

MNGR 200-21 (ARMY)

MINNESOTA ARMY NATIONAL GUARD
REGULATION NUMBER 200-21

STATE OF MINNESOTA
DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
ST. PAUL JANUARY 2000

Environment
INTEGRATED SPILL MANAGEMENT

BY ORDER OF THE GOVERNOR:

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Summary: This regulation provides guidance for preventing the discharge of Petroleum, Oil and Lubricants (POL) and other hazardous substances into the environment and for responding appropriately in the event of a spill.

Applicability: This regulation applies to all Minnesota Army National Guard personnel, organizations, activities and all other organizations, units and activities when utilizing MNARNG property.

Suggested Improvements: The proponent agency for this regulation is, State of Minnesota, Department of Military Affairs, Office of the Adjutant General, ATTN: MNAG-FMO-E, 15000 Highway 115, Little Falls, MN 56345-4173. Users are invited to send comments and suggested improvements on DA Form 20809 (Recommended Changes to Publications and Blank Forms) directly to the proponent.

Distribution:

"A" (Army)

CHANGES: This regulation supersedes Ch. 10, MNGR 200-3, Hazardous and Special Waste Management, dated 1 May 1994.

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CHAPTER 1

SECTION 1 - INTRODUCTION

1-1. PURPOSE:

In accordance with MNGR 200-1, this regulation provides guidance for developing spill prevention and contingency plans.

1-2. REFERENCES AND GLOSSARY:

Required and related publications and a glossary of terms and abbreviations are located in Appendix E.

1-3. STATUTORY AUTHORITY:

Statutory authority for this regulation is derived from Titles 29, 33 and 42 of the United States Code, the Oil Pollution Act, Minnesota Statutes 115 and 115B-E.

1-4. PLANS:

a. Each MNARNG facility where hazardous substances are used, stored or generated must be covered by a Facility Spill Contingency Plan in accordance with the guidance provided by this regulation (See Ch. 3).

b. Each unit/activity that transports hazardous substances must have a Transportation Spill Contingency Plan (See Ch. 3).

c. The Facilities Management Office (FMO) will prepare and maintain the Camp Ripley Spill Prevention, Control and Countermeasure Plan (SPCCP) and the Camp Ripley Spill Contingency Plan (See Appendix B). The Camp Ripley Commander has issued the Camp Ripley Spill Control Policy, #54. Each unit/activity stationed or training at Camp Ripley will maintain a copy of the Camp Ripley Spill Control Policy in Appendix A, Tab 3 of this regulation.

d. FMO-E will prepare a Transportation Spill Prevention, Control and Countermeasure Plan which identifies regulated materials being transported by MNARNG vehicles/equipment. It also identifies the measures required to prevent and contain any accidental discharge. This plan will be maintained at FMO-E.

e. The FMO will prepare a Risk Management Plan which addresses accidental releases and response at the Camp Ripley Propane-Air Peak Shaving Plant. This plan will be maintained at FMO.

f. The Army Aviation Support Facility at Holman Field will maintain a copy of the Metropolitan Airport Commission Emergency Plan in addition to their own FSCP.

SECTION II – RESPONSIBILITIES

1-5. FACILITIES MANAGEMENT OFFICER

The Facilities Management Officer is responsible to the Adjutant General for the development and execution of the MNARNG Spill Prevention and Response program.

The FMO Environmental Section (FMO-E) will:

- a. Develop MNGR 200-21, Integrated Spill Management.
- b. Coordinate the spill prevention and response program for the MNARNG.
- c. Provide technical assistance.
- d. Notify appropriate agencies in the event of a spill.
- e. Submit spill reports as required by state and federal regulations.
- f. Provide training and/or training material.
- g. Coordinate training and funding needs.
- h. Coordinate with FMO-M to procure emergency response contractors for statewide coverage.
- i. Develop and maintain the MNARNG Transportation Spill Prevention, Control and Countermeasure Plan.
- j. Develop and maintain the Camp Ripley Spill Prevention, Control and Countermeasure Plan and the Camp Ripley Spill Contingency Plan.
- k. Develop and maintain the Camp Ripley Risk Management Plan.

The Division of Public Works Director will:

- a. Appoint an Environmental Coordinator for each facility assigned to DPW. (Ref. MNGR 200-1, Ch.1)
- b. Provide spill response kits and supplies for DPW activities and facilities.

c. Provide a team to accomplish First Responder–Operations Level response within the Camp Ripley boundaries.

d. Ensure that the Camp Ripley Response Team is equipped in accordance with Appendix D of this regulation.

e. Provide a medical monitoring program for personnel on the Camp Ripley Response Team.

