



ROVER PIPELINE

An ENERGY TRANSFER Company

ROVER PIPELINE LLC

Rover Pipeline Project

**Spill Prevention and Response
Procedures**

February 2015

TABLE OF CONTENTS

Section	Page
1.0 INTRODUCTION	1
2.0 PLANNING AND PREVENTION	1
2.1 Roles And Responsibilities	1
2.1.1 Spill Coordinator.....	1
2.1.2 Environmental Manager.....	2
2.1.3 Field Construction Manager.....	2
2.1.4 Authorized Personnel.....	2
2.1.5 Construction Superintendent.....	3
2.1.6 Construction Personnel	3
2.1.7 Responsibility of Administration	3
3.0 GENERAL BEST MANAGEMENT PRACTICES.....	3
3.1 Typical Fuels, Lubricants And Hazardous Materials	3
3.2 Preventive Actions	3
3.2.1 Storage, Refueling, and Lubrication Areas	3
3.2.2 Special Refueling Activities.....	4
3.2.3 Contingency Supplies	4
3.2.4 Waste Removal	4
3.3 Notifications.....	4
3.4 Hazardous Materials Spill Response Training	4
3.5 Contractor’s Waste Disposal	5
3.6 Mitigation Actions.....	5
3.6.1 Control of Spills or Releases.....	5
3.6.2 Notifications.....	5
3.6.3 Cleanup and Disposal Actions	5
3.6.4 Records	5
4.0 SPILL PROCEDURE	6
4.1 Reportable Quantity Spills	6
4.2 Immediate Spill Response Actions.....	6
4.3 Reporting Requirements.....	7
4.4 Disposal of Cleanup Debris and Materials.....	8
4.5 Determination of Spill Boundaries in the Absence of Visible Traces.....	8
4.6 Cleanup Requirements	8
4.6.1 General Requirements:.....	8
4.6.2 Effect of Emergency or Adverse Weather	9
4.7 Records.....	9
4.8 Responsibility for Procedure	9

APPENDICES

APPENDIX A - Construction Spill Report Form

APPENDIX B - Reportable Quantities

APPENDIX C - State Requirements for Reporting

APPENDIX D - Handling Containers and Drums

APPENDIX E – DOT-Approved Containers

APPENDIX F - Inspection of Waste Drums and Containers

APPENDIX G - Typical Petroleum Storage and Handling Volumes on a Construction Spread

APPENDIX H - Emergency Response Contractors; Disposal and Treatment Facilities

1.0 INTRODUCTION

Rover Pipeline LLC (Rover) has developed these Spill Prevention and Response Procedures (SPR Procedures) for the Rover Pipeline Project (Project) to provide preventative and mitigative measures to minimize the environmental impact associated with inadvertent spills or releases of fuel, lubricant, or hazardous materials during construction of the Project. These measures will be implemented by the construction contractor or Rover inspection staff (unless otherwise indicated) during construction of the Project. These SPR Procedures were developed in accordance with the Rover's Wetland and Waterbody Construction and Mitigation Procedures (Rover Procedures) and satisfies the requirements for SPR Procedures described therein. Each construction contractor (Contractor) on the Project will be required to prepare job-specific SPR Procedures which will be submitted to Rover prior to commencement of construction.

2.0 PLANNING AND PREVENTION

Rover requires its Contractors to implement proper planning and preventive measures to minimize the likelihood of spills, and to quickly and successfully clean up a spill, should one occur. Rover has developed these SPR Procedures to set forth minimum standards for handling and storing regulated substances and for cleaning up spills. Potential sources of construction-related spills include storage tank leaks, machinery and equipment failure, and fuel handling and transfer accidents. The Contractor will be responsible for implementing, at a minimum, the following planning and prevention measures.

2.1 ROLES AND RESPONSIBILITIES

2.1.1 Spill Coordinator

- A Spill Coordinator shall be designated and employed by the Contractor, subject to approval by Rover.
- The Spill Coordinator shall mobilize on-site personnel, equipment, and materials for containment and/or cleanup commensurate with the extent of the spill.
- The Spill Coordinator shall assist the appropriate Emergency Response Contractor (Appendix H) and monitor containment activities to ensure that the actions are consistent with the requirements of these SPR Procedures.
- The Spill Coordinator and/or Chief Environmental Inspector or the Field Construction Manager, in consultation with appropriate agencies, shall determine when it is necessary to evacuate spill sites to safeguard human health.
- The Spill Coordinator shall notify the Environmental Manager and Chief Environmental Inspector immediately of any spill.
- The Spill Coordinator will assist the Chief Environmental Inspector in completion of a spill report form.
- The Spill Coordinator will identify available Emergency Response Contractors, who are subject to Rover approval.
- The Spill Coordinator should not contact an agency regarding a spill without authorization from the Environmental Manager and/or Chief Environmental Inspector.

