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Note: Bracketed notes in Table of Contents indicate cross-reference to 40 CFR 112.

Emergency Contacts

7/14/2016

Spill Reporting Hotlines

<u>Agency</u>	<u>Telephone #</u>
New Jersey Department of Environmental Protection	1-877-WARNDEP
Spill Response	(1-877-927-6337)
National Response Center	1-800-424-8802
USCG/USEPA	

Local Emergency Agencies

<u>Agency</u>	<u>Telephone #</u>
Borough of Emerson Fire Department	911
Borough of Emerson Police Department	911
Bergen County Haz-Mat	201-634-2780

Spill Response Contractors

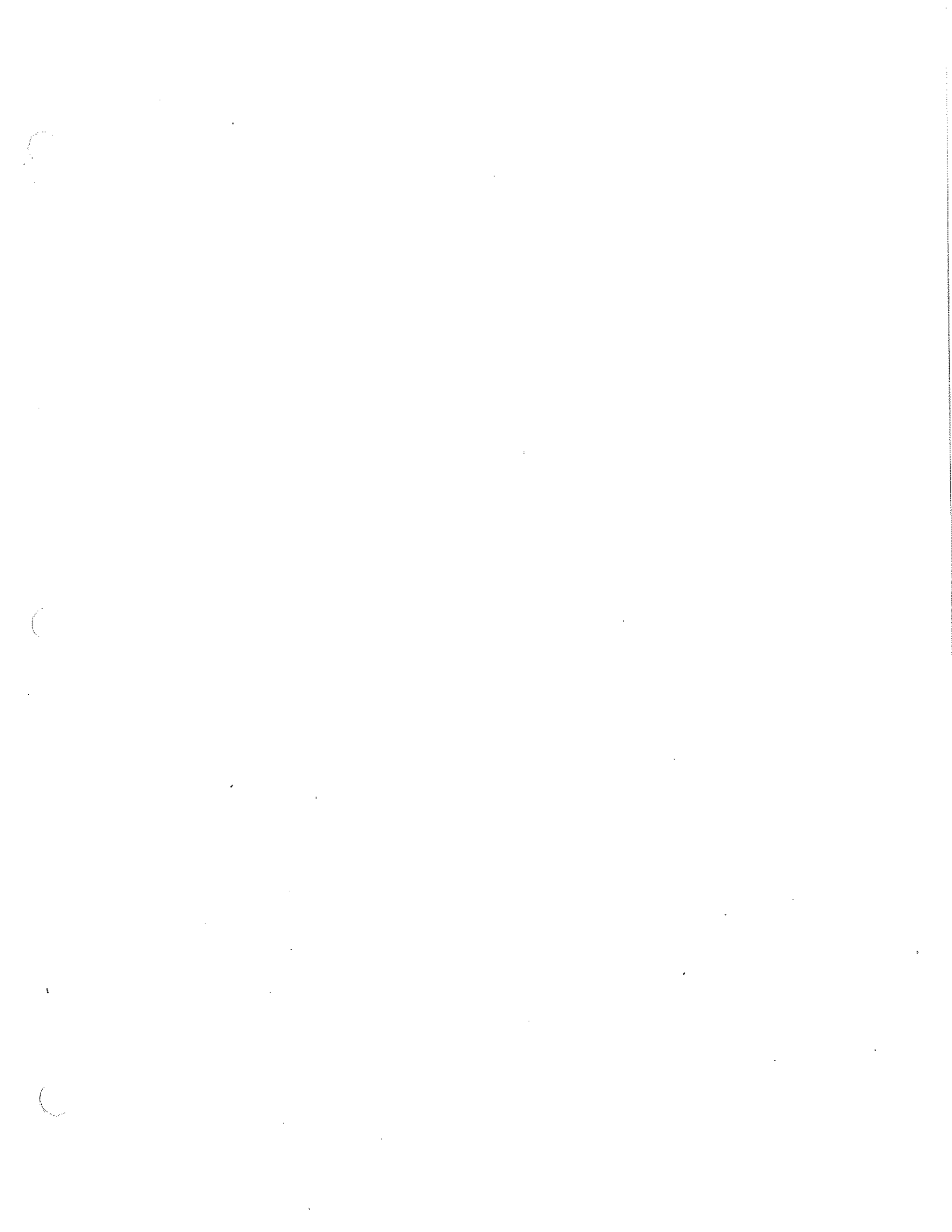
Emerson should establish a relationship with an emergency spill response contractor. The following three companies are among many HAZMAT/Spill Response companies that serve northern New Jersey:

Fleetwash	CleanHarbors Env't'l	Stericycle
Environmental Services	Services, Inc.	
273 Passaic St.	3 Sutton Place	50 Howard St.
Fairfield, NJ 07004	Edison, NJ 08817	Piscataway, NJ 08554
Phone: (800)847-3735	Phone: (732) 248-1997	Phone: (973) 326-8800
Fax: (973)882-0585	Fax: (732) 248-4414	Fax: (732) 424-0021
Cell: (973) 650-1297	Emergency # 800 OIL TANK	
Contact: Jerri Giovanni	800 645 8265	

Owner Operator (Borough of Emerson)

<u>Name/Tilte</u>	<u>Telephone #</u>
Perry Solimando, Superintendent of Public Works	201-262-8199 x5

See Appendix D Emergency Response-Spill Notification Form



MANAGEMENT REVIEW – [112.5 & 112.7(d) (2)]

MANAGEMENT REVIEW

A review and evaluation of this SPCC Plan is conducted at least once every five years. As a result of this review and evaluation, Emerson Borough will amend the SPCC Plan within six months of the review to include more effective prevention and control technology if: (1) such technology will significantly reduce the likelihood of a spill event from the facility, and (2) if such technology has been field-proven at the time of review.

This SPCC Plan will also be amended within six months after a change in the facility design, construction, operation, or maintenance occurs which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines.

Any technical amendment to the SPCC Plan shall be certified by a Professional Engineer or self certified by the facility representative if the facility meets the following criteria:

1. The facility must have 10,000 gallons or less in aggregate aboveground oil storage capacity,
2. The facility must not have had (1) a single discharge of oil to navigable waters exceeding 1,000 U.S. gallons, or (2) two discharges of oil to navigable waters each exceeding 42 U.S. gallons within any twelve-month period, for the three years prior to the SPCC Plan certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years.

