

APPENDIX F

Emergency Preparedness & Spill Response

Accidents happen. The best way to lessen environmental impacts from spills and accidental releases is to be prepared.

Legal Requirements

Legal Requirements	
Spill Prevention, Control, and Countermeasure Plan	<p>You need to prepare a spill prevention, control, and countermeasure plan which outlines a facility-wide plan to prevent and clean up oil and gasoline spills (Clean Water Act, 40 CFR 112) if your facility stores gas or oil:</p> <ul style="list-style-type: none">• In an aggregate total of 1,320 gallons or more (not including containers of less than 55 gallons); or• In underground storage tanks (USTs) with a total capacity greater than 42,000 gallons (unless the tanks are in compliance with the state requirements for USTs). <p>For further information about spill prevention, control, and countermeasure plans, see Appendix E on pages 111-114.</p>
Hazardous Waste Contingency Plan	<p>A written hazardous waste contingency plan is required for large quantity generators. Specific information on this requirement can be found under 40 CFR 262.34 and 40 CFR 265 Subparts C and D. Small quantity generators need to comply with the emergency planning requirements found under 40 CFR 262.34(d)(5).</p>
National Fire Protection Association (NFPA)	<p>For marinas with service or filling stations, they must be managed in a manner to prevent spills, fires, and other dangers as required in NFPA's Automotive and Marine Service Station Code (NFPA 30A). These requirements are adopted locally. Check with your municipal fire marshal for local requirements.</p>
Storage of Hazardous Materials	<p>If you store materials in quantities above certain threshold amounts, you must report storage of that substance under the Emergency Planning and Community Right to Know Act of 1986 (see Appendix M on pages 197-202). Keep copies of material safety data sheets for all hazardous substances used at your facility.</p>
Emergency Action Plan	<p>If your facility has 10 or more employees, you must have a written emergency action plan. For marinas with 10 or fewer employees, this plan may be communicated verbally (29 CFR 1910.38).</p>

Best Management Practices

Best Management Practices	
Assess Potential Hazards	Note areas with potential hazards—manmade (e.g., fuel spills, fires, etc.) or natural (e.g., severe weather). Identify high danger or impact areas.
Spill Response Kits	<p>Store spill containment and control materials in locations close to areas identified as a potential hazard. The materials should be stored in containers that keep them clean and dry and the area should be well marked.</p> <p>Keep a list of equipment that is stored in each kit. The kits should be inspected on a set schedule and replenished immediately after use. The kits should contain:</p> <ul style="list-style-type: none"> • Absorbent pads and booms (small and large); • Empty sandbags; • Sewer pipe plugs; • Dry absorbent; • Square end shovels*; • A curtain boom (long enough to span the mouth of the marina and to encircle the largest vessel in moorage); • A hoe*; • Drain covers; • Fire extinguishers; and • A copy of the facility's spill contingency plan. <p>* Consider using nonsparking tools in areas where flammable liquids such as gasoline are stored.</p>
Emergency Response Plan	<p>Develop an emergency response plan that includes written procedures for addressing potential situations.</p> <p>Keep the plan in an accessible location.</p> <p>Update the plan as necessary (e.g., personnel, contact number changes, etc.).</p> <p>Review the emergency response plan with employees and train them in the use of response equipment.</p> <p>Share your emergency response plan with local emergency response groups (e.g., fire departments, hospitals, hazardous materials contractors).</p>

