



Spill Prevention Control and Countermeasures (SPCC) Plan (Onshore, Nonproduction Facility)



Kennesaw State University

1000 Chastain Road
Kennesaw, GA 30144

March 2014

This document was prepared by AMEC Environment & Infrastructure, Inc. (Project 6123130222). It is designed to be a living document so the user should be prepared to keep this document current as site conditions and underlying regulations change. The user is advised that certain plan changes may require re-certification by a professional engineer. Please refer to Section 2 of this document for guidance on when changes are required.

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Section 1

Introduction

Spill Prevention, Control, and Countermeasure plans for facilities are prepared and implemented as required by U.S. Environmental Protection Agency (U.S. EPA) regulations contained in Title 40, *Code of Federal Regulations*, Part 112 (40 CFR 112). A non-transportation related facility is subject to SPCC regulations if: 1) due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters of the United States; 2) the total aboveground oil storage capacity exceeds 1,320 gallons (calculated total of containers with capacity of 55 gallons or more); or 3) the completely buried storage capacity of oil exceeds 42,000 gallons unless the tanks and associated piping are regulated under 40 CFR Part 280 or 281.

The SPCC plan is not required to be filed with U.S. EPA, but a copy must be available for on-site review by the Regional Administrator during normal working hours if the subject facility is attended at least 4 hours a day. The U.S. EPA Region Regional Administrator and the Georgia Environmental Protection Division may require submittal of this SPCC Plan along with the other information specified in 40 CFR 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon navigable water of the United States or adjoining shorelines in a single event; or
2. The facility discharges more than 42 gallons of oil in each of two discharge events within any 12 month period.

The SPCC plan shall be amended within six months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's discharge potential. The plan must be reviewed once every five years and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a discharge event and has been proven in the field. All technical amendments must be certified by a registered professional engineer.

If the owners and operators of a facility required to prepare an SPCC plan are not required to submit a facility response plan, the SPCC plan should include a signed certification of substantial harm criteria form as provided at 40 CFR 112. This form can be found in **Appendix A** of this Plan.

Section 2

Certification and Approval

2.1 Engineering Certification [40 CFR 112.3(d)]

A licensed Professional Engineer must review and certify this SPCC Plan for it to be effective to satisfy the requirements of 40 CFR Part 112. By means of this certification the Professional Engineer attests:

- i. That he/she is familiar with the requirements of this part ;
- ii. That he/she or his/her agent has visited and examined the facility;
- iii. That the Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards, and with the requirements of this part;
- iv. That procedures for required inspections and testing have been established; and
- v. That the Plan is adequate for the facility.

The engineering certification shall in no way relieve the owner or operator of this facility of their duty to prepare and fully implement the SPCC in accordance with the requirements of 40 CFR Part 112. The current professional engineering certification for this Plan can be found in **Appendix A**.

2.2 SPCC Plan Amendments [40 CFR 112.5(a)]

This plan must be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects its potential for a release of oil. Examples of changes that may require amendment of this Plan include, but are not limited to: commissioning or decommissioning containers; replacement, reconstruction, or movement of containers; reconstruction, replacement, or installation of piping systems; construction or demolition that might alter secondary containment structures; changes of product or service; or revision of standard operating procedures. Plan amendments must be made within six months of the occurrence of such changes and any necessary revisions to facility implementation measures required at 40 CFR Part 112 should occur no later than six months following Plan amendment. A record of plan amendments can be found in **Appendix B**.

2.3 Regular SPCC Plan Review [40 CFR 112.5(b)]

The owner or operator must complete a review and evaluation of the SPCC plan elements at least once every five years. Evidence of these reviews shall be recorded in this plan. As a result of this review and evaluation, this SPCC Plan must be amended within six months of the review to include more effective prevention and control technology if the technology has been field-proven at the time of the review and will significantly reduce the likelihood of a discharge as described in 40 CFR §112.1(b) from the facility. Changes must be implemented as soon as possible, but not later than six months following preparation of any Plan amendment. The review and evaluation must be documented and a statement must be signed as to whether the Plan will be amended, either at the beginning or end of the Plan or in a log or an appendix to the Plan. Please refer to **Appendix B** of this SPCC Plan for documentation of reviews.

2.4 Management Approval of SPCC Plan [40 CFR 112.7]

The owner or operator of a facility subject to 40 CFR Part 112 must prepare a SPCC Plan in accordance with good engineering practices. The Plan must have the full approval of management at a level of authority to commit the necessary resources to fully implement the Plan. Management must approve this Plan each time it is updated. A record of management approval is provided in **Appendix A**.

If the sequence specified in 40 CFR Part 112 for the Plan is not followed, an equivalent Plan acceptable to the Regional Administrator that meets all of the applicable requirements listed in this part must be prepared, and it must be supplemented with a section cross-referencing the location of requirements listed in this part and the equivalent requirements in the other prevention plan. **Appendix C** contains a cross-reference to the requisite SPCC provisions applicable to the facility and their location within this Plan. **Appendix D** contains site maps, including oil storage locations.

If the Plan calls for additional facilities or procedures, methods, or equipment not yet fully operational, you must discuss these items in separate paragraphs, and must explain separately the details of installation and operational start-up. Where this Plan calls for additional facilities or procedures, methods, or equipment not yet fully operational, these items are identified in **Appendix E** of this Plan (SPCC Implementation Plan).

Section 3

Facility Information

3.1 Qualified Facility Determination [40 CFR 112.3(g)]

A qualified facility is one that:

- 1) Has an aggregate aboveground storage capacity of 10,000 gallons or less of oil; and
 - 2) Has had no single release exceeding 1,000 U.S. gallons or no two releases each exceeding 42 U.S. gallons within any twelve month period in the three years prior to this SPCC Plan date.
- This facility meets the qualifications set forth at 40 CFR 112.3(g) to allow it to self certify a SPCC Plan. However, it has chosen to have a plan prepared by a registered professional engineer.
- This facility does not meet the qualifications set forth at 40 CFR 112.3(g) to allow it to self certify a SPCC Plan.

3.2 Conformance with Applicable Requirements [40 CFR 112.7(a)]

Kennesaw State University (KSU) stores oil or oil products in quantities which require the preparation of a Spill Prevention Control and Countermeasures (SPCC) Plan as set forth at 40 CFR Part 112. KSU will comply with all applicable requirements set forth at 40 CFR Part 112 consistent with the time frames established under this regulation.

3.3 Plan Deviations and Equivalent Protection [40 CFR 112.7(a)]

This Plan does not deviate from the provisions of 40 CFR Part 112. Equivalent environmental protections are not used for the KSU campus.

3.4 General Facility Information [40 CFR 112.7(a)]

Facility Name: Kennesaw State University

Street Address: 1000 Chastain Road, Kennesaw, GA

Plan Point of Contact: Stephen Ndiritu - Director of Environmental Health and Safety (EHS)

Contact Phone Numbers: (O) (678) 797- 2410
(Cell) (678) 614-7669

Facility Description:

KSU is a public university and is part of the University System of Georgia. KSU is located on 240 acres in Kennesaw, Georgia, west of Interstate 75 at Chastain Road. The facility is bounded by Frey Lake Road to the west, Chastain Road to the south, Frey Road to the east, and Interstate 75 to the north. The latitude of the site is 34 deg 2 min 16 sec and longitude is 84 deg 34 min 59 sec. A topographic map (**Figure 1**) and facility site layout (**Figure 2**) are provided in **Appendix D**.

The community surrounding KSU is a populated mixture of residential, commercial, and industrial properties. Storm water runoff from the facility flows to an unnamed tributary that flows into Noonday Creek just downstream of Frey Lake located west of the university. Based on topography, storm water on site generally flows from east to west, away from Interstate 75.

Kennesaw State University is a comprehensive public university that serves primarily northwest Georgia and Atlanta. KSU occupies approximately 3,000,000 square feet of building space on 240 acres located at 1000 Chastain Road, Kennesaw, GA.

As part of university operations, activities for this facility also include vehicle maintenance, equipment maintenance, elevator maintenance, vehicle fueling, and general facility maintenance.

Section 4

Emergency Response

4.1 Emergency Response Procedures [40 CFR 112.7(a)]

Emergency response procedures, emergency response contacts and spill reporting procedures can be found in the Oil Spill Contingency Plan provided in **Appendix I**.

