C. Grecus	Safety Officer, Department of Public Works	(732) 738-1311 (office) (732) 570-0147 (cell)	64 Beech Street Fords, NJ 08863
Joseph Kotowski	Superintendent, Waste Water, Department of Public Works	(732) 726-7030 (office) (732) 675-3947 (cell)	25 Stanford Avenue Colonia, NJ 07067
Joseph Rudy	Manager, Motors, Department of Public Works	(732) 738-1311 (office) (732) 585-6585 (cell)	68 Cornell Street Avenel, NJ 07001
John Mazza	General Supervisor, Sanitation, Department of Public Works	(732) 738-1311 (office) (732) 585-7475 (cell)	343 Cypress Drive Colonia, NJ 07067
James Cipas	General Supervisor, Sanitation, Department of Public Works	(732) 738-1311 (office) (732) 585-9909 (cell)	183 Beacon hill Road Morganville, NJ 07751
Thomas Patten	Superintendent, Buildings & Grounds, Department of Public Works	(732) 343-2548 (cell)	512 Francis Avenue Woodbridge, NJ 07095
George Brew	Superintendent, Parks Water, Department of Public Works	(732) 609-7033 (cell)	168 Woodland Avenue Fords, NJ 08863
Patrick Kenny	OEM Coordinator, Police Department	(732) 425-2157 (cell)	

### 1.3 Facility Layout Diagram

Appendix A, at the end of this Plan, shows a general site plan for the facility. The site plan shows the site topography and the location of the facility relative to waterways, roads, and inhabited areas. Appendix A also includes a detailed facility diagram that shows the wells, tank battery, and transfer areas for the facility. The diagram shows the location, capacity, and contents of all oil storage containers greater than 55 gallons in capacity.

## 1.4 Facility Location and Operations

The DPW is located in a mixed industrial area of Keasbey, Middlesex County, New Jersey. The facility consists of a large continuous one-story concrete and steel structure with asphalt employee parking areas and asphalt/crushed stone/millings access drives. The remainder of the property consists of semi pervious millings and packed soil access roads and storage areas. The Woodbridge DPW is bordered to the west by Bayshore Recycling Corporation, to the south by the Arthur Kill, to the east by Express Container Services and to the north by Smith Street.

## 1.5 Oil Storage and Handling

### 1.5.1 Production Equipment

A description of all applicable oil storage tanks and vessels has been included in Table 1-2 of this document. The following descriptions detail the size and location of all petroleum product storage at the DPW, including all associated loading and unloading areas:

- **12,000 Gallon Diesel UST & 10,000 Gallon Gasoline UST**

These two USTs systems are not applicable to SPCC regulations. However, the bulk fuel delivery area and vehicle pumping areas associated with these USTs are applicable to SPCC regulations.

The vehicle fueling area is located under the covered fueling island on the southern part of the property. Any spills originating from this area would flow southeast into an asphalt drainage ditch. Approximately 300' from this area is the property border and the route to a navigable waterway.

This bulk delivery area is located along the southern edge of the property adjacent to the vehicle fueling island. A spill from this area would flow south into an asphalt drainage ditch which runs along the entire southern border of the property. Approximately 350' from this area is the property border and the route to a navigable waterway.

- **1,000 Gallon Biodiesel AST**

This double walled steel tank is located near the southeast portion of the DPW facility. The tank is equipped with a spill bucket; and a visual sight gauge. This tank is also equipped with an emergency shut-off switch. A spill kit is located adjacent to the tank.

A spill originating from this tank would flow onto the surrounding impervious asphalt surface and flow southward toward a drainage ditch which eventually leads to the Arthur Kill.

The vehicle fueling area and bulk oil transfer area are both located adjacent to the AST on an impervious surface. A likely release from this location would flow southward towards a drainage ditch.

- **1,000 Gallon Waste Oil AST**

This single wall steel tank is located under a semi-permanent structure, southeast of the main DPW building, adjacent to the Arthur Kill. This tank is equipped with an external steel secondary containment device. The tank is equipped with a spill bucket and a visual sight gauge. This tank is hand filled via individual transfers of less than 25 gallons of waste oil at a time.

A spill originating from this tank would collect within the steel secondary containment device. The bulk oil transfer area is located on an impervious asphalt area adjacent to this AST. A likely release from this location would flow southward to a drainage ditch which drains into the Arthur Kill.

The necessary improvements to the bulk oil transfer area are detailed in Section 4.0 of this document.

- **Four ( 4) 275 Gallon and one (1) 300 Gallon Oil ASTs**

These five (5) single wall steel tanks are located within vehicle maintenance bay #6, the bulk oil storage room at the DPW facility. These tanks store clean hydraulic and transmission oils, as well as waste oil, utilized for and generated from vehicle maintenance operations. The five tanks are staged on an impervious concrete surface and surrounded by a concrete containment wall. All five tanks are enclosed within the concrete containment area which has sufficient capacity for the single largest tank stored in this area. A release from any of these tanks would collect within the concrete containment area. A spill kit is located adjacent to the concrete containment area.

The bulk oil delivery area for these five ASTs is located outside of the building adjacent to the north wall of the structure approximately 20' from the oil storage area. A likely release from the bulk oil delivery area would flow north into a stormwater drain which is located in the north parking lot adjacent to the main DPW building.

The necessary improvements to this bulk oil delivery area are detailed in Section 4.0 of this document.

- **Two (2) 270 Gallon Various Oil AST**

These two 270 gallon single walled tanks are located inside the northwest part of the DPW facility in the Police bay. These tanks store clean motor and transmission oils, utilized for vehicle maintenance operations. These tanks are equipped with a visual sight gauge. A spill kit for these two tanks is located within the Police bay.

The bulk oil transfer area for these two tanks is located outside the Police bay in the adjacent parking lot. A likely release from this bulk transfer area would flow down- gradient approximately 50' into a stormwater inlet.

The necessary improvements to these tanks and the bulk oil delivery area are detailed in Section 4.0 of this document.

- **55 Gallon Drums**

Varying amounts of 55-gallon steel drums of various motor and lubricant oils are located throughout the DPW facility. These drums are all staged on the spill pallets with sufficient capacity to capture the volume of the single largest container stored on the pallet. New drums are periodically delivered to the DPW facility as needed and are transferred onto the existing spill pallets where the empty drums are removed off-site. Absorbent materials and spill pads are located adjacent to the drum storage area in order to address any potential spills.

There are no additional improvements required for the drum storage area.

See the Woodbridge DPW Tank Inspection Sheet for inspection procedures for all applicable oil storage containers located on-site.

### **Aboveground Storage Tanks**

The below calculations will be used for spill prevention and planning purposes. The estimated spill volumes from the fuel delivery and waste oil pickup vehicles detailed below have been calculated using data obtained from commercial fuel vendors, and is based upon the most likely type of spill to occur from a product delivery hose rupture or disconnect. For fuel delivery, a maximum fuel rate of 220 gallons per minute and a hose diameter of 3 inches have been used, which depicts the highest likely fuel transport rate from a tanker and maximum hose diameter that is used at the site.