Best Management Practices *(continued)*

Best Management Practices	
<p>Emergency Response Plan (continued)</p>	<p>The emergency response plan should include:</p> <ul style="list-style-type: none"> • A site plan of the facility showing pipes, valves, structures, roads, hydrants, docks, power and fuel shutoffs, telephones, spill kits and locations of hazardous materials; A description of the type, amount, location and potential hazards of stored materials; • Roles and responsibilities of staff members; • A copy of the facility's spill contingency plan (a description of preplanned actions to be taken, based on likely threats, and what equipment should be used); • Stipulations for each planned response, including when additional or outside resources should be deployed; and • A list of emergency response phone numbers (see the Emergency Response Phone Directory on pages 121-122), including: <ul style="list-style-type: none"> • Fire and police • Facility owner • Harbor master • Spill response contractor • IDEM's Emergency Response Hotline • National Response Center Hotline
<p>Spill Contingency Plan</p>	<p>Develop a spill contingency plan even if you are not required by law. The spill contingency plan and emergency response plan can be combined into one document.</p> <p>The plan should include:</p> <ul style="list-style-type: none"> • Potential spill sources; • A list of oil and hazardous materials kept in the area; • Prevention measures such as security, inspection, training, containment and equipment; and • Emergency procedures for spills, including: <ul style="list-style-type: none"> • Contact information for entities who will initiate containment and cleanup; and • Instructions on state and federal agencies to contact, the type of information to provide and when such notification is required (see table on pages 118-120).
<p>Severe Weather Checklist</p>	<p>Develop an action checklist for severe weather. The checklist should include:</p> <ul style="list-style-type: none"> • Prepare to reduce environmental risks by securing waterside sewage pumpouts, dump stations and dumpsters. • Remove or secure objects that could blow or wash away. • Consider shutting off and locking out fuel pumps and oil tanks.

Notification Requirements

Law	Potential Situations	Agencies to Notify & When Notification is Required
<p>Water Quality Standards 327 IAC 2-6.1</p>	<ul style="list-style-type: none"> • Spills that damage the waters of the state so as to cause death or acute injury or illness to humans or animals. • Spills from a facility that has been notified in writing by a water utility that it is located in a delineated public water supply wellhead protection area. • Spills that damage waters of the state. • Spills to surface waters. • Spills of hazardous substances or extremely hazardous substances when the amount spilled exceeds 100 pounds or the reportable quantity, whichever is less. • Spills of petroleum of such quantity as to cause a sheen upon the waters. • Spills of objectionable substances. • Spills to soil beyond the facility boundary. • Spills to soil within the facility boundary. • Any spill for which a spill response has not been done. 	<p>Call IDEM's Emergency Response Spill Reporting Hotline at (888) 233-7745 within 2 hours.</p> <p>Follow-up as required by agency.</p>
<p>Clean Water Act 40 CFR 110.6</p>	<p>Oil discharge (film/sheen/discoloration) to water surface or shoreline, or violation of water quality standards.</p>	<p>The person in charge of the vessel or facility should call the National Response Center (federal spill reporting) at (800) 424-8802 <u>immediately</u>. If not practical, then call the U.S. Environmental Protection Agency's Region 5 24-hour emergency hotline at (312) 353-2318 or the U.S. Coast Guard's Marine Safety Office in Louisville, Kentucky at (502) 582-6825.</p> <p>Follow-up is not required.</p>

Notification Requirements *(continued)*

Law	Potential Situations	Agencies to Notify & When Notification is Required
<p>Clean Water Act 40 CFR 117.21</p>	<p>Discharge of hazardous substance (equal to or above the reportable quantity).</p>	<p>The person in charge of the vessel or facility should call the appropriate government agency immediately.</p> <p>Follow-up is not required.</p>
<p>Clean Water Act 40 CFR 122.41</p>	<p>Noncompliance which may endanger health and environment (above permit allowance).</p>	<p>The permittee should call the appropriate government agency within 24 hours.</p> <p>Follow-up is required in five days.</p>
<p>Comprehensive Environmental, Response, Compensation, and Liability Act 40 CFR 302.6(a)</p>	<p>Hazardous substance release (equal to or greater than the reportable quantity).</p>	<p>The person in charge of the vessel or facility should call the National Response Center (federal spill reporting) at (800) 424-8802 within fifteen minutes.</p> <p>Follow-up is not required.</p>
<p>Emergency Planning and Community Right-to-Know Act 40 CFR 355.40</p>	<p>Release of an extremely hazardous substance under the Superfund Amendments and Reauthorization Act or a hazardous substance under the Comprehensive Environmental Response, Compensation, and Liability Act equal to or greater than the reportable quantity.</p>	<p>The owner/operator should call the local emergency planning committee, the Indiana Emergency Response Commission at (317) 232-3830, or local emergency response personnel (911 in cases of transportation-related release) within fifteen minutes.</p> <p>Follow-up is required within seven calendar days.</p>