The Division of Public Works will:

f. Manage spill response at Camp Ripley and facilities outside Camp Ripley.

g. Notify FMO-E in the event of a reportable spill

h. Submit Spill Reports to FMO-E.

i. Ensure that adequate spill response supplies and equipment are available for Camp Ripley Training Site.

1-6. CAMP RIPLEY COMMANDER

The Camp Ripley Commander will:

a. Emphasize spill prevention in training site operations.

b. Ensure that training site personnel receive spill awareness and response training.

c. Ensure that all users of the Camp Ripley and Twin Cities training sites are informed of and follow the spill reporting and clean-up policy.

d. Issue a spill control policy for Camp Ripley and the Arden Hills Training Center in coordination with the FMO.

1-7. UNIT/ACTIVITY COMMANDERS

All Unit/Activity Commanders will:

a. Emphasize spill prevention.

b. Ensure that personnel receive spill awareness and response training.

- c. Ensure that the Spill Response Guide Kit is carried in each MNARNG tactical vehicle. (See Ch. 2)
- d. Ensure that the Facility Spill Contingency Plan (See Ch. 3) is followed at home station.

For units which transport POL and/or hazardous substances:

- e. Ensure that the Transportation Spill Contingency Plan (See Ch. 3) is followed while training or operating away from home station.

1-8. FACILITY ENVIRONMENTAL COORDINATOR (FEC)

Facility Environmental Coordinators will:

- a. Coordinate with FMO-E to insure that the Spill Contingency Plan for the facility is prepared and maintained in accordance with this regulation.
- b. Maintain facility spill kit(s).
- c. Ensure operability and accessibility of facility emergency response equipment listed in the FSCP.
- d. Perform monthly facility inspections required by FSCP.

1-9. ENVIRONMENTAL COMPLIANCE OFFICER (ECO)

All Environmental Compliance Officers will:

- a. Implement the FSCP in the event of a spill.
- b. Provide Spill Awareness/Prevention training to unit personnel and maintain environmental training records.
- c. Ensure that each tactical vehicle assigned to the unit has a Transportation Spill Response Guide Kit (Form MNGR 200-21-12).
- d. Prepare Spill Report in the event of a spill and submit to DPW.
- e. Determine the level of PPE required if unit personnel will conduct the cleanup.
- f. Notify the Facility Environmental Coordinator when facility spill kit supplies are

expended.

- g. Dispose of contaminated material in accordance with MNGR 200-3.

For units which transport POL or other hazardous substances:

- h. Prepare a Transportation Spill Contingency Plan (TSCP).
- i. Implement the TSCP in the event of a transportation-related spill.
- j. Maintain Vehicle Spill Kit(s).

1-10. ALL PERSONNEL

All personnel will:

- a. Practice spill prevention.
- b. Follow FSCP spill response procedures.
- c. Attend initial Spill Awareness/Prevention training and annual refresher training.
- d. Notify the Environmental Compliance Officer when spill kit supplies are expended.

1-11. HAZMAT TRANSPORT PERSONNEL

Hazmat transport personnel will:

- a. Attend initial Hazardous Material Transportation Training and biennial refresher training. (Reference MNGR 55-8)
- b. Follow unit Transportation Spill Contingency Plan.
- c. Notify unit Environmental Compliance Officer when vehicle spill kit supplies are expended.

1-12. RESPONSIBILITIES CHECKLIST: The responsibilities listed above are summarized in Appendix A, Tab 5. The summary also contains the references for the sections within the regulations where these responsibilities are defined.

CHAPTER 2

PRE-SPILL PREPARATION

2-1. FACILITIES

a. Operation of facilities: All facilities will be maintained and operated to minimize the possibility of fire, explosion, or any unplanned release of any hazardous substance into the environment.

b. Testing and maintenance of equipment: All emergency equipment must be tested, maintained and verified operable and complete on an annual basis and recorded on Form MNGR 200-21-02 (Figure 3-2), Facility Hazard Response Systems.

2-2. LOCAL EMERGENCY RESPONDERS

a. The Facility Environmental Coordinator will make the following arrangements. A cover letter is provided at Figure 2-4.