4.2 Spill Response Equipment [40 CFR 112.7(a)]

The Environmental Manager will be responsible for assigning appropriate personnel in restocking any spill kits or response materials that were consumed during a spill response event. The Environmental Manager will be responsible for assessing the need for any additional spill response kits or equipment. Spill kit locations and content are summarized in **Figure 2** in **Appendix D** and **Table OSCP 5-1** and **Table OSCP 5-2** in **Appendix I**.

4.3 Disposal of Recovered Materials [40 CFR 112.7(a)]

All oil or oil contaminated materials, oily water, booms, adsorbent, etc., will be disposed of in accordance with local, State and Federal solid waste disposal requirements. The facility's EHS Director will be responsible for coordinating waste profiling and disposal.

Section 5

Containment and Diversionary Structures

5.1 Containment and Spill Pathways [40 CFR 112.7(b,c)]

Table F-1 in **Appendix F** identifies secondary containment volumes and the anticipated discharge pathway for spills from oil storage locations. Detailed information on secondary containment volumes is provided in **Appendix G**, where applicable. There are a few electrical transformers owned and operated by Georgia Power or Cobb EMC that not a part of the facility for the purposes of this SPCC Plan. These units are identified within **Table F-1** (shaded blocks), but are not addressed by this SPCC Plan since KSU does not have operational control of these units.

5.2 Determination of Practicability [40 CFR 112.7(d)]

Secondary containment and other SPCC requirements are practical for bulk storage containers at KSU. Sized secondary containment for oil-filled operational equipment (transformers and elevator hydraulic oil reservoirs) is not practical at all locations across KSU. However, the facility will use active containment for those locations as described below and in **Section 6.7**.

Section 6

General Requirements

6.1 Inspections, Tests, and Records [40 CFR 112.7(e)]

6.1.1 Inspections

The facility will perform inspections for malfunctions, deterioration, operator errors, leaks, damage, discharge, or corrosion of SPCC-regulated valves, pumps, tanks, piping, oil handling storage and handling equipment, and spill prevention equipment. These items will be checked to minimize the possibility of oil spills. The inspections will be conducted not less than once per month and are limited to containers, tanks or equipment containing (or having the capability of containing) greater than or equal to 55-gallons of oil.

A list of equipment and areas where detailed inspections may be necessary, along with recommended inspection schedules, is given below. Inspections conducted to satisfy the requirements of other environmental programs or routine maintenance activities may suffice for the inspection requirements of this plan provided such inspections cover the requirements listed below and the elements identified in the inspection form(s) provided in **Appendix H**. The requirements summarized below and the inspection form in **Appendix H** have been designed to be generally consistent with the Steel Tank Institute *Standard for the Inspection of Aboveground Storage Tanks SP001, 5th Edition, September 2011*. SP001 identifies different levels of inspections on a monthly and annual basis. In this SPCC Plan, all inspection requirements have been identified as monthly except for function checks on overfill protection devices, which may be performed annually.

1. Bulk tanks will be examined visually each month by an individual familiar with the inspection requirements of this Plan and knowledgeable in the inspection techniques required to identify potential release situations, to determine their condition and the need for maintenance or repair. Such examination will include foundation and structural supports, signs of deterioration, leaks from seams, and accumulation of oil inside containment structures.
2. Where portable oil storage containers (drums and totes >55 gallons) are used, they will be examined visually each month by an individual familiar with the inspection requirements of this Plan and knowledgeable in the inspection techniques required to identify potential release situations and to determine their condition and suitability for continued use.

3. Oil filled transformers will be visually examined on a monthly basis to determine their condition and the need for maintenance. The outside of the units will be observed for signs of deterioration including leaks from seams, rivets, bolts, and gaskets. Underlying structural supports will also be inspected for signs of deterioration and need for repair.
4. The oil filled hydraulic reservoirs on the elevators will be visually inspected on a monthly basis to determine their condition and the need for maintenance. The outside of the units will be observed for signs deterioration including leaks from welded seams, rivets, bolts, and gaskets. Underlying structural supports will also be inspected for signs of deterioration and need for repair.
5. Containment areas for all bulk tanks (including drum spill pallets and food grease tanks) will be inspected at least once per month for accumulation of oil and to determine the source. Visual inspections will be performed at least once per month to identify signs of deterioration or precipitation that must be emptied.
6. Spill response equipment will be inspected once per month to ensure it remains in the most appropriate locations and contents are stocked and appropriate to the spill hazards in the area.

6.1.2 Inspection Records

Inspections will be documented and signed or initialed by appropriately trained personnel. Inspections may be recorded on forms located in **Appendix H** (or a form containing the information provided in the example form in **Appendix H**) and will be maintained for a minimum of 3 years.

6.2 Personnel Training and Discharge Prevention [40 CFR 112.7(f)]

Appropriate facility personnel have been instructed in the operation and maintenance of oil pollution prevention equipment and pollution control laws and regulations. The Environmental Manager at KSU is responsible for coordinating spill prevention and response measures, including training on oil discharge prevention.

Yearly discharge prevention briefings will be provided for appropriate operating personnel to ensure adequate understanding of the SPCC plan. These briefings should highlight the following:

- Operation and maintenance of equipment to prevent discharges;
- Discharge procedure protocols;
- Applicable pollution control laws, rules, and regulations;
- General facility operations;

- The contents of the facility SPCC Plan;
- Malfunctioning components;
- Past discharge events or failures and recently developed precautionary measures;
- Procedures (e.g. loading/unloading) required by this plan;
- Release reporting procedures;
- Procedures for disposal of recovered materials;
- Spill response material locations;
- Any other areas deemed appropriate by the Environmental Manager.

Records of these discharge prevention training events are kept for a minimum of three years (an example training log is provided in **Appendix J**). External communication of spills is the responsibility of the Environmental Manager, or his or her designee.

6.3 Security [40 CFR 112.7(g)]

6.3.1 Fencing

KSU has controlled access to its building and are only unlocked during normal business hours when faculty/staff are present. The campus has twenty four hour security, preventing unauthorized site access. In addition, most buildings have controlled access through locked doors with key/key card access.

6.3.2 Master Flow and Drain Valves

Master flow valves and drain valves, are maintained in a closed position when in non-operating or non-standby status. In the fleet facility the main power is shut off to prevent access to any master flow or drain valves after hours.

6.3.3 Starter Controls

Contract tanker trucks are used to fill ASTs. All starter controls for fuel dispensers or fuel pumps will be fully disengaged to prevent accidental pumping or locked when not operating. Access to all fuel pumps is restricted through locked gates.

6.3.4 Unloading/Loading Connections

Oil unloading occurs by connecting a pump to a tank or drum. Connections will be capped when not in service or when in standby service for an extended time.

6.3.5 Lighting

Adequate lighting will be provided in all areas where oil is stored such that spill identification and response during nighttime hours will not be significantly inhibited.

6.4 Tank Truck Loading and Unloading Areas [40 CFR 112.7(h)]

KSU only receives and ships oil by truck. KSU does not have nor operate oil transfer equipment that would be considered a rack and trigger the specific unloading area requirements set forth in this section of the regulations.

6.5 Brittle Fracture Evaluation [40 CFR 112.7(i)]

There are no field-constructed aboveground oil-storage containers used at KSU; therefore, this section of the regulations does not apply to the facility.

6.6 Conformance to Other Applicable Requirements [40 CFR 112.7(j)]

The State of Georgia does not have regulations in place that specifically supersede federal SPCC requirements set forth under 40 CFR Part 112. However, Georgia does have additional oil and hazardous substance reporting requirements set forth under the Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.). These provisions have been incorporated into this plan.

The State of Georgia Fire Marshall's Office requires that facilities installing storage containers for flammable liquids comply with Georgia State Regulation 120-3-11. This regulation requires compliance with the National Fire Protection Association (NFPA) Code 30 for the storage of Flammable and Combustible liquids, along with the following additional requirements set forth at 120-3-11-.06:

- (a) No barrels, drums or combustible materials shall be stored beneath or within ten (10) feet of any aboveground storage tank.
- (b) Fill connections to above ground tanks shall have provisions to contain any liquids that may drain from the transfer hose due to connections and disconnections.

- (c) Signs shall be posted in areas storing or transferring flammable and combustible liquids and shall read: DANGER - FLAMMABLE LIQUIDS OPEN FLAMES AND SMOKING PROHIBITED WITHIN 50 FEET

Lettering shall be white on a red background and shall not be less than 3 inches (76mm) in height and 0.5 inch (12.7 mm) in stroke."