The fueling rate could be less at times due to fuel delivery by a smaller truck and small diameter hose, or the delivery of heavier weight fuels. The estimated spill volume also includes the amount of fuel that could be stored in a 3 inch diameter product line with a maximum length of 150 feet. This represents the maximum length of product hose that would be used at the site. A maximum spill response time of 3 minutes has been used to reflect the time required for the vehicle operator to shut down the fuel delivery vehicle upon identification of a likely leak from the hose or hose connections. An additional 10% of the estimated spill volume has been added as a safety factor to account for conditions such as rain events during product delivery. Please note that for waste oil removal the estimated spill volume was calculated to be the hose volume published percent safety factor.

**Table 1-2:** Characteristics of oil containers

Maximum Hose Diameter = 0.25 feet	Maximum Hose Length = 150 feet
Maximum Flow (Pumping) Rate = 220 gpm	Estimate Response Time = 3 minutes
1 Cubic Foot= 7.48 gallons	
Hose Volume = $\pi/4$ (Hose Diameter) <sup>2</sup> (Hose Length) = $0.785(0.0625)(150) = 7.36$ cubic feet = 55.1 gallons	

Estimated Likely Spill Volume from Bulk Oil Delivery = ((Flow Rate) (Response Time)+ (Hose Volume)) 10% Safety Factor  
 = ((220) (3) + (55.1)) 1.10  
 = 786.61  
**787 gallons**

**Estimated Likely Spill Volume from Waste Oil Removal**  
 = (Hose Volume) 10% Safety Factor  
 = (55.1) 1.10  
 = 60.61  
**61 gallons**

**Estimated Likely Spill Volume from routine vehicle fueling**  
 = Max pumping rate of either fuel dispenser x likely operator response time  
 = 15 gallons per minute x 2 minutes = 30 gallons  
**30 gallons**

<b>ABOVEGROUND STORAGE TANKS, BULK DELIVERY AREAS AND VEHICLE FUELING AREAS</b>					
<b>CAPACITY (gallons)</b>	<b>PRODUCT (locations)</b>	<b>OVERALL PREVENTION DEVICE</b>	<b>LEAK DETECTION</b>	<b>ESTMATED SPILL DIRECTION &amp; ANTICIPATED VOLUME</b>	<b>EXISTING CONTAINMENT &amp; SPILL CONTROL FEATURES</b>
1,000	Biodiesel (Vehicle Fueling Area at rear of DPW)	NONE	Visual Inspection	<p><b>Estimated spill volume from fuel delivery vehicle = 787 gallons</b>                      Spill from delivery truck will flow on asphalt surface and towards drainage ditch to Arthur Kill</p> <p>Piping/dispenser/Vehicle Fueling spill rate = 30 gallons                      Spill from piping &amp; dispenser will flow on asphalt surface and awards drainage ditch to Arthur Kill, approximately 250'</p> <p>Tank spill rate = gradual to 1,000 gallons</p>	Double-walled tank on concrete pad. Asphalt delivery and refueling area. Spill Kit. Visual sight gauge.
12,000 & 10,000	Diesel & Gasoline USTs (Vehicle Fueling area at rear of DPW)	NIA	NIA	<p>Dispenser/ vehicle fueling area spill rate approximately 30 gallons</p> <p>Spills from this area will flow southeast into asphalt drainage</p> <p>Channel and flow approximately 300' to the Arthur Kill</p>	Concrete pad fueling area.
1,000	Used Oil (Adjacent to anti- freeze recycling area)	NIA	NIA	<p>Estimated spill volume from fuel deliver vehicle = 787 gallons</p> <p>Spill from dispenser and delivery truck will flow</p>	Single-walled tank on concrete pad. Delivery and refueling area is

				<p>on asphalt surface and towards Arthur Kill.</p> <p>Tank spill rate = gradual to 1,000 gallons</p> <p>Spill from tank failure will flow into steel secondary containment surrounding tank</p>	<p>made on asphalt. Steel secondary containment surrounding tank.</p>
275	Transmission Oil (Bulk Oil Bay # 6)	NONE	Visual Inspection	<p>Transmission Oil gradual to 45 gallons per minute (maximum loss 275 gallons)</p> <p>Spill from piping &amp; dispenser will flow into concrete containment surrounding tank</p> <p>Tank spill rate = gradual to 275 gallons                  Spill from tank failure will flow into concrete containment surrounding tank</p>	<p>Single-walled tank on concrete pad. Delivery and refueling area is made of asphalt. Concrete containment surrounding tank.</p>
275	Hydraulic Oil (Bulk Oil Bay # 6)	NONE	Visual Inspection	<p>Estimated Spill volume from fuel delivery vehicle = 787 gallons                  Spill from dispenser and delivery truck will flow on asphalt surface and towards storm inlets</p> <p>Piping/dispenser spill rate = gradual to 45 gallons per minute (maximum loss = 275 gallons)                  Spill from piping &amp; dispenser will flow into concrete containment surrounding tank</p> <p>Tank Spill rate = gradual to 275 gallons</p>	<p>Single-walled tank on concrete pad. Delivery and refueling area is made of asphalt. Concrete containment surrounding tank</p>

				Spill from tank failure will flow into concrete containment surrounding tank	
300	Used Oil (Bulk Oil Bay #6)	N/A	Visual Inspection	Estimated spill volume from waste oil Vehicle = 61 gallons. Tank spill rate = gradual to 300 gallons Spill from tank failure will flow into concrete containment surrounding tank	Single-walled tank on concrete pad. Delivery and refueling area is made on asphalt. Concrete containment surrounding tank.
270	Motor Oil (Police Bay)	NONE	Visual Inspection	Estimated spill volume from fuel delivery vehicle = 787 gallons Spill from dispenser and delivery truck will flow on asphalt surface and towards storm drains in parking lot.  <u>Piping/dispenser spill</u> rate = gradual to 45 gallons per minute (maximum loss 270 gallons) Spill from piping & dispenser will flow onto concrete floor of Police Bay.  Tank spill rate = gradual to 270 gallons Spill from tank failure will flow onto concrete floor of police bay area	Single-walled tank on concrete pad. Delivery and refueling area is made on asphalt.
270	Transmission Oil (Police Bay)	NONE	Visual Inspection	Estimated Spill volume from fuel delivery vehicle = 787 gallons	Single-walled tank on concrete pad. Delivery and refueling area is

				<p>Spill from dispenser and delivery truck will flow on asphalt surface and towards storm drains in parking lot.</p> <p>Piping/dispenser spill rate = gradual to 45 gallons per minute (maximum loss 270 gallons) Spill from piping &amp; dispenser will into police bay area.</p> <p>Tank spill rate = gradual to 270 gallons</p>	made on asphalt.
DPW Building (Various Rooms)	Varies	Transmission Fluid, Motor Oil, Grease	No drains inside building, sheet flow 300' to off-site water body	Drum spill rate gradual to 55 gallons Spill from drum failures would collect in spill pallets	Spill Pallet. Impervious concrete floor

**Conformance with Applicable State and Local Requirements [112.7(j)]**

This SPCC Plan was written to conform with 40 CFR part 112 requirements. The facility thereby conforms with general requirements for oil pollution facilities in New Jersey. All discharge notifications are made in compliance with local, state, and federal requirements.