2.1.2 Environmental Manager

- The “Environmental Manager” referred to in these SPR Procedures will be a designated Rover employee or a third-party designee.
- The Environmental Manager will have a Chief Inspector located at the construction sites. The Chief Inspector may act on the behalf of the Environmental Manager on certain issues that will be defined before construction is started.
- The Chief Inspector will monitor the Contractor’s compliance with the provisions of these SPR Procedures.
- All “reportable spills” must be reported immediately to the Construction Manager, Environmental Manager, and Chief Inspector (“reportable spills” will be defined by state-specific guidelines. See Appendix C). The Chief Inspector, with assistance from the Spill Coordinator, is responsible for completing a Spill Report Form (Appendix A) within 24 hours of the occurrence of a reportable spill.
- The Spill Coordinator and/or Environmental Manager or the Project Manager, in consultation with appropriate agencies, shall determine when it is necessary to evacuate spill sites to safeguard human health.
- The Environmental Manager will promptly report spills to the appropriate federal, state, and local agencies as required and coordinate with these agencies regarding contacting additional parties or agencies.

2.1.3 Field Construction Manager

- The “Field Construction Manager” referred to in these SPR Procedures will be the Chief Inspector, a designated Rover employee, or a third-party designee who is responsible for the management of construction activities on this Project (representing the Construction Manager for Rover).
- The Field Construction Manager is the initial point of contact of the Spill Coordinator when a spill occurs, and determines the containment measures that may be required.
- The Field Construction Manager is responsible for documenting the general information regarding any spills such as work stoppages, injuries, fires, and the extent of exposure to workers on the site.
- The Field Construction Manager is responsible for coordinating any emergency response services that may be required such as the Fire Department, the Sheriff Department, or for contacting Emergency Response Contractors.

2.1.4 Authorized Personnel

- Authorized Personnel are representatives of the Contractor who are designated to handle fuel, lubricants, or other regulated substances.
- Authorized Personnel shall be familiar with the requirements of the SPR Procedures and the consequences of non-compliance.

2.1.5 Construction Superintendent

The Contractor's Construction Superintendent or representative must immediately notify the Environmental Manager and Chief Inspector of any spill of a petroleum product or hazardous liquid, regardless of volume.

2.1.6 Construction Personnel

- Construction Personnel are representatives of the Contractor involved with installation of the Project.
- Construction Personnel shall notify the Construction Superintendent or Spill Coordinator immediately of any spill of a petroleum product or hazardous liquid, regardless of volume.

2.1.7 Responsibility of Administration

The Contractor is responsible for the administration of its SPR Procedures.

3.0 GENERAL BEST MANAGEMENT PRACTICES

3.1 TYPICAL FUELS, LUBRICANTS AND HAZARDOUS MATERIALS

The table in Appendix G identifies fuels, lubricants and coolants generally present on pipeline construction spreads and identifies typical total volumes, storage, and transportation methods. Contractors will have appropriate Material Safety Data Sheets (MSDS) on-site as required by the Occupational Safety and Health Administration (OSHA).

3.2 PREVENTIVE ACTIONS

The following preventive actions and procedures will be accomplished prior to construction.

3.2.1 Storage, Refueling, and Lubrication Areas

Contractors will designate and establish storage, refueling, and lubrication areas prior to construction which will minimize the environmental and safety impacts associated with inadvertent releases of fuel, lubricants, or hazardous substances, as per the following guidelines.

- Refueling and storing potentially hazardous materials will not occur within a 150-foot radius of any private wells or within a 400-foot radius of any municipal or community water supply wells.
- Storage of fuel, lubricants, or hazardous materials within 100 feet of perennial waterbodies, wetland boundaries, or within a municipal watershed will not be conducted.
- No hazardous or potentially hazardous materials, other than essential equipment fuel (e.g., gasoline and diesel fuel) or standard lubricants (e.g., engine oils and grease) will be transported into the right-of-way or construction area without Environmental Manager coordination and approval.
- All petroleum products used by the Contractor necessary for fueling and maintenance of construction equipment shall be stored at a well-maintained and supervised location. Diesel fuel, gasoline, and lubricating oils shall be stored in bermed and lined containment structures or other approved fabricated containment reservoirs.

- All vehicle maintenance waste (oils and lubricants) shall be collected in proper containers within the designated storage, refueling, and lubrication areas. Vehicle washing will be conducted in an area that will ensure that none of the wash water enters any waterbody or wetland. All vehicle wastes will be properly disposed of at facilities permitted to receive hydrocarbon vehicle waste.

3.2.2 Special Refueling Activities

When unique conditions require refueling within 100 feet of the banks of a waterbody, a wetland boundary, or within any municipal watersheds, this activity must be approved in advance by the Environmental Inspector following a review that no reasonable alternatives exist and incorporation of any necessary additional emergency response measures. At a minimum, the review will consider the environmental risks of relocating equipment to an authorized refuel/lubrication area versus risks involved with refuel/lubrication in-place. Additional emergency response measures include availability of absorbent materials or other secondary spill containment materials for immediate application prior to commencing refueling activities.

3.2.3 Contingency Supplies

Each construction crew shall have on-hand sufficient supplies of absorbent materials, barrier material, and U.S. Department of Transportation (DOT) approved containers to allow for rapid containment and recovery of any potential spill.

3.2.4 Waste Removal

Standing procedures and individual responsibilities regarding excavation, transport, and off-site disposal of any soil material contaminated by a spill will be established prior to construction.

3.3 NOTIFICATIONS

Whenever any spill of a hazardous or potentially hazardous substance occurs, the Environmental Manager will be notified. The Environmental Manager will help direct further response actions in accordance with U.S. Environmental Protection Agency (EPA) guidelines and assist throughout the cleanup and disposal of wastes.

