

**ATTACHMENT L**

**SPILL PREVENTION PLAN**

## **AIEA STREAM SPILL PREVENTION PLAN**

### **October 2012**

#### 1) EMERGENCY SPILL RESPONSE PLAN

##### a) PRE-EMERGENCY PLANNING:

i) An initial and periodic assessment shall be made of the project site and potential hazardous spills that may be encountered during the normal course of work. This plan is not intended to address issues relating to materials such as PCB, Lead, Asbestos, etc. since these types of materials would have specific work plans already developed. This plan should be revised as necessary to correspond to the assessment.

ii) A site plan shall be developed. The site plan shall indicate the location of the project field office, spill kits, and staging area.

iii) A Hazardous Materials inventory list and MSDS sheets, to include subcontractors, will be filed in a binder and located in the Project Field Office. The inventory list and MSDS sheets will be updated and maintained as new materials are added.

iv) Personnel will consult the applicable MSDS sheet prior to its use.

v) Personnel will handle hazardous material safely and use personnel protective equipment (PPE), recommended/required by the MSDS, when handling hazardous materials.

vi) Personnel will receive "Hazard Communication" training within three working days of arrival and "product specific" training prior to the initial use/exposure of a product. This training will be conducted by the Safety Department.

vii) All personnel will be trained on the contents of this plan within the first month of construction and at least annually thereafter. The training should include a rehearsal of this plan. A certificate of training with attendance sheet will be kept on file at the Safety Office on Oahu.

viii) Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans or DOT approved containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less. For quantities of one gallon or less, only the original container or approved metal safety can shall be used, for storage, use and handling of flammable liquids.

ix) Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

x) Indoor storage of flammable and combustible liquids:

(1) Storage shall not obstruct, or adversely affect, means of exit.

(2) All material shall be stored, handled, and piled with due regard to their fire characteristics.

(3) Non-compatible materials, which may create a fire hazard, shall be segregated by a barrier having a fire resistance of at least one hour.

(4) Material shall be piled to minimize the spread of fire internally and to permit convenient access for fire fighters and spill responders.

(5) Clearance shall be maintained around lights to prevent ignition of combustible materials.

(6) A clearance of 24 inches shall be maintained around the path of travel of fire doors. Materials shall not be stored within 36 inches of a fire door opening.

(7) No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.

(8) Quantities of flammable and combustible liquids in excess of 25 gallons shall be stored in an acceptable or approved cabinet. (See 1926.152(b)(2)(i) for construction and signage specifications).

(9) Not more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in anyone storage cabinet. Not more than three such cabinets may be located in any single storage area.

xi) Emergency Response Team (ERT) personnel are required to fulfill the requirements of the 29 CFR 1910.134 prior to being assigned ERT duties.

#### b) PERSONAL PROTECTIVE AND EMERGENCY SPILL RESPONSE EQUIPMENT

i) ABC fire extinguishers will be located in the project field office, plan shack, on project fence at various places and in each of the company vehicles. There will be at least one fire extinguisher, rated at not less than 1 OB, within 50 feet of any stockpile of 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is stored. The fire extinguishers will be inspected monthly, certified annually, and recharged immediately after any use.

NOTE: Fire extinguishers should not be located "Directly" with hazardous materials, so as to endanger first responders.

ii) Spill kits will be located at the project field office and/or within 50 feet of the hazardous material storage area. The spill kit contents shall be determined by the Project Manager/Superintendent based on the anticipated hazardous materials to be stored and/or used on the project. The spill kits will be inventoried quarterly and appropriate entries made.

iii) Emergency response personal protective equipment (PPE) consisting of:

- (1) Faceshield
- (2) Tyvex coveralls
- (3) Rubber gloves

(4) Air-purifying respirators with HEPA and organic vapor combination cartridges will be issued to the Emergency Response Team members and maintained in the project office. Separate Respiratory Protection Equipment shall be designated and labeled as such; this equipment will be inspected at least every 30 calendar days and appropriate logbook entries made.

#### c) PERSONNEL ROLES, LINES OF AUTHORITY AND COMMUNICATION

i) Emergency Response Coordinator (ERC).

(1) The Project Superintendent is the designated ERC. If the Project Superintendent is not available, the Project Engineer is the designated ERC.

(2) The ERC will be in charge of and will coordinate the appropriate emergency response procedures in this plan.

ii) Emergency Response Team (ERT).

