

Southeastern Oklahoma State University Spill Prevention Control and Countermeasure Plan

Updated December 2014

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Southeastern Oklahoma State University

Durant, Oklahoma

SPCC Plan

ID # 0703808

1.0 INTRODUCTION

The Oil Spill Prevention Regulations (40 CFR Part 112) are a part of the federal Clean Water Act. The regulations require that certain facilities prepare and implement a Spill Prevention, Control and Countermeasure (SPCC) Plan. Southeastern Oklahoma State University is required to have a plan since the main campus stores more than 1,000 gallons of fuel above ground and because it could reasonably be expected under a worst-case scenario that fuel/oil could discharge to a navigable water of the United States via the campus' storm drainage system. The guidelines specified in this Plan identify standards and procedures, responsibilities, control measures, resources and work practices that are necessary to minimize the possibility of a discharge and to ensure adequate response in the event of a release of oil into the navigable waters of the United States or adjoining shorelines.

Copies of this Plan are at the following locations:

- Available SOSU aviation Department
- The Offices of Safety and Physical Plant
- Made available to all applicable fire safety and facilities personnel at SOSU

Requests for additional copies and questions regarding the SPCC Plan should be addressed to:

Southeastern Oklahoma State University

Office of Safety

301 University Blvd.

Room 104

Durant, Oklahoma 74701

Telephone 580-745-2868

2.0 ADMINISTRATION

2.1 Policy

Southeastern Oklahoma State University, located at 1405 North 4th Street Durant, Oklahoma, will operate its facility in compliance with the rules and regulations applicable to its site-specific operations and activities as outlined in this Plan. SOSU will operate in an efficient and environmentally safe manner and will take reasonable measures to prevent oil spills from occurring. If an oil spill should occur, SOSU will take reasonable actions to contain the spill and prevent the oil from reaching and discharging into or upon the navigable water of the United States or adjoining shorelines, as defined in Title 40 Code of Federal Regulations (CFR) Part 112. The signature contained here with designates SOSU approval of this Spill Prevention Control and Countermeasure Plan prepared pursuant to 40 CFR Part 112 and indicates that this Plan will be implemented as herein described.

Name: George Jacox

Title: Chair: Aviation Sciences

Signature:

Name: Stephen Harman
Title: Chief: Environmental Health & Safety
Signature:

Name: Eddie Harbin
Title: Director, Physical Plant
Signature:

2.3 Coverage

The policies and procedures set forth in this Plan are applicable to all Southeastern Oklahoma State University personnel, faculty, staff and students who work near or with oil on campus. "Oil" means any kind, any form of oil to include heating oils, motor fuels, lubricating oils, cutting oils, quenching oils, hydraulic oils, transformer oils, mineral oils and cooking oils.

The departments that may be covered under this Plan are:

Aviation
Biology
Arts
Physical Plant
Grounds
Science/Chemistry
Theater
Dining
Physics
Equestrian Center
Athletics

Periodically, each department will review its use and storage of oil. Any "sensitive" areas of concern (i.e. a storm drain, etc.) where a release into the environment could occur will be noted.

2.4 Administration of Responsibility

To fully implement policies, the assistance and cooperation of all Southeastern Oklahoma State University faculty, staff and students are necessary. The following descriptions outline key roles and responsibilities involved in the implementation and maintenance of this Plan.

Office of Campus Safety

The Office of Safety reports to the Director of Safety at SOSU.

The Office of Safety will oversee the SPCC Plan for the University and will conduct the following activities:

- Inspect facilities to ensure compliance with the provisions of the Plan;
- Investigate environmental releases;
- Coordinate training and maintain training records;

- Update the SPCC Plan as required;
- Serve as central coordinator for the tank and transformer oil inventory on campus;
- Ensure that safety equipment, including emergency response equipment

(i.e. fire extinguishers, spill kits, etc.), is inspected and working properly;

- Remain current with regulatory and legal requirements;
- Assist departments with their inventories;
- Serve as Emergency Coordinator for SOSU;
- Coordinate waste oil disposal on campus;
- Make emergency information for the Durant Community available for posting and
- Evaluate performance of this plan after a reportable incident to DEQ and make appropriate revision of plan.