3.4 HAZARDOUS MATERIALS SPILL RESPONSE TRAINING

The Contractor shall instruct construction personnel in the operation and maintenance of equipment to prevent an accidental discharge or spill of fuel, oil, and lubricants. Personnel shall also be made aware of the pollution control laws, rules, and regulations applicable to their work.

A spill prevention briefing shall be scheduled and conducted by the Contractor prior to the initiation of construction to assure adequate understanding of these SPR Procedures. The topics to be addressed at the briefing shall include the following:

- SPR Procedures contents;
- Possible equipment failure and malfunction;
- Precautionary measures;
- Standard operating procedures in case of a spill;

- Equipment, materials, and supplies to be maintained by the Contractor and made available for cleanup of a spill.

3.5 CONTRACTOR'S WASTE DISPOSAL

All wastes generated during construction shall be stored at the Contractor's Field Warehouse, or other approved collection site, in DOT-approved containers.

3.6 MITIGATION ACTIONS

The following guidelines specify the procedures used to control a release, notify appropriate officials, clean up waste, and document corrective actions.

3.6.1 Control of Spills or Releases

Controlling spills and releases shall be accomplished by stopping or segregating the source of the release, using the required stockpiled materials to contain the spill and, if warranted, stopping operations within the affected areas.

3.6.2 Notifications

The Contractor shall first notify the Environmental Manager and Chief Inspector of any spill. If the spill is of a reportable quantity, the Environmental Manager shall notify the required agencies, and, if the situation warrants, the Field Construction Manager shall notify the appropriate local police, fire department, and/or area residents.

The Contractor shall have designated employees on-call 24 hours per day for notification of the emergency response companies referenced in Appendix H.

3.6.3 Cleanup and Disposal Actions

The Contractor's Spill Coordinator will direct cleanup of all releases. Contaminated soils, absorbent materials, and other waste generated by the spill/release will be placed in DOT-approved storage/shipping containers (see Appendix E). The containers will be labeled indicating the contents and placed in a designated accumulation point for disposal. Depending on the type of waste generated, the containers shall be transported and disposed of in accordance with appropriate EPA disposal criteria by permitted transporters and disposers.

In the event that a fuel spill occurs within a controlled containment dike, in lieu of a pump/valve drainage system, the Contractor shall immediately engage a certified vacuum cleanup service in the vicinity.

Arrangements shall be made for spill cleanup vacuum services within various vicinities. These companies will be on-call 24-hours-per-day to provide emergency cleanup services, as required by the Contractor.

3.6.4 Records

The Contractor shall maintain written records of all actions taken during the course of a spill event.

4.0 SPILL PROCEDURE

4.1 REPORTABLE QUANTITY SPILLS

Unless otherwise directed, the reporting, disposal, and pre-cleanup sampling requirements in this section apply to all spills of reportable quantities (Appendix C).

4.2 IMMEDIATE SPILL RESPONSE ACTIONS

The Contractor shall implement these SPR Procedures using the following steps in response to a spill of hazardous materials:

Immediate Safeguards

- Evacuate the area of personnel, if warranted.
- Stop operation of affected equipment/area, if warranted.
- Turn off utilities to the area, if necessary.
- Cordon the area to prevent entry of unnecessary personnel or equipment. Establish a single point of ingress and egress to control access to the spill area.
- Take whatever steps possible to eliminate the source of the leak or spill (e.g., shut off valves, upright containers, stop pumps).
- Accumulate as much information as possible as to the nature and size of the spill. Use the Construction Spill Report Form (see Appendix A) for the type of information required.

Spill Event Log Establishment

Documentation of all spill-related activities will include the following information in the log:

- Time and date of initial notification of spill and approximate time the spill occurred.
- Start and completion time of all key activities.
- A detailed description of all activities undertaken and identification of personnel accomplishing these activities.
- Note time of all correspondence, personnel involved with the correspondence, and nature of the correspondence.
- The log shall be maintained until initial actions to clean up the spill are complete (approximately 24 hours, unless conditions extend the response to the emergency).

Notifications

All notifications shall be accomplished at the direction of the Spill Coordinator or Construction Director.

- Notify the Environmental Manager of any spill and provide the necessary information by using the Construction Spill Report Form (Appendix A).

- Make other Contractor and Company and agency notifications per the SPR Procedures, or as instructed by the Environmental Manager and Section 4.3, Reporting Requirements.
- Notify local police, fire department or hazardous material units, if assistance is necessary.
- Notify local residents, if necessary.

Spill Control

For spills on land or pavement:

- Plug all storm drains to which the spill may gain access.
- Construct terrace dam or ditch to stop the spill's flow.
- Scatter hay, straw, sand, absorbent pads, or other similar materials to absorb the spill.
- If free-standing fluid is present, actions can be taken to skim fluids and place into DOT-approved containers.

For spills on water:

- Ensure that all possible efforts are made to limit the migration of the surface spill until properly equipped cleanup teams can arrive.
- Create a back current to limit out-flow of material.
- Use absorbent floats and/or booms, if available.
- Create shoreline earth berms to prevent spill from reaching surface waters. Use skimmers, pumps or available absorbent materials to remove spill from water, should spill breach berms.