(1) The ERT consists of Construction General Foreman, Labor Foreman and a Laborer designated by the Project Superintendent.

(2) The ERT will appropriately respond to the emergency in accordance with this plan at direction of the ERC.

#### d) EMERGENCY ALERTING AND RESPONSE PROCEDURES

i) Any person causing or discovering a known hazardous or unknown release or spill will:

(1) Immediately alert nearby personnel who may be exposed to the effects of the release or spill.

(2) Report the release or spill immediately to the ERC and the ERT. All pertinent information regarding the release should be provided to the ERC, such as location of

the release, amount and type of the release, and other factors, which may affect the response operation.

(3) If spill or release is a petroleum product or known non toxic chemical, the person will take immediate and appropriate measures to stop or limit the rate of release , (i.e. close the spigot to the drum of form oil or curing compound) and or contain or stop the migration of the release (i.e. create a berm of dirt around the release) until the ERC and ERT arrives.

(4) If the spill or release is a toxic, highly flammable or unknown chemical, the person will first notify the ERC before approaching the spill area from upwind to determine the source, type and quantity of the release. The person should monitor the spill until the ERC and ERT arrives.

(5) The ERC will assess possible hazard to human health or the environment that may result from the release, fire or explosion.

(6) If the spill or release is less than 25 gallons of a known petroleum product or non-toxic chemical, the ERC will direct the ERT to contain and cleanup the spill or release.

(7) If spill or release is toxic or unknown, the ERC will immediately notify the City & County Fire Department and ask for assistance from the HAZMAT Response Team.

(8) Immediately after the emergency, the ERC will arrange for disposing the recovered waste, contaminated soil or any other material that results from the release , fire , or explosion at the project site in accordance with the City and County, State regulations and manufacturer's instructions (if source of spill or release is known).

#### e) EMERGENCY NOTIFICATION AND REPORTING PROCEDURES

i) In the event that a release enters the storm or sewer system, the ERC will immediately notify the National Response Center (NRC) at 1-800-424-8802, the Hawaii Department of Health, Hazard Evaluation and Emergency Response Office (HEER) at 808-586-4249 and LEPC at 935-2785.

ii) The ERC will immediately notify appropriate agencies and submit written follow-up notification in accordance with the Hazardous Substance Release Notification Guideline included in Attachment 1.

#### iii) SAFE DISTANCES AND STAGING AREA

(1) A staging area at safe distance up wind and higher than the location of the spill or release and its source will be immediately established.

(2) Access to the spill or release location will be cleared for emergency vehicles and equipment to be used to contain and clean up the spill or release.

#### iv) SITE SECURITY AND CONTROL

(1) If spill or release is located on or near the roadway, stop all traffic until release is cleaned up.

(2) If spill or release is located away from vehicle or pedestrian traffic, install barricades/ safety fencing around the affected area.

(3) If spill or release occurs during night operations, provide adequate light and use ground guides to escort emergency vehicles to the affected area.

#### v) EVACUATION ROUTES AND PROCEDURES

(1) Persons injured during the emergency condition will be evacuated to the staging area where they will be treated and or further evacuated to the nearest medical facility. The appropriate MSDS(s) will be provided to emergency service personnel and are intended to be delivered to the emergency room physicians.

(2) Persons working at the affected area and are not needed in the response effort; will report to the staging areas for accountability.

#### vi) DECONTAMINATION AND DISPOSAL PROCEDURES

(1) Persons involved in the spill clean-up are required to perform personal hygiene, utilizing soap and fresh water prior to eating, drinking, or smoking.

(2) Contaminated PPE shall be appropriately cleaned and disinfected if possible. If this is not possible it shall be disposed per the same requirements of the contaminating substance.

(3) Sorbent pads/materials and the spilled substance will be placed in appropriate containers and disposed as specified by the appropriate MSDS.

(4) Contaminated soil will be placed in appropriate container(s) or on plastic sheeting. The ERC will arrange with an environmental services company to properly characterize, prepare the manifest, label the containers, transport and dispose the contaminated soil. The generator's copy of the manifest will be kept in the project files for a minimum of three years.

(5) In the event of a substantial release (25 gallons or more) of a suspected or known toxic chemical, the Fire Department HAZMAT Response Team will be called to control

cleanup the release. They will establish and provide the decontamination operations as required.

vii) EMERGENCY MEDICAL TREATMENT AND FIRST AID

(1) First aid kits will be maintained at the project field office, all company vehicles, gang boxes and plan shack.