The Facility Representative must also attest to the following:

1. The Plan has been prepared in accordance with accepted and sound industry practices and standards and with the rule requirements;
2. Procedures for required inspections and testing have been established;
3. The Plan is being fully implemented;
4. The facility meets the qualifying criteria;
5. The Plan does not deviate from rule requirements except as allowed and as certified by a PE; and
6. Management approves the Plan and has committed resources to implement it

<u>Review Dates</u>	<u>Signature</u>	<u>Amendment Required? (Y/N)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SELF CERTIFICATION REVIEW – [112.3(d) (1)]

The undersigned authorized representative is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned attests that this Oil Spill Prevention Control and Countermeasures Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility. Furthermore this representative is certifying in place of a licensed Professional Engineer because of the following:

1. This facility has 10,000 gallons or less in aggregate aboveground oil storage capacity; and
2. This facility has not had (1) a single discharge of oil to navigable waters exceeding 1,000 U.S. gallons, or (2) two discharges of oil to navigable waters each exceeding 42 U.S. gallons within any twelve-month period, for the three years prior to this Plan's certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years.

Perry Solimando
Signature

PERRY SOLIMANDO
Name

Superintendent
Title

Borough of Emerson
Company

5-26-17
Date

**SUBSTANTIAL HARM CRITERIA CHECKLIST (40 CFR 112.20 (e))
CERTIFICATION OF THE APPLICABILITY**

FACILITY NAME: Emerson Department of Public Works
FACILITY ADDRESS: Emerson Plaza East, Emerson, NJ 07630

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes ____ No X

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

Yes ____ No X

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes ____ No X

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

Yes ____ No X

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

Yes ____ No X

CERTIFICATION

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

Robert S. Hoffmann
Name (please type or print)

Borough Administrator
Title

Robert S. Hoffmann
Signature
5/26/2017
Date



1.0 INTRODUCTION

1.1 Purpose

The purpose of this Oil Spill Prevention Control and Countermeasure (SPCC) plan is to prevent oil spills from occurring, and to perform safe, efficient and timely response in the event of a spill or leak (both referred to as "spills" herein). In accordance with United States Environmental Protection Agency (EPA) oil pollution prevention regulations (40 CFR 112), the Emerson Department of Public Works (Emerson DPW) must prepare and implement a SPCC plan for facilities that could reasonably be expected to discharge oil into or upon navigable waters or adjoining shorelines; and, meet one of the following conditions:

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

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

1.1.1 Using the Plan

In addition to satisfying a regulatory requirement, this SPCC plan should be a working document at the facility. The plan should be used frequently in the following ways:

- ◆ As a reference for oil storage and containment system information.
- ◆ As a tool for informing new employees and refreshing current employees on practices for preventing and responding to spills.
- ◆ As a guide to periodic training programs for employees.
- ◆ As a guide to facility inspections.
- ◆ As a resource during an emergency response.

1.1.2 SPCC Plan Revisions

Emerson Borough Department of Public Works (DPW) must revise this SPCC plan following any change in the facility design, construction, operation or maintenance that would affect the facility's potential for discharging oil. Revisions must occur as soon as possible, but no later than six months following the change. The Environmental Compliance Officer is responsible for initiating and coordinating such revisions.

Facility information related to the SPCC plan must be submitted to the United States Environmental Protection Agency (EPA) Regional Administrator whenever the facility

discharges more than 1,000 gallons in a single event, or discharges more than 42 gallons of oil in each of two spill events within a 12-month period. The information must be sent to the following address:

**MAIN REGIONAL OFFICE
290 BROADWAY
NEW YORK, NY 10007-1866
Phone 212-637-3000**

1.2 Facility Description [112.7(a) (3)]

1.2.1 Location & Use

The Emerson Borough Department of Public Works (DPW) facility is located at the intersection of Emerson Plaza East and Palisade Avenue, in a combined residential/commercial area in Emerson, New Jersey. The site is approximately 2.92 acres and is completely paved with asphalt. The site is comprised of the main DPW maintenance garage, a dry storage garage and a covered shed used for storing roadway salt. There is one entrance to the property located at the north western end, off Emerson Plaza East. A **site drainage map and a site location map** are included in Appendix A.

1.2.2 Waterways and Abutters

A stormwater conveyance ditch, discharging to an unnamed tributary to the Hackensack River, borders the entire western side of the property. The property slopes westward with partial drainage flow directed toward a storm drain in the parking lot, discharging into the stormwater conveyance ditch.

1.2.3 Site Drainage

Stormwater from the Emerson DPW parking lot flows westward down gradient toward the stormwater drain discharging into the conveyance ditch, in addition to draining directly westward into the ditch. Gasoline and diesel aboveground storage tanks are located up-gradient from the storm drain inlet and ditch, approximately 62 feet west. A waste oil storage tank is also located approximately 50 feet west of the inlet and ditch. Potential spills from the gasoline and diesel delivery area and waste oil transfer area will flow toward the storm drain and stormwater conveyance ditch.

2.0 POTENTIAL SPILL SOURCES AND SPCC FEATURES

2.1 SPCC Compliance [112.7(a) (1) & 112.7(a) (2)]

Emerson Borough Department of Public Works (DPW) stores petroleum products aboveground at two locations. Following is a description of each of the locations, including any areas of concerns/deficiencies related to the storage, loading and/or unloading of petroleum products at each of these locations:

- **3000 Gallon Gasoline and 1000 Gallon Diesel Vaulted Split Tank with Dispensers:**
The vaulted tank, located almost at the center of the property, adjacent to the DPW Maintenance Garage building, has one 3,000 gallon compartment and one 1,000 gallon compartment, one for storing gasoline and the other for diesel, respectively. The tank, which lies on a concrete pad, is equipped with a level gauge. Interstitial and overflow alarms are not present. The fill ports for gasoline and diesel can be easily accessed by a wooden stairway installed at the west end of the tank. The fill ports are not kept locked. The area in front of the concrete pad, including the delivery area, is paved with asphalt. Five bollards have been installed in front of the tank to provide protection from vehicular traffic in the maintenance yard.

The delivery area for the vaulted tank is located to the south of the tank. The current practice for filling the tank includes the fueling delivery contractor attaching the hose of the delivery truck to the fill port. The dispensers for gasoline and diesel are located on the eastern side of the tank. The motor vehicle fueling area is in the same location as the delivery area.

Currently, if a spill occurs from the fuel delivery truck or the dispenser, the gasoline or diesel will flow down gradient toward the storm drain which is approximately 62 feet northwest of the delivery area. The storm drain then discharges to the stormwater conveyance ditch. Furthermore, a spill could also flow directly into the stormwater conveyance ditch, which is approximately 45 feet west of the delivery area.