Area Spill Cleanup

- Follow site cleanup and decontamination requirements which are provided in these SPR Procedures.
- Remove cleanup debris from spill area. Basic guidance is provided in Section 4.4, Disposal of Cleanup Debris and Materials.

Spill Materials Disposal

All spill material shall be disposed of in accordance with EPA Regulations. General guidance is provided in Section 4.6, Cleanup Requirements.

4.3 REPORTING REQUIREMENTS

The following reporting requirements by the Contractor are required in addition to applicable reporting requirements under the Clean Water Act (CWA), Toxic Substances Control Act (TSCA), or the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and other documents which establish the SPCC reporting requirements.

Notify the Environmental Manager and Chief Inspector in the event of any leaks or spills. Use the Construction Spill Report Form (see Appendix A) for providing necessary information. The Chief Inspector will provide guidance based on the potential impact of the spill.

4.4 DISPOSAL OF CLEANUP DEBRIS AND MATERIALS

All contaminated soils, solvents, rags, and other materials resulting from the cleanup actions will be properly stored, labeled, and disposed of in accordance with the appropriate EPA regulations. Some general guidance follows:

- Soils and/or other contaminated materials shall be placed in DOT-approved sealed containers.
- Containers shall be labeled with required waste label(s), dated, and inventoried.
- Containers may be stored at the construction site in the identified staging areas for up to 90 days.
- All containers shall be disposed of in accordance with EPA Regulations using permitted transporters and permitted disposal facilities.
- All hazardous waste containers shall be properly manifested prior to departure from the construction area. The Contractor and Rover will maintain all manifest records within the Project file for at least three years after the containers were shipped for disposal.

4.5 DETERMINATION OF SPILL BOUNDARIES IN THE ABSENCE OF VISIBLE TRACES

For spills where there are insufficient visible traces, yet there is evidence of a leak or spill, the boundaries of the spill shall be determined using a statistically based sampling scheme. The Environmental Manager will provide sampling assistance.

4.6 CLEANUP REQUIREMENTS

4.6.1 General Requirements:

- All soil within the spill area (i.e., visible traces of soil and a buffer of one lateral foot around the visible traces) must be excavated.
- All excavation material shall be disposed of as mentioned in Section 4.4, Disposal of Cleanup Debris and Materials, and the appropriate EPA Regulations.
- All cleanup soil and wastes shall be collected in DOT-approved containers. See Appendix E for a listing of approved containers.
- Appendix D contains guidance on how to manage the area used to temporarily store waste containers.
- Appendix F contains guidance on inspection procedures for stored waste containers required by EPA Regulations.
- The ground shall be restored to its original configuration by back-filling with clean soil.
- Cleanup requirements of a spill area shall be completed within 48 hours after notification or knowledge of the spill.

4.6.2 Effect of Emergency or Adverse Weather

Completion of cleanup may be delayed beyond 48 hours in case of circumstances including, but not limited to:

- Civil emergency;
- Adverse weather conditions;
- Lack of access to the site;
- Emergency operating conditions.
- The occurrence of a spill on a weekend or after-hours. Overtime costs are not acceptable reasons to delay response.
- Completion of cleanup may be delayed only for the duration of the adverse conditions. If the adverse weather conditions, or time lapse due to other emergencies, have left insufficient visible traces, a statistically based sampling scheme to determine the spill boundaries will be developed and implemented.

4.7 RECORDS

All records that document spill events and corrective actions taken will be maintained in the project files for three years from the date the corrective actions were completed. Documentation and certification of area decontamination shall be conducted upon completion of and during all cleanup operations. The records and certifications shall be completed, as follows:

- Identification of the source of the spill (e.g., type of equipment or container).
- Estimated or actual date and time of the spill occurrence.
- The date and time cleanup was completed or terminated (if cleanup was delayed by emergency or adverse weather, the nature and duration of the delay).
- A brief description of the spill location.
- Pre-cleanup sampling data used to establish the spill boundaries if required due to insufficient visible traces, and a brief description of the sampling methodology used to establish the spill boundaries.
- A brief description of the solid surfaces cleaned and of the wash/rinse method used.
- Approximate depth of soil excavation and the amount of soil removed.
- A certification statement signed by the Construction Director, Spill Coordinator, and the Environmental Manager stating the cleanup requirements have been met and the information contained in the record is true to the best of his/her knowledge.
- The estimated cost of pre- or post-cleanup and sampling by man-hours, dollars, or both.

4.8 RESPONSIBILITY FOR PROCEDURE

Address any questions to the Rover Environmental Manager (name and address to be announced).

**APPENDIX A
CONSTRUCTION SPILL REPORT FORM**

Date of Spill: _____ Date of Spill Discovery: _____
Time of Spill: _____ Time of Spill Discovery: _____
Location Name: _____ Region: _____
Name and Title of Discoverer: _____
Type of material spilled and manufacturer's name: _____
Legal Description of spill location: _____
Directions from nearest community: _____
Estimated volume of spill: _____ Estimated Material Recovered: _____
Weather Conditions: _____
Topography and surface conditions of spill site: _____
Spill medium (pavement, sandy soil, water, etc.): _____
Proximity of spill to surface waters: _____
Did the spill reach a waterbody? _____ Yes _____ No
If so, was a sheen present? _____ Yes _____ No
Describe the causes and circumstances resulting in the spill: _____

Describe the extent of observed contamination, both horizontal and vertical (i.e., spill-stained soil in a 5-foot radius to a depth of 1 inch): _____

Describe immediate spill control and/or cleanup methods used and implementation schedule: _____

Current status of cleanup actions: _____

Name/Company/Address/Phone Number for the following:
Construction Superintendent: _____

Spill Coordinator: _____

Environmental Manager: _____

Person Who Reported the Spill: _____

Environmental Inspector: _____

Form completed by: _____ Date: _____

Spill Coordinator must complete this for any spill, regardless of size, and submit the form to the Rover Environmental Manager and Chief Environmental Inspector within 24 hours of the occurrence.