- (d) Aboveground tanks and aboveground piping shall be kept painted to prevent corrosion and shall be painted a light reflective color."

6.7 Qualified Oil-filled Operational Equipment [40 CFR 112.7(k)]

The facility utilizes oil-filled operational equipment (electrical transformers, elevator hydraulic reservoirs) and meets the qualifying criteria for this portion of the regulation in that it has *"had no single discharge as described in §112.1(b) from any oil-filled operational equipment exceeding 1,000 U.S. gallons or no two discharges as described in §112.1(b) from any oil-filled operational equipment each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan certification date."*

The facility will use a contingency plan in lieu of the general secondary containment requirement for these types of equipment. Pursuant to 40 CFR 112.7(k), a determination of impracticality is not needed for these types of sources. An "Oil Spill Contingency Plan" is provided in **Appendix I** to help prevent an oil discharge from the hydraulic oil reservoirs and transformers owned and operated by KSU. The contingency plan is written based on the criteria identified in 40 CFR 109.5. A written commitment of manpower, equipment, and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is provided in **Appendix A**. It is noted that there are several transformers located on the KSU campus that are not owned or operated by KSU, therefore KSU will provide notification to the transformer owner/operator (Cobb EMC or Georgia Power) in the event a release is detected.

Section 7

Specific Requirements

7.1 Facility Drainage [40 CFR 112.8(b)]

7.1.1 Drainage from Diked Storage Areas

The facility does not presently have diked oil storage areas exposed to precipitation. Should containment areas be subject to precipitation, releases of accumulated storm water from diked areas will be documented using the diked area release log provided in **Appendix H**.

7.1.2 Valve Types

All secondary containment valves will be closed when not manually opened and will be fitted with a locking mechanism to secure the valve in the closed position. The valves will be designed to allow any accumulated water to discharge in a manner in which the water flow may be observed.

7.1.3 Drainage from Undiked Areas

The facility will not use controlled drainage to satisfy the general secondary containment requirements of the SPCC rule, where oil handling occurs outside of containment. Therefore, the provisions of this section are not applicable to the facility. The facility will utilize active containment measures, such as spill response equipment (drain mats, absorbent booms, etc.) to provide active containment for spills occurring outside of areas with secondary containment.

7.1.4 Treatment of Drainage

The facility does not treat water routed to outdoor (storm water) drains.

7.2 Bulk Storage Containers [40 CFR 112.8(c)]

The following definition of Bulk Storage Containers established at 40 CFR 112.2 is provided for clarity.

Bulk storage containers means any container used to store oil. These containers are used for purposes including, but not limited to, the storage of oil prior to use, while being used, or prior to further distribution in commerce. Oil-filled electrical, operating, or manufacturing equipment is not a bulk storage container.

7.2.1 Compatibility

All bulk storage containers used at KSU are compatible with the material which they store.

7.2.2 Secondary Containment

Secondary containment for bulk storage containers is provided through double-walled tanks, secondary containment diking, spill pallets or indoor storage where sloped flooring, walls and curbing are used. All drums, totes and portable oil storage containers are stored inside and will be stored on spill pallets capable of containing the full content of the largest container placed on the spill pallet. **Appendix F** contains secondary containment volumes and methods.

7.2.3 Diked Area Drainage

The only diked storage area is associated with the emergency generator for Building 5. KSU will not drain the diked storage area to the surrounding ground surface.

7.2.4 Buried Tanks

The facility currently does not have any underground storage tanks. Four flow-through food grease traps are located east of Building 40 in the loading dock area and are connected to the sanitary sewer.

7.2.5 Integrity Testing

KSU utilizes above ground storage tanks (ASTs) and multiple portable drums that are subject to regular integrity review as provided at 40 CFR 112.8(c)(6). Each container type is identified in **Table 7.2.5-1**. All portable drums used to store oil at the facility will be United States Department of Transportation (US DOT) approved.

The integrity testing industry standard used for these bulk storage containers will be the *Standard for the Inspection of Aboveground Storage Tanks SP001, September 2011, 5th Edition* issued by the Steel Tank Institute (STI). The following table summarizes the classification of bulk storage containers used at the facility under SP001 and the corresponding integrity testing requirements. Based upon the size and location of these bulk storage containers

(within containment), integrity testing will consist of periodic (monthly) visual inspections as identified in **Section 6.1** and **Appendix H** of this Plan.

Table 7.2.5-1: KSU Bulk Storage Container Classification under SP001

Tank ID	CRDM ¹	Class (1, 2 or 3)	Testing Required
AST-001	Double wall tank, with ability to observe oil release from tank.	1	(P) Periodic visual inspections
AST-002	Double wall tank, with ability to observe oil release from tank.	1	
AST-003	Double wall tank with electronic interstitial monitoring alarm.	1	
AST-004	Double wall tank with electronic interstitial monitoring alarm.	1	
AST-006	Steel tank placed within concrete containment sump, providing ability to visually observe any oil released from tank.	1	
AST-007	Elevated double wall tank on concrete pad, ability to visually observe any oil released from tank.	1	
VO-002	Single walled tank on supports with ability to observe oil release from tank, secondary containment provided by trench drain leading to grease traps	1	
VO-004	Double wall tank, with ability to observe oil release from tank.*	1	
VO-005	Double walled container staged on spill pallet with ability to observe oil release from container	1	
55-gal Drums	Spill Pallets, including ability to visually observe oil released from drum.	1	

1 - Continuous Release Detection Method

* refer to **Appendix E** for required corrective actions

If non-destructive integrity testing is performed on one of the regulated SPCC bulk storage containers at the facility, a record of the test shall be maintained with this plan. If visual inspections conducted pursuant to Section 6.1 of this plan identify the likelihood of a tank failure, the facility shall have the subject tank physically tested in accordance with STI SP001 or American Petroleum Institute (API) Standard 653.

7.2.6 Heating Coils

The facility does not utilize internal heating coil systems in its oil storage tanks.

7.2.7 Fill Gauges

Oil storage containers at KSU are provided with overfill protection either by a level indicator or by visual observation of the fill port. Based upon EPA's SPCC Inspector Guidance Document (August 2013) Section 3.3.3, overfill protection in the form of a basic procedure requiring visual observation of a fill port is not considered equivalent protection. An oil handling procedure is provided as **Appendix L**. The West Parking Lot bulk fuel tanks (AST-003 and AST-004) are equipped with electronic overfill alarms and interstitial space leak monitoring.

7.2.8 Effluent Treatment Facilities

KSU operates four (4) separate in-line grease traps buried below the unloading dock area at Building 40. These grease traps are used to collect oil and grease from cooking operations in Building 40. The traps are arranged in series and connected by a discharge line to the sanitary sewer. A trench drain located in the dock area also leads to the grease traps. The trench drain and grease traps provide secondary containment for the outdoor grease tank located at Building 40.

7.2.9 Visible Discharges

Oil leaks from tanks, containers or equipment are promptly repaired or corrected. Accumulation of oil inside diked areas is promptly removed via pumping to waste collection drums or removed through use of oil adsorbent materials.

7.2.10 Mobile Oil Storage Containers

The facility does not use any mobile oil storage containers such as refueling trucks.

7.3 Transfer Operations, Pumping, and In-Plant Processes [40 CFR 112.8(d)]

7.3.1 Buried Piping

The facility does not have underground piping associated with SPCC-regulated bulk storage containers. All future buried piping installed that is associated with an SPCC regulated bulk storage container must be protected from corrosion consistent with the standards set forth under 40 CFR Part 280 or state equivalent.

7.3.2 Piping Transfer Connections

There are no transfer piping connections at KSU.

7.3.3 Piping Supports

There are no pipe supports on tanks at KSU other than small runs of piping connecting emergency generator fuel tanks (belly tanks) to each engine mounted above.

7.3.4 Inspection of Piping

Piping associated with each generator will be inspected monthly as part of the facility's regular SPCC inspection regimen. Records of regular inspections of piping are recorded in **Appendix F**.

7.3.5 Warning Signs

There are no aboveground piping runs located in areas subject to impact from vehicular traffic.

Appendix A

Certifications

CERTIFICATION OF SUBSTANTIAL HARM DETERMINATION FORM

Facility name: **Kennesaw State University**
Facility address: **1000 Chastain Road, Kennesaw, GA**

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 (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (see Appendix E to this part, section 13, for availability) and the applicable Area Contingency Plan.