## **PART II. SPILL RESPONSE AND REPORTING**

### **40 CFR 112.7**

#### **2.1 Discharge Discovery and Reporting [112.7(a)(3)]**

Several individuals and organizations must be contacted in the event of an oil discharge. The Safety Officer is responsible for ensuring that all required discharge notifications have been made. All discharges should be reported to the Safety Officer. The summary table included in Appendix F to this SPCC Plan provides a list of agencies to be contacted under different circumstances. Discharges would typically be discovered during the inspections conducted at the facility in accordance with procedures set forth in Section 3.4.1 of this SPCC Plan, Table 3-3 and Table 3-4, and on the checklist of Appendix C. The Form included in Appendix F of this Plan summarizes the information that must be provided when reporting a discharge, including contact lists and phone numbers.

DPW employees are trained to implement spill prevention practices for work with and around oil sources. DPW personnel shall use common sense and rely on spill prevention practices at all times to minimize the potential for a release of oil.

For example, the following "common sense" practices are recommended:

- Keep container lids securely fastened at all times;
- Do not leave portable sources unattended (outside);
- Return portable sources to their storage location after use;
- Use pads, drip pans, and funnels when transferring petroleum products from a portable container;
- Protect oil sources from damage from moving equipment;
- Do not store oil sources near catch basins or floor drains; and
- Loading and unloading of petroleum products shall be attended at all times.

Woodbridge is responsible for all activities performed within the DPW property and will observe the implementation of spill prevention activities by the fuel suppliers, and will also implement spill prevention measures for vehicle filling and truck unloading operations. Spill prevention during oil deliveries (off-loading) is primarily the responsibility of the supplier; ensuring the proper operation of all bulk delivery vehicles, until the product is safely in the tank or vessel. However Woodbridge DPW is ultimately responsible for ensuring the successful delivery of bulk oil which occurs on DPW property. This will be performed through the continuous oversight of all bulk product transfers by a trained Woodbridge employee.

#### *Supplier Approval*

In the event Woodbridge changes fuel suppliers and brings a new supplier onsite, the Township must ensure that the vendor understands the site layout, knows the protocols for entering the site and unloading product, and has the necessary spill equipment on board to respond to a spill from the vehicle. The Township must also ensure the vendor has all required DOT approvals and certification for oil transportation and delivery. This Supplier Approval process ensures that

the vendor meets the minimum requirements and regulations for tank truck unloading as established by the United States Department of Transportation

*DPW Observation of Deliveries*

The facility manager, or designee, will supervise deliveries from all oil suppliers and waste oil removal contractors. Delivery actions and observations must include the following:

1. Verify delivery truck contains type and quantity of oil ordered. For waste oil pickup truck, verify that the tank on the truck has room to contain the entire volume of the waste oil tank. Transfer of product should take place during daylight hours in non-rain events if practical.
2. Determine level and volume of fuel in tank to ensure tank can accept volume ordered.
3. Tank truck to be accompanied by trained operator and Woodbridge employee prior to unloading or loading. Personnel shall verify correct fill port on tank is accessed and verify that spill response materials are present.
4. Fuel transfer containment device (where applicable) must be inspected to ensure it is closed prior to product transfer. Ensure all drainage valves are closed at containment area.
5. Extinguish all nearby ignition sources within 50 feet of transfer area.
6. Tank truck brakes shall be set and the driver shall remain with the vehicle during the entire unloading period.
7. Inspect hose connections for drips/spillage. Spill pads should be used to capture product.
8. Ensure that the tank vent line is open and unobstructed.
9. Prior to filling (and again prior to departure of tank truck), the lowermost drain and all outlets of the tank truck shall be examined for spillage.
10. Truck drive to place collection bucket below tank truck unloading valve for any drips.
11. DPW employee observing fuel transfer inspects the fuel transfer area for any releases. If any spill occurs during the fuel transfer process, the process shall immediately cease and the DPW spill reporting procedures shall be followed.
12. Gravity drains all hoses into the tank.

13. Inspect and clean (where applicable) fill port containment system.
14. Open gate valve and/or remove and store storm drain covers near fuel delivery area (and waste oil transfer area) if no spills or spills were observed.

#### *DPW Vehicle and Equipment Fueling Practices*

DPW personnel authorized to dispense fuel should comply with the following procedures to assist in the safe transfer of petroleum product into equipment or vehicles:

1. Verify container or vehicle is compatible with the fuel to be dispensed.
2. Vehicle or container to be positioned as close as possible to fuel pump.
3. Remove all ignition sources.
4. Fuel dispenser nozzle is to be placed as far as possible inside the vehicle or container fill port
5. Inspect all nozzles, connections, hoses for spillage or damage. Notify on site supervisor if damage or spills are observed.
6. Attend dispenser at all times during product transfer.
7. Remove nozzle, hold upright, inspect for spills, and return to dispenser.
8. In the event of an overflow, contain/remove spill immediately and notify the onsite supervisor.

#### *Tests and Inspections [112.7(e)]*

The personnel at the facility shall perform testing, inspection, and maintenance of all petroleum equipment to keep it performing in an efficient and environmentally sound manner. The tests and inspections shall be performed as discussed in the following subsections.

#### *Inspecting ASTs*

Facility personnel must visually inspect all ASTs (tanks and aboveground piping systems) monthly during operating hours. The ASTs shall be monitored monthly for spills through manually gauging of the spill detection port. The results of all inspections and monthly spill detection monitoring shall be recorded on the Woodbridge Tank Inspection Sheet. The report shall be kept for at least three years in a file maintained onsite.

Monthly inspections include observations of the exterior of the tank for signs of deterioration or spills (spills), observations of the tank foundation and supports for signs of instability, and observations of the vent, fill and product pipes for signs of poor connection or failure, that could cause a spill.

In addition to these inspections, the facility will verify the integrity of each tank system every ten years, or more often as deemed necessary by the inspection results. Integrity testing will be conducted in accordance with an industry standard procedure such as STI - SPOOI-00 or API 653. The results of the integrity inspections shall be maintained on-site for the life of the system.

#### *Tank Maintenance*

All petroleum tank and piping problems shall be immediately reported to the onsite supervisor. Visible oil spills (spills) that cause a loss of oil from tank walls, piping or other components shall be repaired or replaced immediately to prevent the potential for a major spill from the source. This is especially important for sources located outside or near drains or catch basins that discharge to the environment.

#### *Secondary Containment Inspections*

The bulk storage secondary containment areas shall be inspected monthly for the accumulation of oil and rainwater (if applicable). The inspection should include whether the containment is full of rainwater, oil, or an oil/water mixture (the latter is determined if there is a sheen floating on the water).

If the contained liquid is water with no visible sheen, it can be discharged into the storm water collection system. However, if there is oil, or an oil/water mixture (i.e. sheen or other indicator), the cause of the oil spill must be determined and the oil or mixture needs to be removed and disposed of as waste.

The Woodbridge Tank Inspection Sheet provides a checklist for the inspection of the secondary containment structures.

