

UNIVERSITY OF MARYLAND

**UNIVERSITIES AT SHADY GROVE
(USG)**

**SPILL PREVENTION CONTROL &
COUNTERMEASURE PLAN
(SPCC)**

April 2020

Updated July 2025

EXECUTIVE SUMMARY

A Spill Prevention Control and Countermeasure (SPCC) Plan is required to be prepared and implemented to comply with U.S. Environmental Protection Agency (USEPA) regulations of Title 40, Code of Federal Regulations, Part 112 (40 CFR 112) as well as the Code of Maryland Regulations (COMAR) 26.10.01. Facilities are subject to SPCC regulations if: the total aboveground storage tank (AST) capacity exceeds 1,320 gallons; or the underground storage tank (UST) capacity exceeds 42,000 gallons AND the facility can be reasonably expected to discharge oil into or upon the navigable waters of the United States [40 CFR 112.1].

This SPCC Plan for the University of Maryland (UMD) Universities at Shady Grove (USG) was created using the USEPA's "Tier I Qualified Facility SPCC Plan Template" in order to meet the applicable federal requirements. In addition to the procedures outlined in this plan, the State of Maryland also requires that any volume of oil spilled, regardless of whether or not it reaches navigable waters, must be reported within two (2) hours by phone to 1-866-633-4686, and a spill report (included as Attachment 5 of this plan) must be submitted within ten (10) working days via email to mdeerd.mema@maryland.gov.

USG staff will be responsible for implementing all aspects of this SPCC plan including, reporting, recordkeeping, spill prevention, spill cleanup and ensuring that all of its information is accurate and up-to-date. The UMD Environmental Affairs Unit will assist with the plan implementation as needed.

UNIVERSITIES AT SHADY GROVE
SPILL PREVENTION CONTROL AND COUNTERMEASURES PLAN
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U.S. ENVIRONMENTAL PROTECTION AGENCY

TIER I QUALIFIED FACILITY SPCC PLAN TEMPLATE

Instructions to Complete this Template

This template is intended to help the owner or operator of a Tier I qualified facility develop a self-certified Spill Prevention, Control, and Countermeasure (SPCC) Plan. To use this template, your facility must meet all of the applicability criteria of a Tier I qualified facility listed under §112.3(g)(1) of the SPCC rule. This template provides every SPCC rule requirement necessary for a Tier I qualified facility, which you must address and implement.

You may use this template to comply with the SPCC regulation or use it as a model and modify it as necessary to meet your facility-specific needs. If you modify the template, your Plan must include a section cross-referencing the location of each applicable requirement of the SPCC rule and you must ensure that your Plan is an equivalent Plan that meets all applicable rule requirements of 40 CFR 112.6(a)(3).

You may complete this template either electronically or by hand on a printed copy. This document is a reformatted version of the template found in Appendix G of 40 CFR part 112.^a No substantive changes have been made. Please note that a "Not Applicable" ("N/A") column has been added to both Table G-10 (General Rule Requirements for Onshore Facilities) and Table G-11 (General Rule Requirements for Onshore Oil Production Facilities). The "N/A" column should help you complete your self-certification when a required rule element does not apply to your facility. Use of the "N/A" column is optional and is not required by rule.

All Tier I qualified facility self-certifiers must complete Sections I, II, and III. Additionally, the owner or operator of an:

- Onshore facility (excluding production) must complete Section A.
- Onshore oil production facility (excluding drilling and workover facilities) must complete Section B.
- Onshore oil drilling and workover facility must complete Section C.

Complete and include with your Plan the appropriate attachments. You should consider printing copies of the attachments for use in implementing the SPCC Plan (e.g. Attachment 3.1 - Inspection Log & Schedule; Attachment 4 - Discharge Notification Form).

To complete the template, check the box next to the requirement to indicate that it has been adequately addressed. Either write "N/A" in the column or check the box under the "N/A" column to indicate those requirements that are not applicable to the facility. Where a section requires a description or listing, write in the spaces provided (or attach additional descriptions if more space is needed).

Below is a key for the colors used in the section headers:

Sections I, II, and III: Required for all Tier I qualified facilities
Section A: Onshore facilities (excluding production)
Section B: Onshore oil production facilities (excluding drilling and workover facilities)
Section C: Onshore oil drilling and workover facilities
Attachments: 1 - Five Year Review and Technical Amendment Logs 2 - Oil Spill Contingency Plan and Checklist 3 - Inspections, Dike Drainage and Personnel Training Logs 4 - Discharge Notification Form

After you have completed all appropriate sections, certify and date your Plan, and then implement it by the compliance date. If your facility was in operation before August 16, 2002, and you do not already have a Plan, then implement this template immediately. Conduct inspections and tests in accordance with the written procedures that you have developed for your facility. You must keep with the SPCC Plan a record of these inspections and tests, signed by the appropriate supervisor or inspector, for a period of three years.

Do not forget to periodically review your Plan (at least once every five years) or to update it when you make changes to your facility. You must prepare amendments within six months of the facility change, and implement them as soon as possible, but not later than six months following preparation of any amendment.

In the event that your facility releases oil to navigable waters or adjoining shorelines, immediately call the National Response Center (NRC) at 1-800-424-8802. The NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

^a Please note that the use of this template is not mandatory for a Tier I qualified facility. You may also meet the SPCC Plan requirement by preparing a satisfactory Tier II qualified facility Plan, preparing a satisfactory Plan that is certified by a Professional Engineer, or by developing an equivalent Plan for a Tier I qualified facility. Further information on the requirements of these methods can be found in 40 CFR part 112.6(a)(1). If you use any of these alternative methods you must include a cross reference in your Plan that shows how the equivalent Plan meets all applicable 40 CFR part 112 requirements.

Tier I Qualified Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template addresses the requirements of 40 CFR part 112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended fewer than four hours per day, at the nearest field office. When making operational changes at a facility that are necessary to comply with the rule requirements, the owner/operator should follow state and local requirements (such as for permitting, design and construction) and obtain professional assistance, as appropriate.

Facility Description

Facility Name	<u>Universities at Shady Grove</u>		
Facility Address	<u>9630, 9631, 9636, 9640 Gudelsky Drive</u>		
City	<u>Rockville</u>	State	<u>Maryland</u> ZIP <u>20850</u>
County	<u>Montgomery</u>	Tel. Number	<u>(240)314-6000</u>
Owner or Operator Name	<u>State of Maryland-University of Maryland, College Park</u>		
Owner or Operator Address	<u>3151 Shady Grove Center Building #3</u>		
City	<u>College Park</u>	State	<u>Maryland</u> ZIP <u>20742</u>
County	<u>Prince George's</u>	Tel. Number	<u>(301)738-6111</u>

I. Self-Certification Statement (§112.6(a)(1))

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I, Neb Sertsu certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This Plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the Plan;
6. This facility meets the following qualification criteria (under §112.3(g)(1)):
 - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and
 - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and
 - c. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report any oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2.]
3. Optional use of a contingency plan. A contingency plan:
 - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;
 - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;
 - c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and must include a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature Neb Sertsu

Title: Director of Facilities and Planning

Name Neb Sertsu

Date: 9/16/2025

II. Record of Plan Review and Amendments

Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible, but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§§112.5(a), (c) and 112.6(a)(2))