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 (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula) such that a discharge from the facility would shut down a public drinking water intake?

If a comparable formula is used documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

² For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR §143.2(c).

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 discharge 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.

Signature: _____

Name (please type or print): _____

Title: _____

Date: _____

Professional Engineer Certification

I hereby certify that I or my agent have examined the facility, and being familiar with the provisions of 40 CFR Part 112, attest that the elements of this Plan have been prepared in accordance with good engineering practice, including consideration of applicable industry standards, and established schedule for inspections and testing that is adequate for this facility. This certification in no way relieves the owner or operator of their duty to fully implement this plan in accordance with 40 CFR Part 112.

S. Scott Keesling

Seal

Name of Professional Engineer

Signature

Registration Number

Georgia

State

Date

This certification should be completed any time a technical amendment is made to this SPCC Plan in accordance with 40 CFFR 112.5(c) and 112.3(d).

Management Approval

The following management commitments are expressed through signature below:

- This SPCC Plan is fully approved by the management of KSU and the necessary resources have been committed to fully implement this Plan.
- This SPCC plan includes changes or modifications to be made by the facility as specified in the SPCC Implementation Plan in **Appendix E**. The actions required by this plan will be completed by the timeframe identified in **Appendix E**.
- In lieu of providing secondary containment for selected oil-filled operational equipment, this facility will follow the Oil Spill Contingency Plan provided in **Appendix I**. Should a release of oil occur from those sources, I commit to providing the necessary manpower, equipment, and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful.

Authorized Facility Representative: _____

Title: _____

Signature: _____

Date: _____

Revision No: 1

Appendix B

Plan Review and Revision History

SPCC Revision Certifications [40 CFR §112.5(b)]

This facility must complete a review and evaluation of this SPCC Plan at least once every five years from the date the facility becomes subject to 40 CFR Part 112; or five years from the date the last review was required under 40 CFR Part 112. As a result of this review and evaluation, the facility must amend this SPCC Plan within six months of the review to include more effective prevention and control technology if the technology has been field-proven at the time of the review and will significantly reduce the likelihood of a discharge as described in 40 CFR §112.1(b) from the facility. Any amendment must be implemented as soon as possible, but not later than six months following preparation of any amendment. Completion of the review must be documented, and a statement must be signed as to whether you will amend the Plan, either at the beginning or end of the Plan or in a log or an appendix to the Plan.

Certification Statement

I have completed review and evaluation of this SPCC Plan, and will revise it as identified in **Table B2** below. All revisions will also be noted in the document revision history (**Table B1**).

Table B2 - SPCC Review History

Review Date	Name	Signature	Revisions Required (Yes/No)	PE Certification Required (Yes/No) ¹
9/30/2013	Stephen Ndiritu		Y	Y

1 - Have a Professional Engineer certify any technical amendment to your Plan in accordance with 40 CFR §112.3(d).

Appendix C

SPCC Plan Cross Reference

SPCC Plan Cross Reference [40 CFR 112.7]

Applicable	Section	Citation	Description
§112.1 General Applicability			
X	3.4		Operator's and owner's address
X	3.4		Facility contacts with telephone numbers
X	3.4		Day-to-day operations and facility background
X	3.4, App G		Receiving water/Probable flow paths
X	3.2	§112.1(b)	Facility subject to Part 112
§112.3 Requirement to Prepare and Implement a SPCC Plan			
X	3.2	§112.3(a)	Existing facility required to prepare a SPCC Plan
	3.2	§112.3(b)	New onshore facility required to prepare a SPCC Plan
	3.2	§112.3(c)	New or existing onshore or offshore mobile facility required to prepare a SPCC Plan
X	2.1, App A	§112.3(d)	Review by a licenses professional engineer
X	1	§112.3(e)	Maintain a copy of the SPCC Plan at the facility
X	3.1	§112.3(g)	Identification of a qualified facility
§112.5 Amendment of SPCC Plan by owners or operators			
X	2.2	§112.5(a)	Amend SPCC plan due to changes
X	2.3	§112.5(b)	Regular review of SPCC Plan
§112.6 Qualified Facility Plan Requirements			
X	3.1	§112.6(a)	Preparation and self certification of plan
	N/A	§112.6(b)	Self certification of technical amendments
	N/A	§112.6(c)	Applicable requirements for self certification
	N/A	§112.6(d)	Professional engineer certification of portions of a Qualified Facility's self certified plan
§112.7 General Requirements for SPCC Plans			
X	2.4, App C, App E	§112.7	Management approval; plan sequence; required modifications
X	3.2	§112.7(a)(1)	Discuss facility's conformance with Part 112
X	3.3	§112.7(a)(2)	Equivalent protection
X	3.4, App D	§112.7(a)(3)	Facility description
X	5.1	§112.7(a)(3)(i)	Type of oil in each container and its storage capacity
X	6, 7	§112.7(a)(3)(ii)	Discharge prevention measures
X	5.1, 7.1	§112.7(a)(3)(iii)	Discharge and drainage controls
X	4, App I	§112.7(a)(3)(iv)	Countermeasures for discharge discovery, response, and cleanup
X	4, App I	§112.7(a)(3)(v)	Methods of disposing recovered materials
X	4, App I	§112.7(a)(3)(vi)	Contact list and telephone numbers
X	4, App I, App K	§112.7(a)(4)	Procedures for reporting a discharge.
X	App I	§112.7(a)(5)	Organization of emergency response procedures
X	5.1	§112.7(b)	Prediction of the direction, rate of flow, and total quantity of oil that could be released
X	5.1, App F	§112.7(c)	Provide appropriate containment and/or diversionary structures
	5.2	§112.7(d)	Describe and justify not meeting the containment requirements
	5.2, App I	§112.7(d)(1)	Oil spill contingency plan
	5.2, App A	§112.7(d)(2)	Written commitment of manpower, equipment, and materials to control a discharge
X	6.1	§112.7(e)	Inspections, tests and recordkeeping
X	6.2	§112.7(f)(1)	Training
X	6.2	§112.7(f)(2)	Emergency response coordinator
X	6.2	§112.7(f)(3)	Discharge prevention briefings
X	6.3	§112.7(g)	Security
	6.4	§112.7(h)(1)	Loading/unloading rack secondary containment

SPCC Plan Cross Reference [40 CFR 112.7]

Applicable	Section	Citation	Description
	6.4	§112.7(h)(2)	Loading/unloading rack warning/prevention systems
	6.4	§112.7(h)(3)	Inspection of tank drains
	6.5	§112.7(i)	Field-constructed aboveground containers
X	6.6	§112.7(j)	Conformance with other applicable requirements and/or regulations
X	6.7	§112.7(k)	Qualified oil-filled operational equipment
X	6.7	§112.7(k)(1)	Qualifying criteria
X	6.7, App A, App G	§112.7(k)(2)	Oil spill contingency plan; written commitment of manpower, equipment, and materials to control a discharge.
§112.8 SPCC Plan Requirements for Onshore Facilities (excluding production facilities)			
	7.1	§112.8(b)(1)	Drainage from diked areas
	7.1	§112.8(b)(2)	Manual drain valve requirement
	7.1	§112.8(b)(3)	Facility drainage systems from undiked areas
	7.1	§112.8(b)(4)	Drainage diversion system
	7.1	§112.8(b)(5)	Treatment of discharge; requirement to have backup pumps where applicable
X	7.2	§112.8(c)(1)	Container compatibility
X	7.2	§112.8(c)(2)	Secondary Containment
	7.2	§112.8(c)(3)	Drainage of uncontaminated precipitation
	7.2	§112.8(c)(4)	Completely buried tanks
	7.2	§112.8(c)(5)	Partially buried tanks
X	7.2	§112.8(c)(6)	Non-destructive integrity testing
	7.2	§112.8(c)(7)	Internal coils
X	7.2	§112.8(c)(8)	Overfill protection
X	7.2	§112.8(c)(9)	Effluent treatment facilities
X	7.2	§112.8(c)(10)	Promptly correct visual discharges
	7.2	§112.8(c)(11)	Mobile oil storage equipment
	7.3	§112.8(d)(1)	Buried piping
	7.3	§112.8(d)(2)	Terminal connection at a transfer point
	7.3	§112.8(d)(3)	Design of piping
X	7.3	§112.8(d)(4)	Inspect aboveground piping, valves and appurtenances; test buried piping
	7.3	§112.8(d)(5)	Warning signs
§112.20 Applicability of Substantial Harm Criteria Checklist			
X	App A	§112.20(e)	Applicability of Substantial Harm Criteria Checklist

Appendix D

Facility Maps

Appendix E

Required Modifications

SPCC Implementation Plan

The following list identifies actions required under this SPCC Plan that the facility must implemented within six months of the date this SPCC plan was certified. Completion dates must be documented for each action.