#### *Inspecting Drums*

All drums on-site shall be visually inspected monthly for indications of a release, or signs of a pending failure. Drums shall be inspected for indications of spills or spills to ensure they are sealed, and exteriors shall be inspected for signs of deterioration, corrosion and bulging. Drum spill platforms shall also be inspected for oil and water. Indications of a potential or confirmed spill shall be reported to the site supervisor.

The Woodbridge Tank Inspection Sheet provides a checklist for the inspection of the drums.

### **2.1.1 Verbal Notification Requirements (Local, State, and Federal (40 CFR part 110))**

Any unauthorized discharge into air, land or water must be reported immediately to the New Jersey Department of Environmental Protection Agency (NJDEP) as soon as the discharge is detected.

For any discharge that reaches navigable waters, or threatens to reach navigable waters, *immediate* notification must be made to the Environmental Protection Agency.

In the event of a discharge that threatens to result in an emergency condition, facility field personnel must verbally notify the New Jersey Emergency Hazardous Materials Hotline immediately, and in no case later than *within one (1) hour* of the discovery of the discharge. An emergency condition is any condition that could reasonably be expected to endanger the health and safety of the public; cause significant adverse impact to the land, water, or air environment; or cause severe damage to property. This notification must be made regardless of the amount of the discharge.

In the event of a discharge that does not present an emergency situation, verbal notification must be made to NJDEP from the 24-hour hotline including, weekends, and holidays; or by e-mail utilizing the Incident Report Form and procedures *within twenty-four (24) hours* of the discovery of the discharge.

### **2.1.2 Written Notification Requirements (State and Federal (40 CFR part 112))**

A written notification will be made to EPA for any single discharge of oil to a navigable waters or adjoining shoreline waterway of more than 1,000 gallons, or for two discharges of 1 bbl (42 gallons) of oil to a waterway in any 12-month period. This written notification must be made within 60 days of the qualifying discharge, and a copy will be sent to the New Jersey Department of Environmental Protection (NJDEP), which is the state agency in charge of oil pollution control activities. This reporting requirement is separate and in addition to reporting under 40 CFR part 110 discussed above.

For any discharge reported verbally, a written notification must also be sent to NJDEP), both within five (5) days of the qualifying discharge.

### **2.1.3 Submission of SPCC Information**

Whenever the facility experiences a discharge into navigable waters of more than 1,000 gallons, or two discharges of 42 gallons or more within a 12-month period, the Township will provide information in writing to the EPA Region 2 office within 60 days of a qualifying discharge as described above. The required information is described in Appendix D of this SPCC Plan.

## 2.2 Spill Response Materials

### *Minor Spill Response*

A "Minor Spill Response" is defined as one that poses no significant harm to human health or the environment. These spills involve generally less than 5 gallons and can usually be cleaned up by trained Woodbridge personnel. Other characteristics of a minor spill include the following:

- The spilled material is easily stopped or controlled at the time of the spill;
- The spill is localized;
- The spilled material is not likely to reach surface water or groundwater;
- There is little danger to human health; and
- There is little danger of fire or explosion.

*In the event of a minor spill the following guidelines shall apply:*

- Immediately notify the facility supervisor or designee.
- Call the New Jersey Department of Environmental Protection (1-877-927-6337) within 15 minutes if the spill has impacted soils, groundwater, or surface waters of the state.
- Under the direction of the facility supervisor or designee, contain the spill with spill response materials and equipment.
- Place spill debris in properly labeled waste containers.
- Complete the Spill Notification Form and send to the Regulatory Compliance Manager.

### *Major Spill Response (Spill Emergency)*

A "Spill Emergency" is defined as one involving a spill that cannot be safely controlled or cleaned up by trained Woodbridge personnel using available on-site spill response equipment. Characteristics include the following:

- The spill is large enough to spread beyond the immediate spill area;
- The spilled material enters surface water or groundwater (regardless of spill size);
- The spill requires special training and equipment to cleanup;

*In the event of a spill emergency, the following guidelines shall apply:*

- All workers shall immediately evacuate the spill site and move to a safe distance away from the spill.
- Immediately notify the facility supervisor or designee of the spill.
- Facility supervisor or designee shall call for medical assistance if workers are injured (no worker shall engage in rescue operations unless they have been properly trained and equipped).
- Facility supervisor or designee shall notify if necessary the local Fire Department or Police Department by calling 911.

- Facility supervisor or designee shall immediately contact the New Jersey Department of Environmental Protection (1-877-927-6337) within 15 minutes and the National Response Center (1-800-424-8802). Document the telephone calls on the Spill Notification Form.
- Facility supervisor or designee will coordinate cleanup and seek assistance from a cleanup contractor as necessary.
- Complete the Spill Notification Form and send to the Safety Officer.

### *Waste Disposal*

Wastes resulting from a minor spill response will be containerized in impervious bags, drums or other sealed containers. The waste will be removed from the site by a licensed waste hauler to a permitted facility. The timeframes and procedures for on-site storage shall comply with the NJDEP Solid and Hazardous Waste Regulations. Non-hazardous waste shall be stored in covered and labeled containers, or covering with and on top of plastic sheeting. Non-hazardous waste shall not be staged on-site for more than 6 months from the date of generation.

Wastes resulting from a major spill response will be removed and disposed of by a licensed waste cleanup contractor.

## **2.3 Spill Mitigation Procedures**

The following is a summary of actions that must be taken in the event of a discharge. It summarizes the distribution of responsibilities among individuals and describes procedures to follow in the event of a discharge.

A complete outline of actions to be performed in the event of a discharge from DPW reaching or threatening to reach navigable waters is included in the facility Contingency Plan.

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**Reminder:** *In the event of a discharge originating from the building, facility personnel must immediately implement the Oil Spill Contingency Plan. The Oil Spill Contingency Plan discusses the additional procedures that must be followed to respond to a discharge of oil to navigable waters or adjoining shorelines.*

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In the event of a discharge, Township or contractor field personnel and the Safety Officer shall be responsible for the following:

### **2.3.1 Shut Off Ignition Sources**

Field personnel must shut off all ignition sources, including motors, electrical circuits, and open flames. See Appendix F for more information about shut-off procedures.

### **2.3.2 Stop Oil Flow**

Field personnel should determine the source of the discharge, and if safe to do so, immediately shut off the source of the discharge.

### **2.3.3 Stop the Spread of Oil and Call the Safety Officer**

If safe to do so, field personnel must use resources available at the facility, (*see spill response material and equipment listed in Section 2.2*) to stop the spilled material from spreading. Measures that may be implemented, depending on the location and size of the discharge, include placing sorbent material or other barriers in the path of the discharge (e.g., sand bags), or constructing earthen berms or trenches.

In the event of a significant discharge, field personnel must immediately contact the Safety Officer, who may obtain assistance from authorized company contractors and direct the response and cleanup activities. Should a discharge reach waterways, only physical response and countermeasures should be employed, such as the construction of underflow dams, installation of hard boom and sorbent boom, use of sorbent pads, and use of vacuum trucks to recover oil and oily water from the creek. If water flow is low in the waterways, construction of an underflow dam downstream and ahead of the spill flow may be advantageous. Sorbent material and/or boom should be placed immediately downstream of the channel to recover any sheen from the water. If water flow is normal, floating booms and sorbent boom will be deployed. Vacuum trucks will then be utilized to remove oil and oily water at dams and other access points. Crews should remove oiled vegetation and debris from the channel banks and place them in bags for later disposal. After removal of contaminated vegetation, channel banks should be flushed with water to remove free oil and help it flow down to dams and other access points where it can be recovered by vacuum truck. At no time shall any surfactants, dispersants, or other chemicals be used to remove oil from the channel.