This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	☒
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. [§112.6(a)(2)] [See Technical Amendment Log in Attachment 1.2]	☒

III. Plan Requirements

1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers ^a and completely buried tanks ^b) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of oil, and anticipated capacities are provided.		☒
Oil Storage Container (indicate whether aboveground (A) or completely buried (B))	Type of Oil	Shell Capacity (gallons)
A -- Double-welled, rectangular steel tank for emergency generator on concrete pad (DF-1)	Diesel	250
A -- Double-welled, rectangular steel tank for emergency generator on concrete pad (DF-2)	Diesel	500
A -- Double-welled, rectangular steel tank for emergency generator on concrete pad (DF-3)	Diesel	1300
A -- Double-welled, rectangular steel tank for emergency generator within a sealed concrete room inside of a parking garage structure (DF-4)	Diesel	175
A -- Single-walled steel tank for elevator within a sealed concrete room (HO-1)	AW-32 Hydraulic Oil	200
A -- Plastic Drum (FO-1)	Used Food Oil/Grease	55
A -- Plastic Drum (FO-2)	Used Food Oil/Grease	55
A -- Single-wall steel tank for transformer on concrete pad (TX-1: 742459-9842)*	Mineral Oil	700*
A -- Single-wall steel tank for transformer on concrete pad (TX-2: 742459-7036)*	Mineral Oil	700*
A -- Single-wall steel tank for transformer on concrete pad (TX-3: 743458-9077)*	Mineral Oil	700*
A -- Single-wall steel tank for transformer on concrete pad (TX-4: 50015325363)*	Mineral Oil	700*
A -- Single-wall steel tank for transformer on concrete pad (TX-5: 50015323889)*	Mineral Oil	700
A -- Plastic Drum (FO-3)	Used Food Oil/Grease	55
A -- Plastic Drum (FO-4)	Used Food Oil/Grease	55

*All transformers at USG are owned by and the responsibility of the Potomac Electric Power Company (Pepco)

Total Aboveground Storage Capacity ^c	2,645	gallons
Total Completely Buried Storage Capacity	0	gallons
Facility Total Oil Storage Capacity	2,645	gallons

^a Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

^b Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility applicability threshold.

^c Counts toward qualified facility applicability threshold.

2. Secondary Containment and Oil Spill Control (§§112.6(a)(3)(i) and (ii), 112.7(c) and 112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment ^a is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	☒

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided.

Table G-4 Containers with Potential for an Oil Discharge					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method ^a	Secondary containment capacity (gallons)
<i>Bulk Storage Containers and Mobile/Portable Containers^b</i>					
250-gal diesel generator tank	Tank overfill, fitting leak, seam failure	1 - 250	Southeast	Double walled tank	>250
500-gal diesel generator tank	Tank overfill, fitting leak, seam failure	1 - 500	Northwest	Double walled tank	>500
1300-gal diesel generator tank	Tank overfill, fitting leak, seam failure	1 - 1300	South	Double walled tank	>1300
175-gal diesel generator tank	Tank overfill, fitting leak, seam failure	1 - 175	Radial	Double walled tank	>175
(4) 55-gal plastic used food oil drums	Drum overfill, spill during transfer or pickup	1 - 55	Radial	2 2-Drum Spill Containment Drum Shed	>55
<i>Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)^c</i>					
200-gal hydraulic oil tank in bldg 1	Hose failure, fitting leak, seam failure, tank overfill	1 - 200	Radial	Spill kit; walls contain spills indoors	>200
Transformers	Fitting leak, seam failure	1 - 700	Varies	Responsibility of Pepco	N/A
<i>Piping, Valves, etc.</i>					
Piping from pump house for the 175-gal diesel tank to the generator inside the parking garage	Fitting leak or failure; damage to fuel transfer line	1 - 175	Radial	Spill Kit	Absorbs up to 25
Piping from hydraulic oil tank to hydraulic elevator cylinder	Fitting leak or failure; damage to piping system	1 - 200	Radial	Spill kit; walls contain spills indoors	>200
<i>Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)</i>					
Transferring oil to food oil drum	Receiving drum overfill	1 - 5	Radical	Spill containment drum shed	58
Refueling at the diesel generator tanks	Receiving container overfill, fitting leak or failure, fuel transfer hose failure	1 - 15	Varies	Spill kit	Absorbs up to 25
<i>Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)</i>					
None					

^a Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

^b For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

^c For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

3. Inspections, Testing, Recordkeeping and Personnel Training (§§112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)):

Table G-5 Inspections, Testing, Recordkeeping and Personnel Training	
An inspection and/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. [§§112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)]	☒
The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility: The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility: 1) A visual inspection of the aboveground oil storage containers, including piping and fuel transfer lines, is conducted monthly by the USG Safety Coordinator. The inspection complies with the Steel Tank Institute (STI) SP001 industry standard and is documented using Attachment 3.1. 2) A visual inspection of the other bulk oil storage containers to check for signs of deterioration and possible discharges is conducted monthly by the USG Safety Coordinator and is documented using Attachment 3.1. 3) Hydraulic oil elevator tanks are visually inspected monthly by USG staff. Additionally, Eastern Elevator (contractor) inspects the hydraulic oil tanks annually. All inspections of the hydraulic oil tanks are documented using Attachment 3.1 4) If a discharge is detected during an inspection of the oil storage or transfer equipment, the Facilities Manager will be notified and they will immediately take the necessary actions that are outlined in Table G-7.	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. [§112.7(e)]	☒
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. [§112.7(e)] [See Inspection Log and Schedule in Attachment 3.1]	☒
Inspections and tests are signed by the appropriate supervisor or inspector. [§112.7(e)]	☒
Personnel, training, and discharge prevention procedures [§112.7(f)]	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. [§112.7(f)]	☒
A person who reports to facility management is designated and accountable for discharge prevention. [§112.7(f)] Name/Title: <u>Jane Briggs, Director of Facilities & Planning</u>	☒
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. [§112.7(f)] [See Oil-handling Personnel Training and Briefing Log in Attachment 3.4]	☒

4. Security (excluding oil production facilities) §112.7(g):**Table G-6 Implementation and Description of Security Measures**

Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area.



The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:

- 1) Diesel fuel tanks remain locked when not in use. Facilities unlocks the tanks during refilling operations. A member of the Facilities group is always present during the refilling operations.
- 2) Security cameras are present at the loading dock areas where diesel fuel tanks are located. Any unauthorized access to the tanks should be able to be captured on surveillance video.
- 3) Diesel fuel tanks have a direct-read liquid level gauge to prevent fuel overfills. The tanks also have an automatic alarm system that activates if a leak occurs.
- 4) Door remains locked to the storage room containing hydraulic oil tank. Door can only be unlocked with a master key.
- 5) Used cooking oil drums are stored within a 2-drum storage containment shed within a loading dock. Only personnel with access to the loading dock can access the drums.