Additionally, the departments listed below will be responsible for the following actions:

Physical Plant and Aviation Department

- Inform the Safety Office of any environmental releases, provide recommendations concerning these incidents, and ensure that corrective action is taken;
- Provide updates, changes to the list of storage tanks (USTs), above ground storage tanks (ASTs), and oil storage (transformer oils, hydraulic oil, lubricating oils, mineral oils) and usage locations;
- Regular inspections of ASTs and piping;
- Annual leak testing of all non-consumptive USTs; (if obtained)
- Regular inspections of USTs; (if obtained)
- Storage of oil containers and drums in secondary containment, as needed;
- Ensure that all fill caps are correctly color-coded and locked;
- Maintain security of oil storage areas; and
- Maintain fire safety systems

Facilities Management

- Ensure that spill prevention controls, such as secondary containment, as required, are part of all new UST and AST projects;
- Provide Facilities Services and Safety with information on new or changing USTs and ASTs; and
- Inform contractors on-site of their responsibilities in accordance with this Plan.

Other Applicable Departments (i.e. Fine Arts, Dining, etc.):

- Inform the Safety Office of any environmental releases, provide recommendations concerning these incidents, and ensure that corrective action is taken;
- Provide updates, changes to the list of USTs, ASTs, and oil storage and usage locations;
- Storage of oil containers and drums in secondary containment, as needed; and
- Maintain security of oil storage areas.

Supervisors

The immediate supervisor of each area is responsible for implementing the policies and procedures of the Plan. It is the responsibility of each supervisor to perform the following:

- Ensure that workers know and follow policies and practices;
- Ensure that workers have been properly trained and that training activities are documented;
- Ensure that control measures selected for use are adequate and protective equipment is readily available;
- Follow recommendations made by the University to correct any unsafe conditions; and
- Maintain an inventory of oil used and stored by their respective department.

Workers

Employees of the University are expected to:

- Conform to good standard practices and procedures for the material they work with by reviewing current literature, available Material Safety Data Sheets and applicable SOSU College policies;
- Wear appropriate personal protective equipment;
- Use engineering controls and safety equipment properly;
- Participate in all required training programs;
- Report to the appropriate supervisor all facts pertaining to incidents resulting in releases of oil, and any action or condition that may cause an incident with oil;
- Follow emergency response notification procedures; and
- Learn, understand, and observe all policies and practices listed in this Plan.

Contractors

Contractors that work on campus are required to be briefed by the SOSU project manager at the commencement of any large project, or periodically, as necessary.

Contractors are expected to:

- Observe SOSU policies and procedures;
- Ensure that their personnel have appropriate training;
- Ensure fuel oil delivery trucks have automatic shutoff valves;
- Report damaged systems to SOSU personnel;
- During fuel delivery, use dry shutoff valves or have a pail to catch drippings;
- Ensure adequate capacity in tank prior to oil delivery;
- Ensure that fill caps are locked when finishing filling operations; and
- Cover any catch basin within the vicinity of a fill port, during transfer operations.
- In the event of a spill, notify the Office of Safety, 745-2868, or after hours, SOSU PD at 745-2727.

Visitors

Visitors to Southeastern Oklahoma State University who work with oil/fuel need to be aware of this Plan and observe University policies and procedures.

2.5 Inspections and Nonconformance

Containers that are not visible or accessible during normal department operations will be inspected periodically by applicable personnel to ensure container integrity and proper management. Periodic inspections will also be performed by the Office of Safety. These will consist of formal reviews of each department's conformance with policies and procedures stated in this document. Inspections may be unannounced; however, the Office of Safety will attempt to include representative department members during inspections of their work areas. All departments will also perform periodic self-reviews to ensure compliance with this Plan.

The Office of Safety shall forward a copy of the completed Inspection Checklist sent to the supervisor-in-charge. Upon receipt, the supervisor will address any issues, sign-off on the checklist and send a copy back to the Office of Safety. All checklists and documented corrective actions will be filed with the department and in the Office of Safety. If it is determined that there are issues of non-conformance with the Plan, corrective action should be taken immediately by the department. Departments are expected to make necessary corrections as soon as possible after notification. A signed copy of the nonconformance notification and the actions taken must be returned to Safety within 30 days of receipt. The Office of Safety will then follow up as necessary.

If the same non-compliance issue is noted in a department after a second inspection, and is considered to be significant in the professional judgment of Safety staff or designee, the head of the department will also be notified in writing within 30 days after the second inspection. If, after three inspections the same significant issue exists, a report will be sent to the appropriate Vice President within 30 days of the most recent inspection. In cases of imminent and substantial danger to life, health or the environment, the Director of Safety or designee is authorized to order the cessation of hazardous activity until the danger from such a condition is abated or adequate protective measures have been taken.