APPENDIX B REPORTABLE QUANTITIES

PURPOSE:

This procedure identifies reportable quantities for releases of oil or hazardous substances in accordance with the CERCLA of 1980, the CWA, the Oil Pollution Act of 1990 (OPA 90) and the TSCA.

RESPONSIBILITY FOR ADMINISTRATION:

Contractor's Spill Coordinator is responsible for administration of this procedure.

GENERAL:

- I. Reportable quantity is the quantity of a release which requires notification of an agency.
- II. Any amount of oil spill into navigable waters is reportable. Oil spills onto land may be required to be reported, depending upon quantity spilled and state regulations. Refer to Appendix C.
- III. Appendix C lists Reportable Quantities (RQs) specified by the EPA.
- IV. RQs for Toxic Hazardous Wastes are based on the toxic contaminant. The RQ means the quantity of the waste, not the quantity of the toxic contaminant. If toxic waste has two or more contaminants, the RQ is based on the lowest RQ for those contaminants.

PROCEDURES:

- I. If oil is discharged into or upon the navigable waters of the United States, or adjoining shorelines:
 - A. Report the spill to the National Response Center (NRC) (800) 424-8802.
 - B. Submit a written report within 60 days to the EPA Regional Administrator and the state agency, if the project has discharged quantities of oil into or upon the navigable waters of the United States or adjoining shorelines, which:
 1. is more than 1,000 gallons of oil in a single spill event; or
 2. is in harmful quantities as defined by 40 Code of Federal Regulations (CFR) Part 110, Oil Pollution Prevention regulations, in two spill events occurring within a twelve month period. Harmful quantity includes a film or sheen or discoloration of the surface of the water of adjoining shorelines or a sludge or emulsion deposited beneath the surface of the water or upon adjoining shorelines.
 - C. The report to the EPA Regional Administrator and the state agency will include:
 1. Name of facility;
 2. Name(s) of the owner or operator of the facility;
 3. Location of the facility;
 4. Date and year of initial facility operation;
 5. Maximum storage or handling capacity of the facility and normal daily throughput;
 6. Description of facility, including maps, flow diagrams and topographical maps;
 7. A complete copy of the SPR Procedures with amendments;
 8. The cause of the spill, including a failure analysis of the system or subsystem in which the failure occurred;
 9. The corrective actions and/or countermeasures taken, including description of equipment repairs and replacements;
 10. Additional preventive measures taken or contemplated to minimize the possibility of recurrence; and,

11. Any additional information the EPA Regional Administrator may require pertinent to the SPR Procedures or spill event.
- II. If a hazardous waste or hazardous substance has been released into the environment in quantities equal to or in excess of reportable quantities listed in 40 CFR Part 302, the NRC must be notified.
- A. Contact the required agencies with the pertinent spill information.
 - B. Provide verbal notification of the following information:
 1. Name and telephone number of reporter;
 2. Name and address of facility;
 3. Type of substance discharged;
 4. Quantity of substance discharged;
 5. Location of discharge;
 6. Actions the person reporting the discharge proposes to take to contain, cleanup and remove the substances, if any; and,
 7. Any other information concerning the discharge which may be requested by the Agency at the time of notification.
- III.
- A. If a hazardous waste, hazardous substance or extremely hazardous substance has been released in quantities equal to or in excess of reportable quantities the State Emergency Planning Commission and Local Emergency Planning Committee must be notified. Contact the required agencies with the pertinent spill information as soon as possible.
 - B. Submit a written report on the incident to the appropriate state and local agency. The report will include the following:
 1. Name, address and telephone number of the owner or operator;
 2. Name, address and telephone number of the facility;
 3. Date, time and type of incident;
 4. Name and quantity of material(s) involved;
 5. The extent of injuries, if any;
 6. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
 7. Assessment of the scope and magnitude of the spill;
 8. Description of the immediate actions that have been taken and the estimated quantity and disposition of recovered material that resulted from the incident; and,
 9. Provide an implementation schedule for undertaking suggested measures to eliminate the spill.

Spill incident reports will be maintained in the project files for a minimum period of three years.

**APPENDIX C
STATE REQUIREMENTS FOR REPORTING**

These guidelines are intended to help the Environmental Manager determine what is a reportable spill. In addition to the guidelines listed below, any substantial natural gas release which could cause an agency to initiate an unneeded emergency response should be considered reportable. The Environmental Manager and Spill Coordinator shall maintain a copy of federal reportable quantities (RQs) established under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). A complete list of CERCLA-regulated hazardous substances and associated RQs are listed in Table 302.4 in 40 CFR § 302.4. This list can also be found online at: <http://www.epa.gov/ceppo/pubs/title3.pdf>.