- (1) Provide local police and fire departments with a current FSCP. If desired by emergency responders, provide a tour of the facility.
- (2) Provide the local hospital(s) with Material Safety Data Sheets for all hazardous substances handled at the facility.

b. A copy of arrangement letters and replies will be maintained in Appendix A, Tab 4 of this regulation. Forward a copy to FMO-E.

2-3. TRANSPORTATION/FUELING OPERATIONS

a. Operation of equipment: All equipment will be maintained and operated to minimize the possibility of an unplanned release of any hazardous substance into the environment.

b. Each MNARNG vehicle must carry a Transportation Spill Response Guide Kit (MNGR Form 200-21-12) in the vehicle Equipment Record Folder. This packet shall contain a:

- (1) Statewide (Except Camp Ripley) Spill Response Guide and Flowchart (Form MNGR-200-21-13, Figure 2-1)
- (2) Camp Ripley Spill Response Guide and Flowchart (Form MNGR-200-21-14, Figure 2-2)
- (3) Spill Response Guide (Outside Minnesota)(Form MNGR-200-21-15, Figure 2-3)

- (4) Transportation Spill Contingency Plan if transporting POL or HAZMAT. See Ch. 3.
 - (5) Spill Report (Form MNGR-200-21-11, Figure 3-11)
- c. Additional copies of MNGR Forms 200-21-12 thru 15 may be obtained from the Publications Office at Camp Ripley, (320) 632-7328.
- d. Testing and maintenance of equipment: All emergency equipment must be tested, maintained and verified operable and complete on an annual basis and recorded on Form MNGR 200-21-08 (Figure 3-8), Vehicle Hazard Response Equipment.

2-4. PERSONNEL TRAINING (See Appendix C, Spill Prevention and Response Training)

- a. All personnel shall have annual Spill Awareness/Prevention Training.
- b. Fuel truck drivers and Camp Ripley bulk tank farm personnel shall have Hazardous Material Transportation training as prescribed in MNGR 55-8.
- c. The Camp Ripley Spill Response Team shall have Hazardous Waste Operations and Emergency Response (HAZWOPER) training (First Responder Operations Level) and annual refresher training.
- d. Camp Ripley Response Team supervisors shall have HAZWOPER supervisor training.
- e. All personnel will receive an annual refresher of their initial awareness/prevention training within the first quarter of each FY.
- f. Personnel handling hazardous substances shall have adequate job training to competently perform tasks.
- g. Each unit/activity Environmental Compliance Officer shall evaluate the potential for spills to occur, the potential magnitude of possible spills and the hazards involved with a spill and shall brief unit personnel.
- h. Facility Environmental Coordinators shall conduct a yearly test of unit/activity spill response readiness. The test may be conducted in conjunction with the annual spill awareness/prevention training. The test shall consist of the following:
 - (1) The yearly test shall focus on spills that would be typical for the unit/activity.

- (2) Unit/activity personnel will be randomly chosen and asked to describe:
 - (a) Who to notify
 - (b) How to use the spill kit
 - (c) Personal protective measures when working with spilled material
- (3) Notifying DPW.
- (4) Completing a spill report (Form MNGR 200-21-11).
- (5) Review of the FSCP for accuracy.
- (6) Annotation on the FSCP that the plan has been reviewed and the annual test conducted.

2-5. FACILITY SPILL PREVENTION MEASURES: Environmental Coordinators shall inspect their facility to determine the need for the following. Requests for the items will be routed through FMO:

- a. Approved storage for hazardous substances .
- b. Impermeable secondary containment for hazardous substances.
- c. Drain covers or plugs for floor drains.

2-6. SPILL KIT(S)

- a. FEC's will insure that spill kits are accessible and that all personnel know where kit(s) is located.
- b. Units should take the spill kit with them when training away from home station. FEC's at facilities with multiple units are responsible for issuing the kit to units training away from home station.

FIGURE 2-1

MNGR 200-21 (ARMY)

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SPILL RESPONSE GUIDE (Statewide except Camp Ripley)