2.6 Record-keeping Requirements

Inspections of the tank and container storage and dispensing areas not visible or accessible by University employees during normal department operations will be conducted on a monthly basis and whenever tanks are filled. Written inspection logs are maintained in the Physical Plant and Aviation Department Offices at SOSU and/or on the tanks themselves. In addition, spill incidents will be documented and maintained on file in the Safety Office. Additional records that are maintained include the following:

- Annual Contracts with the Oil Delivery Contractors are maintained on file in the Purchasing Office;
- Annual leak test results are maintained on file in the Physical Plant Director and Aviation Director Offices; and
- Daily reconciliation and Veeder-Root system readouts are maintained in the Aviation Department offices.

Documents to be maintained in the Office of Safety applicable to this program include:

- SPCC Plan;
- Training records;
- Records of non-conformance and corrective action;
- Applicable regulations;
- Incident reports; and
- Safety equipment inspection reports.

Records to be maintained in applicable department offices include:

- Lists (with locations) of oil used by the department;
- SPCC Plan;
- Inspection reports and corrective actions taken; and
- Material Safety Data Sheets.

Records will be kept in accordance with legal requirements, as they apply.

2.7 Plan Location

Copies of this Plan are at the following locations:

- Available on line at SOSU Safety web site
- Situated in the Office of Safety; and
- Made available to all applicable fire safety, Safety office and facilities personnel.

Regulations specify that a copy of the Plan be maintained at the facility. It will also be made available during normal business hours for EPA review.

2.8 Plan Review & Changes

The Plan must be reviewed at least once every three years. Amendments to the Plan will take place when any of the following occurs:

- Changes in facility design, construction, operation or maintenance that affect the potential for oil/fuel discharge;

- After having two or more oil/fuel spills that exceed reportable quantities in a 12 month period;
or
- A spill involving 1,000 gallons or more.

3.0 FACILITY DESCRIPTION

Facility Name: Southeastern Oklahoma State University

Facility Address: 1405 North 4th Street

Durant, Oklahoma 74701

Facility Type: Educational Facility

Total Student Enrollment: 3,800

Faculty, Staff: 400

Total Acres of SOSU Campus: approximately 460

Total Buildings: 37

Contact/Person in Charge: Eddie Harbin

Business Telephone: 745 -2839

Cellular Telephone: 916 - 1619

SPCC Emergency Coordinator: Stephen Harman

Business Telephone: 745 - 2727

Cellular Telephone: 920 – 8605

Business Telephone: 745 – 2868

Normal Hours of Operation: 8 AM to 5 PM, Monday through Friday

3.1 Flood Drainage

The facility and the tank systems do not lie within the 100-year floodplain.

4.0 OIL STORAGE — DESCRIPTION, USE & LOCATION

A site plan is provided in Figure 1 at the end of this Plan. Tables 1 and 2 show oil storage tank locations around the Southeastern Oklahoma State University campus, and Table 3 presents an inventory of the transformers onsite.

4.1 Southeastern Oklahoma State University's USTs and ASTs

Tables 1 and 2 present a summary of each of the petroleum storage tanks present at the SOSU campus. The tables include the following information: the building location of the tank, the type/make of the tank, the tank storage capacity, the petroleum product contained in the tank, any tank specific spill prevention controls, and any planned corrective actions.

4.2 Transformers

Transformer oils, associated with approximately 30 transformers, are located throughout the main campus. The quantity of oil in the transformers ranges from 25 to 200 gallons. **Transformers are the property of Oklahoma Gas and Electric Company; telephone number 580-220-4125.**

4.3 Waste Oil

Waste oils are generated and stored in drums in the Physical Plant, Aviation Science Department, Hallie McKinney Dinning Hall, Grounds Department, Art Department and Campus garage. Where practical, waste oils are stored with a suitable form of secondary containment and collected by private contractor to be recycled.

4.4 Miscellaneous Oil Storage

Virgin oils used in general facility operations are stored in drums and small containers of

various sizes throughout the facility. Hydraulic oil is also used for the operation and control of elevators located at SOSU. Lubricating oils are located in the Physical Plant and several mechanical rooms for maintaining and servicing equipment. Mineral oils are present in the VPAC building and Fine Arts Department Art Department and by Physical Plant for use in equipment. Vegetable oils are located in dining hall for use in cooking food.

4.5 Elevator Hydraulic Oil

Several multi-story buildings on the SOSU campus are equipped with hydraulic elevator systems. Reservoirs range from approximately 150 to 250 gallons. Reservoirs associated with hydraulic elevators are not considered bulk oil storage container because their contents are “in use” (Title 40 CFR part 112). Therefore, these reservoirs are exempt from secondary containment requirements. If a spill occurs the proper authority will be contacted. Refer to Appendix # 1 and # 2.