The tank location and current fuel delivery practices warrant that changes/improvements be made to the fuel delivery area as well as delivery practices. The suggested improvements are discussed in Section 4.0.

- **1000 Gallon Waste Oil Tank** – The waste oil tank is located adjacent to the west side of the DPW Maintenance Garage. The tank is a double-walled, steel tank, located directly on the asphalt pavement, and is equipped with a level gauge, but not an overfill alarm. The fill port is approximately 6 inches wide, and is not kept locked. A DPW employee transfers waste oil into the tank, which is used solely for DPW activities, by hand. Residents are not allowed to dispose of waste oil in this tank. Lorco, Inc. removes waste oil from the tank approximately once every 6-12 months. The vacuum truck parks on the asphalt adjacent to the waste oil tank during product transfer.

Currently, if a spill occurs from the product transfer truck, the waste oil will flow down gradient toward the storm drain which is approximately 50 feet northwest of the product

transfer area. The storm drain then discharges to the stormwater conveyance ditch. Furthermore, a spill could also flow directly into the stormwater conveyance ditch, which is approximately 38 feet west of the product transfer area

- **55 Gallon Oil Drums** – Four 55 gallon drums storing various petroleum product are stored inside the DPW Maintenance Garage. The drums store Transgard Automatic Transmission Fluid, Supergard 5W-30 Motor Oil, Tractor Hydraulic Fluid and Citgard 500 15W-30 Motor Oil, and are equipped with dispensers. However, there is currently no secondary containment for the drums. Drum storage improvements are required, which will be discussed in Section 4.0.

Floor drains in the garage have been permanently sealed off. A spill occurring inside the garage would result in the product exiting the maintenance garage and traveling approximately 38 feet west to the nearest storm drain.

The suggested improvements for the drum storage area will be discussed in Section 4.0.

Appendix B provides inspection procedures for all applicable oil storage containers located on site.

2.2 Tables [112.7(a) (3) (I & iii) & 112.7(b)]

ABOVEGROUND STORAGE TANKS

Since the Emerson Borough DPW does not have a history of spills during fuel delivery, the estimated spill volume from the bulk fuel delivery vehicle detailed below has been calculated using the maximum individual compartment size of each delivery vehicle and fuel line from each company, and is based upon the most likely type of spill to occur from a product line rupture or disconnect. These fuel rates depict the highest possible fuel transport rate from a tanker that is used at the site from each fuel delivery company. The fueling rate could be less at times due to fuel delivery by a smaller truck and a smaller diameter hose, and may even be less for heavier weight fuels. The estimated spill volume also includes the amount of fuel that could be stored in the maximum diameter and maximum length hose of each company that would be used at the site. A maximum spill response time of 3 minutes has been used to reflect the time required for the vehicle operator to shut down the fuel delivery vehicle upon identification of a leak. An additional 10 percent of the estimated spill volume has been added as a safety factor to account for conditions such as rain events during product delivery.

Allied Oil Company, LLC. (Gasoline)

Maximum Hose Diameter = 2.00 inches = 0.166 feet
Maximum Hose Length = 75 feet
Maximum Flow (Pumping) Rate = 150 gallons per minute
Estimate Response Time = 3 minutes
1 Cubic Foot = 7.48 gallons

- Hose Volume = $\pi/4 \times (\text{Hose Diameter})^2 \times (\text{Hose Length})$
= $0.785 \times (.0276) \times (75)$
= 1.625 cubic feet = 12.16 gallons
- Estimated Spill Volume = $((\text{Flow Rate}) \times (\text{Response Time}) + (\text{Hose Volume})) \times 10\% \text{ Safety Factor}$
= $((100) \times (3) + (12.16)) \times 1.10$
= 343.4 or **343 gallons**

Rachle's/Michele's Oil Co. Inc. (Diesel)

Maximum Hose Diameter = 1.375 inches = 0.1145 feet
Maximum Hose Length = 100 feet
Maximum Flow (Pumping) Rate = 60 gallons per minute
Estimate Response Time = 3 minutes
1 Cubic Foot = 7.48 gallons

- Hose Volume = $\pi/4 \times (\text{Hose Diameter})^2 \times (\text{Hose Length})$
= $0.785 \times (.0131) \times (100)$
= 1.028 cubic feet = 7.69 gallons
- Estimated Spill Volume = $((\text{Flow Rate}) \times (\text{Response Time}) + (\text{Hose Volume})) \times 10\% \text{ Safety Factor}$
= $((60) \times (3) + (7.69)) \times 1.10$
= 206.46 or **206 gallons**

Lorco Petroleum Services (Waste oil)

Estimated Spill Volume: Due to the potential siphoning action of a dislodged or ruptured hose, the entire volume of 1000 gallons will be used to estimate spill volume.

ABOVEGROUND STORAGE

LOCATION	HI-LEVEL ALARM/ LEAK DETECTION	ESTIMATED SPILL DIRECTION AND RATE	CONTAINMENT & SPILL CONTROL FEATURES
3000 gallon Gasoline AST (part of vaulted tank):			
Outdoors, DPW fueling area.	No/Bi-weekly Manual Monitoring	<p>Estimated spill volume from fuel delivery vehicle = 343 gallons Spill from delivery truck will flow westward to stormwater conveyance ditch approximately 30 feet away.</p> <p>Piping/dispenser leak rate = gradual to 45 gallons per minute (maximum loss = 3,000 gallons)</p> <p>Spill from piping will flow westward to the stormwater conveyance ditch approximately 30 feet away.</p> <p>Tank leak rate = gradual to 3,000 gallons</p> <p>Spill from tank failure could travel westward to stormwater conveyance ditch approximately 30 feet away.</p>	<p>Double-walled concrete vaulted tank on concrete slab with spill buckets and manual leak detection monitoring.</p> <p>Spill kit on exterior wall adjacent to tank. Trucks also carry spill equipment.</p> <p>Fuel delivery area is paved with asphalt. Permanent containment not present.</p>
1000 gallon Diesel AST (part of vaulted tank):			
Outdoors, DPW fueling area.	No/Bi-weekly Manual Monitoring	<p>Estimated spill volume from fuel delivery vehicle = 206 gallons Spill from delivery truck will flow westward to storm drain about 50 feet away.</p> <p>Piping/dispenser leak rate = gradual to 45 gallons per minute (maximum loss = 1,000 gallons)</p> <p>Spill from piping will flow westward to the storm drain approximately 50 feet away.</p> <p>Tank leak rate = gradual to 1,000 gallons</p> <p>Spill from tank failure could travel westward to storm drain approximately 50 feet away.</p>	<p>Double-walled concrete vaulted tank on concrete slab with spill buckets and manual leak detection monitoring.</p> <p>Spill kit on exterior wall adjacent to tank. Trucks also carry spill equipment.</p> <p>Fuel delivery area is paved with asphalt. Permanent containment not present.</p>