1. Stop the leak. Contain the spill. **REMEMBER, SAFETY FIRST!**
2. If possible, keep the spill from entering drains or water bodies.
3. If a large quantity of flammable material has spilled, notify the local fire department.
4. Notify FMO-DPW at 1-800-657-3668.
 - a. Record when and to whom report was made (on the Spill Report).
 - b. Provide the following information and record it on the Spill Report:
 - (1) Your name, location and how you can be contacted.
 - (2) Location of spill.
 - (3) Type of material.
 - (4) Amount spilled.
 - (5) Actions taken to contain the spill.
 - (6) Possible hazards.
 - (7) Distance and direction to storm drains or surface water, if known.
5. If possible, clean-up the spill using the spill kit materials and transport the contaminated material back to your home station. Contact FMO-E for disposal instructions.
6. If unable to clean-up, FMO-E will arrange for contracted clean-up.
7. If outside MN, see the "Surrounding States Response Guide."
8. Complete the Spill Report Form and submit to FMO-E.
9. **DO NOT PLACE YOURSELF OR OTHERS IN DANGER BY ATTEMPTING TO CONTROL A SITUATION WHICH EXCEEDS YOUR RESOURCES. SECURE THE AREA AND MAKE YOUR CALLS.**

(OVER)

FIGURE 2-1 (cont.)

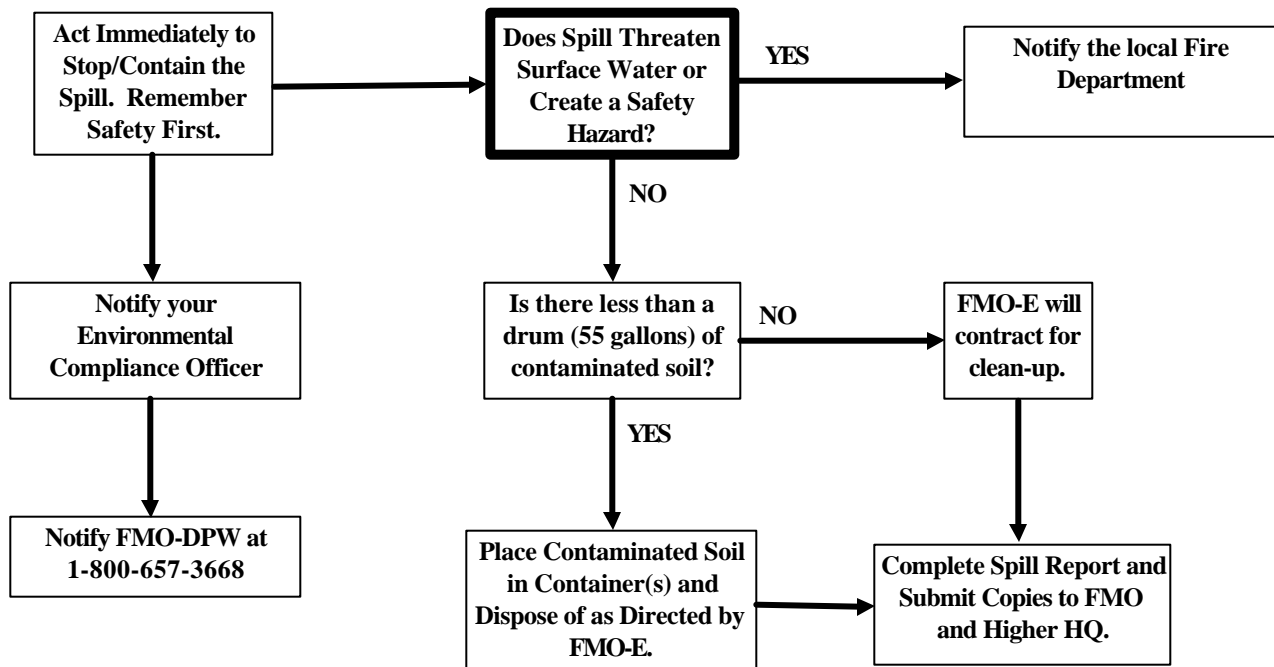


FIGURE 2-2

MNGR 200-21 (ARMY)

JANUARY 2000

SPILL RESPONSE GUIDE (Camp Ripley)

1. Stop the leak. Contain the spill. **REMEMBER, SAFETY FIRST!**
2. If possible, keep the spill from entering drains or water bodies.
3. Contact Range Control (If Range Control is unavailable, contact Post Security). Also request that DPW be notified.
 - a. Record when and to whom report was made (on the Spill Report).
 - b. Provide the following information and record it on the Spill Report.
 - (1) Your name, location and how you can be contacted.
 - (2) Location of spill.
 - (3) Type of material.
 - (4) Amount spilled.
 - (5) Actions taken to contain the spill.
 - (6) Possible hazards.
 - (7) Distance and direction to storm drains or surface water, if known.
4. If there is less contaminated material than would fill a 55 gallon drum, containerize it (bag, drum, box, etc.) and transport it to the Transfer Station located near Range Control.
5. DPW personnel will respond and clean-up larger spills.
6. Complete the Spill Report Form and submit to Range Control.
7. **DO NOT PLACE YOURSELF OR OTHERS IN DANGER BY ATTEMPTING TO CONTROL A SITUATION WHICH EXCEEDS YOUR RESOURCES. SECURE THE AREA AND MAKE YOUR CALLS.**

(OVER)

FIGURE 2-2 (cont.)