5.0 SPILL ESTIMATES AND PATHWAYS

Figure 1 shows a schematic of the SOSU main campus. This section describes the potential quantities of oil released under assumed worst-case scenarios that do not necessarily reflect the probable occurrence of such events. These events are considered representative of all the potential spill incidences that could occur on the campus, and comparable procedures would be followed in the event of a spill at one of the locations that is not specifically discussed below.

5.1 Tank Filling Operations

A catastrophic release of up to 20,000 gallons of fuel/oil could occur during oil/fuel delivery procedures, where ASTs and USTs are filled via exterior fill ports. Oil delivery vehicles generally park adjacent to the building in or near which the tank is located. The fill ports to some of the tanks on campus are situated in proximity to one or more storm water catch basins. In the event that an oil spill reached a catch basin, the fuel/oil would travel through the storm water sewer system and discharge into the Chuckwa Creek, Caney Creek and Moore Creek which eventually flows into Blue River.

5.2 Tank Failure

There are a number of ASTs located around the SOSU campus, and are situated both inside and outside the buildings. Catastrophic failure at any of the ASTs could result in a fuel/oil spill of up to 20,000 gallons of fuel/ oil. Some of the ASTs are located in proximity to floor drains or storm water catch basins. The spilled oil would travel through the storm water sewer system and discharge into the Chuckwa Creek, Caney Creek and Moore Creek which eventually flows into the Blue River.

5.3 Fuel Dispensing Operations

The SOSU campus has two fuel dispensing facilities locations; the Aviation Department and the Grounds Building, respectively. While there is a potential for an fuel/oil spill during fuel pumping/dispensing activities, someone needs to be present in order to pump the fuel, and it is assumed that the maximum amount that could be released is less than 20,000 gallons. Storm water catch basins are located in proximity to the dispensing facilities. In the event that an oil spill reached a catch basin, the fuel/ oil would travel through the storm water sewer system and discharge into the Caney Creek and Moore Creek and Chuckwa Creek which eventually flows into the Blue River.

5.4 Transformers

There are approximately 30 transformers of various sizes located at the SOSU campus. These transformers contain between 25 and 200 gallons of oil. Most of the transformers are placed on poles, and most of them are located in landscaped areas that are sufficient to hold/contain any oil that could be spilled. SOSU has transformers on the ground and are placed on concrete pads. However, some of the transformers are located in areas where surface drainage could allow spilled oil to flow into catch basins, then the storm water sewer system, and eventually the Blue River. **All transformers are the property of OG&E.**

5.5 Waste Oil

Waste oils are generated and stored in drums in the Grounds buildings, Aviation Science Center, Physical Plant. Some of these locations have floor drains in the vicinity of the oil storage area. The maximum quantity of oil that could be spilled in any one location is about 250 gallon tank and/or (4, 55 gallon drums). In the event of a release, the oil could pass through the storm water system into surface waters. **Waste oil is collected by private contractor to be transported off campus.**

5.6 Miscellaneous Oil Storage

Catastrophic spillage from the drums and containers stored indoors throughout SOSU main campus could result in a spill of hydraulic, vegetable, lubricating, or mineral oil. The maximum quantity stored in any one location is about 250 gallons located at the Aviation department. Some of the rooms containing oil have floor drains. In the event of a release of oil in the vicinity of floor drains, the oil could pass through the storm water system into surface waters.

6.0 SPILL PREVENTION, CONTROL AND COUNTERMEASURES

This section presents physical systems, procedures, and measures for prevention, control, and response to spills of oil based on the potential cause of the release. The items which require activities by the oil delivery company are included in all new contracts that outline oil delivery procedures. Except where noted, USTs and ASTs located at the SOSU campus have, at a minimum, the following spill prevention controls (Note: See Section 11.0 for a discussion on ASTs that do not currently have adequate secondary containment and a description of proposed corrective measures):

Contact Durant Fire Department if any fuel spill meets one or more of the following criteria: **International Fire Code - section 1106.11.5**

1. Any dimension of the spill is greater than 10 feet (3048mm)
2. The spill area is greater than 50 square feet (4.64m²)
3. The fuel flow is continuous in nature

6.1 Minimum AST Spill Prevention Controls

- ◆ Signal device on vent line
- ◆ Secondary containment as set forth in Title 165:26-2-32/ 35:30-29-35
- ◆ Dispenser location at airport must be protected Title 165:26-6-63
- ◆ Notify Fire Department International Fire Code 1106.11.5
- ◆ Regular inspections of ASTs and associated piping