5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and 112.7(a)(5)):**Table G-7 Description of Emergency Procedures and Notifications**

The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines [§112.7(a)(3)(iv) and 112.7(a)(5)]:

The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines [§112.7(a)(3)(iv) and 112.7(a)(5)]:

- 1) Evacuate the area and remove potential ignition sources;
- 2) If safe to do so, identify the source of the discharge, close any valves or patch any leaks, and contain with sorbents or other spill containment material;
- 3) Call 911 if appropriate;
- 4) Contact cleanup contractors Infinity Environmental at 410-598-1141 or M&S Enterprises at 301-205-0201 if appropriate;
- 5) Report the spill to the National Response Center (1-800-424-8802) and MD Department of the Environment (866- 633-4686) within two (2) hours;
- 6) Submit written spill report to MDE within ten (10) days; written report to EPA may also be required (see Section 8)

6. Contact List (§112.7(a)(3)(vi)):

Table G-8 Contact List	
Contact Organization / Person	Telephone Number
National Response Center (NRC)	1-800-424-8802
Cleanup Contractor(s): Infinity Environmental M&S Enterprises	410-598-1141 301-205-0201
Key Facility Personnel	
Designated Person Accountable for Discharge Prevention: Neb Sertsu, USG Director of Facilities and Planning	Office: 301-738-6111
	Emergency: 443-802-8228
Jonathan Robertson, USG/ESSR Assistant Program Director, EHS	Office: 240-665-6417
	Emergency: 703-201-6306
	Office:
	Emergency:
	Office:
	Emergency:
State Oil Pollution Control Agencies Maryland Department of the Environment (MDE)	1-866-633-4686
Other State, Federal, and Local Agencies EPA Region III	215-814-4000
Local Fire Department Montgomery County Fire & Rescue	911
Local Police Department Montgomery County Police Department	911
Hospital Shady Grove Medical Center 9901 Medical Center Dr., Rockville, MD 20850	240-826-6000
Other Contact References (e.g., downstream water intakes or neighboring facilities) UMD Environmental Affairs Unit Institute for Bioscience & Biotechnology Research	301-405-3990 240-314-6000

7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to MOE immediately following identification of a discharge and to the NRG following identification of a discharge to navigable waters or adjoining shorelines [See Discharge Notification Form in Attachment 4]: <i>[§112.7(a)(4)]</i>	☒
• The exact address or location and phone number of the facility; • Date and time of the discharge; • Type of material discharged; • Estimate of the total quantity discharged; • Estimate of the quantity discharged to navigable waters; • Source of the discharge;	• Description of all affected media; • Cause of the discharge; • Any damages or injuries caused by the discharge; • Actions being used to stop, remove, and mitigate the effects of the discharge; • Whether an evacuation may be needed; and • Names of individuals and/or organizations who have also been contacted.

8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- (9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

A. Onshore Facilities (excluding production) (§§112.8(b) through (d), 112.12(b) through (d)):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §§112.8(c)(4) and 112.12(c)(4), listed below. **In cases where a provision is not applicable, write "N/A".**

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Drainage from diked storage areas is restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. Diked areas may be emptied by pumps or ejectors that must be manually activated after inspecting the condition of the accumulation to ensure no oil will be discharged. [§§112.8(b)(1) and 112.12(b)(1)]	☐	☒
Valves of manual, open-and-closed design are used for the drainage of diked areas. [§§112.8(b)(2) and 112.12(b)(2)]	☐	☒
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. [§§112.8(c)(1) and 112.12(c)(1)]	☒	☐
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). [§112.6(a)(3)(ii)]	☒	☐
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: [§§112.8(c)(3) and 112.12(c)(3)]		
Bypass valve is normally sealed closed	☐	☒
Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters or adjoining shorelines	☐	☒
Bypass valve is opened and resealed under responsible supervision	☐	☒
Adequate records of drainage are kept [See Dike Drainage Log in Attachment 3.3]	☐	☒
For completely buried metallic tanks installed on or after January 10, 1974 at this facility [§§112.8(c)(4) and 112.12(c)(4)]:		
Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions.	☐	☒
Regular leak testing is conducted.	☐	☒
For partially buried or bunkered metallic tanks [§112.8(c)(5) and §112.12(c)(5)]:		
Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions.	☐	☒
Each aboveground bulk container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.8(c)(6) and §112.12(c)(6)(i)]	☒	☐
Outsides of bulk storage containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. [See Inspection Log and Schedule in Attachment 3.1] [§§112.8(c)(6) and 112.12(c)(6)]	☒	☐
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, elevated and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualifications for personnel performing tests and inspections are documented. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] [§112.12(c)(6)(ii)]	☒	☐

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Each container is provided with a system or documented procedure to prevent overfills for the container. Describe: Diesel fuel tanks are equipped with a direct-read liquid level gauge to prevent fuel overfills. The tanks also have an automatic alarm system that activates upon overfill or leak. Tank truck fuel delivery procedures: 1) Gauge AST and check the level gauge to prevent tank overfill. 2) Set parking brake and use chock blocks to prevent movement; inspect fittings and fueling hose for damage. 3) Place drip pans under valve-hose fitting connections. 4) Monitor the liquid level in the receiving tank during transfer to prevent tank overfill. 5) If an oil spill occurs, the spill kit will be used to contain the spill. Transfers into used food oil drum: Transfer all waste oil into the drum fill port using a funnel. If an oil spill occurs, the spill kit in the shop will be used to contain the spill.	☒	☐
Liquid level sensing devices are regularly tested to ensure proper operation [See Inspection Log and Schedule in Attachment 3.1]. <i>[§112.6(a)(3)(iii)]</i>	☒	☐
Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas is promptly removed. <i>[§§112.8(c)(10) and 112.12(c)(10)]</i>	☒	☐
Aboveground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. [See Inspection Log and Schedule in Attachment 3.1] <i>[§§112.8(d)(4) and 112.12(d)(4)]</i>	☒	☐
Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. [See Inspection Log and Schedule in Attachment 3.1] <i>[§§112.8(d)(4) and 112.12(d)(4)]</i>	☐	☒

ATTACHMENT 1 – Five Year Review and Technical Amendment Logs

ATTACHMENT 1.1 – Five Year Review Log

I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

Table G-13 Review and Evaluation of SPCC Plan for Facility

Review Date	Plan Amendment		Name and signature of person authorized to review this Plan
	Will Amend	Will Not Amend	
April 2020	☒	☐	Kaitlyn Peterson <i>Kaitlyn Peterson</i>
August 2025	☒	☐	Kaitlyn Peterson <i>Kaitlyn Peterson</i>
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

Table G-15 Description and Certification of Technical Amendments

Tier I Qualified Facility SPCC Plan

ATTACHMENT 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

Not Applicable

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.

☐

Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 - Criteria for State, Local and Regional Oil Removal Contingency Plans - have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (§109.5)^a

(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	☐
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including: (1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges. (2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered. (3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP). (4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	☐ ☐ ☐ ☐
(c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including: (1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally. (2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated. (3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	☐ ☐ ☐
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including: (1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel. (2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans. (3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations. (4) Provisions for varying degrees of response effort depending on the severity of the oil discharge. (5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses. (6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	☐ ☐ ☐ ☐ ☐ ☐

^a The contingency plan must be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP)

ATTACHMENT 3 – Inspections, Dike Drainage and Personnel Training Logs**ATTACHMENT 3.1 – Inspection Log and Schedule****Table G-16 Inspection Log and Schedule**

This log is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12.(c)(6), and 112.12(d)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately ^a
					☐
					☐
					☐
					☐
					☐

^a Indicate in the table above if records of facility inspections are maintained separately at this facility.