ABOVEGROUND STORAGE (CONTINUED)

LOCATION	HI-LEVEL ALARM/ LEAK DETECTION	ESTIMATED SPILL DIRECTION AND RATE	CONTAINMENT & SPILL CONTROL FEATURES
1000 gallon Waste Oil AST:			
Outdoors, Adjacent to DPW Maintenance Garage.	No/BI-weekly Manual Monitoring	Estimated spill volume from waste oil collection truck = 1000 gallons Spill from collection truck will flow westward to storm drain approximately 30 feet away. Secondary Containment Leak = gradual to 1000 gallons Spill from tank failure would flow westward to storm drain approximately 30 feet away.	Double walled steel tank with level gauge but no alarms. Spill kit on exterior wall adjacent to split vaulted tank. Permanent containment not present.

DRUM STORAGE

LOCATION	HI-LEVEL ALARM/ LEAK DETECTION	ESTIMATED SPILL DIRECTION AND RATE	CONTAINMENT & SPILL CONTROL FEATURES
Six (6) 55-gallon Motor Oil Drums:			
Inside DPW Garage	None	Leak or spill can exit garage and travel west to the storm drain located approximately 50 feet away. Drum leak rate = gradual to 55 gallons	None



3.0 SPILL PREVENTION AND RESPONSE

3.1 Discharge Prevention

3.1.1 SPCC Features and Operating Procedures [112.7(a) (3)]

Emerson Department of Public Works (DPW) employees will be trained to implement spill prevention practices while working with and around oil sources. The following spill prevention practices will be implemented by Emerson DPW employees at all times to minimize the potential for a release of oil:

- ◆ keep oil/other container lids securely fastened at all times;
- ◆ do not leave portable oil sources outdoors unattended;
- ◆ return portable sources to their storage location after use;
- ◆ use pads, drip pans, and funnels when transferring petroleum products from a portable container;
- ◆ protect oil sources from damage by moving equipment;
- ◆ do not store petroleum products near catch basins or floor drains; and
- ◆ loading and unloading of petroleum products shall be attended at all times.

Spill prevention during petroleum product deliveries (offloading) is primarily the responsibility of the supplier until the product is safely in the tank or vessel. However, Emerson is responsible for all activities performed within their properties and will verify the implementation of spill prevention activities by the fuel suppliers, and will also implement spill prevention measures for vehicle fueling and fuel truck delivery operations. This will be performed through the continuous oversight of all bulk product transfers by a trained municipal employee.

Supplier Approval

The Supplier Approval process endeavors to ensure that the vendor meets the minimum requirements and regulations for tank truck unloading as established by the United States Department of Transportation. These new supplier procedures also ensure that the vendor understands the site layout, knows the protocols for entering the site and unloading product, and has the necessary spill equipment on board to respond to a spill from the vehicle or fuel delivery hose. Emerson Borough receives fuel deliveries only from pre-approved suppliers.

Observation of Deliveries

The DPW Superintendent or his designee supervises all deliveries from oil suppliers as well as waste oil removal operations. The supervision includes the following activities:

1. Verify transfer truck contents and quantity.
2. Determine fuel level in the tank/s to ensure that the tank can accept the volume ordered.

3. Transfer of product should take place during daylight hours and non-rain events, if practical.
4. Tank truck to be accompanied by the trained operator and Emerson DPW employee to ensure that the correct fill port on the tank is accessed and also to verify that spill response materials (absorbent pads, booms and absorbent material) are within reach and in adequate supply.
5. Any ignition sources within 50 feet of the transfer area must be removed.
6. Tank truck brakes shall be set and the driver shall remain with the vehicle during the entire unloading period.
7. Inspect hose connections for dripping/leakage. Spill pads should be used to capture product.
8. Ensure that the tank is vented.
9. Prior to product transfer (and again prior to departure of tank truck), the lowermost drain and all outlets of the tank truck shall be examined for leakage and, if necessary, tightened, adjusted, or replaced to prevent leakage during fuel transfer or while the vehicle is in transit.
10. Place collection bucket below tank truck unloading valve to ensure that any incipient leaks are captured.
11. When transfer is complete, examine hoses before disconnecting. The Emerson DPW employee observing fuel transfer shall visually inspect the fuel transfer area for any releases and document the inspection. If **any** spill occurs during the fuel transfer process, the process shall immediately cease and Emerson Borough spill reporting procedures shall be followed.
12. Gravity drain all hoses into the tank.

Vehicle and Equipment Fueling Practices

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

1. Verify container or vehicle is compatible to the fuel to be dispensed.
2. Vehicle or container should be positioned as close as possible to the fuel pump.
3. Remove all ignition sources.
4. Fuel dispenser nozzle is to be placed as far as possible inside the vehicle or container fill port.
5. Inspect all nozzles, connections, hoses for leakage or damage.

6. Attend dispenser at all times during product transfer.
7. Remove nozzle, hold upright, inspect for leaks, and return to dispenser.
8. In the event of an overflow, contain/remove spill immediately and notify the Public Works Superintendent.

3.1.2 Tests and Inspections [112.7(e)]

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

3.1.2.1 Inspecting Above Ground Storage Tanks (ASTs)

Facility personnel periodically observe the above ground storage tanks (ASTs) during operating hours. The ASTs shall be inspected monthly, and the results shall be recorded on the *Monthly AST Inspection Report* included in Appendix B. The inspection reports shall be kept for at least three years in a file maintained by the Superintendent of Public Works. Inspections include observations of the exterior of the tank for signs of deterioration or spills (leaks), observations of the tank foundation and supports for signs of instability, and observations of the vent, fill and discharge pipes for signs of poor connection, that could cause a spill. In addition to these inspections, the facility will verify the integrity of each tank every ten years, or more often as deemed necessary by the inspection results. Integrity testing will be conducted in accordance with an industry standard procedure such as STI – SP001-00 or API 653.