Action	Date Completed
1. Install 55-gallon drum for grease and spill pallet capable of containing at least 55-gallons at Building 6000. Provide shelter to prevent precipitation from collecting in spill pallet. Remove existing 150 gallon grease tank from service.	
2. Spill containment pallets must be provided for all 55 gallons oil drums.	

Appendix F

Oil Storage Locations

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Tanks							
AST-003	West Parking Lot	650	Gasoline	Double Wall Tank	Spills during filling, West toward parking lot storm drain	<25	<5
AST-004	West Parking Lot	650	Diesel	Double Wall Tank	Spills during filling, West toward parking lot storm drain	<25	<5
UO-002	Bldg. 100 Maintenance Shop	<5 x 55	Used Oil	Spill Pallet > 55 gallons	Spills during filling, Contained inside building	<10	<1
NO-001	Bldg. 100 Maintenance Shop	<5 x 55	New Oil	Spill Pallet > 55 gallons	Spills during transfer, Contained inside building	<10	<1
VO-001	Bldg. 5 Student Center Kitchen	<5 x 55	Used Vegetable Oil/Grease	Spill Pallet > 55 gallons	Spills during transfer, South to parking lot storm drain	<10	<1
VO-002	Bldg. 40 The Commons	200	Used Vegetable Oil/Grease	Trench drain system leading to oil water separator with outlet connected to city sewer	Southeast toward trench drain leading to grease trap	<10	<1
VO-003	Bldg. 6000 Hoot	55*	Used Vegetable Oil/Grease	Spill Pallet > 55 gallons *	Northwest toward storm drain (approximately 200')	<10	<1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
VO-005	Soccer Stadium	65*	Used Vegetable Oil/Grease	Double Wall Tank*	East toward curb drain (approximately 100')	<10	<1
Emergency Generator Fuel Tanks							
AST-001	Bldg. 4 Burruss Center	1,000	Diesel	Double Wall Tank - Gravel Containment Yard	Spills during product transfer or fuel line leak, Surrounding soils and gravel	<10	<5
AST-002	Bldg. 12 Science Center	500	Diesel	Double Wall Tank - Gravel Containment Yard	Spills during product transfer or fuel line leak, Surrounding soils and gravel	<10	<5
AST-006	Bldg. 5 Student Center	750	Diesel	Concrete Containment Sump - 925 gallons (15'2" x 7' x 14")	Spills during product transfer or fuel line leak, Contained	<10	<5
AST-007	Soccer Stadium	189	Diesel	Double-walled fuel tank	Spill during re-fueling to surrounding soil. Large release to storm drain (100' east)	<10	<5

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Hydraulic Oil Reservoirs							
Elev-001 (SC-E0103)	Bldg. 12 - Rm 103	185	Hydraulic Oil	Inside Building with concrete floor and walls	Spills during filling, Contained inside room/building	< 5	< 1
Elev-002 (CL-E1072)	Bldg. 11 - Rm 1072	275	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-003	Bldg. 1- East Wing	195	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-004	Bldg. 4 - Rm 141	160	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-005	Bldg. 4 - west 127	160	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-006	Bldg. 4 - west 127	160	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-007	Bldg. 5 north	195	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK/ LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Elev-008	Bldg. 5 south	90	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-009	Bldg. 18	130	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-010	Bldg. 23	80	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-011	Bldg. 24	80	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-012	Bldg. 27	180	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-013	Bldg. 16	145	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-014	Bldg. 31 Rm 106	75	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Elev-015	Bldg. 2 Rm 120	240	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-016	Bldg. 2 Rm 103	120	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-017	Bldg. 29 Rm 114	150	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-018	East Parking Deck	2 x 160	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-019	West Parking Deck Rm 106	2 x 160	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
Elev-020	Bldg. 35	150	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills during filling, Contained inside room/building	< 5	< 1
TC	UP2 Trash Compactor	20	Hydraulic Oil	Unit less than SPCC threshold			

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK/ LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Elev-021A	UP2	136	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills will pool in the elevator room. No storm drains are located nearby.	<5	<1
Elev-021B	UP2	136	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills will pool in the elevator room. No storm drains are located nearby.	<5	<1
Elev-021C	UP2	136	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills will pool in the elevator room. No storm drains are located nearby.	<5	<1
Elev-021D	UP2	136	Hydraulic Oil	Inside Building with concrete floor and walls - spill containment equipment	Spills will pool in the elevator room. No storm drains are located nearby.	<5	<1
Oil Filled Electrical Transformers							
T-1A	Bldg. 1 Kennesaw Hall	560	Mineral Oil	Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel and adjacent storm drain	<10	<1
ST-28	Bldg. 2 Convocation Center	530	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
ST-14	Bldg. 3 Student Rec. Center	294	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-15	Bldg. 3 Student Rec Center Addition	369	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
T-19	Bldg. 3 Tennis Courts	200	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-1	Bldg. 4 Burruss	547	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-16	Bldg.5 Carmichael Student Center	576	Mineral Oil	Active Containment and Contingency Plan	South toward trench storm drain at loading dock	<25	<5
ST-29	Bldg. 9 East Parking Deck	218	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
Georgia Power	Bldg. 10 Athletic Complex		Mineral Oil	Not part of KSU Facility			

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
ST-26	Bldg. 11 Clendenin	393	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-25	Bldg. 12 Science and Mathematics	430	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-31	Bldg 13	416	Vegetable Oil	Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
T-12A	Bldg. 14 Office Annex	79	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
T-12B	Bldg. 14 Office Annex	55	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-11	Bldg. 16 Nursing	280	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
T-7	Bldg. 17 Sturgis Library	430	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
ST-8	Bldg. 18 Pilcher Public Service	294	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-10	Bldg. 19 Technology Annex	280	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-9	Bldg. 20 Public Safety	294	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-30	Bldg. 21 West Parking Deck	207	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-27	Bldg. 22 Social Science	761	Mineral Oil	Active Containment and Contingency Plan	North toward storm water drainage ditch	<10	<1
ST-6	Bldg. 23 Willingham Hall	250	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-5A	Bldg. 27 English Building	390	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
ST-5B	Bldg. 27 Humanities	250	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-22	Bldg. 29 Visual and Commercial Arts	232	Mineral Oil	Active Containment and Contingency Plan	Southeast toward Bartow Ave storm drain	<25	<5
T-3	Bldg. 31 Joe Mack Wilson Bldg.	326	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-2	Bldg. 32 Music	240	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
GA Power	Bldg. 33 KSU Center		Mineral Oil	Not part of KSU Facility			
T-21	Bldg. 34 Jolley Lodge	40	Mineral Oil	Unit less than SPCC threshold			
ST-36	Bldg 35, Campus Services	560	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	South toward storm drain located approximately 20 feet away	<10	<1
ST-37	Bldg 35, Campus Services	560	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	West toward storm drain located approximately 20 feet away	<10	<1

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
ST-34	Bldg. 40 - The Commons	365	Mineral Oil	South toward trench drain leading to oil water separators	South toward sanitary trench drain located approximately 40 feet away	<10	<1
ST-35	Bldg. 28 Music Building Addition	337	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-31	Bldg. 30 Bailey Family Center	287	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	Leaks from reservoir, Surrounding soils and gravel	<10	<1
ST-32	Bldg. 42 Central Deck	325	Mineral Oil	Active Containment and Contingency Plan	South toward storm drain located approximately 50 feet away.	<10	<1
ST-33-1	Bldg. 41 Health Science	570	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	North toward storm drain located approximately 15 feet away.	<10	<1
ST-33-2	Bldg. 41 Health Science	570	Mineral Oil	Gravel/soil area surrounding transformer, Active Containment and Contingency Plan	South toward storm drain located approximately 100 feet away.	<10	<1
GA Power	Soccer Field		Mineral Oil	Not part of KSU Facility			

Table F-1: Material Storage and Potential Discharge Volumes and Pathways

TANK / LOCATION I.D.	LOCATION	STORAGE VOLUME (GALLONS)	CONTENTS	SECONDARY CONTAINMENT VOLUME	SPILL DISCHARGE DIRECTION	ANTICIPATED RELEASE VOLUME (GALLONS)	ANTICIPATED DISCHARGE RATE (GALLONS/MINUTE)
Cobb EMC	Bldg 100, Suite 108		Mineral Oil	Not part of KSU Facility			
Cobb EMC	Bldg 200, Suite 206		Mineral Oil	Not part of KSU Facility			
GA Power	UP2-1010501		Mineral Oil	Not part of KSU Facility			
GA Power	UP2-5A869		Mineral Oil	Not part of KSU Facility			
GA Power	UP2-1010499		Mineral Oil	Not part of KSU Facility			
GA Power	UP2-1010503		Mineral Oil	Not part of KSU Facility			
GA Power	UP2-1010502		Mineral Oil	Not part of KSU Facility			

* Refer to **Appendix E** for Corrective Actions Required.