MNGR 200-21 (ARMY)

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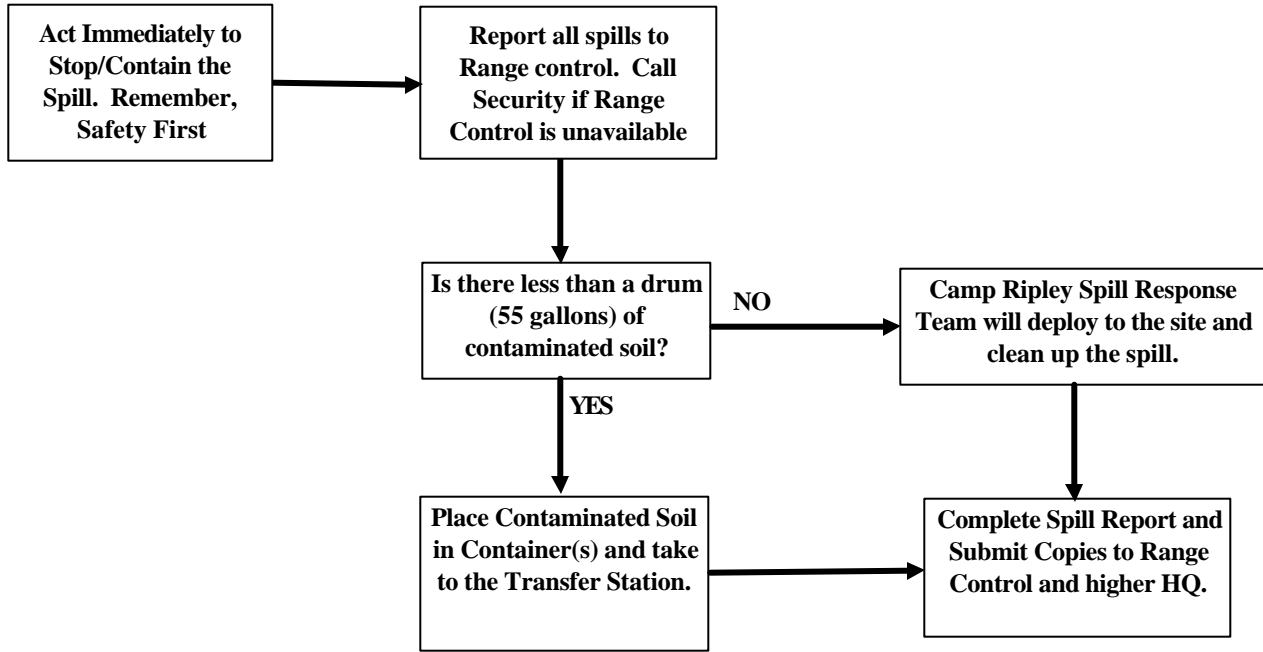


FIGURE 2-3

MNGR 200-21 (ARMY)

JANUARY 2000

SPILL RESPONSE GUIDE (Outside Minnesota)

1. Stop the leak. Contain the spill. **REMEMBER, SAFETY FIRST!**
2. If possible, keep the spill from entering drains or water bodies.
3. If a large quantity of flammable material has spilled, notify the local fire department.
4. After reporting the spill as outlined on the reverse, call FMO-DPW at **1-800-657-3668**.
 - a. Record when and to whom report was made (on the Spill Report).
 - b. Provide the following information and record it on the Spill Report:
 - (1) Your name, location and how you can be contacted.
 - (2) Location of spill.
 - (3) Type of material.
 - (4) Amount spilled.
 - (5) Actions taken to contain the spill.
 - (6) Possible hazards.
 - (7) Distance and direction to storm drains or surface water, if known.
5. If possible, clean-up the spill using the spill kit materials and transport the contaminated material back to your home station. Contact FMO-E for disposal instructions.
6. If unable to clean-up, FMO-E will arrange for contracted clean-up.
7. Complete the Spill Report Form and submit to FMO-E.
8. **DO NOT PLACE YOURSELF OR OTHERS IN DANGER BY ATTEMPTING TO CONTROL A SITUATION WHICH EXCEEDS YOUR RESOURCES. SECURE THE AREA AND MAKE YOUR CALLS.**

(OVER)

FIGURE 2-3 (cont.)