6.2 Minimum UST Spill Prevention Controls (NONE)

- Signal device on vent line
- Overfill/spill bucket on the fill line
- Annual leak testing on all non-consumptive tanks
- Daily reconciliation on all non-consumptive tanks by means of a Veeder-Root monitoring system
- Regular inspection of USTs

6.3 Overfills & Oil Transfer Operations

- Standard procedure requires that the fuel/ oil delivery trucks are to have automatic shutoff valves if a SOSU employee is unavailable to be present during the fuel oil transfer operation.
- Standard procedure requires routine inspections of ASTs, filling and dispensing areas and container storage areas, and their examination for evidence of spillage, staining, corrosion, damaged equipment, or damaged containers. Damaged systems will be repaired promptly and reported to SOSU personnel. Inspection logs are attached to individual tanks and/or piping location (for ASTs only).
- During fuel deliveries, the delivery operator must use dry shutoff valves or have a pail to catch spillage.
- A communication system (i.e., telephone, radio, walkie-talkie, or cellular phone) will be available near the storage locations during transfer operations. If fuel delivery trucks are equipped with a communication system, that will be considered adequate means for emergency communication.
- Liquid level inventory for each tank will be measured with a graduated stick or electronic probe prior to tank filling to ensure there is adequate capacity in the tank for the oil delivery.
- AST fill caps are color coded and labeled. They are locked except during filling operations. UST fill covers are color-coded.
- Catch basins located within the vicinity of a fill port will be covered with catch basin covers during filling and oil transfer operations.

6.4 Diesel and Gasoline Dispensing

- Pump locks
- Dispensing containment pads

6.5 Piping Failure

- Piping for the AST systems are monitored visually for leaks and have been securely mounted.
- Piping for the UST systems are inspected by SOSU personnel via routine tightness testing.

6.6 Primary Tank Failure

Most ASTs have secondary containment surrounding the tanks to contain fuel oil in the event of a tank failure. The ASTs at Aviation Science Building, have secondary containment in the form of double wall tank construction. Those that do not have this protection are (Grounds Department), for the most part, located where a catastrophic failure will result in a release to the waters of the U.S. or a storm drain. Refer to **Appendix IV**

6.7 Accidental Drum/Container Spill

- Oil/water separators are provided where necessary.
- The buildings containing various oil containers are locked during off-hours.

Containers and drums used to store oil are not stored outside or in areas proximate to storm drains. Spill basins are also used where possible.

6.8 Emergency Equipment

Emergency Equipment - General

The facility maintains a list of all emergency equipment needed for spill contingencies at the campus. A list of such equipment, including a physical description, location, and outline of their capabilities, is presented in this section.

Fire Control Equipment

Many of the buildings on the SOSU campus are equipped with complete automatic sprinkler systems. Fire fighting equipment is available at SOSU for use in emergencies related to chemical use and hazardous waste. ABC Fire Extinguishers are located in the immediate vicinity of the hazardous waste storage room and in all laboratories. A dry chemical system is situated inside the hazardous waste and flammable liquid storage rooms. Additional fire extinguishers are located throughout the campus in all the buildings. Fire hydrants are located strategically throughout the campus. All buildings are equipped with an automatic fire alarm system. The typical response time of the fire department to the campus is routinely less than 10 minutes.

++Spill Control Equipment

Spill control equipment is available in the following areas:

++ Equipment necessary to contain and/or clean up a spill must be purchased.

-
-

Posted Emergency Information Listings

Emergency information is posted at the locations stated above. This information is also on the Safety website

Personal Protective Equipment

The following Personal Protective Equipment is maintained at SOSU for use by personnel during an emergency involving the release of hazardous materials:

- Emergency eye wash and quick drench shower stations are located in the hangar South wall. Eye wash stations and safety showers are also available in all research and teaching laboratories where hazardous materials are used and hazardous wastes are generated.
- Gloves and eyewear are contained in spill kits.

Equipment Testing and Maintenance

The emergency coordinator or his/her designee will coordinate the periodic inspection of all communication and fire control equipment. He/she will ensure that spill control and personal protective equipment are readily accessible and in good working order. Fire extinguishers will be serviced annually and routinely inspected to assure they are fully charged and ready for use.

7.0 SPILL/RELEASE RESPONSE & REPORTING PROCEDURES

This section outlines the response and reporting procedures to be undertaken in the event of an oil spill.