(2) Injured person(s) will be treated at the staging area by a certified first aid trained individual on the project until the ambulance arrives or evacuated to the nearest medical facility.

(3) The appropriate MSDS(s) will be provided to emergency service Personnel are intended to be delivered to the emergency room physicians.

viii) AFTER THE SPILL PROCEDURES

(1) The ERC will review what happened and implement changes and/or corrections to prevent spill from occurring and to improve the spill response and clean-up procedures. This Plan will be revised to reflect those changes/corrections/improvements implemented.

(2) The ERC will prepare a record of the spill response and keep it in the project files for a minimum of three years.

(3) The ERC will submit Follow-Up Notification to HEER when required in Attachment 1.

(4) Spill response kits shall be replenished directly after the emergency.

ix) EMERGENCY CONTACTS

National Response Center..... 1-800-424-8802

Coast Guard Operations Center, Honolulu (working hours).....522-8264

(after hours).....927-0830

Hawaii State Department of Health:

Hawaii Evaluation and Emergency Response (HEER).....586-4249

(after hours).....247-2191

City and County Fire Department.....911

In the event that a release enters the storm or sewer system, the ERC will immediately notify the National Response Center (NRC) at 1-800-424-8802, the Hawaii Department of Health, Hazard Evaluation and Emergency Response Office (HEER) at 808-586-4249 and LEPC at 935-2785.

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# ATTACHMENT 1



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**Section 2**  
**Emergency Response and the Site Discovery,  
Investigation, and Cleanup Process**  
*Appendices*

**APPENDIX 2-B**

**HAZARDOUS SUBSTANCE RELEASE  
NOTIFICATION GUIDELINE**

## Appendix 2-B

### **Hazardous Substance Release Notification Guideline Hawai'i Department of Health (HDOH) Office of Hazard Evaluation and Emergency Response (HEER Office)**

This guideline is general in nature and is provided to assist in complying with HEPCRA and the SCP in Hawaii and does not have the force and effect of law. To ensure full compliance under the law, persons affected should review the appropriate Federal and State statutes and regulations. Failure to report a release under these laws and regulations may prompt EPA or State enforcement action including penalties not to exceed fines of \$25,000 per day per violation or imprisonment. Copies of the laws and regulations may be obtained by contacting the HSERC/HEER at (808) 586-4249 or on the HEER website.

#### **Overview of Requirements**

In Hawaii, owners or operators of facilities or vessels reporting releases of hazardous substances are subject to state notification requirements under Chapter 128D, Hawaii Revised Statutes, the Environmental Response Law, Chapter 128E, Hawaii Revised Statutes, the Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) and Title 11, Chapter 451, Hawaii Administrative Rules, the State Contingency Plan (SCP).

In general, the owner or operator of a facility or vessel **must immediately notify** the Hawaii State Emergency Response Commission (HSERC/HEER) ((808) 586-4249 or (808) 247-2191 after work hours) and the Local Emergency Planning Committee (LEPC) (telephone numbers are listed on a separate sheet) of the appropriate jurisdiction after the release of:

1. A listed hazardous substance designated under section 11-451-5(b), in quantities equal to or exceeding the reportable quantity criteria in section 11-451-6(b) in any 24-hour period; or
2. An unlisted hazardous substance designated under section 11-451-5(c), in quantities equal to or exceeding the reportable quantity criteria in section 11-451-6(c) in any 24-hour period.

**Note:** The HSERC/HEER are listed together because the Hawaii State Department of Health Hazard Evaluation and Emergency Response Office is the administrative contact for the Hawaii State Emergency Response Commission.

An exception from immediate notification is provided for releases of oil of less than 25 gallons in any 24-hour period which is not contained and remedied within 72 hours. Such releases must be reported in written form only within 30 days of the discovery of the release.

The owner or operator of the facility or vessel must also provide a written follow-up notice within 30 days of the discovery of the release. If a release of a hazardous substance poses an imminent or immediate threat to public health or the environment, dial 911 to request fire, police, or emergency medical service personnel response.

#### **Immediate Notification Contents**

A reportable quantity of a hazardous substance is a trigger to notify the appropriate government agencies. This is necessary so that government personnel such as the State On-Scene Coordinators can evaluate the need for a response action and ensure that any necessary response actions are undertaken in a timely manner.