MNGR 200-21 (ARMY)

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- 1. North Dakota:** (Report all spills)
 - a. Notify ND State Radio Communications.....1-800-472-2121
Request that the Div. of Emergency Mgmt. be notified.
 - b. Provide the following information:
 - (1) Name and Location
 - (2) Type of spill and quantity
 - (3) Phone number where you can be reached
 - c. Record and follow their instructions.

- 2. South Dakota:** (≥ 25 gallons of POL or any amount of HAZMAT)
 - a. Notify SD State Radio Communications.....(605) 773-3536
 - b. Provide the following information:
 - (1) Name and Location
 - (2) Type of spill and quantity
 - (3) Phone number where you can be reached
 - c. Record and follow their instructions.

- 3. Iowa:** (Report all spills)
 - a. Notify the Iowa Highway Patrol.....1-800-525-5555
 - b. Provide the following information:
 - (1) Name and Location
 - (2) Type of spill and quantity
 - (3) Phone number where you can be reached
 - c. Record and follow their instructions.

- 4. Wisconsin:** (≥ 5 gallons of POL or any amount of HAZMAT)
 - a. Notify the WI Spill Reporting Hotline.....1-800-943-0003
 - b. Provide the following information:
 - (1) Name and Location
 - (2) Type of spill and quantity
 - (3) Phone number where you can be reached
 - c. Record and follow their instructions.

- 5. Other states:** (Report all spills)
 - a. Notify the State Police/Highway Patrol
 - b. Provide the following information:
 - (1) Name and Location
 - (2) Type of spill and quantity
 - (3) Phone number where you can be reached
 - c. Record and follow their instructions.

**FIGURE 2-4
NOTIFICATION OF LOCAL AUTHORITIES**

Date: _____

TO: _____

FROM: NAME: _____

FACILITY: _____

TELEPHONE NO: _____

The Environmental Protection Agency and the Minnesota Pollution Control Agency have instituted regulations that require all businesses which require spill contingency plans to notify local emergency response personnel that may be called upon to provide services. This notification is meant to establish cooperation in minimizing hazards to human health or to the environment from any unplanned release of hazardous material or petroleum product that may require your emergency services.

So you may be prepared to properly respond to an emergency at this site, we are enclosing a Facility Spill Contingency Plan with the following information:

- a. Facility Plot Plan/Site Diagram.
- b. Facility evacuation routes.
- c. A list of materials used at the facility and their hazardous characteristics.
- d. Emergency equipment on-site.
- e. Response to Emergencies Notification List.

We appreciate your assistance in this matter and look forward to any comments you may have on our Spill Contingency Plan.

Sincerely,

Encl.

CHAPTER 3

SPILL CONTINGENCY PLANS

3-1. FACILITIES: In coordination with FMO-E, each Facility Environmental Coordinator shall prepare and maintain a Facility Spill Contingency Plan. Facilities with multiple units require a unit specific FSCP for each unit. The Facility Environmental Coordinator is responsible for coordinating facility spill prevention and response efforts among the units. The plan shall consist of the following:

- a. Spill Response, (Figure 3-1)
- b. Facility Hazard Response Systems, (Figure 3-2)
- c. Facility Site Diagram, (Figure 3-3)
- d. Health and Environmental Risk Assessment, (Figure 3-4)
- e. Area Diagram, (Figure 3-5)
- f. Hazardous Substance Information List, (Figure 3-6). This list must be unit/activity specific.
- g. Monthly Inspection Checklist, (Figure 3-7). After completing the monthly inspection, the FEC will distribute a copy of the completed checklist to the Environmental Compliance Officer(s) of the facility unit(s). Checklists will be maintained at Appendix A, Tab 5, for 3 years.