7.1 Immediately Contact Emergency Coordinator or Alternate Emergency Coordinator

At all times, there will be one person, either on-campus or on call (within 1 hour driving distance to facility), who will be responsible for coordinating all emergency response measures. This individual will be designated the Emergency Coordinator, and will have the authority to mobilize all resources necessary to carry out procedures outlined in this Plan. The Emergency Coordinator and the Alternate(s) are thoroughly familiar with this plan, the activities at the campus, the location of storage tanks, the location of records, the campus layout, and location of all emergency response and spill clean up and control equipment. In the event of an oil spill at the campus, contact the Emergency Coordinator immediately (see Appendix).

7.2 Emergency Coordinator Assumes Control

The Emergency Coordinator will be informed of the nature and location of the spill and will direct the resources of manpower and equipment for the spill response action. The Emergency Coordinator will remain in control for the duration of the response.

7.3 Summons of Outside Support

The Emergency Coordinator, or individual directed by the Emergency Coordinator, will make the necessary contact with outside services and regulatory agencies.

In the event of a large spill, a commercial hazardous waste vendor will be called to provide professional services for the removal and disposal of contaminated material (refer to Appendix I).

In the event of a tank rupture, the tank will be repaired or replaced per the direction of the local fire department.

7.4 Regulatory Agencies

A spill of GREATER THAN 25 GALLONS OF OIL (the reportable quantity) or a SPILL OF ANY QUANTITY THAT HAS REACHED a surface water, or into a sewer, ditch, or culvert leading thereto, is immediately reportable, by law, to one or more municipal, state, or federal authorities. The SPCC Coordinator is responsible for immediate notification of reportable spills to the appropriate authorities and agencies. In addition to the initial telephone contact, a written spill report is also required for the DEQ and the Oklahoma Corporation Commission. Emergency phone numbers listed in this plan will be on file at the SOSU Police Dispatch Center and in the offices of the SPCC Coordinator and Alternates.

The following information should be provided when contacting the agencies listed in Appendix I in the order specified below:

- Identity of the caller;
- Contact phone number;
- Location of spill;
- Type of product spilled and MSDS;
- Quantity spilled;
- Extent of actual and/or potential water pollution;
- Date and time of spill; and
- Cause of spill.

Note: Copies of the addresses and phone numbers of local, state, and national emergency response teams and government agencies specified in Appendix I are kept posted at the phones located at the campus police dispatch center.

7.5 Emergency Coordinator's Responsibility (See Appendix II)

The Emergency Coordinator will assess possible hazards to human health and/or environment that may result from a spill/release on the SOSU campus. The Emergency Coordinator must consider both direct and indirect (primary and secondary) effects of a spill/release. He/she must also decide whether an emergency situation exists with such an episode. In the event of an emergency, the Emergency Coordinator will assume the following responsibilities:

Immediate Identification and Assessment

The Emergency Coordinator or alternate will immediately identify the nature of the emergency, noting the exact source, type, quantity and the extent of the spill. Oklahoma DEQ and the Oklahoma Corporation Commission must be notified by phone within 24 hours of spill and a written report filed within 20 days.

Immediate Action

The Emergency Coordinator will perform the following immediate actions:

- Activate internal facility communication system, where applicable, to notify all building occupants.
- Notify campus police and Durant Fire Department as appropriate.
- Notify appropriate emergency teams, if needed. Designate individual to meet the responding fire, police or ambulance service at the appropriate staging area for that building.
- Notify the local safety officials, Oklahoma Department of Environmental Quality (DEQ), Oklahoma Corporation Commission and the U.S. Environmental Protection Agency (EPA), as appropriate, if the emergency coordinator determines that there is an imminent or actual emergency which can threaten the public health, safety, welfare, or the environment.

Assessment of Release Off-Campus

If the emergency can threaten human health and/or the environment off-campus, the Emergency Coordinator will:

- Notify local authorities (e.g. Fire Department, Police Department, and Board of Health) (See Appendix I - External Contact List).
- Be available to assist local authorities in making the decision to evacuate the local area.

During an Emergency

The Emergency Coordinator will take measures to minimize the risk for fires, explosions, or releases or contain these risks from spreading to other oil storage areas at the campus, by ensuring that the appropriate emergency response personnel are notified and clean up is initiated.

Post Emergency Activities

After an emergency, the Emergency Coordinator will:

- Supervise cleanup efforts, and ensure that the recovered oil and contaminated materials are properly stored and disposed of.
- Ensure that all emergency equipment is cleaned and ready for future use.

- Ensure that no waste that is incompatible with the released material is stored or disposed of in the affected area until cleanup procedures are completed.
- Notify local authorities and the Oklahoma DEQ that cleanup has been completed and emergency equipment has been restored, before resumption of activities in the affected areas.
- Record the time, date, and details of the incident.

