

# WORKING DRAFT

## Shepherd University

### Spill prevention, Control and Countermeasures Plan

HS&E #6

Last Revised: March 18, 2003  
6.20.2006, 11.13.2009

**BASIS:** Contingency Plan 40 CFR PART 265, SPCC Plan, 40 CFR PART 112. Oil, gasoline, chemical and other types of spills cause damage to the environment and place human life at risk. This plan is intended to focus on prevention and control and should an event occur, countermeasures (mitigation) by identifying potential hazards, evaluating engineering controls, work practices, administrative controls, medical management, training, disposal and establishing appropriate procedures.

**PURPOSE:** This plan establishes provisions to minimize the hazards to human health or the environment from fires, explosions, or any unplanned release of hazardous or petroleum based materials to air, water, or groundwater. It is designed to insure that the affects of potential disasters are evaluated, prevention measures implemented, and if necessary, remediation actions carried out.

**Program Responsibility:** The Safety Officer is responsible for this plan. He/she is will manage all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer is the sole person authorized to amend the plan and is authorized to halt any operation of the university where there is danger of serious personal injury or chemical release.

Duties Include:

1. Coordinating program requirements with administrators and other employees to develop and implement appropriate contingency and spill prevention, and control policies and practices.
2. Monitoring procurement and use of spill equipment, including determining that facilities and training levels are adequate to meet potential needs.
3. Performing regular inspections of facilities and emergency equipment.
4. Assisting departments in developing precautions, training and facilities.
5. Maintaining current knowledge concerning the legal requirements of this plan.
6. Reviewing and implementing improvements to the plan.
7. Determining the proper level of personnel protective equipment required.

# SPILL PREVENTION, CONTROL AND COUNTERMEASURES PLAN

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## 1.0 Introduction

The information contained herein details the provisions made to minimize the hazards to human health or the environment from fires, explosion, any unplanned sudden or non-sudden release of hazardous or petroleum based material into the air, soil, surface water or groundwater. This plan is to be invoked by the Safety Officer or his/her designee in the event of an imminent or actual emergency involving afore mentioned events.

### 1.1 THE PLAN

These provisions satisfy the regulatory requirements of a combined Contingency Plan (40 CFR Part 265) and Spill Prevention, Control and Countermeasures Plan (SPCC) (40 CFR Part 112) and hereafter is referred to as the “plan”.

The plan also addresses release reporting and related information contained within the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Resource Conservation and Recovery Act (RCRA) and Superfund Amendments and Reauthorization Act (SARA).

### 1.2 REVISIONS TO THE PLAN

The plan will be reviewed annually and amended, if necessary, whenever:

- 1.2.1 Applicable regulations are revised.
- 1.2.2 The plan fails in an emergency.
- 1.2.3 The facility changes in design, construction, operation, maintenance, or other circumstances that materially changes the response necessary in an emergency.
- 1.2.4 The list of emergency coordinators changes.
- 1.2.5 The list of emergency equipment changes.
- 1.2.6 As required by the U.S. Environmental Protection Agency (USEPA) after review of the plan, submitted because of an incident.

Revisions will be listed in appendix I, amended in the plan and distributed as necessary.

## 2.0 FACILITY INFORMATION

### 2.1 BACKGROUND

The Shepherd University main campus consists of approximately 150 acres located on the north side of Shepherdstown WV. The campus consists of 35 main buildings and 10 secondary buildings. Some are residential style. The campus is divided by State Route 480 creating an East Campus and West Campus reference. Buildings on both sides are a mixture of academic and residential occupancies. The primary business is the education and housing of approximately 1,300 residential students and approximately 3,500 commuter students. There are 500 faculty and staff positions. The average daily occupancy on campus during business hours is approximately 2,500.

## 2.2 SECURITY

The University maintains a campus police force of certified WV police.....

.....  
University police is staffed on a 24/7/365 basis.

The University is open from 7am to 11pm Monday through Friday. There are some classes held on the weekends. Meetings, theater and performance activities are held as scheduled throughout the week.

## 3.0 EMERGENCY RESPPONSE

Any person discovering a fire, explosion, release of a hazardous substance into the air, water, soil, or groundwater is to report the event by calling 911. The caller must identify himself or herself, indicate the nature of the incident (e.g. fire, spill, and explosion), location, extent of injuries or other information as relevant. This information will also be immediately relayed to the safety officer listed in 3.1.

A decision to evacuate a building or area of campus will be made by the Safety Officer or University Police in consultation with responsive emergency personnel as appropriate. The Safety Officer will keep the facility manager, department and university administration (or designees) informed of the situation during the emergency. Decisions to allow re-occupancy will be made by the Safety Officer after consulting with appropriate regulatory agencies as determined by the need.

## 3.1 COMMUNICATION

The Facilities are equipped with various communication devices.

- 3.1.1 Portable radios are used by University Police and the Facilities Department. There are approximately 40 radios at the site.
- 3.1.2 Fire alarm systems are modern and report to the University Police upon activation.
- 3.1.3 Sprinkler systems are installed in many academic buildings.
- 3.1.4 Telephones are located throughout the campus and are available to all. Remote security radiophones communicate directly with University Police. Several are located strategically across campus and in buildings. Elevators are also equipped with phones.