3.1.2.2 Tank Maintenance

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

3.1.2.3 Containment Area Inspections

The outdoor containment areas, for the storage tank as well as for delivery, should be inspected regularly for the accumulation of any petroleum products in the rainwater. In the absence of any sheen, the accumulated water can be pumped into the storm drain. However, if there is an oil/water mixture or just pure oil present in the containment area, then the water or mixture needs to be removed by the spill contractor as waste oil. Furthermore, Emerson DPW needs to determine the cause of the oil leak, and provide necessary measures to resolve the problem. Appendix B provides a checklist to be used for the inspection of the Containment Areas.

Note: There are currently no areas of outdoor secondary containment exposed to precipitation. If future facility improvements or changes to existing tanks expose these areas to precipitation, this section should be utilized for all secondary containment inspections.

3.1.2.4 Inspecting Drums

All drums on-site shall be visually inspected monthly for indications of a release, or signs of a pending failure. Drums shall be inspected to ensure they are sealed, and that there are no indications of spills or leaks or signs of deterioration, corrosion and bulging. Drum containment devices shall also be inspected for petroleum product. Indications of a potential or confirmed leak shall be reported to the Public Works Superintendent. Appendix B provides a checklist for the inspection of the drums.

3.1.3 Training [112.7(f)]

Emerson Department of Public Works (DPW) shall provide SPCC training for personnel involved with handling petroleum products. The Environmental Compliance Officer shall arrange for the annual training, which shall include the following training topics:

- ◆ an introduction to pollution control laws;
- ◆ rules and regulations pertaining to the use and storage of petroleum products;
- ◆ inspection, operation and maintenance of spill equipment, and petroleum storage and dispensing equipment;
- ◆ spill response and cleanup;
- ◆ facility requirements relative to bulk product deliveries and removals;
- ◆ procedures for product transfer to vehicles, equipment and portable containers;
- ◆ discussions on spill events or equipment failure and updates made to the SPCC Plan to address future spills;
- ◆ spill notification and record keeping; and
- ◆ spill prevention practices.

Records of attendance at training and topics covered shall be maintained by the DPW Superintendent.

Documentation for Training

The annual SPCC training shall be documented to include the instructor's name, course outline, date and duration of training, attendant's names and signatures, and corrective action list for areas in need of improvement, if any. This information shall be filed and maintained for at least 3 years at the office of the DPW Superintendent. A Certificate of Training shall be presented to each Emerson DPW employee that has completed the training. The DPW Superintendent shall forward a copy of this certificate to the Human Resource Department for inclusion in the employee's file.

3.1.4 Security [112.7(g)]

Emerson Department of Public Works (DPW) operates for approximately 8 hours per day, six days per week. The facility is closed on Sundays and access is restricted by a security gate and a chain-link fence. The security gate is locked during off hours.

The 1,000 gallon Diesel and 3,000 gallon Gasoline Vaulted Tank is located inside the chain linked fence, and cannot be accessed during off hours. The fill ports to the two tank compartments are not locked.

The 1,000 gallon Waste Oil Tank is located adjacent to the DPW Maintenance Garage, and cannot be accessed during off hours. The fill port to the tank is not locked.

The oil drums are kept inside the main garage, which is locked during off hours.

3.2 Emergency Response

This section describes the cleanup response and protocols to follow in the event of an oil spill. The uncontrolled discharge of oil to groundwater, surface water or soil is prohibited by State or Federal laws. It is imperative that action be taken to respond to a spill once it has occurred. In the event of an oil spill, depending on the volume and characteristics of the material released, Emerson DPW has defined spill response as either a "Minor Spill Response" or "Major Spill Response" ("Spill Emergency"). A list containing names and telephone numbers of Emergency Contacts is included in Appendix C as well as the Spill Notification Form in Appendix D.

A spill kit, to be used for the purpose of containing and cleaning up minor spills, is positioned approximately 6 feet from the gasoline and diesel Vaulted tank, and 26 feet from the waste oil tank. The spill kit consists of petroleum based absorbent, polypropylene oil absorbent pads, nitrile gloves, one (1) pair of splash goggles and a disposal bag.

Another spill kit should be available in the DPW garage for the drum storage areas. Spill kits can vary depending on the volume of the container that each kit services.

Multiple fueling company trucks carry spill equipment, which can be deployed as a means of secondary spill containment. Emerson DPW's spill equipment should be adequate to contain minor spills on its own and fueling company's equipment should not be relied upon solely.

The spill kit should be routinely inspected, and following each use, used items should be replaced as soon as possible. Appendix E provides a spill kit inspection checklist for confirmation of all pieces of equipment in spill drum for the largest area. Inspection checklists can be modified to pertain to the type of spill kit that is used.

3.2.1 Minor Spill Response [112.7(a) (3) (iv)]

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

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

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

- ◆ Immediately notify the senior on-site person (i.e., DPW Superintendent).
- ◆ Call the New Jersey Department of Environmental Protection (1-877-927-6337) within 15 minutes.
- ◆ Under the direction of a senior on-site person, contain the spill with spill response materials and equipment.
- ◆ Place spill debris in properly labeled waste containers.
- ◆ Complete the *Spill Notification Form* (Appendix D) and send to the Environmental Officer (DPW Superintendent).

3.2.2 Major Spill Response (Spill Emergency) [112.7(a) (3) (iv)]

A "Spill Emergency" is defined as one involving a spill that cannot be safely controlled or cleaned up. Characteristics include the following:

- ◆ the spill is large enough to spread beyond the immediate spill area;
- ◆ the spilled material enters surface water or groundwater (regardless of spill size);
- ◆ the spill requires special training and equipment to cleanup;
- ◆ the spilled material is dangerous to human health; and
- ◆ There is a danger of fire or explosion.

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

- ◆ Notify the local Fire Department or Police Department.
- ◆ All workers shall immediately evacuate the spill site and move to a safe distance away from the spill.
- ◆ A senior on-site person shall call for medical assistance if workers are injured (no worker shall engage in rescue operations unless they have been properly trained and equipped).
- ◆ A senior on-site person shall immediately contact the following:
New Jersey Department of Environmental Protection (1-877-927-6337)

National Response Center (1-800-424-8802)

Document the telephone calls on the *Spill Notification Form* in Appendix D

- ◆ A senior on-site person shall contact the DPW Superintendent and provide details regarding the spill.
- ◆ The DPW Superintendent (or Environmental Compliance Officer) will coordinate cleanup and seek assistance from a cleanup contractor as necessary.

If a senior on-site person is not available at the time of the spill, then the next highest Emerson DPW employee in command shall assume responsibility.

3.2.3 Waste Disposal [112.7(a) (3) (v)]

Wastes resulting from a minor spill response will be containerized in impervious bags, drums or buckets. The waste will be removed from the site by a licensed waste hauler within two weeks.