### **2.3.4 Gather Spill Information**

The Safety Officer will ensure that the *Discharge Notification Form* is filled out and that notifications have been made to the appropriate authorities. The Safety Officer may ask for assistance in gathering the spill information on the *Discharge Notification Form* (Appendix E) of this Plan:

- Reporter's name
- Exact location of the spill
- Date and time of spill discovery
- Material spilled (e.g., oil, produced water containing a reportable quantity of oil)
- Total volume spilled and total volume reaching or threatening navigable waters or adjoining shorelines
- Weather conditions
- Source of spill
- Actions being taken to stop, remove, and mitigate the effects of the discharge

- Whether an evacuation may be needed
- Spill impacts (injuries; damage; environmental media, e.g., air, waterway, groundwater)
- Names of individuals and/or organizations who have also been contacted

### **2.3.5 Notify Agencies Verbally**

Some notifications must be completed *immediately* upon discovering the discharge. It is important to immediately contact the Safety Officer so that timely notifications can be made. If the Safety Officer is not available, or the Safety Officer requests it, field personnel must designate one person to begin notification. Section 2.1 of this Plan describes the required notifications to government agencies. The Notification List is included in Appendix D of this SPCC Plan. The Safety Officer must also ensure that written notifications, if needed, are submitted to the appropriate agencies.

## **2.4 Disposal Plan**

The cleanup contractor will handle the disposal of any recovered product, contaminated soil, contaminated materials and equipment, decontamination solutions, sorbents, and spent chemicals collected during a response to a discharge incident.

Any recovered product that can be recycled will be placed into the gun barrel tank to be separated and recycled. Any recovered product not deemed suitable for on-site recycling will be disposed of with the rest of the waste collected during the response efforts.

If the facility responds to a discharge without involvement of a cleanup contractor, Township will contract a licensed transportation/disposal company to dispose of waste according to regulatory requirements. The Safety Officer will characterize the waste and arrange for the use of certified waste containers.

All facility personnel handling hazardous wastes must have received both the initial 40-hour and annual 8-hour refresher training in the Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) of the Occupational Health and Safety Administration (OSHA). This training is included as part of the initial training received by all field personnel. Training records and certificates are kept at the field office.

## PART III. SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PROVISIONS

40 CFR 112.7 and 112.9

### 3.1 Potential Discharge Volume and Direction of Flow [112.7(b)] and Containment [112.7(a)(3)(iii)]

Table 3-1, below, summarizes potential oil discharge scenarios. If unimpeded, oil would follow the site topography and reach Arthur Kill.

**Table 3-1:** Potential discharge volume and direction of flow

Product	Containment	Maximum Volume (gal)	Maximum Discharge Rate (gal/hr)	Direction of Flow	Schedule
<b>Biodiesel</b> (Vehicle Fueling Area) ( DPW)	Double-walled tank on concrete pad Spill Kit	1,000	1,000	N/A	Overfill prevention device (Alarm or Restrictive fill)  <b>Implement Upon Adoption</b>
	Visual sight gauge				Monthly visual inspections for spills/damage
<b>Diesel &amp; Gasoline</b>	Concrete fueling area Spill Kit	12,000 UST	12,000 UST	N/A	Monthly visual inspections for spills/damage  <b>Implement Upon Adoption</b>
<b>Used Oil</b>					
Adjacent to anti-freeze Recycling area (Transmission Oil)	Single-walled tank on concrete pad Steel secondary containment	1,000	1,000	N/A	Monthly visual inspections for spills/damage Spill Kit
	Single-walled tank on concrete pad Overfill prevention device (Alarm or Restrictive fill)				<b>Implement Upon Adoption</b>

Product	Containment	Maximum Volume (gal)	Maximum Discharge Rate (gal/hr)	Direction of Flow	Schedule
<b>Transmission Oil</b> (Bulk Oil Bay # 6)	Concrete secondary containment Visual Sight gauge Single-walled tank on concrete pad	275	275	N/A	Monthly visual inspections Spill Kit Overfill prevention device (Alarm or Restrictive fill) <b>Implement Upon Adoption</b>
<b>Hydraulic Oil</b> (Bulk Oil Bay # 6)	Single-walled tank on concrete pad Concrete secondary containment Visual Sight gauge	275	275	N/A	Overfill prevention device (Alarm or Restrictive fill) Monthly visual inspections Spill Kit <b>Implement Upon Adoption</b>
<b>Used Oil</b> (Bulk Oil Bay #6)	Single-walled tank on concrete pad Concrete secondary containment	275	275	N/A	Monthly visual inspections Spill Kit <b>Implement Upon Adoption</b>
Motor Oil (Police Bay # 6)	Single-walled tank on concrete pad Spill Kit Visual Sight gauge	270	270	N/A	Overfill prevention device (Alarm or Restrictive fill) Monthly visual inspections <b>Implement Upon Adoption</b>

### **3.2 Containment and Diversionary Structures [112.7(c) and 112.7(a)(3)(iii)]**

The facility is configured to minimize the likelihood of a discharge reaching navigable waters. The following measures are provided:

- Booms, sorbents, shovels, and other discharge response materials are stored in a shed located in close proximity to the loading area. This material is sufficient to contain small discharges (up to approximately 200 gallons).

These measures are described in more details in the following sections.

### **3.3 Inspections, Tests, and Records [112.7(e)]**

This Plan outlines procedures for inspecting the facility equipment in accordance with SPCC requirements. Records of inspections performed as described in this Plan and signed by the appropriate supervisor are a part of this Plan, and are maintained with this Plan at the DPW field office for a minimum of three years. The reports include a description of the inspection procedure, the date of inspection, whether drainage of accumulated rainwater was required, and the inspector's signature.

The program established in this SPCC Plan for regular inspection of all oil storage tanks and related production and transfer equipment follows the American Petroleum Institute's *Recommended Practice for Setting Maintenance, Inspection, Operation, and Repair of Tanks in Production Service* (API RP 12R1, Fifth Edition, August 1997). Each container is inspected monthly by field operation personnel as described in this Plan section and following the checklist provided in Appendix C of this SPCC Plan. The monthly inspection is aimed at identifying signs of deterioration and maintenance needs, including the foundation and support of each container. Any leak from tank seams, gaskets, rivets, and bolts is promptly corrected.

The inspection program is comprised of informal daily examinations, monthly scheduled inspections, and periodic condition inspections. Additional inspections and/or examinations are performed whenever an operation alert, malfunction, shell or deck leak, or potential bottom leak is reported following a scheduled examination. Written examination/inspection procedures and monthly examination/inspection reports are signed by the field inspector and are maintained at the field office for a period of at least three years.