### 3.2 EVACUATION

Evacuation should always happen at the sound of fire alarm system activation. Evacuation for other events will be communicated by various means, including voice, bullhorn, paging systems or other as determined. The Safety Officer, University Police, or responding emergency personnel may declare an evacuation order when human health and safety is compromised.

The primary objective is to get out of the building and harms way. Evacuate by following the posted building evacuation plan, where applicable. Where no plan is posted, leave the building by the shortest route and seek shelter in an adjacent building.

In a building wide or larger event a Communication, Command and Control Center may be established in the Student Center or other appropriate site. All evacuees should report to this center.

### 3.3 FIRE PREVENTION AND CONTROL

Provisions have been made, or are an intrigal part of building systems, to reduce the risk of fire. Inspection, maintenance and testing is done monthly on most fire systems. Building fire alarm systems are monitored electronically 24/7 and tested regularly for proper operation and repaired when defective, as a top priority.

- 3.3.1 Fire Fighting Water is supplied from the Shepherdstown Municipal water system.
- 3.3.2 Fire Hydrants are located across campus; see Appendix V. Siamese connections are installed on buildings with sprinkler systems.
- 3.3.3 Automatic Sprinklers are a part of building systems. Not all buildings are equipped with sprinkler systems. Tested quarterly and annually.
- 3.3.4 Portable Fire Equipment mainly consists of fire extinguishers located throughout college buildings. Most are ABC Type though a few type A remain in some areas. Tested monthly.
- 3.3.5 Fire Blankets and eye wash stations are located in active laboratory and in other areas where risk has been determined.

### 3.4 SPILL PREVENTION, DETECTION AND CONTROL

Provisions have been made to reduce the risk of a catastrophic event due to a release of hazardous waste or petroleum based material. They include spill containment kits, absorbent mediums, personal protective equipment, and containers for holding waste, booms, pads and related items. They are stored on both sides of campus. One is located in the Facilities Management building on east campus and one in the Grounds building on west campus. See Appendix VIII.

- 3.4.1 Spill clean up kits are checked and resupplied at least annually.
- 3.4.2 Employee spill procedures direct that anyone detecting a spill shall notify the college Safety Officer, Facilities Management, or University Police immediately. If none are available then call 911 to report the event.

**Minor Spill:** A spill that involves the release of five gallons or less of a material, other than water, that does not go into any drain system.

**Major Spill:** A major spill is one that involves the release of (A) five gallons or less of a material that goes into a drain system, or (B) over five gallons of material, other than water.

**Control Actions:** Identify the spill source and take action to stop additional spillage as long as it is safe to do so. In all cases use proper personal protective equipment and additional personnel for backup.

**Containment Actions:** Contain all spillage to the smallest area possible by all appropriate means, including blankets, pigs, absorbent medium, containers, banked earth or other means as deemed effective.

### 3.5 DUTIES OF SAFETY OFFICER

The Safety Officer has been granted the authority to execute this plan and utilize any resources contained within this plan to minimize the hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous materials or petroleum based material to the air, soil, surface water or ground water. All incidents are to be reported to the Safety Officer who will immediately investigate as follows:

- A. Identify the type of incident (e.g. fire, explosion or release of chemical material).
- B. Identify the source of the incident and the identity of the medium.
- C. Visually determine if the incident represents a threat to human health or the environment.
- D. Assess the extent of the incident; to what degree the incident is affecting health, environmental or property damage issues.
- E. Initiate action to minimize and mitigate exposure and damage.



### 3.6.2 STATE AGENCIES

NAME/TITLE		PHONE
Henry J. Haas	WVDEP	304-671-3130
Division of Water and Waste Management		Pager 304-271-3183
J. Kevin Lilly	WVDEP	Office 304-822-3551
Environmental Inspector		

### 3.6.3 FEDERAL AGENCIES

NAMA/TITLE	PHONE
U.S. Coast Guard National Response Center (spills)	800-424-8802
U.S. EPA RCRA/Superfund Hotline Washington DC	800-424-9346
U.S. EPA Region ----	

### 3.6.4 LOCAL EMERGENCY AGENCIES

Shepherdstown Fire Department		911
Jefferson County Sheriffs Office		304-728-3205
Dave Colbert, Corporal	Admin.	304-725-8484
Jefferson Emergency Planning Commission		

### 3.6.5 EMERGENCY RESPONSE CONTRACTOR SERVICES

See Appendix XI

### 3.6.6 DISPOSAL FIRMS

CycleChem (Disposal of Hazardous Waste) Lewisburg, PA	717-938-4700
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Safety-Kleen Corp. (Disposal of Hazardous Waste) Baltimore, MD	410-525-0001
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### 3.6.7 LABORATORIES / CONSULTANTS

Boggs Environmental Consultants Frederick, MD	301-694-5687
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### 3.6.8 HOSPITALS

#### 4.0 REMEDIATION

Upon determination that the area is safe from further threat, remediation activity may be implemented. The Safety Officer must be on site to ensure that all remediation activities are properly managed. Firms identified in 3.6.6 and 3.6.7 are available to help facilitate remediation. All contaminated material including soil and water must be placed into containers for disposal. The material will be characterized by the contractor, prior to transportation from site.