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Immediate verbal notification shall be provided to the HSERC/HEER and LEPC either via telephone or in person. HEER/HSERC will not accept **initial notification** via fax or e-mail. In addition, unless it is specifically stated that a verbal notification is being given to a State On-Scene Coordinator (SOSC) on scene during an incident, the presence of a SOSC does not constitute a notification.

Provide the following information to the extent known at the time of the notice so long as no delay in responding to the emergency results. It is expected that notification occur within 20 minutes of discovery of the release. (Do not delay due to incomplete notification information related to the release):

1. Name and telephone number of the caller.
2. Name and telephone number of a contact person, (if different from the caller) that can provide timely information as the incident is occurring.
3. Name (trade and chemical), of the hazardous substance which has been released.
4. Approximate quantity of the hazardous substance which has been released.
5. Location of the incident.
6. Date and time of spill, release, or threatened release.
7. Description of what happened (source and cause of the release).
8. Immediate danger or threat posed by the release.
9. Name, address, and telephone number of the responsible party or potentially responsible party.
10. Measures taken or proposed to be taken in response to the release as of the time of the notification.
11. Any known injuries or advice regarding medical attention necessary for exposed individuals.
12. The names and phone numbers of other federal, state, or local government agencies that have been notified of the release.
13. Any other information that may help emergency personnel respond to the incident.

Once the information has been provided, the caller will be provided with a HEER Incident Case Number, which shall be referenced in any future correspondence including the written notification submittal.

## **Federal Requirements under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Oil Pollution Act (OPA)**

Releases of Reportable Quantities (RQ) of CERCLA hazardous substances and releases of oil which causes a sheen on water must also be reported to the National Response Center at 1(800) 424-8802.

## **Written Follow-Up Notification Contents**

Notice, including all information provided in the verbal notification described above and any other pertinent information not previously provided, shall also be made in writing to the HSERC/HEER. This written notification shall be sent to HSERC/HEER no later than thirty (30) days after initial discovery of a release. The written notification can be sent by certified mail, faxed, hand-delivered, or another means which provides proof of delivery. Photos should be included to document the incident. A suggested Written Follow-up Notification Form is provided.

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## Hawaii Hazardous Substance Written Follow-Up Notification Form

PLEASE PROVIDE THE FOLLOWING INFORMATION

Incident Case No.: \_\_\_\_\_

### Contact Information

#### Caller's Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number: \_\_\_\_\_

#### Owner's Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number: \_\_\_\_\_

#### Operator's Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of a contact person at the facility or vessel where the release has occurred: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

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## Hazardous Substance Released:

Name (trade and chemical) of the hazardous substance which has been released: \_\_\_\_\_

Chemical Abstract Service (CAS) Number (if applicable): \_\_\_\_\_

Approximate quantity of the hazardous substance released: \_\_\_\_\_

## Incident Information

Location of the release: \_\_\_\_\_

A brief description of the release: \_\_\_\_\_

Media into which the release occurred or is likely to occur (Indicate all those that apply):

☐ Air    ☐ Soil    ☐ Groundwater    ☐ Concrete    ☐ Asphalt    ☐ Stream    ☐ Ocean    ☐ Other

Cause of the release: \_\_\_\_\_

Date of the release: \_\_\_\_\_

Time of the release: \_\_\_\_\_

Duration of the release: \_\_\_\_\_

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

Time that the person in charge of the facility or vessel where the release occurred obtained knowledge of the release: \_\_\_\_\_

Source of the release: \_\_\_\_\_

## Response Information

Response measures taken thus far: \_\_\_\_\_

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Any appropriate information relating to the ability of the owner or operator of the facility or vessel where the release has occurred to pay for or perform any proposed or required response actions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The names of other federal, state, or local government agencies that have been notified of the release: \_\_\_\_\_

\_\_\_\_\_

## Health Information

Known or anticipated acute health risks: \_\_\_\_\_

\_\_\_\_\_

Known or anticipated chronic health risks: \_\_\_\_\_

\_\_\_\_\_

Advice regarding medical attention necessary for exposed individuals: \_\_\_\_\_

\_\_\_\_\_

Potential impacts to public health or welfare: \_\_\_\_\_

\_\_\_\_\_

Potential impacts to the environment: \_\_\_\_\_

\_\_\_\_\_

"I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted info is true, accurate, and complete."

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_