Facility Name: Universities at Shady Grove

ATTACHMENT 3.2 – Bulk Storage Container Inspection Schedule – onshore facilities (excluding production):

To comply with integrity inspection requirement for bulk storage containers, inspect/test each shop-built aboveground bulk storage container on a regular schedule in accordance with a recognized container inspection standard based on the minimum requirements in the following table.

Table G-17 Bulk Storage Container Inspection Schedule	
Container Size and Design Specification	Inspection requirement
Portable containers (including drums, totes, and intermodal bulk containers (IBC))	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas
55 to 1,100 gallons with sized secondary containment	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas plus any annual inspection elements per industry inspection standards
1,101 to 5,000 gallons with sized secondary containment and a means of leak detection ^a	
1,101 to 5,000 gallons with sized secondary containment and no method of leak detection ^a	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas, plus any annual inspection elements and other specific integrity tests that may be required per industry inspection standards

^a Examples of leak detection include, but are not limited to, double-walled tanks and elevated containers where a leak can be visually identified.

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes:
Map Number: 1 Building: Building 2 Containment: Double Walled Type: AST for Generator		Tank ID: DF-1 Contents: Diesel Fuel Capacity: 250 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes:
Map Number: 1 Building: Building 3 Containment: Double Walled Type: AST for Generator		Tank ID: DF-2 Contents: Diesel Fuel Capacity: 500 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes:
Map Number: 1 Building: Building 4 Containment: Double Walled Type: AST for Generator		Tank ID: DF-3 Contents: Diesel Fuel Capacity: 1300 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes:
Map Number: 1 Building: Parking Garage 1 Containment: Double Walled Type: AST for Generator		Tank ID: DF-4 Contents: Diesel Fuel Capacity: 175 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes:
Map Number: 1 Building: Building 1 Containment: Sealed Room Type: AST for Elevator		Tank ID: HO-1 Contents: Hydraulic Oil Capacity: 200 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes: Not Owned by USG	
Map Number: 1 Building: Building 1 Containment: Single Walled/Locked Type: Transformer*		Tank ID: TX-1 Contents: Mineral Oil Capacity: 700 gallons	
Additional Information: (check all that apply)			
☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway			
Inspection Requirements			
Status	Item to check	Comments	
Month 1 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 2 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 3 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		
Month 4 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 5 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 6 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes: Not Owned by USG	
Map Number: 1 Building: Building 3 Containment: Single Walled/Locked Type: Transformer*		Tank ID: TX-2 Contents: Mineral Oil Capacity: 700 gallons	
Additional Information: (check all that apply)			
☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway			
Inspection Requirements			
Status	Item to check	Comments	
Month 1 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 2 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 3 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		
Month 4 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 5 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 6 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes: Not Owned by USG
Map Number: 1 Building: Parking Garage 2 Containment: Single Walled/Locked Type: Transformer*		Tank ID: TX-3 Contents: Mineral Oil Capacity: 700 gallons
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway		
Inspection Requirements		
Status	Item to check	Comments
Month 1 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 2 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 3 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 4 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 5 - Monthly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 6 - Quarterly Inspection Inspector: _____ Date: _____		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes: Not Owned by USG	
Map Number: 1 Building: Building 4 Containment: Single Walled/Locked Type: Transformer*		Tank ID: TX-4 Contents: Mineral Oil Capacity: 700 gallons	
Additional Information: (check all that apply) ☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway			
Inspection Requirements			
Status	Item to check	Comments	
Month 1 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 2 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 3 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		
Month 4 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 5 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 6 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Site: Universities at Shady Grove		Notes: Not Owned by USG	
Map Number: 1 Building: Building 4 Containment: Single Walled/Locked Type: Transformer*		Tank ID: TX-5 Contents: Mineral Oil Capacity: 700 gallons	
Additional Information: (check all that apply)			
☐ In Contact with Ground ☐ Not in Contact with Ground ☐ Cathodic Protection Installed ☐ Equipped with Manway ☐ Not Equipped with Manway			
Inspection Requirements			
Status	Item to check	Comments	
Month 1 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 2 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 3 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		
Month 4 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 5 - Monthly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
Month 6 - Quarterly Inspection Inspector: _____ Date: _____			
	Tank Condition		
	Secondary containment		
	Pipe/hose connections		
	Exterior Coating		
	Primary and emergency vents		

Aboveground Storage Tank (AST) Periodic Inspection Checklist

Month 7 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 8 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 9 - Quarterly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
Month 10 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 11 - Monthly Inspection		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
Month 12 - Annual Inspection/Annual Photo		Date: _____
Inspector:		
	Tank Condition	
	Secondary containment	
	Pipe/hose connections	
	Exterior Coating	
	Primary and emergency vents	
	Test Level Gauges	
	Emergency vents, O-rings, and gaskets	
	Tank supports	
	Tank foundation	
Inspector: _____ Date: _____		
Comments:		

Notes:

-Under Tank Conditions

Identify any signs of leakage, rust, damage, or deterioration on the outside of the tank;
 Identify any signs of leakage, rust, damage, or deterioration on the bolts, rivets, and/or seams; Identify if vehicle protection is present;
 Identify if level/gauges are working properly;
 Identify if tank has proper signage;

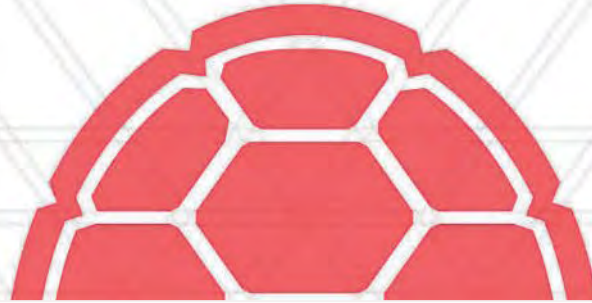
-Under Secondary Containment

Identify if there is any water/product in interstice of double-walled tank
 Identify if there is any water/product/trash in secondary containment

ATTACHMENT 3.3 – Oil-handling Personnel Training and Briefing Log

Table G-19 Oil-Handling Personnel Training and Briefing Log

Date	Description / Scope	Attendees



Environmental Safety, Sustainability & Risk

Spill Prevention, Control, and Countermeasures (SPCC) for USG




UNIVERSITY OF
MARYLAND

Overview

The Purpose of an SPCC Plan is to prevent the discharge of oil into navigable waters of the United States or adjoining shorelines as opposed to response and cleanup after a spill occurs.

The Law

Oil Pollution Prevention Rule

- **Became effective January, 1974 (revised many time with the most recent in 2011).**
- **Authority – Section 311 (j) (1) (c) of the Clean Water Act**
- **Promulgated under Title 40, CFR, Part 112**

Oil Definitions

Oil means oil of any kind or in any form, including, but not limited to:

- ▶ fats, oils, or greases of animal, fish, or marine mammal origin
- ▶ vegetable oils, including oils from seeds, nuts, fruits, or kernels;
- ▶ other oils and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil.

Applicability: How Much Oil?