Notification Requirements *(continued)*

Law	Potential Situations	Agencies to Notify & When Notification is Required
<p>Resource Conservation and Recovery Act 40 CFR 262.34 40 CFR 263.30 40 CFR 264.56 40 CFR 264.196 40 CFR 265.56 40 CFR 265.196 40 CFR 270.14 40 CFR 270.30 40 CFR 273.17 40 CFR 273.37 40 CFR 273.54 40 CFR 279.43 40 CFR 279.53 40 CFR 280.50 40 CFR 280.52 40 CFR 280.53 40 CFR 280.60 40 CFR 280.61</p>	<p>Release, fire, or facility explosion that threatens health outside the facility.</p>	<p>The emergency coordinator or owner/operator should call the National Response Center (federal spill reporting) at (800) 424-8802, IDEM's emergency response coordinator at (888) 233-7745 (toll-free in Indiana) or (317) 233-7745, your local environmental agency (e.g., Hammond Dept. of Environmental Management) and the U.S. EPA regional administrator at (312) 353-2318 immediately.</p> <p>Follow-up varies from five to 30 days. Report to the on-scene coordinator, the National Response Center, and the U.S. EPA regional administrator.</p>
<p>Toxic Substance Control Act 40 CFR 761.120 40 CFR 761.125</p>	<p>Polychlorinated biphenyls (PCBs) spill (equal to or greater than 50 parts per million) with release to surface water/drinking water supplies/sewers/grazing lands, etc.</p>	<p>The person in charge should call the Pesticides and Toxics Compliance Section of U.S. EPA Region 5 at (312) 886-7061 within 24 hours.</p> <p>Follow-up as required by agency.</p>

A list of reportable quantities can be found at 40 CFR 302.4, and a list of extremely hazardous substances can be found at 40 CFR 355, Appendices A and B. Both lists are available on the Web at <http://ecfr.gpoaccess.gov>.

Source: www.epa.gov/region07/toxics/factsht.htm



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Emergency Response

www.idem.IN.gov

Mitchell E. Daniels, Jr.
Governor

Thomas W. Easterly
Commissioner

100 North Senate Avenue, Mail Code 66-30, Indianapolis, IN 46204

Phone: (317) 233-7745

Toll Free: (888) 233-7745

Contact numbers and evaluation techniques for environmental threats

PERSONAL SAFETY, ESPECIALLY YOURS, IS ALWAYS THE FIRST PRIORITY. Do not endanger yourself by entering hazardous environments. Stay upwind of spills and air releases. Never taste spilled materials. Never inhale smells to identify spills. Never touch unknown materials without proper Personal Protective Equipment. Be aware of highway, water and night-time safety issues. The burden of providing information and performing spill responses ALWAYS falls on the spiller, not you. Please let us know if you need additional guidance or do not feel comfortable being involved in a situation.