State of Ohio Reporting Requirements

In accordance with the Ohio Administrative Code (OAC), the Ohio Environmental Protection Agency (OEPA) must be notified of a spill or discharge quantity that equals or exceeds the state reportable quantity listed in OAC: Title 3750, Sections 20-25. The following table summarizes State of Ohio spill reporting requirements as derived from Section 3750:

State Spill Reporting Requirements Summary Table			
Kind of Spill	Discharge Location	Reportable Quantity	Regulatory Reference
Hazardous substance	onto land	“Final RQ” in Table 302.4 in 40 CFR § 302.4	OAC, Title 3750, Section 3750-20-30 and 3750- 20-50
	into water	“Final RQ” or 100 lbs, whichever is less	
Any oil/ Hydrocarbon	onto land	25 Gallons	OAC Title 3750
	directly into water	Causes Sheen	Sections 3750-25-20

Upon the determination that a reportable discharge or spill has occurred, the responsible person shall notify OEPA as soon as possible, but no later than 24 hours after the discovery of the spill or discharge. Reporting procedures shall consist of calling OEPA’s 24-hour State Emergency Response Center at 1-800-282-9378. When reporting a spill to OEPA, the notifier should be prepared to provide the following information:

1. Date and time of the spill;
2. Identity or chemical name of spilled material;
3. Estimate of the quantity of material spilled;
4. Approximate duration of the spill;
5. Exact location of the spill;
6. Source of the spill;
7. Media impacted by the spill (i.e., pavement, soil, surface water, etc.)
8. Extent of media impacted;
9. Contact information for the party responsible for the spill;
10. Contact information for the person in charge of operations at the spill site;
11. Measures taken or proposed to contain and clean up the spill;
12. Precautions taken to minimize environmental impacts;
13. Extent of injuries (if any);
14. Any known or anticipated acute or chronic health risks associated with the emergency, and information regarding necessary medical attention for exposed individuals; and
15. Assistance required (if any).

State of Pennsylvania Reporting Requirements

In accordance with the Pennsylvania Administrative Code (PAC), the Pennsylvania Department of Environmental Protection (PDEP) must be notified of a spill or discharge quantity that equals or exceeds the state reportable quantity listed in the PAC: Title 67, Chapter 403, Section 403.4. The following table summarizes State of Pennsylvania spill reporting requirements as derived from Chapter 403:

State Spill Reporting Requirements Summary Table			
Kind of Spill	Discharge Location	Reportable Quantity	Regulatory Reference
Hazardous substance	onto land	5 Gallons	PAC, Title 67, Chapter 403
	into water	5 Gallons	PAC Title 25, Chapter 91, Section 91
Any oil/ Hydrocarbon	onto land	5 Gallons	PAC, Title 67, Chapter 403
	directly into water	Causes Sheen	

Upon the determination that a reportable discharge or spill has occurred, the responsible person shall notify PDEP as soon as possible, but no later than 24 hours after the discovery of the spill or discharge. Reporting procedures shall consist of calling PDEP's 24-hour State Emergency Response Center at 1-800-541-2050. When reporting a spill to PDEP, the notifier should be prepared to provide the following information:

1. Date and time of the spill;
2. Identity or chemical name of spilled material;
3. Estimate of the quantity of material spilled;
4. Approximate duration of the spill;
5. Exact location of the spill;
6. Source of the spill;
7. Media impacted by the spill (i.e., pavement, soil, surface water, etc.)
8. Extent of media impacted;
9. Contact information for the party responsible for the spill;
10. Contact information for the person in charge of operations at the spill site;
11. Measures taken or proposed to contain and clean up the spill;
12. Precautions taken to minimize environmental impacts;
13. Extent of injuries (if any);
14. Any known or anticipated acute or chronic health risks associated with the emergency, and information regarding necessary medical attention for exposed individuals; and
15. Assistance required (if any).

State of West Virginia Reporting Requirements

In accordance with the West Virginia Code of State Regulations (WVCSR), the West Virginia Department of Environmental Protection (WVDEP) must be notified of a spill or discharge quantity that equals or exceeds the state reportable quantity listed in WVCSR Title 47. The following table summarizes State of West Virginia spill reporting requirements as derived from Title 47:

State Spill Reporting Requirements Summary Table			
Kind of Spill	Discharge Location	Reportable Quantity	Regulatory Reference
Hazardous substance	onto land	“Final RQ” in Table 302.4 in 40 CFR § 302.4	WVCSR Title 47, Section 47-11-2
	into water	“Final RQ” or 100 lbs, whichever is less	
Any oil/ Hydrocarbon	onto land	25 Gallons	WVCSR Title 47
	directly into water	Causes Sheen	WVCSR Title 33-30-2.1

Upon the determination that a reportable discharge or spill has occurred, the responsible person shall notify WVDEP as soon as possible, but no later than 24 hours after the discovery of the spill or discharge. Reporting procedures shall consist of calling WVDEP’s 24-hour State Emergency Response Center at 1-800-642-3074. When reporting a spill to WVDEP, the notifier should be prepared to provide the following information:

1. Date and time of the spill;
2. Identity or chemical name of spilled material;
3. Estimate of the quantity of material spilled;
4. Approximate duration of the spill;
5. Exact location of the spill;
6. Source of the spill;
7. Media impacted by the spill (i.e., pavement, soil, surface water, etc.)
8. Extent of media impacted;
9. Contact information for the party responsible for the spill;
10. Contact information for the person in charge of operations at the spill site;
11. Measures taken or proposed to contain and clean up the spill;
12. Precautions taken to minimize environmental impacts;
13. Extent of injuries (if any);
14. Any known or anticipated acute or chronic health risks associated with the emergency, and information regarding necessary medical attention for exposed individuals; and
15. Assistance required (if any).