3-2. TRANSPORTATION AND FUELING OPERATIONS: The Environmental Compliance Officer for units conducting hazmat transport or refueling operations shall prepare and maintain a Transportation Spill Contingency Plan. The plan shall consist of the following:

- a. Spill Response, (Figure 3-1). This is a copy of the unit specific Spill Response form prepared for the FSCP.
- b. Vehicle Hazard Response Equipment, (Figure 3-8)
- c. Transport and Fueling Spill Prevention Measures, (Figure 3-9)
- d. Hazardous Substance Information List (Transportation), (Figure 3-10)

3-3. PLAN MAINTENANCE

- a. A copy of the current Facility Spill Contingency Plan must be:
 - (1) Maintained in Appendix A, Tab 1 of this regulation.
 - (2) Submitted to local police and fire departments that serve the facility.
 - (3) Submitted to FMO-E.
- b. A copy of first two pages (Spill Response, Fig. 3-1) of the FSCP must be conspicuously posted near the facility telephone(s) used to summon emergency assistance and notify DPW of spills.
- c. The FSCP must be reviewed and amended whenever:
 - (1) The plan fails in an emergency.
 - (2) The facility changes in design or operation.
 - (3) The Facility Environmental Coordinator(s) or Environmental Compliance Officer(s) change.
 - (4) The list of emergency equipment changes.
- d. The FSCP must be reviewed annually by the Facility Environmental Coordinator. Enter the date document was revised or reviewed on the front page of the FSCP and initial.
- e. A copy of the Transportation Spill Contingency Plan must be:
 - (1) Maintained at Appendix A, Tab 2.
 - (2) Maintained in the vehicle Transportation Spill Response Guide Packet of the vehicle transporting hazardous material.
 - (3) Submitted to FMO-E.
- f. The TSCP must be reviewed and amended whenever:
 - (1) The plan fails in an emergency.
 - (2) The Environmental Compliance Officer(s) changes.
 - (3) The list of emergency equipment changes.

g. The TSCP must be reviewed annually by the Environmental Compliance Officer. Enter the date document was revised or reviewed on the front page of the TSCP and initial.

3-4. IMPLEMENTATION OF PLAN

The provisions of the plan must be carried out immediately whenever there is a fire, explosion or release of material.

- a. If any release to the environment occurs, responsive actions will be taken to:
 - (1) Stop the flow if this can be done safely.
 - (2) Report the spill as directed by the Spill Contingency Plan.
 - (3) Contain the spill.
- b. Leaks and spills that cause a health and safety hazard or which enter waterways must be reported to DPW immediately.
- c. Other leaks and spills (over 5 gallons of POL) must be reported to DPW within 2 hours of discovery.
- d. Leaks and minor spills (less than 5 gallons of POL), which are contained and cleaned up by the personnel at the scene, must be reported to DPW by the next workday.
- e. Written Spill Reports (Fig. 3-11) must be submitted to DPW within 48 hours of oral report.
- f. Copies of submitted spill reports will be maintained in Appendix A, Tab 6, for 3 years.
- g. Figures 3-12 through 3-16 contain specific guidance for various hazardous substances. Include the appropriate guide(s) in the SCP for the type(s) of substances used/stored by the unit/activity.

**FIGURE 3-1
SPILL RESPONSE**

NAME OF FACILITY: _____ Date Reviewed/Revised _____

ADDRESS: _____ EPA ID NUMBER: _____

NAME OF UNIT/ACTIVITY: _____

Environmental Compliance Officer (ECO): _____ Work Phone: _____ Home Phone: _____
Alternate: _____

Facility Environmental Coordinator (FEC): _____ Work Phone: _____ Home Phone: _____
Alternate: _____

1. REQUIRED NOTIFICATION FOR REPORTABLE SPILLS:

If you discover or cause a spill or leak, notify:

- a. All personnel in the immediate area of the spill
- b. Your Environmental Compliance Officer or alternate

The ECO or designee must notify:

- a. **(For a spill at any facility statewide)**, the Facility Environmental Coordinator or alternate.
- b. **(For fire, explosion or spills to public water drainage systems)**, Emergency Response:
(Outside Camp Ripley): 911 or local emergency response # _____;
(Camp Ripley): *911
- c. **(For spills outside Camp Ripley)**, the DPW Regional Supervisor:
Cell Phone _____ Work Phone _____
- d. If the Regional Supervisor is unavailable, call the DPW Hotline at: 1-800-657-3668
- e. **(For spills at Camp Ripley)**, Range Control: 7298 or 7398

Be prepared to provide the following information:

- a. Unit contact name and phone number.
- b. Location of spill (address)
- c. Date and time of incident.
- d. Type of surface (dirt, concrete, blacktop, water, etc.)
- e. Type of material.
- f. Quantity of material involved.
- g. Nearest surface water and/or storm drain.