Notification Requirements

The following are minimal procedures for notifying DEQ of releases or threats of release of oil which must be reported pursuant to Oklahoma DEQ Title 252 and Oklahoma Corporation Commission Title 165 (also see Appendix II)

Release requiring notification to DEQ in accordance with Oklahoma DEQ Title 252:606-1-6 and Oklahoma Corporation Commission Title 165.

“A sudden, continuous or intermittent release or threat of release to the environment of any hazardous material or oil that is listed in Oklahoma Titles 165 and 252 or which exhibits the characteristics described in Oklahoma Titles 165 and 252 and when it is likely that such release occurred within any period of 24 consecutive hours or less, (1) when such release is equal to or greater than the applicable reportable quantity, (2) if the quantity is unknown when there is a possibility that the quantity of such release is equal to or greater than the applicable reportable quantity, or (3) if the release constitutes an imminent hazard, irrespective of the quantity released or time over which the release occurred.”

Notification to DEQ will be made as soon as possible but not more than 24 hours after obtaining knowledge of a release or threat of release (for contact information see Appendix I and IV).

Notification to DEQ will consist of the following information to the extent known:

- Name and telephone number of caller,
- Location of release/threat of release,
- Date and time of incident,
- Identity of oil or hazardous material involved,
- Approximate quantity,
- Source of release/threat of release,
- Brief description of incident,
- Name and phone number of owner or operator,
- Name and phone number of contact person,
- Measures taken or proposed, and
- Any information on potential environmental impacts.

Resumption of Operation

Prior to resuming normal operations, the Emergency Coordinator will ensure that all safety and emergency equipment is inspected and returned to operable conditions. The Emergency Coordinator will notify the Oklahoma Department of Environmental Quality (DEQ) and appropriate local authorities that the above have been done before resuming operation. Following clean-up operations, an assessment will be made as to the proper handling of recovered oil.

Specific Response Scenarios for Releases

The Emergency Coordinator or her/his alternate will be responsible for the proper implementation of the emergency procedures. Emergency procedures for specific types of emergencies are addressed in this section.

Medical Emergencies

A variety of personal protective equipment and emergency equipment will be maintained on site. In addition, at all times there are trained emergency medical first aid responders available at the Campus Police Station and trained nurse at SOSU Health Services during regular business hours. Dialing the in-campus emergency extension "745-2727" (Campus Police), will summon an emergency first-aid team to the scene. The following are general emergency response procedures:

- Call the in-campus emergency extension "745-2727" (Campus Police). Give details of the incident; if necessary, Campus Police will notify the appropriate emergency response services (i.e. Ambulance, Hospital, etc. – See Appendix I for listing of External Emergency Response Services and Contact Information);

While awaiting the arrival of an external emergency response unit, Campus Police EMT's team will respond to the scene.

- Obtain Material Safety Data Sheets (MSDSs) of the chemical involved (MSDSs are located in the Office of Safety and can be obtained on the Safety web site. The description of the incident and the Material Safety Data Sheet (MSDS) should be sent, and/or faxed to the hospital with the victim.

Spill Events

In the event of an incident involving a large spill (greater than 1 gallon of hazardous material or 1 pint of acutely hazardous material)

- Alert Campus Police ("745-2727"). Campus Police will immediately notify the Emergency Coordinator or her/his Alternate. The Campus Police or the Emergency Coordinator will summon additional assistance, if necessary (local or state emergency response teams, fire depts., etc);

- Trained responders will use appropriate personal protective equipment (PPE). Determine exact source of leak or spill, amount, and area affected by the release;

- Dike spill material with standard industrial absorbent. Take the necessary action to keep the spill from spreading. Spread absorbent to surround and absorb the spilled material;

- Collect contaminated material (absorbent, rags, disposal suits, etc.) into a recovery drum and label for proper disposal;

- Clean, restore, and replace PPE and spill response equipment; and

- Follow all notification and recordkeeping requirements specified above in section entitled 'Notification Requirements' (under Section 7.5).

Releases to Surface and Groundwater

Releases to surface or groundwater from Southeastern Oklahoma State University are unlikely because oil is stored in containment areas. These measures would prevent any spill from reaching surface or groundwater, or the environment. If a situation arises where the surface or groundwater, or the environment, is threatened, the Emergency Coordinator at SOSU will call the emergency contractor (Spill Contractor listed in Appendix I - External Emergency Response Services and Contact Information).