SPCC rule applies to facilities with:

- >42,000 gallons buried
- >1,320 gallons aboveground

Containers to include:

- Bulk storage
- Oil-Filled Operational Equipment (OFOE)
- Mobile/Portable Containers
- **55** gallons or greater

Containers not included in capacity:

- Permanently Closed containers
- UST Subject to 40 CFR 280 & 281



Spill Reporting

Facilities that discharge oil to navigable waters are subject to certain federal reporting requirements.

- 40 CFR 110, Discharge of Oil Regulation
- 40 CFR 112, Oil Pollution Prevention regulation
- State laws/regulations may differ or be more restrictive

National Response Center (NRC)

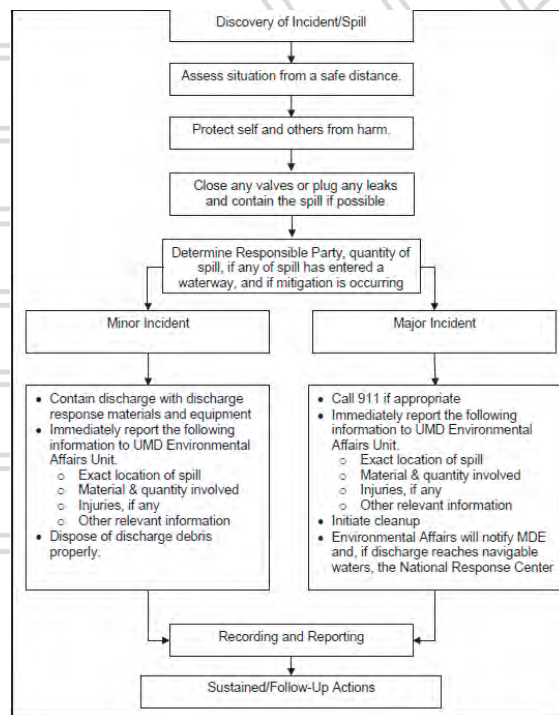
- The Discharge of Oil regulation provides the framework for determining whether an oil discharge to inland and coastal waters or adjoining shorelines should be reported to the National Response Center at 1-800-424-8802
- Any person in charge of a vessel, onshore or offshore facility must notify NRC once there is knowledge of a discharge
- NRC will relay discharge information to EPA or USCG



SPCC Reporting Requirements

- Report to the EPA Regional Administrator (RA) when there is a discharge to navigable waters or adjoining shores of:
 - >1,000 Gal of oil in a single discharge
 - >42 Gal of oil in each of two discharges occurring within a 12 month period
- An owner / operator must report the discharge(s) to the EPA RA within 60 days
- All requirements found in 40 CFR112.4

USG Spill Reporting Procedure



Minor Discharge

Discharge that poses no significant harm or threat to human health and safety or to the environment.

- Quantity of discharge is small (typically involves less than 10 gallons of oil)
- Discharged material is easily stopped and controlled at time of discharge
- Discharge is localized near the source
- Discharged material is not likely to reach water
- Discharge poses little risk to human health or safety
- There is little risk of fire or explosion

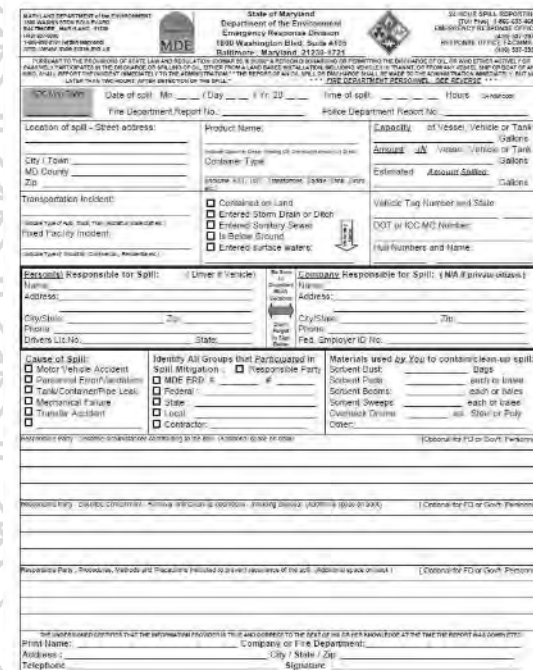
Major Discharge

Discharge that cannot be safely controlled or cleaned up by UMD personnel.

- Quantity of discharge is large enough to spread beyond immediate discharge area
- Discharged material enters water
- Discharge requires special equipment or training to cleanup
- Discharge poses a hazard to human health or safety
- There is risk of fire or explosion

MDE Reporting Requirements

- Report to MDE Emergency Response Division (1-866-633-4686) if an oil spill or discharge of **ANY** quantity occurs
 - Within **two** hours after the detection of a spill
- Verbal report must include:
 - Time and location of discharge
 - Type of facility involved
 - Type and quantity of oil spilled
 - Assistance required
 - Name, address, telephone number of person making report
 - Other pertinent info as requested by MDE
- Within ten working days after completion of spill cleanup, a written report of the discharge must be submitted to MDE



The form is titled 'MDE Emergency Response Division' and 'State of Maryland Department of the Environment'. It includes a header with the MDE logo and contact information. The form is divided into several sections for data entry:

- Incident Information:** Includes fields for 'Date of spill', 'Time of spill', 'Location of spill - Street address', 'City/Town', 'MD County', and 'Zip'.
- Product Information:** Includes 'Product Name', 'Container Type', and 'Estimated Amount Spilled'.
- Transportation Incident:** Includes checkboxes for 'Contained on Land', 'Entered Storm Drain or Ditch', 'Entered Surface Waters', 'In Roadway', and 'Entered Surface Waters'.
- Responsible Parties:** Includes sections for 'Responsible Party (Driver/Vehicle)' and 'Responsible Party (Company/Individual)', with fields for name, address, city/county, phone, and state.
- Spill Details:** Includes 'Cause of Spill' (Motor Vehicle Accident, Operational Error/Leak, Tank/Container/Pipe Leak, Mechanical Failure, Transfer Accident) and 'Identity All Groups that Participated in Spill Mitigation' (MDE, State, Local, Contractor).
- Materials Used:** Includes checkboxes for 'Solvent Dust', 'Solvent Fluids', 'Solvent Beams', 'Solvent Sweeps', 'Overhead Cranes', and 'Other'.
- Signatures:** Includes fields for 'Print Name', 'Address', 'City', 'State', 'Zip', and 'Telephone' for both the responsible party and the reporting party.

Secondary Containment

- All areas and equipment with the potential for a discharge are subject to general secondary containment provision, 112.7(c).
 - Oil-filled operational equipment
 - Loading/unloading areas
 - Piping
 - Mobile refuelers/ non-transportation related tank trucks
- Purpose is to contain or divert to prevent discharge: dikes, berms, retaining walls, curbing, drip pans, sumps, culverting, gutters, weirs, booms, spill diversion ponds, retention ponds, sorbent

Secondary Containment

Active secondary containment is when an employee personally contains a spill,

- Deploying drain covers before a spill happens.
- Deploying drain covers after a spill has occurred, but before the spill reaches a drain
- Using a spill kit in the event of an oil discharge
- Closing a gate valve prior to a discharge

Passive secondary containment does not require deployment or the action of an employee or employees to contain a spill.