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

3.2.4 Notification and Reporting [112.7(a) (4)]

In the event of a minor spill, a senior on-site person shall notify the Environmental Compliance Officer and complete a written *Spill Notification Form*. This form details the time, material, and quantity of oil released.

If a major spill occurs at this facility the Environmental Compliance Officer shall, **in addition to the notification procedures above**, provide written information to the EPA Regional Administrator as required by the SPCC Plan rules. A copy of this information must also be provided to the New Jersey Department of Environmental Protection.

3.2.4.1 Spill Notification Forms

After making the appropriate phone calls and containment of the spill, a *Spill Notification Form*, provided in Appendix D, shall be completed and submitted to the Environmental Compliance Officer. The *Spill Notification Form* documents the proper notification of the appropriate federal, state and local agencies. When completed, the SPCC Coordinator should keep the Spill Notification Form on file for future NJDEP inspections for a period of at least three (3) years.

3.2.5 Area Plans

The Environmental Protection Agency (EPA) and Coast Guard (USCG) administer Regional Area Plans for spill contingency response throughout the United States. The USCG covers coastal areas, while EPA covers inland areas. In the event of a major spill, contacting the National Response Center hotline may trigger assistance from the appropriate agency, if needed.

4.0 REQUIRED FACILITY IMPROVEMENTS

The Self-certification of this plan is contingent on the following facility improvements being implemented for compliance with SPCC regulations 40 CFR 112:

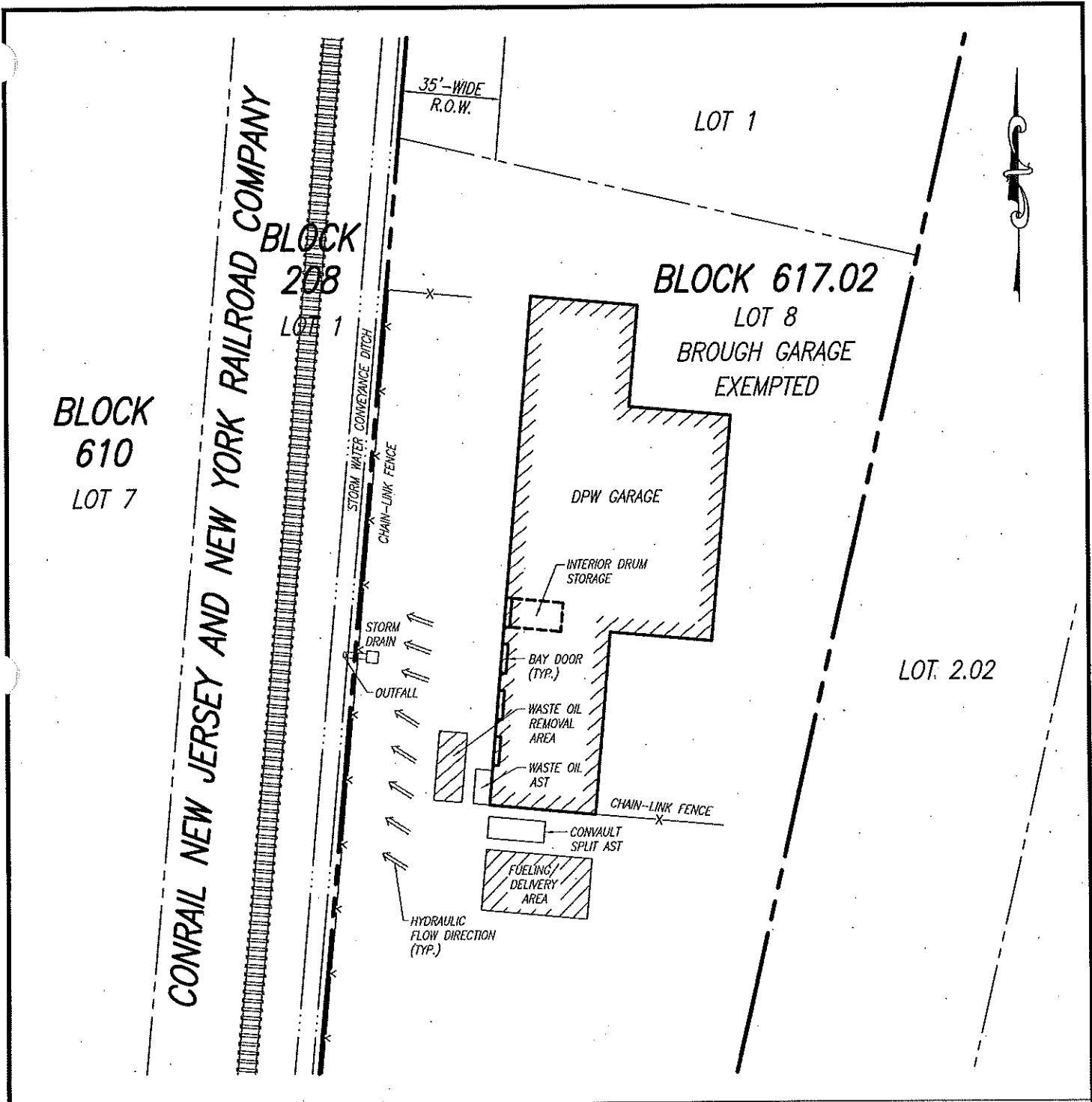
EXISTING CONTAINMENT & SPILL CONTROL FEATURES	REQUIRED FACILITY IMPROVEMENTS	SCHEDULE
<p>3000 gallon Gasoline and 1000 Gallon Diesel Split AST:</p> <ul style="list-style-type: none"> • Double-walled Convault tank on concrete pad with spill buckets. • Fuel delivery area is paved with asphalt. • Permanent containment not present. • Spill-kit nearby. 	<p>1. Monthly manual monitoring of the tank systems. 2. Ancillary equipment inspections. 3. Option: A "speed bump"/berm may be installed in the area surrounding the delivery area. The area should be big enough to completely surround the delivery truck while fueling, and be able to contain the larger of the two calculated spill volumes from above; 343 gallons. An outlet gap, plug, or drain should be installed to allow rainwater to be released. This opening would be closed off during fuel deliveries in order to trap potential releases. 4. Option: As an alternative, a temporary containment system for the fuel delivery area, sufficient to completely surround the delivery truck and contain the 343 gallons of fuel that was calculated above, can be utilized. 5. High-level alarm or fuel gauge. An overflow protection device, such as a ball-float valve must be installed on the tank.</p>	<p>Items 1 and 2 to begin immediately. Items 3 and/or 4 and 5 to be completed in 2008.</p>