### **3.4 Daily Examinations**

The facility is visited daily by field operations personnel. The daily visual examination consists of a walk through of the tank battery and around the wells. Field operations personnel check the wells and production equipment for leaks and proper operation. They examine all aboveground valves, polished rod stuffing boxes, wellheads, fittings, gauges, and flowline piping at the

wellhead. Personnel inspect pumps to verify proper function and check for damage and leakage. They look for accumulation of water within the tank battery berms and verify the condition and position of valves. The storage tanks are gauged every day. A daily production report is maintained. All malfunctions, improper operation of equipment, evidence of leakage, stained or discolored soil, etc. are logged and communicated to the Township Safety Officer.

### **3.4.1 Monthly Inspections**

Table 3-4 summarizes the scope of monthly inspections performed by field personnel.

The monthly inspection covers all processing equipment. It also includes verifying the proper functioning of all detection devices, including high-level sensors on oil storage tanks, heater and separators. Storage tanks are inspected for signs of deterioration, leaks, or accumulation of oil inside the containment area, or other signs that maintenance or repairs are needed. The secondary containment area is checked for proper drainage, general conditions, evidence of oil, or signs of leakage. The monthly inspection also involves visually inspecting all aboveground valves and pipelines and noting the general condition of items such as transfer hoses, flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, pumping well pumping rod stuffing boxes, bleeder and gauge valves, locking of valves, and metal surfaces.

The checklist provided in Appendix B is used during monthly inspections. These inspections are performed in accordance with written procedures such as API standards (e.g., API RP 12R1), engineering specifications, and maintenance schedule developed by the equipment manufacturers.

All safety devices are tested quarterly. The tests are recorded and the results are maintained with this Plan at Township's DPW office. Testing of the safety devices is conducted in accordance with guidelines API RP-14C published by the American Petroleum Institute, or in accordance with instructions from the device's manufacturer.

**Table 3-2: Scope of monthly inspections**

Facility Area	Equipment	Inspection Item
Tank Battery	Storage tanks	Leakage, gaskets, hatches Tank liquid level checked Tank welds in good condition Vacuum vents Overflow lines Piping, valves, and bull plugs Corrosion, paint condition Pressure / level safety devices* Emergency shut-down system(s)* Pressure relief valves*
	Area	Berm and curbing Presence of contaminated/stained soil Excessive vegetation Equipment protectors and signs Engine drip pans and sumps General housekeeping
Truck Loading	Offload lines, drip pans, valves, catchment berm	Valve closed and in good condition Cap or bull plug at end of offload line/connection Sign of oil or standing water in drip pan(s) Sign of oil or standing water in catchment berm Sign of oil in surrounding area
	Production equipment	Gauges (pressure, temperature, and liquid level) Pressure / level safety devices* Emergency shut-down system(s)* Pressure relief valves*
Wells (including saltwater disposal well)	Area	Spills and leaks (e.g., stuffing box) Equipment protectors and signs General housekeeping

\* Tested quarterly by third party inspection company.

### **3.5 Personnel, Training, and Discharge Prevention Procedures [112.7(f)]**

The Safety Officer has been designated as the point of contact for all oil discharge prevention and response at this facility.

All Township field personnel receive training on proper handling of oil products and procedures to respond to oil discharge prior to entering DPW facilities. The training ensures that all facility personnel understand the procedures described in this SPCC Plan and are informed of the requirements under applicable pollution control laws, rules and regulations. The training also covers risks associated with potential exposure to hydrogen sulfide (H<sub>2</sub>S) gas. All Township field personnel also receive an initial 40-hour HAZWOPER training (and 8-hour annual refresher training) as per OSHA standard.

Woodbridge Township ensures that all contractor personnel are familiar with the facility operations, safety procedures, and spill prevention and control procedures described in this Plan prior to working at the facility. All contractors working at the facility receive a copy of this SPCC Plan.

Township management holds briefings with field operations personnel (including contractor personnel as appropriate) at least once a year, as described below.

#### **3.5.1 Spill Prevention Briefing**

The Safety Officer conducts Spill Prevention Briefings annually to ensure adequate understanding and effective implementation of this SPCC Plan. These briefings highlight and describe known spill events or failures, malfunctioning components, and recently developed precautionary measures. The briefings are conducted in conjunction with the DPW safety meetings. Sign-in sheets, which include the topics of discussion at each meeting, are maintained with this Plan at DPW field office. A *Discharge Prevention Briefing Log* form is provided in Appendix E to this Plan and is used to document the briefings. The scheduled annual briefing includes a review of Township policies and procedures relating to spill prevention, control, cleanup, and reporting; procedures for routine handling of products (e.g., loading, unloading, transfers); SPCC inspections and spill prevention procedures; spill reporting procedures; spill response; and recovery, disposal, and treatment of spilled material.

Personnel are instructed in operation and maintenance of equipment to prevent the discharge of oil, and in applicable federal, state, and local pollution laws, rules, and regulations. Facility operators and other personnel have an opportunity during the briefings to share recommendations concerning health, safety, and environmental issues encountered during facility operations.

The general outline of the briefings is as follows:

- Responsibilities of personnel and Designated Person Accountable for Spill prevention

- Spill prevention regulations and requirements;
- Spill prevention procedures;
- Spill reporting and cleanup procedures;
- History/cause of known spill events;
- Equipment failures and operational issues;
- Recently developed measures/procedures;
- Proper equipment operation and maintenance; and
- Procedures for draining rainwater.