- Placing containment pallets or decks under drums and other containers
- Surrounding machines and containers with berms
- Erecting retaining walls around machines and containers
- Placing drip trays under leaky machines and containers



Specific (Sized) Provision

- To address the potential of oil discharges from areas of a facility where oil is stored or handled, containment specified by SPCC rule
- 40 CFR112.8, requirements are intended to address a major container failure
 - Bulk storage containers, mobile/portable containers, treatment
 - Minimum containment capacity
 - Largest single compartment
 - Sufficient freeboard for precipitation, if outdoors

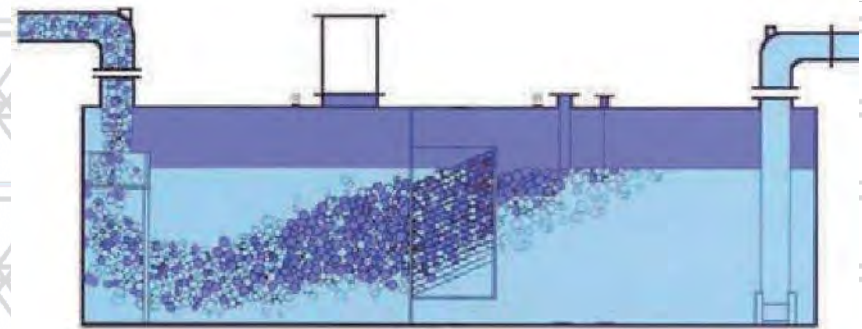
Mobile/Portable Containers

- Drums placed on spill pallets
- Mobile re-fuelers mounted in a truck with a spray liner
- Fuel trucks parked within bermed area



Loading/Unloading Area Containment

- Dikes, berms, or retaining walls sufficiently impervious to contain oil;
- Curbing or drip pans;
- Sumps and collection systems (OWS);
- Culverting, gutters, or other drainage systems;
- Weirs, booms, or other barriers;
- Spill diversion ponds;
- Retention ponds; or
- Sorbent materials.



Oil – Filled Operational Equipment

- Equipment that includes an oil storage container (or multiple containers) in which the oil is present solely to support the function of the apparatus or the device.
 - Does not include oil-filled manufacturing equipment (flow-through process)
 - Examples: lube oil reservoirs, hydraulic elevators, transformers
- Piping is considered a component if it is solely used to facilitate operation of the equipment device.

Inspection & Testing 112.8(c)(6)

- Prevent discharge of oil caused by leaks, corrosion, brittle fracture, overfill, other forms of container/equipment failure
- AST are tested or inspected in accordance with industry standards
 - Integrity tests include visual inspection, hydrostatic testing, radiographic testing, ultrasonic testing, acoustic emissions testing, or other systems of non-destructive testing.

Visual inspection:



Spillage



Poor housekeeping: Spillage, unlabeled contained with grease in it

Visual Inspection:



Remember!

- **All actions (visual inspection or testing) must be documented & maintained**
 - Some standards require records to be maintained for over 3 years for comparison reasons
 - Records are kept on the shared U drive in addition to the hard copies maintained at Seneca.
- **Know objective: the tank IS or IS NOT suitable for continued use**

SPCC Plan Requirements

Each Plan Must Include:

- 1. Description of physical layout and a facility diagram.**
- 2. Key personnel contact list and phone numbers for the facility response coordinator, cleanup contractors, all appropriate federal, state, local agencies to contact.**
- 3. Prediction of direction, rate of flow, and total quantity of oil that **COULD** be discharged if the potential for equipment discharge exists.**
- 4. Description of containment and/or diversionary structures to prevent discharge from reaching navigable waters.**
- 5. Description of site specific spill prevention and control measures in place.**

Additional Requirements

- Plan must have **MANAGEMENT APPROVAL** (signature)
- Plan must be prepared under the direct supervision of a P.E. (stamped)
- Plan must be maintained on-site **AVAILABLE AT ALL TIMES** for review by EPA/MDE.
 - Plan is maintained at the Seneca Building
- Key Facility Personnel must be **trained annually**. ***FOLLOW SOPs for any response actions!!!***
- Plan must include periodic **INSPECTIONS**.
- Plan must be **revised/updated** to reflect facility changes.
- Plan required to be reviewed/revised at least every 5 YEARS.

ATTACHMENT 4 – Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

Table G-20 Information provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name	Universities at Shady Grove		
Facility Location (Address/Lat-Long/Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	☐ Soil
			☐ Water (specify)
			☐ Other (specify)
Actions taken			
Damage or injuries	☐ No ☐ Yes (specify)	Evacuation needed?	☐ No ☐ Yes (specify)
Organizations and individuals contacted	☐ National Response Center 800-424-8802 Time		
	☐ Cleanup contractor (Specify) Time		
	☐ Facility personnel (Specify) Time		
	☐ State Agency (Specify) Time		
	☐ Other (Specify) Time		

EMERGENCY RESPONSE PROCEDURES FOR OIL SPILLS

ATTEMPT TO STOP THE FLOW OF OIL FROM SPREADING
AND FURTHER IMPACTING THE ENVIRONMENT.

ALWAYS USE REQUIRED PPE.

- **Control**: close any valves or plug or patch any leaks.
- **Contain**: use spill containment equipment including absorbent pads and protective booms to prevent further spreading of the oil.
- **Notify**: UMD's Environmental Affairs Unit ASAP by phone at 301-405-3990 with the following information:
 - Time & location of spill
 - Type & quantity of oil spilled
 - Source & cause of spill
 - Description of containment, removal & cleanup operations

Environmental Affairs will then report to MDE 24-Hour Emergency Response Hotline within 2 Hours of recognizing the oil spill. MDE: 1-866-633-4686

If the spill reaches navigable waters, then the Environmental Affairs Unit will also notify the National Response Center at 800-424-8802.

ALWAYS REPORT INCIDENT TO YOUR SUPERVISOR!

MARYLAND DEPARTMENT of the ENVIRONMENT
1800 WASHINGTON BOULEVARD
BALTIMORE, MARYLAND. 21230
(410) 537-3000
1-800-633-6101 (within Maryland)
<http://www.mde.state.md.us>



State of Maryland
Department of the Environment
Emergency Response Division
1800 Washington Blvd. Suite #105
Baltimore, Maryland. 21230-1721



24 HOUR SPILL REPORTING
(Toll Free) 1-866-633-4686
EMERGENCY RESPONSE OFFICE
(410) 537-3975
RESPONSE OFFICE FACSIMILE
(410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (COMAR 26.10.01.03) "A PERSON DISCHARGING OR PERMITTING THE DISCHARGE OF OIL, OR WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL, EITHER FROM A LAND BASED INSTALLATION, INCLUDING VEHICLES IN TRANSIT, OR FROM ANY VESSEL SHIP OR BOAT OF ANY KIND, SHALL REPORT THE INCIDENT IMMEDIATELY TO THE ADMINISTRATION." " THE REPORT OF AN OIL SPILL OR DISCHARGE SHALL BE MADE TO THE ADMINISTRATION IMMEDIATELY, BUT NOT LATER THAN TWO HOURS AFTER DETECTION OF THE SPILL." * * * **FIRE DEPARTMENT PERSONNEL , SEE REVERSE** * * *

ADC Map Coord _____

Date of spill: Mo. ____ / Day ____ / Yr. 20 ____

Time of spill: ____ : ____ : ____ Hours (24 hour clock)

Fire Department Report No.: _____

Police Department Report No.: _____

Location of spill - Street address: _____

City / Town _____

MD County _____

Zip _____

Product Name: _____

(Indicate Gasoline, Diesel, Heating Oil, Chemical Name or UN ID etc.)