EXISTING CONTAINMENT & SPILL CONTROL FEATURES	REQUIRED FACILITY IMPROVEMENTS	SCHEDULE
<p>1000 gallon Waste Oil AST:</p> <ul style="list-style-type: none"> • Double walled steel tank • Fuel delivery area is paved with asphalt. • Spill kit shared with vaulted tank. 	<ol style="list-style-type: none"> 1. Monthly manual monitoring. 2. Option: A "speed bump"/berm may be installed in the area surrounding the removal area. The area should be big enough to completely surround the vacuum truck while fueling, and be able to contain 1000 gallons. An outlet gap, plug, or drain should be installed to allow rainwater to be released. This opening would be closed off during fuel deliveries in order to trap potential releases. 3. As an alternative, a temporary containment system for the fuel delivery area can be utilized. 	<p>Item 1 already in place.</p> <p>Item(s) 2 and/or 3 to be determined.</p>
<ul style="list-style-type: none"> • Drums equipped with dispensers located inside the DPW maintenance garage 	<ol style="list-style-type: none"> 1. Monthly visual inspection 2. Spill Kit 3. Drums placed on spill platforms <p>Note: To avoid being subject to the SPCC regulations, the drums may be replaced with containers less than 55 gallons in size.</p>	<p>Item 1 already in place.</p> <p>Items 2 and 3 to be completed in 2008.</p>

APPENDIX A

**Facility Plans
[112.7(a) (3)]**

G:\Client\Clerk\deenyd\Emerson Borough\Project Data\070664-SPCC Plan\070664-09\CADD\070664-SLP.dwg, PLATE 1, 1/31/20 4:50 AM.



SITE LOCATION MAP

EMERSON DEPARTMENT OF PUBLIC WORKS
 BLOCK 617.02, LOT 8
 BOROUGH OF EMERSON, BERGEN COUNTY,
 NEW JERSEY

PMK Group
 CONSULTING & ENVIRONMENTAL ENGINEERS
 65 Jackson Drive, Cranford, New Jersey 07016
 (908) 497-8900 * Fax: (908) 497-9134 * www.PMKgroup.com

DRAWN BY: DHD	DATE: 01-31-08
CHECKED BY: RT	SCALE: 1"=50'
PROJECT NO: 070664-09	PLATE NO: 1



Source:
 New Jersey 2002
 High Resolution Orthophotography
 (MrSID format)

SITE LOCATION MAP

Emerson Department of Public Works
 Intersection of Emerson Plaza E
 and Palisade Avenue
 Borough of Emerson
 Bergen County, New Jersey



65 Jackson Drive, Cranford, New Jersey 07016
 (908) 497-8900 * Fax: (908) 497-8945 * www.PMKGroup.com
 CERTIFICATE OF AUTHORIZATION #24GA28028000

Drawn By: WAW	Date: 11/6/07
Checked By: RJT	Scale: As shown
Project No. 070664-09	Figure -

APPENDIX B

AST Inspection Checklists

ABOVEGROUND STORAGE TANK INSPECTION LOG

Tank Contents, Size & Location	3000 gallon Gasoline	1000 gallon Diesel	1000 gallon Waste oil	
ITEM	SYMBOL	SYMBOL	SYMBOL	SYMBOL
Daily Exterior Visual Check for Deterioration				
Condition of tank exterior	S U	S U	S U	S U
Condition of aboveground piping	S U	S U	S U	S U
Condition of foundations and supports	S U	S U	S U	S U
Condition of containment structures	S U	S U	S U	S U
Daily Ancillary Equipment Inspection				
Overfill prevention device functioning properly (if installed)	Y N	Y N	Y N	Y N
Valves functioning properly	Y N	Y N	Y N	Y N
Vents clear of restrictions	Y N	Y N	Y N	Y N
Gauge or monitoring device functioning properly (if installed)	Y N	Y N	Y N	Y N
Daily Spill and Safety Precautions				
Spill kit present and seal intact	Y N	Y N	Y N	Y N
Fire extinguishers in place	Y N	Y N	Y N	Y N
Tank system secured to prevent vandalism and unauthorized use	Y N	Y N	Y N	Y N
Monthly Leak Detection System (IF N/A – leave blank)				
Leak detection system monitored	Y N	Y N	Y N	Y N
Regulated Substance in containment area	Y N	Y N	Y N	Y N
Evidence of release from tank	Y N	Y N	Y N	Y N
Evidence of release from ancillary equipment including piping	Y N	Y N	Y N	Y N
Discharge of water required from secondary containment area. If yes, indicate estimated volume in comments.	Y N	Y N	Y N	Y N
Evidence of release from ancillary equipment including piping	Y N	Y N	Y N	Y N

MONTHLY 55 GALLON DRUM INSPECTION LOG

55-Gallon Drum Storage Location	Garage Bay					
ITEM	SYMBOL		SYMBOL		SYMBOL	
Visual Check for Deterioration						
Condition of drum label	S	U	S	U	S	U
Indication of staining or leaks	Y	N	Y	N	Y	N
Drum stable on storage surface	Y	N	Y	N	Y	N
Condition of drum exterior						
Condition of drum seal/bung						
Containment Structures Inspection						
Drums placed on spill trays/other containment structures	Y	N	Y	N	Y	N
Condition of containment structure	S	U	S	U	S	U
Spills/leaks around drums						
Inspection Completed By:				Date:		
Drum Area Reference	Comments					
Symbols S - Satisfactory U - Unsatisfactory Y - Yes N - No						

APPENDIX C

Emergency Contacts
[112.7(a) (3) (vi)]

Emergency Contacts

Spill Reporting Hotlines

Agency	Telephone #
New Jersey Department of Environmental Protection Spill Response	1-877-WARNDEP (1-877-927-6337)
National Response Center USCG/USEPA	1-800-424-8802

Local Emergency Agencies

Agency	Telephone #
Township of Emerson Fire Department	911
Township of Emerson Police Department	911

Spill Response Contractors

Emerson should establish a relationship with an emergency spill response contractor. The following three companies are among many HAZMAT/Spill Response companies that serve northern New Jersey:

**Fleetwash
Environmental Services**
273 Passaic St.
Fairfield, NJ 07004

Phone: (800) 847-3735
Fax: (973) 882-0585
Cell: (973) 650-1297

Contact: Jerri Giovanni

**Clean Harbors Env'tl
Services, Inc.**
3 Sutton Place
Edison, NJ 08817

Phone: (732) 248-1997
Fax: (732) 248-4414
Emergency #: 800 OIL TANK
800 645 8265

Contact: Shawn Barrett

Prime Environmental, Inc.
28 East Hanover Avenue
Morris Plains, NJ 07950

Phone: (973) 326-8800
Fax: (973) 326-1660
Emergency #: Call main
number to reach Off-hour
Answering Service

Contact: Howard Zimmerman

Owner Operator (Borough of Emerson)

Name/Title	Telephone #
Joseph Solimando, Superintendent of Public Works	201-262-8199 x5

See Appendix D for Emergency Response – Spill Notification Form

APPENDIX D

Spill Notification Form

Spill Notification Form

Part A: Basic Spill Data		
Type of Spilled Substance:	Notification Person:	
Quantity Released:	Spill Date and Time:	
Location of Spill:	Discovery Date and Time:	
SPILL DURATION:		
Facility Name & Location: Emerson Department of Public Works Emerson Plaza East Emerson, NJ 07630	Release to: <input type="checkbox"/> air <input type="checkbox"/> water <input type="checkbox"/> ocean <input type="checkbox"/> well <input type="checkbox"/> soil <input type="checkbox"/> sewer <input type="checkbox"/> containment <input type="checkbox"/> other _____	
Owner / Company Name: Emerson Department of Public Works Emerson Plaza East Emerson, NJ 07630	Telephone: Facility: 201-262-8199 24 hr.: _____	
Nature of spill and any environmental or health effects: <input type="checkbox"/> Injuries <input type="checkbox"/> Fatalities		
Part B: Notification Checklist		
Spill Type	Notification Date and Time	Name of Person that Received Call
Spill is any amount of petroleum product:		
NJ Department of Environmental Protection 1-877-927-6337		
Spill reaches groundwater or surface water:		
NJ Department of Environmental Protection 1-877-927-6337		
National Response Center 1-800-424-8802		

Send a copy of this form to the Superintendent, Department of Public Works. This form shall be filed by facility name and maintained as long as Emerson Department of Public Works owns and/or operates the facility.

APPENDIX E

Spill Equipment Inspection Checklist

SPILL EQUIPMENT INSPECTION CHECKLIST

Name of Inspector: _____

Inspection Date: _____

Location of Spill Equipment: _____

Type of Equipment	Total Amount	Remarks
18" x 18" absorbent pads	10	
Container of Petroleum-based Absorbent	1	
Pairs of Large nitrile gloves	1	
Pairs of Splash Goggles	1	
HDPE Bags with Ties (for waste)	1	

Reviewed by:

SPCC Coordinator or Designee _____



C-3 Technologies, LLC

501 Adams Lane
 Suite 1
 North Brunswick, NJ
 08902

Estimate

Date	Estimate #
10/6/2016	1626

Name / Address
Borough of Emerson Perry Solimando 1 Emerson Plaza East #A Emerson NJ 07630

Ship To
Borough of Emerson Perry Solimando 1 Emerson Plaza East #A Emerson, NJ 07630

Project
003342 - Emerson D...

Description	Qty	Cost	Total
Estimate 1626 for Emerson DPW. 1 Emerson Plaza, Emerson NJ.			0.00
- Need to test both AST lines for insurance purposes. Shear Valves are present at pumps and ball valves are present at tank tops.			0.00
- Certify EMS system if they have one, make sure tanks have OF Protection.			
Precision Line Tightness Testing	2	175.00	350.00
Electronic Monitoring System Certification	1	195.00	195.00
Discount for new customer		-145.00	-145.00
Please contact Wilton Benson in Testing to discuss, approve, and schedule repairs. Thank you for trusting C-3 with your facility's UST Compliance and Maintenance. We sincerely appreciate your continued business and look forward to working with you again.			0.00
Wilton Benson Testing Operations Manager Office (732) 348-8570 Ext. 201 Fax (732) 348-8572 wbenson@c-3technologies.com NJ State Sales Tax		7.00%	0.00
This is estimate is provided based upon the information available. Changes due to site conditions will be invoiced on a time and material basis if applicable.			
C-3 Technologies retains the right to withdraw this proposal if not accepted within 30 days.		Total	\$400.00

Phone #	Fax #
(732) 348-8570	(732) 348-8572

Customer Acceptance Signature: _____

Date of Acceptance: _____

**SUBSTANTIAL HARM CRITERIA CHECKLIST (40 CFR 112.20 (e))
CERTIFICATION OF THE APPLICABILITY**

FACILITY NAME: Emerson Department of Public Works
FACILITY ADDRESS: Emerson Plaza East, Emerson, NJ 07630

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes _____ No X

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

Yes _____ No X

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes _____ No X

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

Yes _____ No X

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

Yes _____ No X

CERTIFICATION

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

Name (please type or print)

Signature

Title

Date

**SUBSTANTIAL HARM CRITERIA CHECKLIST (40 CFR 112.20 (e))
CERTIFICATION OF THE APPLICABILITY**

FACILITY NAME: Emerson Department of Public Works
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Yes ____ No X

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes ____ No X

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

Yes ____ No X

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

Yes ____ No X

CERTIFICATION

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

Name (please type or print)

Signature

Title

Date

SELF CERTIFICATION REVIEW - [112.3(d) (1)]

The undersigned authorized representative is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned attests that this Oil Spill Prevention Control and Countermeasures Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility. Furthermore this representative is certifying in place of a licensed Professional Engineer because of the following:

1. This facility has 10,000 gallons or less in aggregate aboveground oil storage capacity; and
2. This facility has not had (1) a single discharge of oil to navigable waters exceeding 1,000 U.S. gallons, or (2) two discharges of oil to navigable waters each exceeding 42 U.S. gallons within any twelve-month period, for the three years prior to this Plan's certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years.

Signature

Name

Title

Company

Date

SELF CERTIFICATION REVIEW – [112.3(d) (1)]

The undersigned authorized representative is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned attests that this Oil Spill Prevention Control and Countermeasures Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility. Furthermore this representative is certifying in place of a licensed Professional Engineer because of the following:

1. This facility has 10,000 gallons or less in aggregate aboveground oil storage capacity; and
2. This facility has not had (1) a single discharge of oil to navigable waters exceeding 1,000 U.S. gallons, or (2) two discharges of oil to navigable waters each exceeding 42 U.S. gallons within any twelve-month period, for the three years prior to this Plan's certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years.

Signature

Name

Title

Company

Date