State of Michigan Reporting Requirements

In accordance with the Michigan Administrative Code (MAC), the Michigan Department of Environmental Quality (MDEQ) must be notified of a spill or discharge quantity that equals or exceeds the state reportable quantity listed in MAC Rule 324.2009. The following table summarizes State of Michigan spill reporting requirements as derived from Rule 324.2009:

State Spill Reporting Requirements Summary Table			
Kind of Spill	Discharge Location	Reportable Quantity	Regulatory Reference
Hazardous substance	onto land	“Final RQ” in Table 302.4 in 40 CFR § 302.4	MAC Rule 324.2009
	into water	“Final RQ” or 100 lbs, whichever is less	
Any oil/ Hydrocarbon	onto land	50 lbs/7 gals.	MAC Rule 324.2009
	directly into water	Causes Sheen	

Upon the determination that a reportable discharge or spill has occurred, the responsible person shall notify MDEQ as soon as possible, but no later than 24 hours after the discovery of the spill or discharge. Reporting procedures shall consist of calling MDEQ’s 24-hour State Emergency Response Center at 1-800-292-4706. When reporting a spill to MDEQ, the notifier should be prepared to provide the following information:

1. Date and time of the spill;
2. Identity or chemical name of spilled material;
3. Estimate of the quantity of material spilled;
4. Approximate duration of the spill;
5. Exact location of the spill;
6. Source of the spill;
7. Media impacted by the spill (i.e., pavement, soil, surface water, etc.)
8. Extent of media impacted;
9. Contact information for the party responsible for the spill;
10. Contact information for the person in charge of operations at the spill site;
11. Measures taken or proposed to contain and clean up the spill;
12. Precautions taken to minimize environmental impacts;
13. Extent of injuries (if any);
14. Any known or anticipated acute or chronic health risks associated with the emergency, and information regarding necessary medical attention for exposed individuals; and
15. Assistance required (if any).

**APPENDIX D
HANDLING CONTAINERS AND DRUMS**

PURPOSE:

This procedure provides general requirements for the design of areas used to store containers and drums, in accordance with EPA regulations 40 CFR Part 112 and 40 CFR § 265.170.

RESPONSIBILITY FOR ADMINISTRATION:

The Contractor's Spill Coordinator will be responsible for this procedure.

GENERAL:

- I. This procedure covers container and drum storage areas storing oils and petroleum distillates and non-permitted Hazardous Waste container and drum storage areas.
- II. It is not necessary to permit Hazardous Waste container and storage areas if the waste is stored for less than 90 days. Secondary containment is not required for non-permitted Hazardous Waste container and drum storage areas.

PROCEDURE:

- I. All containers and drums must be stored to avoid contact with the ground and standing water and protected to prevent rupture or leakage and to facilitate inspection.
- II. The areas with containers and drums in which oil and petroleum distillate are stored and have the potential to be spilled off site must be designed to contain spills and releases. Appropriate secondary containment may include dikes, berms or retaining walls sufficiently impermeable (10^{-5} centimeters per second) to contain spill oils.
- III. The following applies to hazardous waste containers and drums:
 - A. Containers and drums holding ignitable or reactive Hazardous Waste must be stored at least 50 feet from the property line of boundary. Follow manufacturers' instructions regarding appropriate storage of product containers and drums.
 - B. Hazardous Waste containers and drums must be separated and protected from incompatible materials by means of dike, berm, retaining wall or other approved means. Incompatible materials are wastes which, when mixed, can produce effects which are harmful to human health and the environment, such as (1) heat and pressure, (2) fire or explosion, (3) violent reaction, (4) toxic fumes or, (5) flammable fumes.
 - C. Hazardous Waste containers and drums must be inspected weekly. That inspection shall be documented, as per requirements listed in Appendix F.
- IV. The Contractor shall comply with all rules for Hazardous Waste Generators for satellite accumulation under 40 CFR § 262.24(c)(1)(ii):
 - A. Mark each container with the words "Hazardous Waste."
 - B. Containers must be in good condition and kept closed except when adding or emptying waste. In addition, containers must not contain waste that is incompatible with the containers.
- V. Conditionally Exempt Small Quantity Generators and Small Quantity Generators of Hazardous Waste must comply with the following:
 - A. Meet all conditions outlined in Procedure Section II.
 - B. Mark each drum or container with the words "Hazardous Waste."
 - C. Label each drum or container with the date it is first used and the date it is last used.

RECORDS:

Storage area inspection records must be kept with the project files for a minimum period of three (3) years.

RESPONSIBILITY FOR PROCEDURE:

Address any questions to the Environmental Manager (Name and address to be announced.)