Appendix G

Containment Calculations

Appendix H

Inspection Checklist

KSU SPCC Plan - Monthly Inspection (Checklist 1 of 3) - Bulk Containers

Date: _____ Time: _____ Inspector: _____ Inspector's signature: _____	Status Indicator √ = Satisfactory, no action required NA = Not applicable R = Repair or action required C = Additional comments attached on separate sheet
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Review Area	Inspection Items	West Lot (AST-003 & 004)	Bidg 100 (U)-001 & NO-001)	Bidg 5 (VO-001 & AST-006)	Bidg 40 (V)-002)	Bidg 6000 (VO-003)	Stadium (V)-005 & AST-007	Bidg 4 (AST-001)	Bidg 12 (AST-002)	Comment
AST-001, AST-002, AST-003, AST-004, AST-006, AST-007, UO-002, NO-001, VO-001, VO-002, VO-003, VO-005	Egress pathways are clear									
	There is no evidence of tank or container settlement or foundation deterioration									
	There is no significant cracking or spilling of secondary containment walls or floors									
	Tank or container supports are in satisfactory condition									
	External tank or container surfaces are not in contact with water									
	Grounding straps are secured and in good condition									
	Interstitial space of double wall tank is free of liquid									
	Tank or container coatings are in good condition									
	There is no noticeable tank shell/head distortions, buckling, denting or bulging									
	Tank vents are free of obstructions									
	Tank liquid level sensing devices have been tested to ensure proper operation (annually)									
	No evidence of spills or releases (pooling, staining, etc.)									
	Unloading procedures are in place and have been communicated to appropriate personnel and haulers									
	Lighting is sufficient for nighttime spill release detection									
	Required spill response equipment is present									
Loading/unloading areas free of spills or staining										

Place any additional comments on a separate sheet of paper.

KSU SPCC Plan - Monthly Inspection (Checklist 2 of 3) - Elevator Hydraulic Reservoirs

Date: _____	Status Indicator √ = Satisfactory, no action required NA = Not applicable R = Repair or action required C = Additional comments attached on separate sheet																	
Time: _____																		
Inspector: _____																		
Inspector's signature: _____																		
Inspection Items	Bldg 1 (Elev-003)	Bldg 2 (Elev-015) & 016)	Bldg 4 (Elev-004, 005 & 006)	Bldg 5 (Elev-007 & 008)	Bldg 111 (Elev-002)	Bldg 121 (Elev-001)	Bldg 161 (Elev-013)	Bldg 181 (Elev-009)	Bldg 231 (Elev-010)	Bldg 241 (Elev-011)	Bldg 271 (Elev-012)	Bldg 291 (Elev-017)	Bldg 311 (Elev-014)	Bldg 351 (Elev-020)	UP2 (Elev-021A, B, C & D)	W. Parking Deck1 (Elev-019)	E. Parking Deck1 (Elev-018)	Comments
No significant cracks or breaches in the walls or floors that would compromise containment																		
Reservoir structural supports are in satisfactory condition																		
Reservoir coatings are in good condition																		
No visible signs of stress, leakage, corrosion, or other potentially significant degradation.																		
No evidence of spills or releases (pooling, staining)																		
Necessary spill response equipment is present nearby																		
Spill materials are in good condition																		

Place any additional comments on a separate sheet of paper.

KSU SPCC Plan - Monthly Inspection (Checklist 3 of 3) - Transformers

Dates: _____ Inspector: _____ Inspector's signature: _____	Status Indicator √ = Satisfactory, no action required NA = Not applicable R = Repair or action required C = Additional comments attached on separate sheet
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Inspection Items	Bldg 1	Bldg 2	Bldg 3 (ST-14, ST-15 & T-19)	Bldg 4	Bldg 5	Bldg 9	Bldg 10	Bldg 11	Bldg 12	Bldg 13	Bldg 14 (T-12A & B)	Bldg 16	Bldg 17	Bldg 18	Bldg 19	Bldg 20	Bldg 21	Bldg 22	Bldg 23	Bldg 27 (ST-5 & B)	Bldg 28	Bldg 29	Bldg 30	Bldg 31	Bldg 32	Bldg 35 (ST-36 & 37)	Bldg 40	Bldg 41 (ST-33-1 & 33-2)	Bldg 42	UP2
Transformer structural supports and foundation are in satisfactory condition																														
Transformer paint in good condition																														
No visible signs of stress, leakage, corrosion, or other potentially significant degradation.																														
No evidence of spills or releases (pooling, staining)																														
Necessary spill response equipment is present nearby																														

Place any additional comments on a separate sheet of paper.

Appendix I

Oil Spill Contingency Plan

OIL SPILL CONTINGENCY PLAN

Facility Name: **Kennesaw State University**

Location: **1000 Chastain Road, Kennesaw, Georgia 30144**

Telephone: **(770) 423-6000**

Coordinates: **latitude** 34 deg 2 min 16 sec, **longitude** -84 deg 34 min 59 sec

Nearest receiving stream: **Unnamed Tributary of Noonday Creek**

Revision No: **1**

Issue Date: **March 17, 2014**

Part 1: Overview

This Oil Spill Contingency Plan (OSCP) will be followed by the facility in response to all spills of oil at this facility that have reached or have the potential to reach a storm water drain at the facility, which connects to an unnamed tributary of Noonday Creek. Small spills that have no potential to reach a storm water drain or which occur within a contained area will not trigger the requirements of this plan. Minor oil leaks from fleet vehicles should be addressed immediately, but do not require the activation of this OSCP. The facility may, but is not required to, use this plan as a basis for responding to spills other than oils. This plan is organized by and follows the requirements set forth in 40 CFR 109.5 and is prepared to be consistent with the practices described in ASTM F1127-07, *Standard Guide for Containment of Hazardous Material Spills by Emergency Response Personnel*.

A full printed copy of this plan will be made available in the following locations:

- Security Office
- Environmental Manager's Office

Part 2: Definition of Responsibilities

EHS Director (or his/her designee):

- Primary on-scene coordinator for spill response under this plan
- Ensure adequate spill response equipment is available at the facility (see Part 4)
- Contact third party spill responder where necessary (see Part 4)
- Contact the fire department or other response organization as needed (see Part 4)
- Directs clean-up efforts
- Notify external regulatory agency where applicable (see Part 3)
- Ensure proper disposal or reuse of recovered material
- Prepare a summary of the spill event

OIL SPILL CONTINGENCY PLAN

Part 3: Notification Procedures

1) **Receiving waters:** The initial receiving stream in the event of a release is **Unnamed Tributary of Noonday Creek**. A site map, including on-site storm water drain locations can be found in **Appendix D** of the **SPCC Plan**.

2) Emergency contacts:

Table OSCP 3.1: Internal Emergency Response Contacts

Position	Name(s)	Contact Numbers
Director of Environmental Health and Safety (EHS)	Stephen Ndiritu	(O) (678) 797- 2410 (Cell) (678) 614-7669

Table OSCP 3.2: External Emergency Response Contacts

Organization	Contact Numbers
Full circle Restoration (Emergency Responder)	(770) 232-9797 (877) 238-5524
Cobb County Fire and Emergency Services Fire Station 26 3862 Cherokee Street Kennesaw, Georgia 30144	911
United States Environmental Protection Agency - Regional Emergency Response Center	(404) 562-8700
State Emergency Response Commission (SERC) - Georgia Environmental Protection Division (EPD) - Emergency Operations Center	(800) 241-4113 or (404) 656-4863
National Response Center	(800) 424-8802
Cobb EMC	(770) 429-2100
GA Power	(800) 891-0938

3) **Communications:** Hand-held radios are used throughout the facility. Phones are available in many locations. Individual cell phones are also available. Based upon the amount of oil stored at the facility, a more sophisticated communications system for contacting and coordinating spill response is not warranted.

