

TELLER COUNTY ENVIRONMENTAL PROCEDURES

**SPILL CONTROL AND COUNTERMEASURE
STORMWATER MANAGEMENT
ENVIRONMENTAL PROTECTION**

TRAINING HANDBOOK

05-01-05

INTRODUCTION

Teller County has developed this handbook for distribution to all employees involved in operating, managing, and using any chemical, substance or product that has the potential to harm the environment.

As employees of Teller County you are expected to follow the procedures and guidelines as outlined in this document. These procedures are designed to give you guidance in the proper use, storage, and disposal of materials that are considered hazardous to the environment. It will also instruct employees on the proper steps to take when and if a spill occurs.

Employees will be required to attend this training annually.

SPILL CONTROL AND COUNTERMEASURE PLAN

Teller County has developed a comprehensive SPCC plan for its maintenance and fueling facilities. The purpose of an SPCC plan is to identify facilities where petroleum products are stored, assess the risk of a spill, and provide a guide to employees so that we can respond and minimize the risk of a petroleum/chemical spill leaving our property or in the worst case pollute a waterway.

Copies of the SPCC plan will be placed in areas that are common for all employees 24 hrs. The plan should be kept near the MSDS book for easy reference. It is your responsibility to know where these items are stored in your department.

The facilities covered under this plan include the Weaverville Fleet and TDOT facilities and the Cripple Creek TDOT facility. Both facilities house over 1320 gallons of reportable fuel and or chemicals so Teller County is required to have an SPCC plan in place.

The plan outlines the description of each facility from a main easily identifiable road, the nearest waterway, and the path a large spill would take to leave the facility. It also gives information concerning the quantities and types of fuel and oil storage for each facility.

The Divide Facility has 7,323 gallons above ground and 20,000 gallons of underground storage.

This includes:

10,000 gallons of Diesel, 10,000 gallons of unleaded below ground.
All of the fluids used for vehicle operation and maintenance
Emulsion
Soap and Other Chemicals.

The Cripple Creek Facility has 3,240 gallons of above ground fuel and oil storage.

Most spills are small spills and can be absorbed with oil dry and disposed of in the appropriate manner but there are specific steps that should be followed to ensure employee safety and environmental compliance.

Employees should be familiar with the types of chemicals that are used in their department and they should know what personal protective equipment is required to adequately protect them when handling fluids. This information is readily available to employees via the Material Safety Data Sheet booklets located in your departments.

If a spill occurs you should first assess the situation. If the spill has created an unsafe situation such as a fire or an injury an employee may dial 911 directly. **If there is no immediate danger to personnel and no injury employees are required to report the situation to their supervisor immediately. The SPCC plan book contains specific reporting procedures for employees consult the book for all non-emergency situations.**

Employees should wear the appropriate personal protective equipment and make every effort to contain the spill within our facility.

Shut off the source of the leak if possible. Contain the spill using spill socks, oil dry, dirt, or dig a trench to contain the spill. The objective is to contain the spill in the absolute smallest area possible.

Once the spill is contained any residual should be absorbed and placed in containers for disposal. Sampling of the adjacent soils may be necessary. Never throw contaminated absorbent or soil in the dumpster.

Employees are responsible for spill prevention and are required to take steps to minimize spills. Below are examples of what you can do to prevent spills:

1. Never overfill a container.
2. Always take care when transferring fluids and use the appropriate equipment
3. Never tie or wedge a valve open when transferring fluid.
4. Always replace the tops on a container even if it is empty
5. Always check connections for proper seal
6. Never drive away with a fluid transfer hose attached to a vehicle
7. Know where the emergency shutoffs are located
8. Know where spill response equipment is located
9. Use drip pans when transferring fluids
10. Drain hoses into a pan not on the ground
11. If you see a leak or a spill notify your supervisor.
12. Practice good housekeeping

FLUID TRANSFER PROCEDURES

The greatest risk for a reportable and serious spill comes from fuel transfer operations. This includes fueling equipment and during a fuel delivery. The following procedures are designed to minimize the risk of a spill during fueling.

1. Clips will be removed from the fuel dispenser nozzles. If a nozzle were left unattended and fell out of a tank, or if the tank overflowed the pump would run continuously until the contents of the tank were pumped onto the ground or someone noticed the problem.
2. Employees will monitor the entire fueling activity and will not leave the immediate area.
3. When a fuel truck is making a delivery the storage capacity of the tank will be verified and a County Employee familiar with fuel transfers will be present during the transfer activity.
4. All fluid transfer hoses will have a breakaway device installed.

There are two emergency fuel pump shutoff devices at the Divide Facility. One is located on the Gasboy 1000 card reader station. This shutoff should be used if possible as it is the closest. The other emergency shutoff is located on the east wall of the green TDOT facility immediately west and about 200 feet from the fuel pump. This would be the fuel shutoff to use in cases of fire.

For your safety you should not re-enter your vehicle while fueling and then touch the nozzle. There have been reports that static discharge can ignite the fuel vapor!!!!!!!!!!

Other fluid transfers such as oil, lubes and emulsion should be treated in the same manner. The employee who initiates the transfer is responsible for monitoring the transfer and must stay in the immediate vicinity while any fluid transfer takes place.

ABOVEGROUND STORAGE TANKS

An aboveground storage tank is any vessel used to store liquid products that is not buried in the ground. Tanks containing 620 gallons of product are regulated by State and Federal agencies and require monthly inspections. We have three regulated tanks at Teller County. The two 1000 gallon fuel tanks at Cripple Creek and the Crafc0 Portable emulsion tank trailer. The SPCC plan contains master inspection forms. At least every 30 days, each one of these tanks must be inspected. If deficiencies are noted repairs must be made immediately and should be documented on the inspection form.

All aboveground tanks with a capacity of 50 gallons or more require some form of secondary containment that holds at least 110% of the tank's capacity.

Barrels stored outside should have plugs in place at all times to ensure rainwater does not overflow the barrel. These tanks also require secondary containment.

Secondary containment that is open (could allow precipitation to enter) must be inspected after every precipitation event. This is to ensure that adequate secondary containment is available in the event of a spill. This item should also be inspected monthly.

All above ground storage tanks that are filled from a larger tank must have an accurate means of gauging the amount of product they contain. During fluid transfers an employee must be stationed at a shutoff valve to prevent overfilling.

Container Control Procedures

All containers containing oils, chemicals, and cleaners should be labeled as to their contents.

When it is necessary to fill smaller bottles from a bulk tank the employee that transfers the fluid is required to label the container for the contents.

Flammable materials will be stored in an appropriate cabinet locate away from all sources of ignition.

If you find a leaky hose or valve it you should disable the pump and contain the spill. The equipment should be locked out until repairs are made. The person verifying the repair should document this on the monthly inspection form.

Summary

Every employee has the responsibility to take steps to minimize the risks of a spill. When a spill occurs, the situation should be treated within the guidelines of the SPCC plan and this training booklet. Never try to hide a spill and always report spills to your immediate supervisor so that they can be handled and cleaned up within the scope of EPA guidelines. If you don't know ask!

By practicing the guidelines in this document we can successfully minimize the chances of a large spill that may result in a fire, explosion, or contamination of the environment. And if a spill occurs we have a guide as to the proper procedures for cleanup, reporting and disposal of the spill.

Remember it is your responsibility to review the SPCC plan and MSDS book to become familiar with the contents. If you don't know ask!