CONTACT NUMBERS

State Contacts:

-IDEM Emergency Response, spill reporting (24 hour)	888-233-7745
-IDEM, general information	800-451-6027
-IDEM air complaints	317-233-0178
-SEMA (State Emergency Management Agency)	800-669-7362
-ISFM (Indiana State Fire Marshall)	800-669-7362
-ISDH (Indiana State Dept. of Health)	317-233-1325
-IDNR NRHQ (Dept. Natural Resources, North Region)	765-473-9722
-IDNR SRHQ (Dept. Natural Resources, South Region)	812-837-9536
-OISC (Office of the Indiana State Chemist)	800-893-6637
-IOSHA (Indiana Occupational Safety and Health)	317-232-2693
-Public Safety Training Institute	317-232-6632
-Illinois Environmental Protection Agency	217-782-7860
-Michigan Department of Environmental Quality	800-292-4706
-Ohio Environmental Protection Agency	614-224-0946
-Kentucky Department of Environmental Protection	502-564-7815

Federal Contacts:

-National Response Center (federal spill reporting)	800-424-8802
- US EPA, Region V (24-hour emergency)	312-353-2318
-Agency for Toxic Substance and Disease Registry	404-639-0615
-US Coast Guard, Marine Safety Office, Louisville, KY	800-253-7465

Other Contacts:

-Holey Moley (for locating underground utilities)	800-382-5544
-Chemtrec (chemical data information)	800-424-9300

Quick Reference Information Sheet for assessing spills and threats to water

CONTACTS

1. **Spiller information:** name, address, contact numbers
2. **Land owner information:** (if different): name, address, contact numbers
3. **Spill location** (if different): facility name, address, directions, contact numbers
4. **Other contacts** for: lease holders, contractors, response agencies

CIRCUMSTANCES

5. **Spilled material/description.** Material Safety Data Sheet. What is it used for?
6. **Date and time** of spill (When found vs. when spill likely began)
7. **Cause** of spill.
8. Has the spill led to threats of **human** safety? Any evacuations? Any injuries?
9. Has the **release stopped**? Can it be stopped without compromising safety?
10. Was there an immediate or any **spill response**? Many fire and street departments initially dam or absorb spills with kitty litter or sand. Spillers are ultimately responsible for initiating and completing a spill response.

SPILL CHARACTERISTICS

11. Describe **area affected**, estimate square feet or miles of affected water.
12. Describe **amount spilled**, amount contained, capacity of containers or vessels.
13. **Amount recovered** or why no recovery (very few exceptions).

SPILLS TO WATER

14. Are there **surface waters** nearby or involved? Roadside ditches, streams, ponds?
15. Are the surface waters **standing, flowing, discharging**? To where?
16. Do you see **fish** or other animals in or near the water? Are they alive, stressed, dead?
17. Are there ditches, low areas, storm drains inlets, field tile risers to water?

SPILLS TO SOIL

18. Are there **sandy or gravelly native soils**, backfill areas, dry wells nearby/involved?
19. Are there **water wells, pipelines, phone lines, or utilities** that spills might follow?

SPILLS TO TILES, SEWERS, STORM DRAINS

20. For impacted **storm drains/storm sewers**, are there signs of the spilled material in **manholes or catchment basins**? Check where the storm drain exits into surface water. Can spilled materials be safely contained and collected from catchment basins or storm drain outlets before entering water?
21. For impacted **combined or sanitary sewer** systems, contact the wastewater utility. Will the material be safely treated? Will it upset or flow through the plant? Can they safely separate and contain it without hurting their plant? Are they experiencing any bypass events where spilled materials may discharge directly to water? Check bypass outfalls for spilled material. Call IDEM Emergency Response Section at 888-233-7745 immediately for upset plants. Non-emergency treatment plant questions may go to IDEM, Office of Water Management, Water Inspections Sections at 800-451-6027.

Hazardous Material Releases



REPORT ENVIRONMENTAL EMERGENCIES

Immediately!

24 hours-a-day, 7 days-a-week

(317) 233-7745

Toll-Free Nationwide:

(888) 233-7745

Fish Kills



Oil Spills



To Report Radiological Incidents:

Call Indiana State Department of Health at (317) 233-1325.



Indiana Department of Environmental Management

www.idem.IN.gov

For general IDEM information, call (800) 451-6027 (business hours)

This page was intentionally left blank.