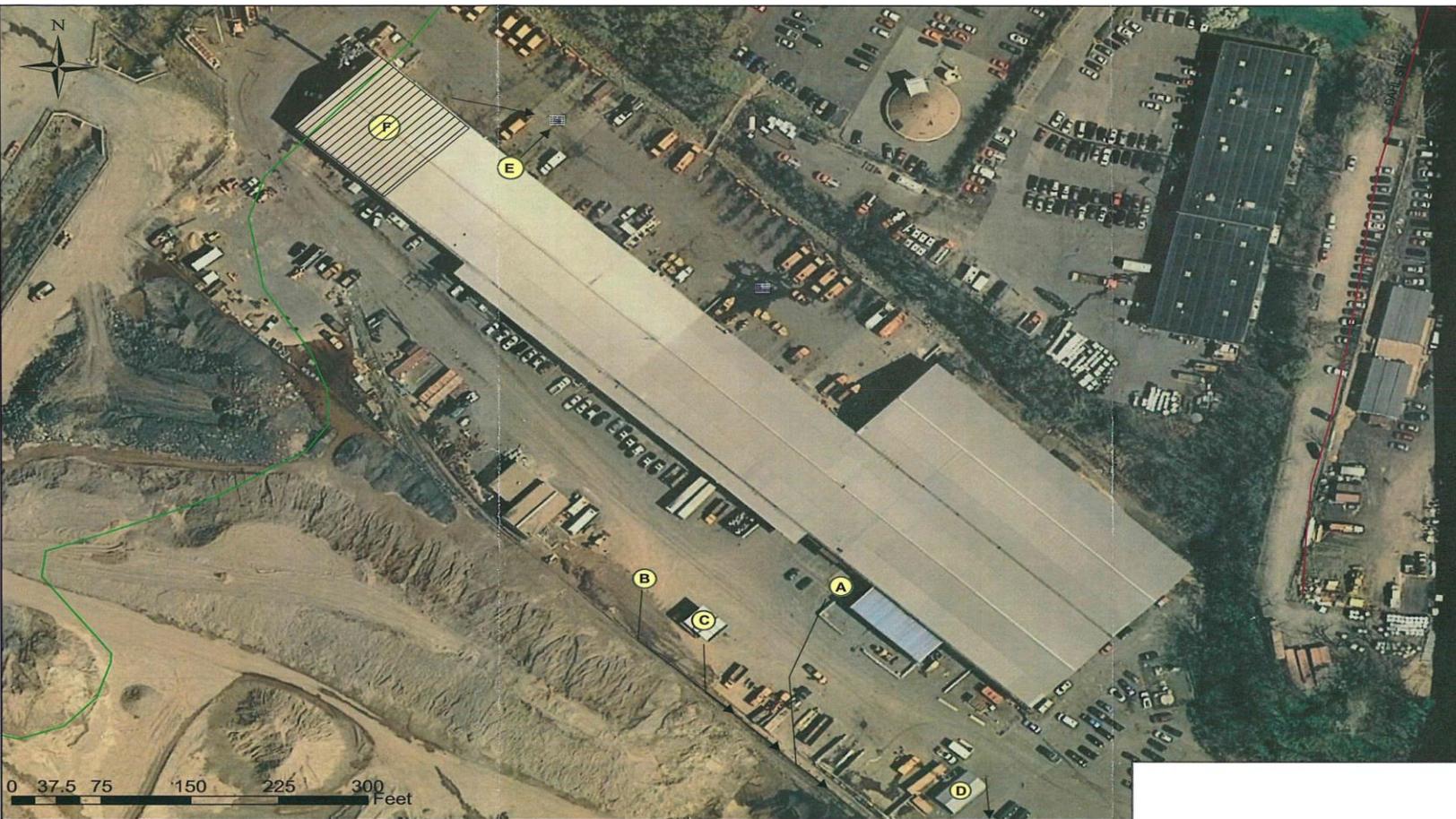
### **3.5.2 Contractor Instructions**

In order that there will be no misunderstanding on joint and respective duties and responsibilities to perform work in a safe manner, contractor personnel also receive instructions on the procedures outlined in this SPCC Plan. The instructions cover the contractor activities such as servicing a well or equipment associated with the well, such as pressure vessels.

All contractual agreements between Township and contractors specifically state:

“Personnel must, at all times, act in a manner to preserve life and property, and prevent pollution of the environment by proper use of the facility’s prevention and containment systems to prevent hydrocarbon and hazardous material spills. No pollutant, regardless of the volume, is to be disposed of onto the ground or water, or allowed to drain into the ground or water. Federal regulations impose substantial fines and/or imprisonment for willful pollution of navigable waters. Failure to report accidental pollution at this facility, or elsewhere, can be cause for equally severe penalties to be imposed by federal regulations. To this end, all personnel must comply with every requirement of this SPCC Plan, as well as taking necessary actions to preserve life, and property, and to prevent pollution of the environment. It is the contractor’s (or subcontractor’s) responsibility to maintain his equipment in good working order and in compliance with this SPCC Plan. The contractor (or subcontractor) is also responsible for the familiarity and compliance of his personnel with this SPCC Plan. Contractor and subcontractor personnel must secure permission from the Township’s Safety Officer before commencing any work on any facility. They must immediately advise the Safety Officer of any hazardous or abnormal condition so that the Safety Officer can take corrective measures”.

## APPENDIX A: Facility Diagrams



## APPENDIX B: Monthly Inspection Checklist

Further description and comments, if needed, should be provided on a separate sheet of paper and attached to this sheet. Any item answered "YES" needs to be promptly reported, repaired, or replaced, as it may result in non-compliance with regulatory requirements. Records are maintained with the SPCC Plan.

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

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

	Yes	No	Description & Comments (Note tank/equipment ID)
<b>Storage tanks and Separation Equipment</b>			
<i>Tank surfaces show signs of leakage</i>			
<i>Tanks show signs of damage, rust, or deterioration</i>			
<i>Bolts, rivets or seams are damaged</i>			
<i>Aboveground tank supports are deteriorated or buckled</i>			
<i>Aboveground tank foundations have eroded or settled</i>			
<i>Gaskets are leaking</i>			
<i>Level gauges or alarms are inoperative</i>			
<i>Vents are obstructed</i>			
<i>Thief hatch and vent valve does not seal air tight</i>			
<i>Containment berm shows discoloration or stains</i>			
<i>Berm is breached or eroded or has vegetation</i>			
<i>Berm drainage valves are open/broken</i>			
<i>Tank area clear of trash and vegetation</i>			
<i>Equipment protectors, labels, or signs are missing</i>			
<b>Related Equipment</b>			
<i>Valve seals or gaskets are leaking.</i>			
<i>Pipelines or supports are damaged or deteriorated.</i>			
<i>Buried pipelines are exposed.</i>			
<b>Transfer equipment</b>			
<i>Loading/unloading lines are damaged or deteriorated.</i>			
<i>Connections are not capped or blank-flanged</i>			
<i>Secondary containment is damaged or stained</i>			
<b>Response Kit Inventory</b>			
<i>Discharge response material is missing or damaged or needs replacement</i>			

Additional Remarks (attach sheet as needed):

## APPENDIX C: Discharge Prevention Briefing Log

<b>Date</b>	<b>Type of Briefing</b>	<b>Instructor(s)</b>
	Scheduled refresher. All field personnel.	Mike Gelin
	Scheduled refresher. All field personnel.	Mike Gelin

## APPENDIX D: Discharge Notification Procedures

Circumstances, instructions, and phone numbers for reporting a discharge to the National Response Center and other federal, state, and local agencies, and to other affected parties, are provided below. They are also posted at the facility in the storage shed containing the discharge response equipment. Note that any discharge to water must be reported immediately to the National Response Center.

Joseph C. Grecus, Safety Officer, (732) 738-1311 (office) (732) 570-0147 (cell)  
 Local Emergency (fire, explosion, or other hazards) 911 (24 hours)

Agency / Organization	Agency Contact	Circumstances	When to Notify
<b>Federal Agencies</b>			
National Response Center	1-800-424-8802	Discharge reaching navigable waters.	<b>Immediately (verbal)</b>
EPA Region II (Hotline)	1- 877-251-4575		<b>Immediately (verbal)</b>
EPA Region II Regional Administrator	290 Broadway New York, NY 10007-1866  Edison, NJ Environmental Center 2890 Woodbridge Ave. Edison, NJ 08837-3679	Discharge 1,000 gallons or more; or second discharge of 42 gallons or more over a 12-month period.	Written notification within 60 days (see Section 2.1 of this Plan)
<b>State Agencies</b>			
Office of State Police, Transportation and Environmental Safety Section, Hazardous Materials Hotline	609-882-2000	1) Injury requiring hospitalization or fatality. 2) Fire, explosion, or other impact that could affect public safety. 3) Release exceeding 24-hour reportable quantity. 4) Impact to areas beyond the facility's confines.	<b>Immediately (verbal)</b>  Written notification to be made within 5 days.
Office of State Police, Transportation and Environmental Safety Section, Hazardous Materials Hotline	609-882-2000	Discharges that pose emergency conditions, regardless of the volume discharged.	<b>Within 1 hour</b> of discovery (verbal).  Written notification within 7 working days.