OIL SPILL CONTINGENCY PLAN

4) Prearranged procedures: The facility has not developed pre-arranged procedures with regulatory or emergency response agencies due to the small volume of oil storage at the facility. The fire department conducts routine inspections of the facility and is sufficiently aware of the hazards associated with oil storage at this facility.

5) Notification to applicable regulatory agencies:

An example release reporting form is provided in **Appendix K** of the SPCC Plan.

Federal Release Reporting Requirements

In accordance with 40 CFR Part 110, releases of oil that fall into the following categories are immediately reportable to the National Response Center (800-424-8802):

1. Violate applicable water quality standards, or
2. Cause a film or sheen upon or discoloration of the surface of the water, or cause a sludge or emulsion to be deposited beneath the surface of the water.

In practical terms this means that any oil spill that reaches a storm drain at the facility will have the opportunity to reach a surface water body and violate an applicable water quality standard or cause a film or sheen. Therefore, any oil spill that reaches a storm drain should be treated as a federally reportable release.

The EHS Director will confirm verbal notification of a release, or potential release, with written notification as required. In reporting evidence of a release or potential release, the EHS Director will provide the following information:

- The name and telephone number of the caller.
- The name and location of the facility.
- The location of the release or potential of a release.
- The date and time of the release incident.
- The type of oil released or which may be released.
- The quantity of oil released or which may be released.
- The possible source(s) of the release.
- The name and telephone number of the principal person responsible for plant oil spill prevention.
- An account of spill/release response measures proposed or taken to abate the release.
- Any other information which is relevant to assessing the degree of hazard posed by the release or potential release.

OIL SPILL CONTINGENCY PLAN

When discharges of more than 1,000 gallons of oil have occurred in a single discharge, or more than 42 gallons in each of two discharges occurring within any twelve month period, the facility is required to submit the following information to the EPA Region IV Administrator within 60 days:

- Name, telephone number, and address of facility/spill
- Name of owner/operator
- Date and year of initial facility operation
- Maximum storage or handling capacity of oil at the facility and normal daily throughput
- Facility description with maps, flow diagrams, and topographical information
 - Name, title, telephone number, and address of reporter
 - Date and time of spill/release
 - Estimated quantity of material released or spilled and the time/duration
 - Extent of injuries/illness, if known
 - Possible hazards to human health and environment
 - Exact spill location, including name of the waters threatened or other affected media
 - Source of release/spill and cause of accident/spill
 - Name and telephone number of person responsible for the facility operations at the spill site
 - Steps being taken or proposed to contain/clean up the spill, and precautions taken to minimize impacts
- SPCC Plan and failure analysis

State Release Reporting Requirements

It is the responsibility of the Spill Response Coordinator to determine whether a spill must be reported. The Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.), requires that all reportable spills must be immediately reported to the DNR Emergency Operations Center at 800-241-4113 or 404-656-4863.

A spill is reportable under the Georgia Oil or Hazardous Materials Spill or Releases Act if it is:

1. A spill of a hazardous substance above the reportable quantity listed in 40 CFR 302.4

OIL SPILL CONTINGENCY PLAN

2. A discharge of oil into waters of this state which will cause a significant film or sheen upon or discoloration of the surface of such waters or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of such waters or upon adjoining shorelines.

Any person owning or having control over any oil or hazardous substance, who has knowledge of any spill or release of such oil, or who has knowledge of any spill or release of such hazardous substance in a quantity equal to or exceeding the reportable quantity, or who has knowledge of a spill or release of an unknown quantity of oil or a hazardous substance, shall immediately notify the division through the Department of Natural Resources Emergency Operations Center as soon as that person knows of the spill or release.

A "spill or release" means the discharge, deposit, injection, dumping, spilling, emitting, releasing, leaking, or placing of any hazardous substance into the air or into or on any land or water of the state, except from an underground storage tank and all plumbing and piping relating thereto or as authorized by state or federal law or a permit from the division. This term shall also mean the discharge of oil into waters of this state which will cause a significant film or sheen upon or discoloration of the surface of such waters or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of such waters or upon adjoining shorelines.

Any spill which is reportable in Georgia must also be reported to the National Response Center (NRC) at 1-800-424-8802.

Part 4: Procedures for Responding to Spills

Minor Spills

A minor spill is defined as one that poses no significant threat to human health or the environment. For minor oil spills, contact the area supervisor in which the spill occurred.

Major Spills

A major spill is defined as one that is of significant quantity and may require rapid action to minimize damage or impact to property or human health and the environment. The four "C's" are a good means of understanding the basics of any spill response.

- **CHARACTERIZE** potential hazards to determine immediate response actions, up to and including evacuation
- **CONTROL** the source of the spill or release
- **CONTAIN** the spilled or released material
- **COLLECT** the spilled or released material

OIL SPILL CONTINGENCY PLAN

The following procedure applies at this facility:

- a) Any person noticing or suspecting a release must notify the EHS Director.
- b) The person making the initial report should give as much information as possible including:
 - 1) Substance spilled and approximate amount;
 - 2) Location and source of spill;
 - 3) Approximate time spill began or time first noticed;
 - 4) Is release ongoing;
 - 5) Is the spill contained; and
 - 6) Does the spill pose an immediate threat to human health or the environment?
- c) Personnel at the scene of the spill must cease activities and take whatever means are safe and available to restrain further spillage and contain the materials that have been released. In no case shall an employee attempt any action if unfamiliar with the material spilled, or if there exists any reasonable doubt concerning safety or risk of injury. The primary motivation for interim response measures by the individuals observing the spill or release is to **block potential routes of entry into storm drains or nearby streams.**
- d) After initiating preliminary containment measures, personnel involved shall secure the area affected and await the arrival of the EHS Director or his/her designee or contact the local Fire Department if the spill has not been contained or poses an immediate threat to human health or the environment. No individual shall re-enter the spill zone until the area has been secured by trained spill response personnel unless directed by the EHS Director.
- e) The EHS Director may determine that primary response activities should be conducted by a third party emergency response contractor, or the Fire Department, depending upon the nature of the spill.
- f) If the EHS Director determines the spill to be under control or of a minor consequence, he or she may direct the resumption of normal activities at the site.
- g) If the EHS Director determines that the spill is significant, due to type or quantity of material spilled, he or she shall initiate an appropriate response effort. If the facility does not have the internal resources available to effectively handle spill response, the EHS Director shall arrange for outside resources. A list of external resources available is listed in **Table OSCP-3.2.** A list of on-site spill response supplies and equipment locations is provided in **Tables OSCP-5.1** and **Table OSCP-5.2.**
- h) Spilled materials shall be collected from the spilled surface to the extent practicable. An attempt to collect residue shall be made using granular absorbents or similar materials.
- i) Material collected as part of a spill response shall be containerized and labeled with its content and the date.

OIL SPILL CONTINGENCY PLAN

j) The EHS Director is responsible for determining local, state or federal reporting requirements and preparing any reports or notifications.

Part 5: Equipment and Advance Arrangements

1) **Equipment:** The following equipment is available at the facility for use in the event of an oil spill:

Table OSCP 5.1: Spill Response Kit Locations

Locations	Minimum contents for each kit
Building 100 Maintenance Department	Granular Absorbent Sorbent booms/socks Sorbent pads Drain Cover/Mat Rubber gloves
West Parking Area Fuel ASTs	Granular Absorbent (>100 lbs) Sorbent booms/socks (>100 ft) Sorbent pads Drain Cover/Mat (2) 1 Empty salvage drum
Building 5 Food Grease Tank	Granular Absorbent (<25 lbs) 1 Empty salvage drum 1 shovel
Elevator Equipment Rooms	Granular Absorbent/Pads 1 Sorbent boom/sock (to block doorway)

Table OSCP 5.2: Spill Response Equipment Locations

Location	Equipment Description
Building 100 Maintenance Department	Empty salvage drums (2) Shovels and brooms

2) **Maximum equipment needed:** If the on-site spill response provisions identified above are not sufficient to respond to the spill, the facility will contact a third party emergency response contractor or the fire department. Each of these organizations have equipment of sufficient capacity to assist in the largest possible spill at the facility.