Container Type: _____

(Indicate AST, UST, Transformer, Saddle Tank, Drum etc.)

Capacity of Vessel, Vehicle or Tank: _____

_____ Gallons

Amount **IN** Vessel, Vehicle or Tank: _____

_____ Gallons

Estimated **Amount Spilled:** _____

_____ Gallons

Transportation Incident: _____

(Indicate Type of Auto, Truck, Train, Aircraft or Watercraft etc.)

Fixed Facility Incident: _____

(Indicate Type of Industrial , Commercial , Residential etc.)

- ☐ Contained on Land
☐ Entered Storm Drain or Ditch
☐ Entered Sanitary Sewer
☐ Is Below Ground
☐ Entered surface waters:



Vehicle Tag Number and State: _____

DOT or ICC MC Number: _____

Hull Numbers and Name: _____

Person(s) Responsible for Spill: (Driver if Vehicle)

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

Drivers Lic.No. _____ State: _____

Be Sure
to
Complete
Both
Sections

Don't
Forget
to Sign
Below

Company Responsible for Spill: (N/A if private citizen.)

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

Fed. Employer ID No. _____

Cause of Spill:

- ☐ Motor Vehicle Accident
☐ Personnel Error/Vandalism
☐ Tank/Container/Pipe Leak
☐ Mechanical Failure
☐ Transfer Accident
☐ _____

Identify All Groups that Participated in

Spill Mitigation : ☐ Responsible Party

☐ MDE ERD # _____ # _____

☐ Federal : _____

☐ State : _____

☐ Local : _____

☐ Contractor: _____

Materials used by You to contain/clean-up spill:

Sorbent Dust: _____ Bags

Sorbent Pads: _____ each or bales

Sorbent Booms: _____ each or bales

Sorbent Sweeps: _____ each or bales

Overpack Drums : _____ ea. Steel or Poly

Other: _____

Responsible Party : Describe circumstances contributing to the spill. (Additional space on back)

[Optional for FD or Gov't Personnel]

Responsible Party : Describe Containment , Removal and Clean-up operations , including disposal. (Additional space on back)

[Optional for FD or Gov't Personnel]

Responsible Party : Procedures, Methods and Precautions instituted to prevent recurrence of the spill. (Additional space on back)

[Optional for FD or Gov't Personnel]

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: _____ Company or Fire Department: _____

Address : _____ City / State / Zip _____

Telephone _____ Signature _____

MARYLAND DEPARTMENT of the ENVIRONMENT
1800 WASHINGTON BOULEVARD
BALTIMORE, MARYLAND. 21230
(410) 537-3000
1-800-633-6101 (within Maryland)
<http://www.mde.state.md.us>



State of Maryland
Department of the Environment
Emergency Response Division
1800 Washington Blvd. Suite #105
Baltimore, Maryland. 21230-1721



24 HOUR SPILL REPORTING
(Toll Free)1-866-633-4686
EMERGENCY RESPONSE OFFICE
(410) 537-3975
RESPONSE OFFICE FACSIMILE
(410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (Environmental Article 4-401 (i) ; the "Person Responsible for the discharge includes , The owner of the discharged oil , The owner , operator and / or the person in charge of the oil storage facility, vessel , barge , or vehicle involved at the time of or immediately before the discharge ; and Any person who through act or ommission , causes the discharge."

***** Fire Department *** and Local or State Government Agencies : Unless you are the responsible party as defined above , Please indicate " Unknown " in any box reuesting information that is unknown or unavailable to you at the time of report.**

This Space for continuation and additional information.

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: _____ Company or Fire Department: _____
Address : _____ City / State / Zip _____
Telephone _____ Signature _____

ATTACHMENT 5

OWS Inspections

SOP 11: OIL/WATER SEPARATOR (OWS) MAINTENANCE

Oil/water separators (OWS) are structural devices intended to allow oils (and substances lighter than water) to be intercepted and be removed for disposal. Substances heavier than water settle into sludge at the bottom of the unit. The remaining water passes through the unit into the sanitary sewer system.

OWS units are generally required where petroleum-based products, wastes containing petroleum, or oily and/or flammable materials are used, produced, or stored. OWS units should not be used to manage stormwater or flow from vehicle washing facilities. High flow rates through an OWS will reduce the structure's ability to separate materials. Detergents and solvents can emulsify oil and grease, allowing the particles to enter the sewer, so these should not be disposed of in drains entering the OWS.

General OWS Maintenance Requirements

1. Each OWS at a facility may receive different materials in different quantities, so the cleanout schedule may not be the same for every OWS at a facility.
2. Employees performing inspections of an OWS must be properly trained and be familiar with the maintenance of that specific structure, since function can vary based on design. Third-party firms may be utilized to perform quarterly inspections.
3. Do not drain petroleum, oil, or lubricants directly to an OWS. The structures are designed to manage these materials at low and medium concentrations in sanitary sewage, not as slug loads.
4. Do not drain antifreeze, degreasers, detergents, fuels, alcohols, solvents, coolant, or paint to the OWS.
5. Separator compartment covers should be tightly sealed to ensure drainage only enters the first compartment of the OWS.
6. Drains should be kept free of debris and sediment to the maximum extent practicable.
7. Spill cleanup materials should be maintained in the area served by the OWS.

OWS Inspection Procedures

Daily inspection of an OWS should include a visual examination of the area served by the OWS for evidence of spills or leaks.

Yearly inspections of an OWS should include the following:

1. Visually examine the area served by the OWS for evidence of spills or leaks.
2. Inspect the point of discharge (i.e., sewer manhole) for evidence of petroleum bypassing the OWS.
3. Inspect drains for any signs of unauthorized substances entering the OWS.
4. Examine the OWS for signs of leaks or any malfunction.
5. Complete the Monthly OWS Inspection Checklist, attached, during the inspection.
6. Take the following measurements to benchmark function of the OWS:
 - A. Distance from rim of access cover to bottom of structure
 - B. Distance from rim of access cover to top of sludge layer
 - C. Depth of sludge layer ($C = A - B$)



- D. Distance from rim of access cover to the oil/water interface
- E. Distance from rim of access cover to the top of the liquid surface
- F. Depth of oil layer ($F = D - E$)

OWS Cleaning Procedures

Cleaning of the OWS is required when there has been a spill to the OWS that exceeds ten gallons of oil, one gallon of detergent or solvent, or any material prohibited by the owner of the sanitary sewer. Cleaning is also required when the levels of accumulated sludge and/or oil meet the manufacturer's recommended levels for cleaning. This will vary based on the manufacturer of the OWS. If the manufacturer's recommendations are unknown, the following guidelines are appropriate for determining when to clean:

1. When sludge accumulates to 25% of the wetted height of the separator compartment; or
2. When oil accumulates to 5% of the wetted height of the separator compartment; or
3. When 75% of the retention capacity of the OWS is filled.