Agency / Organization	Agency Contact	Circumstances	When to Notify
New Jersey Department of Environmental Protection, Office of Compliance and Enforcement	24-Hour Hotline 1-877-927-6337	Discharges that do not pose emergency conditions.	Within 24 hours of discovery (verbal).  Written notification within 7 working days.
NJDEP Spill Hotline	1-877-WARNDEP	Any discharge of 100 lbs or more that occur beyond the boundaries of the facility, including to the air.	<b>Immediately (verbal)</b>  Written notification within 7 days.
<i>Others</i>			
Response/cleanup contractors	Allstate Power Vac Rahway, NJ 07065 Tel (732) 815-0220 Tel (800) 876-9699	Any discharge that exceeds the capacity of facility personnel to respond and cleanup.	As needed
	Associated Spill Management Wayne, NJ 07470 Tel (973) 831-9061		
	All State Oil Recovery Co West Milford, NJ 07480 Tel (973) 283-9550 Tel (800) 300-3122 Emergency spill response, clean up, hazardous waste transporters.		
	Aim Tank Services Wayne, NJ 07470 Tel (973) 633-5275 Tel (800) 722-1940		

The person reporting the discharge must provide the following information:

- Name, location, organization, and telephone number;
- Name and address of the owner/operator;
- Date and time of the incident;
- Location of the incident;
- Source and cause of discharge;
- Types of material(s) discharged;
- Total quantity of materials discharged;
- Quantity discharged in harmful quantity (to navigable waters or adjoining shorelines);
- Danger or threat posed by the release or discharge;
- Description of all affected media (e.g., water, soil);
- Number and types of injuries (if any) and damaged caused;
- Weather conditions;
- Actions used to stop, remove, and mitigate effects of the discharge;
- Whether an evacuation is needed;
- Name of individuals and/or organizations contacted; and
- Any other information that may help emergency personnel responds to the incident.

Whenever the facility discharges more than 1,000 gallons of oil in a single event, or discharges more than 42 gallons of oil in each of two discharge incidents within a 12-month period, the Manager of Field Operations must provide the following information to the U.S. Environmental Protection Agency's Regional Administrator within 60 days:

- Name of the facility;
- Name of the owner or operator;
- Location of the facility;
- Maximum storage or handling capacity and normal daily throughput;
- Corrective actions and countermeasures taken, including a description of equipment repairs and replacements;
- Description of facility, including maps, flow diagrams, and topographical maps;
- Cause of the discharge(s) to navigable waters, including a failure analysis of the system and subsystems in which the failure occurred;
- Additional preventive measures taken or contemplated to minimize possibility of recurrence; and
- Other pertinent information requested by the Regional Administrator.

## APPENDIX E: Discharge Notification Form

\*\*\* Notification must not be delayed if information or individuals are not available.

Facility: Woodbridge Township, Department of Public Works  
 225 Smith Street, Keasbey, New Jersey 08832

Description of Discharge		
Date/time	Release date: Release time: Duration:	Discovery date: Discovery time:
Reporting Individual	Name: Tel. #:	
Location of discharge	Latitude: Longitude:	Description:
Equipment source	<input type="checkbox"/> piping <input type="checkbox"/> flowline <input type="checkbox"/> well <input type="checkbox"/> unknown <input type="checkbox"/> stock, flare	Description: Equipment ID:
Product	<input type="checkbox"/> crude oil <input type="checkbox"/> saltwater <input type="checkbox"/> other*	* Describe other:
Appearance and description		
Environmental conditions	Wind direction: Wind speed:	Rainfall: Current:
Impacts		
Quantity	Released:	Recovered:
Receiving medium	<input type="checkbox"/> water** <input type="checkbox"/> land <input type="checkbox"/> other (describe):	<input type="checkbox"/> Release confined to company property. <input type="checkbox"/> Release outside company property. ** If water, indicate extent and body of water:
Describe circumstances of the release		
Assessment of impacts and remedial actions		
Disposal method for recovered material		
Action taken to prevent incident from reoccurring		

Safety issues	G Injuries G Fatalities G Evacuation	
<b>Notifications</b>		
<b>Agency</b>	<b>Name</b>	<b>Date/time reported &amp; Comments</b>
Company Spill Response Coordinator		
National Response Center 1-800-424-8802		
State police		
Parish Emergency Response Commission		
oil spill removal organization/cleanup contractor		

## APPENDIX F: Equipment Shut-off Procedures

Source	Action
Manifold, transfer pumps or hose failure	Shut in the well supplying oil to the tank battery if appropriate. Immediately close the header/manifold or appropriate valve(s). Shut off transfer pumps.
Tank overflow	Shut in the well supplying oil to the tank battery. Close header/manifold or appropriate valve(s)
Tank failure	Shut in the well supplying oil to the tank battery. Close inlet valve to the storage tanks.
Flowline rupture	Shut in the well supplying oil to the flowline. Close nearest valve to the rupture site to top the flow of oil.
Flowline leak	Shut in the well supplying oil to the flowline. Immediately close the nearest valve to stop the flow of oil to the leaking section.
Explosion or fire	Immediately evacuate personnel from the area until the danger is over. Immediately shut in both wells if safe to do so. If possible, close all manifold valves. If the fire is small enough such that it is safe to do so, attempt to extinguish with fire extinguishers available on site.
Equipment failure	Immediately close the nearest valve to stop the flow of oil into the leaking area.

## **APPENDIX G: Written Commitment of Manpower, Equipment and Materials**

In addition to implementing the preventive measures described in this Plan, Township will also specifically:

In the event of a discharge:

- Make available all trained field personnel (three employees) to perform response actions
- Obtain assistance from an additional three full-time employees from its main operations contractor (Avonlea Services)
- Collaborate fully with local, state, and federal authorities on response and cleanup operations
- Maintain all on-site oil spill control equipment described in this Plan and in the attached Oil Spill Contingency Plan. The equipment is estimated to contain oil spills of up to 500 gallons.
- Maintain all communications equipment in operating condition at all times.
- Ensure that staging areas to be used in the event of a discharge to Big Bear Creek are accessible by field vehicles.
- Review the adequacy of on-site and third-party response capacity with pre-established response/cleanup contractors on an annual basis and update response/cleanup contractor list as necessary.
- Maintain formal agreements/contracts with response and cleanup contractors who will provide assistance in responding to an oil discharge and/or completing cleanup (see contract agreements maintained separately at the Ridgeview field office and lists of associated equipment and response contractor personnel capabilities).

Authorized Facility Representative:

Joseph C. Gregus, CPSI

Signature:

*Joseph Gregus*

Title:

Safety Officer

## **APPENDIX H: Oil Spill Contingency Plan**

*The oil spill contingency plan is maintained separately at the Ridgeview field office.*

*[Refer to the sample Contingency Plan also available from EPA for more information on the content and format of that Plan]*