3) **Advance Agreements and Arrangements:** A formal contract has been established with a third party responder, Full Circle Restoration, to provide support to KSU in the event of a large spill or release. The contact information for Full Circle Restoration is as follows:

Full Circle Restoration
4325 Rivergreen Parkway
Duluth, Georgia 30096
(24 Hr) 770-232-9797 or 877-238-5524

OIL SPILL CONTINGENCY PLAN

Part 6: Coordination

1) Oil spill response team: Due to the small amount and limited hazards associated with the types of oil (mineral oil, lubricating oil, hydraulic oil) stored at the facility, a dedicated oil spill response team is not warranted.

2) Designation of coordinator: The EHS Director will serve as the on-scene coordinator for the facility in the event of an oil spill that threatens to reach a storm drain. Responsibilities for oil spill response are identified in Part 2 of this OSCP.

3) Operation Center and Communications: The following location will serve as the primary operations center for addressing oil spills at the facility:

Operations Center: **EHS Director's Office**

As needed communications will be via office phone system, cell phone or handheld radio (primary facility maintenance channel/frequency).

4) Provisions for varying degrees of response: Due to the small amount of oil stored at the facility, pre-arranged provisions for varying degrees of response effort are not warranted.

5) Prioritization of waters to protect: Due to the distance from the nearest surface water receptor (Noonday Creek), the relatively small amounts of oil at the facility, and the absence of additional surface water sources that could reasonably be affected by a spill at the facility, pre-arrangements for protecting additional water sources is not warranted.

Part 7: Recovery of Damages

The facility will notify applicable regulatory agencies as identified in Part 3 of this OSCP. Determination of damages and recovery of damages will be determined through consultation with the governing agency.

Appendix J Training

SPCC Training Agenda

Date: _____

Trainer: _____

Topics Covered

- Operation and maintenance of equipment to prevent discharges
- Discharge procedure protocols
- Applicable pollution control laws, rules, and regulations
- General facility operations
- The contents of the facility SPCC Plan
- Malfunctioning components (Discuss any equipment that is not operating properly or otherwise is a higher risk for discharge or release)
- Any recently developed precautionary measures if applicable (Discuss existing loading/unloading/operating procedures, document procedures and update as needed)
- Past discharge events or failures and recently developed precautionary measures (Discuss any recent oil spills, the root cause, and ways to prevent recurrence, including any changes to practices at the facility)
- Procedures (e.g. loading/unloading) required by the SPCC plan
- Release reporting procedures
- Procedures for disposal of recovered materials
- Spill response material locations
- Any other areas deemed appropriate by the Environmental Manager.

Appendix K

Release Reporting Forms

Federal SPCC Unauthorized Discharge Reporting Form

Complete the following information if the discharge exceeds the reporting threshold of either of the following: (1) two reportable quantity discharges (greater than 42 gallons or one barrel) occur within a 12-month period or (2) a single discharge event of more than 1,000 gallons occurs, or (3) within seven calendar days after the telephone notification required by Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.).

-
1. Address of spill: _____

 2. Telephone number of facility: _____
 3. Date and time of discharge: _____
 4. Type of material discharged: _____

 5. Total quantity discharged: _____
 6. Total quantity discharged to navigable waters: _____
 7. Source of discharge: _____
 8. Description of affected media: _____
 9. Cause of the discharge: _____

 10. Damages or injuries caused by the discharge: _____

 11. Actions being taken to stop, remove, and mitigate the effects of the discharge: _____

 12. Whether or not evacuation is required: _____

 13. Names of individuals/organizations contacted: _____

This report should be submitted to the EPA Regional Administrator and Georgia Department of Natural Resources at the following Addresses. You may be required to supply a copy of this SPCC Plan.

Regional Administrator US EPA, Region 6 Fountain Place 12th Floor, Suite 1200 1445 Ross Avenue Dallas, TX 75202-2733	Georgia Department of Natural Resources Attn: Emergency Response Team 7 Martin Luther King Jr. Drive Room 643 Atlanta, GA 30334
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Appendix L

Oil Handling Procedure

General Loading/Unloading Procedures

KSU will adhere to the following general bulk liquid unloading procedures:

1. Load/Unload materials only when under the direct supervision of authorized facility personnel who will implement specific spill prevention and control procedures.
2. Do not smoke if you are involved with or are in the area where bulk oil transfer operations are being conducted.
3. Keep fires and potential ignition sources away from the area where bulk oil transfer operations are being conducted.
4. Before transferring oil from the vehicle, set handbrakes, emergency brakes, etc., on the bulk oil transport vehicle (cargo tank), chock wheels; and turn off the engine (unless the engine is to be used for the operation of a pumping system).
5. For loading or unloading conducted outside of containment areas, ensure immediate access to sufficient spill response materials are available to contain the entire content of the tanker truck.
6. Do not conduct outdoor loading or unloading operations during precipitation events.
7. Do not use tools that could (or are likely to) damage valves, closures, ports, etc., of the storage tank or cargo tank.
8. Prior to filling a tank, examine the lowermost drain and outlets for leakage, and make sure that they are closed. Tighten, adjust, or replace drains and outlets as necessary to prevent leakage during or after filling.
9. Persons responsible for oil transfer operations will be aware of overfill prevention systems/techniques, and will ensure that they are monitored/followed. This includes establishing that sufficient storage volume is present in the receiving tank prior to commencing unloading operations.
10. Bond (metallically connect) or ground both cargo tanks and stationary tanks in order to neutralize static charges prior to and during transfer of Class 3 flammable liquids (e.g., gasoline, diesel, fuel oil, etc.). Bond by connecting the conductor FIRST to the container that is to be filled and SECOND to the tank from which the oil is to come. Make the second connection at a point well removed from openings in the tanks or the transfer lines to prevent ignition of vapors by a discharge of static electricity.
11. Ensure that the cargo tank is attended by a qualified person at all times during loading or unloading.
 - This attendant must be awake, have an unobstructed view of the cargo tank, and be within 25 feet of the tank at all times.
 - “Qualified” means that the person (1) is aware of the hazards involved with bulk oil loading/unloading, (2) has been instructed on the procedures to be followed in emergencies, and (3) is authorized to move the cargo tank and is capable of doing so.
12. Before moving the cargo tank from the loading/unloading area, check to make sure that flexible and/or fixed transfer lines have been completely disconnected, and that valves and other closures in liquid discharge systems are closed and free of leaks.

13. Lock valves and pumps for loading and/or draining on-site oil tanks or for controlling flow from intermittently used oil tanks and piping systems in order to prevent unauthorized operation, incidental use, or vandalism of the equipment and in order to minimize the risk of an accidental oil release.
14. Unauthorized employees will not attempt to unlock, tamper with, or use a valve or pump that has been locked.
15. The person who is authorized to unlock the device will supervise its operation (if necessary) and will be responsible for ensuring that it is relocked when the activity requiring its use has been completed.
16. Drain the loading/unloading lines to the storage tank, and close the drain valves before disconnecting the loading/unloading lines. Make sure that a drain pan or other appropriate containment device is located under connections.
17. Inspect the vehicle before departure to make sure that loading/unloading lines have been disconnected, drain and vent valves have been closed, and no leaks are evident.
18. Immediately report leakage or spillage to the Environmental Manager

Appendix M

SPCC Compliance Calendar

SPCC Compliance Calendar

Upon Update:

- Sign Management Approval Certification (Reference: Section 2 and Appendix A)
- Have Professional Engineer review and certify if appropriate (Reference Section 2 and Appendix A)
- Certification of Substantial Harm Criteria must be signed upon initial Plan adoption (Reference Appendix A)
- Complete record of plan revisions (Reference Appendix B, Table B1)

As Required:

- Respond to discharges (Reference Section 4 and Appendix I)
- Report discharges of reportable quantities (Reference Appendix I, Appendix K)
- Revise SPCC Plan to account for changes to the facility (Reference: Section 2, Appendices A and B)

Monthly:

- Visual Inspections (Reference: Section 6.1 and Appendix H)

Annual:

- SPCC Training and discharge prevention briefing (Reference: Section 6.2 and Appendix J)

Every 5 years:

- Conduct review of SPCC Plan (Reference: Section 2, Appendices A and B)

Appendix N

Transformer BMPs