Cleaning should be performed a minimum of once per year. When cleaning is required, it shall be performed by licensed OWS maintenance companies. Materials removed from the OWS must be disposed of in accordance with applicable state and federal regulations.

Documentation of Cleaning and Service

The operator of the premises where the OWS is located shall maintain a log describing the date and type of all inspections, service and maintenance performed in connection with the Separator. Documentation shall include the identity of the inspector (or the identity of the person or entity that performed the service and/or maintenance). Records shall also document the amount of residue removed from the OWS each time it was cleaned, and how removed materials were disposed. This documentation shall be maintained for a minimum of five years.

Attachments

1. Yearly OWS Inspection Checklist



Oil-Water Separator Inspection and Maintenance Checklist

Facility:			
Location/Address:			
Date:	Time:	Weather Conditions:	Date of Last Inspection:
Inspector:		Title:	
Rain in Last 48 Hours ☐ Yes ☐ No If yes, list amount and timing:			
Pretreatment: ☐ vegetated filter strip ☐ swale ☐ turf grass ☐ forebay ☐ other, specify: _____ ☐ none			
Site Plan or As-Built Plan Available: ☐ Yes ☐ No			

*Do not enter underground detention chambers to inspect system unless Occupational Safety & Health Administration (OSHA) regulations for confined space entry are followed.

*Follow inspection and maintenance instructions and schedules provided by system manufacturer and installer.

* Properly dispose of all wastes.

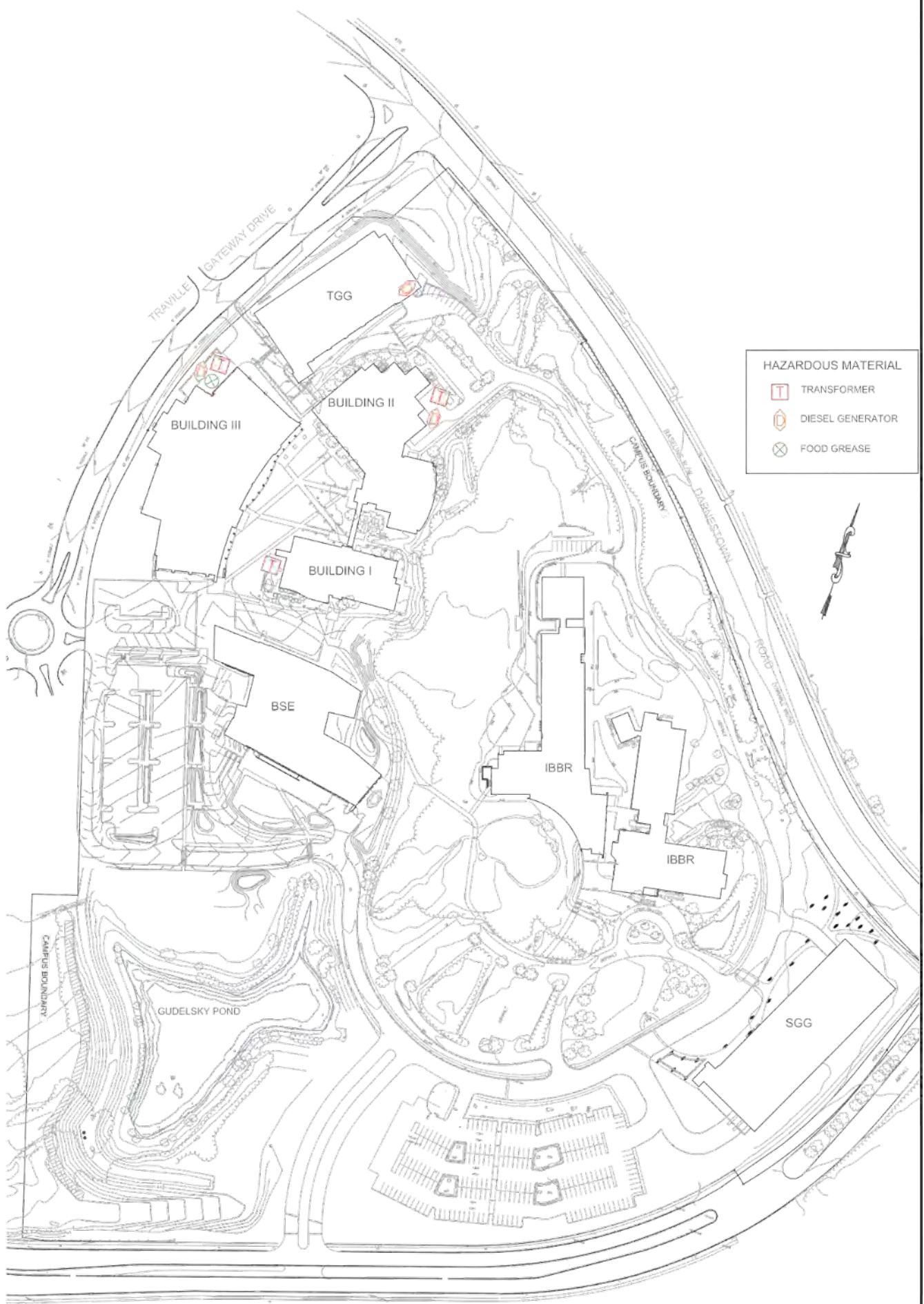
Inspection Item	Comment	Action Needed
1. PRETREATMENT		
Sediment has accumulated.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Trash and debris have accumulated.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
2. INLETS		
Inlets are in poor structural condition.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Sediment, trash, or debris has accumulated and/or is blocking the inlets.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
3. OIL CONTAINMENT CHAMBER		
Oil volume threshold has been reached.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Oil-absorbing pads are saturated.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
4. SEDIMENT COLLECTION CHAMBER		
Sediment accumulation threshold has been reached.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Sludge accumulation threshold at bottom of chamber has been reached.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
4. OTHER SYSTEM COMPONENTS		
Structural deterioration is evident.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Spills or leaks are evident.	☐ Yes ☐ No ☐ N/A	
5. OUTLETS		
Outlets in poor structural condition.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Sediment, trash or debris is blocking outlets.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Erosion is occurring around outlets.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
6. OTHER		
Evidence of ponding water on area draining to system.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Evidence that water is not being conveyed through the system.	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
Additional Notes		
Wet weather inspection needed ☐ Yes ☐ No		

Measurements	A	Distance from rim of access cover to bottom of structure	
	B	Distance from rim of access cover to top of sludge layer	
	$C = A - B$	Depth of sludge layer	
	D	Distance from rim of access cover to the oil/water interface	
	E	Distance from rim of access cover to the top of the liquid surface	
	$F = D - E$	Depth of oil layer	

If the values for “C” and/or “F” are greater than those in the manufacturer’s recommendations, the OWS must be cleaned by a licensed OWS maintenance company.

ATTACHMENT 6

Site Map



HAZARDOUS MATERIAL	
	TRANSFORMER
	DIESEL GENERATOR
	FOOD GREASE



ATTACHMENT ?

Response Action Flowchart

ATTACHMENT 7: RESPONSE ACTION FLOWCHART