#### 5.0 RESTORATION OF EQUIPMENT

Emergency equipment contaminated during the cleanup will be included with the processed waste material or cleaned by appropriate means.

#### 6.0 DECONTAMINATION

All personnel exposed to hazardous waste or substances are to be decontaminated as appropriate. This may involve showering with water, soap or nontoxic cleaning agents.

#### 7.0 AGREEMENTS WITH LOCAL AUTHORITIES

#### 8.0 DISTRIBUTION OF THE PLAN

Copies of this combined Spill Prevention, Control and Countermeasures Plan will be distributed to the following agencies and departments,

AGENCY	DELIVERED TO	DATE
Local Fire Department		
Sheriffs Office		
Hospital		
Hospital		
County Emergency response Team		
WVDEP		
University Police Department		
Facilities Management Office		

## 9.0 PLAN AUTHORIZATION

This plan is supported by the President and Administrative Management components of the University. It is understood that in event of an emergency as described herein, the plan may be implemented at the discretion of the Safety Officer.

## 10.0 TRAINING

Employees involved in handling of hazardous or non-hazardous waste are trained in appropriate methods and personal protective equipment and their use.

## 11.0 CHEMICAL STORAGE

The facility stores materials in tanks, drums, storage cabinets and other appropriate containers. No specific volume of material can be given as the supply may vary day to day. Tanks and locations with typical quantities are included in the map contained in Appendix III.

11.1 Storage Tanks. There are ... underground and ...aboveground tanks.  
There are no partially buried tanks at this site.

Tanks are monitored at least once per month.

Fail-safe engineering mechanisms are in place.

Materials stored on site for countermeasures include bagged absorbent, absorbent pads, sand and booms. Contaminated materials are disposed of properly, including sand.

## 11.2 HAZARDOUS WASTE LISTING

A description of hazardous wastes generated at this facility is as follows.

WASTE	DESCRIPTION	LOCATION
Paint	Paint & solvent	Building 30 and 34
Chemical	Misc. spent lab chemicals	Building 07 and 44

The location of these wastes is indicated on the map in Appendix III. This list is not all-inclusive since the generation of waste is not predictable.

## 12 VANDALISM

Any act of vandalism against the university, its employees or intentional acts of sabotage against university property, systems or facility will not be tolerated and will result in immediate termination and prosecution. Should anyone suspect or have knowledge of an act of vandalism it must be reported to the University Police Department. Upon reporting, the situation will be investigated and responded to according to applicable policies.

Surveillance measures, including Security are in place as a deterrent to such acts.

**APPENDIX I**

As set forth in 40 CFR 112, this SPCC Plan shall be reviewed and/or amended, if necessary whenever the following conditions are met.

1. Applicable regulations are revised.
2. The plan fails in an emergency.
3. The facility changes operationally.
4. The list of emergency contacts change.
5. The list of emergency equipment changes.
6. It is required by U.S. Environmental Protection Agency after review of the plan, submitted because of an incident.

The following changes have been incorporated into the plan since the implementation date of \_\_\_\_\_.

DATE	NATURE OF CHANGE
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

CERTIFICATION PAGE

CERTIFICATION: I hereby certify that I have examined the facility, and, being familiar with the provisions of 40 CFR Part 112, attest that this SPCC Plan has been prepared in accordance with good engineering practices.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

PE Registration Number \_\_\_\_\_.

State \_\_\_\_\_.

APPENDIX II

WASTE GENERATION LOCATIONS

SITE	DESCRIPTION	QUANTITY
Bld. 04 Student Center	In ground Fuel Oil tank	10,000 gal
Bld. 19 Sara Cree Hall	In ground Fuel Oil tank	10,000 gal
Bld. 22 Dining Hall	In ground Fuel Oil tank	10,000 gal
Bld. 20 Gardiner Hall	In ground Fuel Oil tank	10,000 gal
Bld. 32 Stutzman Hall	In ground Fuel Oil tank	10,000 gal
Bld. 30 Maintenance	Misc. Lab Chemicals	< 1 gal
	Paint, Thinners, Degreasers	< 10 gal
	Used Motor Oil	< 50 gal
	Freon/CFC	0
	Above ground Propane tank	1,000 gal
	Automotive Gasoline, ABT	1,000 gal
Bld. 44 Snyder Science	Misc. Lab Chemicals	< 5 gal
Bld. 33 Frank Center	Paint, Thinners	< 5 gal
Bld. Grounds Maint.	Herbicides, Pesticides	0
	Gasoline	25 gal
	Diesel Fuel	500 gal

See map for locations.

## EVACUATION PLAN

### ACADEMIC BUILDINGS

In event of fire, smoke, or chemical hazard, the building is to be evacuated completely until the hazard is cleared and all alarm monitoring systems are fully operational.

Evacuate using the primary exit route for the area of the building you are in. If there is no posted evacuation route then proceed to the exit closest to your location. Follow exit signs until out of the building and clear of danger. Seek shelter