If a release threatens a surface water body by entering storm drains, the Emergency Coordinator at SOSU will initiate appropriate containment controls, until the material can be absorbed or until arrival of a spill contractor. Contaminated areas will be

decontaminated and cleaned as appropriate. The Oklahoma DEQ, Oklahoma Corporation Commission and the National Response Center will be notified immediately (see Appendix I) following any release or threat of release that requires such notification in accordance with Oklahoma Titles 165 and 252.

SOSU will comply with the requirements of Oklahoma Titles 165 and 252 in the event of a release or threat of a release to the environment.

8.0 DISPOSAL OF SPILL MATERIALS

Oil spills are cleaned up using spill absorbent material, and oil contaminated debris is drummed for off-site disposal. An outside contractor, (listed in Appendix I), is responsible for off-site disposal in accordance with applicable regulations.

9.0 PAST SPILL EVENTS

In compliance with 40CFR 112.7a, Appendix III provides a brief description of each spill event this facility has experienced since January 10, 1973. The corrective action and plans for preventing recurrence are included for each incident.

10.0 TRAINING PROGRAMS

Facility personnel are properly instructed in the operation and maintenance of equipment to prevent the discharge of oil.

All personnel responding to an emergency are trained according to the level of response expected from that employee.

Depending on the response level, the training includes the following:

Spill prevention and notification procedures;

Spill cleanup procedures;

Oil handling procedures; and

Internal facility communication/alarm systems.

Appropriate SOSU personnel have been provided with the annual HAZWOPER and First Responder Awareness training.

Periodic briefings are conducted to assure adequate understanding of the SPCC Plan. Briefing will highlight and describe any spill events or equipment failures that may have occurred in the previous year. Briefing will also include any new precautionary measures or changes in response actions.

11.0 PROPOSED CORRECTIVE MEASURES

As a result of this Plan update, the following corrective measures have been deemed necessary, and will be implemented as soon as possible:

1. Installation of concrete pads for overhead tanks.
2. Purchase of spill equipment for each area

12. AMENDMENTS, CHANGES, REVIEWS AND COPIES OF PLAN/AGREEMENTS

12.1 Plan Review

This SPCC portion of this Plan was originally prepared in August 2005. The Plan will be reviewed at least every three years and revised after every reportable spill event by incorporation of the spill report, evaluation of the cause of the spill, and whatever changes are deemed appropriate to prevent recurrence of the spill. In addition, the Plan will be revised if facility operations, procedures, and/or storage volumes significantly change.

This Plan will be reviewed and, if necessary, immediately updated whenever any of the following take place:

- The Plan fails in an emergency;
- The list of emergency coordinators changes;
- The list of emergency equipment changes;
- There is any change in the operation or maintenance of the facility; or
- There occurs any other circumstance, which indicates the need for a change in the Plan.

Table_ 1

Above ground storage tanks (AST)

Inventory_ Three (3)

Aviation Department- (1) 100% low lead aviation fuel 20,000 gallons double line tank.

**Physical plant- 2- (1) gasoline- 350 gallons
(1) diesel- 250 gallons**

*****REFER to attached Durant City Map**

Table _ 2

Under ground storage tanks (UST)

Inventory _ none (0)

Table 3

Transformer Inventory on the ground

1. Administration building___ West side of building
2. Activity Center___ Southeast corner of building
3. Art building___ North side of building
4. Aviation building___ West side of building plus used oil container approx.150 gal.
5. Baseball field house___ South side of building
6. Biology building___ Northeast corner building
7. Coldwater plant___ West side of building
8. Computer Science building___ North side of building
9. Fine Arts building___ West side of building
10. Football field house___ East side of building
11. Gym building___ North west side of building
12. Hallie McKinney building (2)___ North side of building **
13. Library building___ North side of building
14. Math building___ West side of building
15. Morrison building(2)___ West side of building and Northeast corner
16. Russell building___ West side of building
17. Safety building (3)___ Northeast corner of building ***
18. Science Building___ East side of building
19. Shearer Hall & Suites (2)___ West side of building
20. Stadium Visitor side ___ East side
21. Student Union___ North side
22. Towers Choctaw/Chickasaw___ East side of building
23. VPAC building___ East side of building

* more than one

Appendix II

Notification List

Names	phone#	Cell Phone#
Stacy Ballew	745-2727	230-9021
Darrell Northcott	745-2727	920-8606
Eddie Harbin	745-2839	916-1619
George Jacox	745-3245	931-6456
Stephen Harman	745-2868	920-8605

Appendix III

Flood plain maps of SOSU Aviation Department and Grounds

Appendix IV

Oklahoma Statute 165:26-3-191 Release reporting
Oklahoma Statute 252:606-1-6 Spill reporting
International Fire Code 2003 Section 1106 Aircraft fueling