APPENDIX E
DOT-APPROVED CONTAINERS

PURPOSE:

This procedure provides a listing of containers which have been approved by the EPA for storage of contaminated materials or wastes. These drums may be ordered from drum suppliers by specification number:

- I. Specification 5 - steel barrel or drum with removable head:
 - A. Body seams welded;
 - B. Chime (reinforced rim) reinforced;
 - C. Heads closed by 12 gauge bolted ring with drop forged lugs;
 - D. Marked "DOT-5."

- II. Specification 5B - steel barrel or drum with removable head:
 - A. Body seams welded;
 - B. Chime (reinforced rim) reinforced;
 - C. Heads closed by 12 gauge bolted ring with drop forged lugs;
 - D. Marked "DOT-5B."

- III. Specification 6D Overpack; cylindrical steel overpack, straight sided, for inside plastic container. Specification 6D Overpack must be used with the specification 2S or 2SL plastic container.

- IV. Specification 2S - polyethylene container:
 - A. No removable heads;
 - B. Constructed with new polyethylene resin;
 - C. Marked "DOT-2S;"
 - D. Must fit snugly in overpack container (Spec. 6D).

- V. Specification 2SL - molded or thermoformed polyethylene container:
 - A. No removable heads;
 - B. Constructed with new polyethylene resin;
 - C. Marked "DOT-2SL;"
 - D. Must fit snugly in overpack container (Spec. 6D).

- VI. Specification 17C - single trip container, steel drum:
 - A. Removable heads are authorized;
 - B. Crowned head;
 - C. Heads closed by 12 gauge bolted ring with drop forged lugs;
 - D. Marked "DOT-17C."

APPENDIX F
INSPECTION OF WASTE DRUMS AND CONTAINERS

PURPOSE:

This procedure outlines inspection requirements for waste drums and containers as required by Federal Regulations 40 CFR Parts 262 - 265 and 40 CFR Part 761.

RESPONSIBILITY:

The Contractor's Spill Coordinator is responsible for implementation of this procedure.

GENERAL:

- I. Drums and containers used to store hazardous substances and wastes shall be inspected for leaks, malfunctions, deterioration, operator errors and discharges which may lead to a release into the environment or a threat to human health.
- II. If problems are discovered during the inspection, remedial action shall be taken immediately. The action taken will be noted on the inspection report form.

PROCEDURE:

- I. Each waste drum and container shall be inspected and records maintained on a Waste Container Inspection Form. Inspection records shall include the date and time of the inspection, the name of the inspector, observations and the date and nature of any problems, repairs and remedial action.
 - A. Waste drum and container storage areas shall be inspected weekly for the following:
 1. Leaking containers, deterioration of containers and deterioration of the spill containment system.
 2. Drums and containers shall be properly labeled and dated.
 3. Drums and containers shall be stored on pallets or drum racks.
 - B. If a drum or container is leaking, the incident shall be recorded on the inspection form and immediately cleaned up according to the SPR Procedures.

RECORDS:

- I. Inspection records shall be maintained in the project files for three (3) years from the date of inspection.
- II. A report of the remedial action taken for leaks shall be prepared and kept with either the original inspection forms, inspection log or in the records of the project. These records shall be maintained for three (3) years with the project files.

RESPONSIBILITY FOR PROCEDURE:

Address any questions to the Company Environmental Manager (Name and address to be announced.)

**APPENDIX G
TYPICAL PETROLEUM STORAGE AND HANDLING VOLUMES ON CONSTRUCTION
SPREAD**

	Fluids	Typical Amounts	Storage	Typical Transport Mode
Fuels	Diesel	6,000-12,000 Gallons	1-3 Tanks or Tankers stored at Contractor locations 5 gallon cans, 100 gallon storage in pickups, etc.	1-3 Fuel Trucks, 1-3 "Fuel Skids"
	Military Aviation Kerosene ¹	6,000-12,000 Gallons		
	Kerosene ¹	6,000-12,000 Gallons		
	Gasoline	5,000 Gallons		
Lubricant	Engine Oil	< 500 Gallons	Bulk Storage or Retail Packaging at Contractor Yard Warehouse	1-3 "Grease" Trucks
	Transmission/ Drive Train Oil	< 500 Gallons		
	Hydraulic Oil	< 500 Gallons		
	Gear Oil	< 500 Gallons		
	Lubricating Grease	20-30 cases of 24 cans per case		
Coolants	Ethylene Glycol	100 Gallons		
	Propylene Glycol	100 Gallons		

¹ Used straight or as additives only in extremely cold weather.

APPENDIX H
EMERGENCY RESPONSE CONTRACTORS; DISPOSAL AND TREATMENT FACILITIES

The Contractor must dispose of all wastes according to applicable state and local requirements. A listing of potential Emergency Spill Response Contractors and waste disposal facilities is provided below. This list was developed from state-wide databases. This list represents firms operating at the time the data base was produced. These firms are not necessarily endorsed by Rover. The Contractor is responsible for verifying if a contractor or facility is currently operating under appropriate permits or licenses. Selection of an Emergency Response Contractor or disposal facility is subject to approval by Rover. The Contractor is responsible for ensuring wastes are disposed of properly.

Spill Response Contractors

Clean Harbors Environmental Services, Inc.	(800) 645-8265
Cyn Environmental Services Inc.	(800) 242-5818