- h. Disposition of any recovered materials.

2. RESPONSE ACTIONS FOR TYPICAL SPILLS:

- a. **Safety First! Facility and fuel truck spill kits are designed for minor, non-emergency (non-health threatening) spills. Gloves should be worn when handling contaminated material. The goggles, dust respirators and coveralls should be worn if the possibility exists for splashes and/or blowing, dusty conditions.**

For all spills:

- (1) Make appropriate notifications.
- (2) Block off entrances to nearby storm and sanitary sewer drains using spill kit material, dirt, etc.
- (3) Block flow from entering ditches, gutters, etc.
- (4) Do not operate equipment, tools in the vicinity of the spill which may cause sparks.
- (5) Use spill kit absorbents for standing liquids.
- (6) Contact Gopher State One Call (1-800-252-1166) prior to digging outside Camp Ripley.
- (7) Contact DPW prior to digging within Camp Ripley.
- (8) Place contaminated material in disposal bags, drums, etc. Large spills will probably require clean-up assistance from outside contractors. FMO will arrange for contracting.
- (9) Contact FMO-E for disposal instructions.

- b. **Vehicle fluid leak:**

- (1) Place drip pan under leak.
- (2) Plug hole, ruptured seam, etc. with repair putty from spill kit.
- (3) Obtain needed repairs.

- b. **Leaking drum, container or tank:**

- (1) If you don't know what the product is, stay away from it.
- (2) If possible, turn drum or container so that area of leak is at high point of the container.
- (3) If possible, place a drip pan under the leak.
- (4) Plug hole, ruptured seam, etc. with repair putty from spill kit.
- (5) Transfer contents to another container.

- d. **Leaking propane tank:**

- (1) Notify local fire department. Follow their instructions.
- (2) Obtain professional repair assistance.

- e. **Overflow during material transfer:**

- (1) Stop transfer

- f. **Acid spill**

- (1) Stop spill or leak. Place leaking battery or acid container inside disposal bag.
- (2) Neutralize spilled acid.

- 3. **REPORTS:** Complete Spill Report, MNGR Form 200-21-11 (Fig. 3-11) and submit to MNAG-FMO-DPW.

**FIGURE 3-2
FACILITY HAZARD RESPONSE SYSTEMS**

Verified Operable
(DATE) _____

1. Internal Communication or Alarm System - notifies employees of a hazard.

You must have one of the following:

<u>(Check those present)</u>	(Location)	(Initials)
_____ Phone	_____	_____
_____ Intercom	_____	_____
_____ Alarm	_____	_____
_____ Other (describe)	_____	_____

2. External Communication System - summons assistance from local authorities.

You must have one of the following:

<u>(Check those present)</u>	(Location)	(Initials)
_____ Phone	_____	_____
_____ 2-Way Radio	_____	_____
_____ Alarm	_____	_____
_____ Other (describe)	_____	_____

3. Hazard Response Equipment

	(Location)	(Initials)
a. Fire Extinguishers	_____	_____
b. Spill Control Equipment		
_____ spill kit(s)	_____	_____
_____ floor dry	_____	_____
_____ shovel	_____	_____
_____ other (describe)	_____	_____
c. Decontamination Equipment		
_____ shower	_____	_____
_____ eye-wash	_____	_____
_____ sink	_____	_____
_____ other (describe)	_____	_____
d. Safety Equipment		
_____ electrical grounding during transfer of flammables	_____	_____
_____ other (describe)	_____	_____
_____ Emergency Lighting	_____	_____

4. Water Supply

	(Initials)
_____ fire hose	
Location of nearest hydrant _____	_____
_____ foam producing equipment	_____
_____ automatic sprinklers	_____
_____ spray systems	_____

**FIGURE 3-3
FACILITY SITE DIAGRAM**

SITE DIAGRAM FOR _____

DATE: _____

Include the following:

- a. Location(s) of hazardous substances
- b. Location(s) of spill kits
- c. Location of floor drains and outside storm drains, ditches, etc.
- d. Location of vehicle parking
- e. Flow direction arrows

FIGURE 3-4
HEALTH AND ENVIRONMENTAL RISK ASSESSMENT

A. Sensitive Sites (0 - 1000 ft. Radius)

Schools and Hospitals

Residential

Businesses

Parks, Refuges, Surface Water, etc.

B. Potential for Spills to Impact Sensitive Sites

C. Spill History (Include cause and disposal method(s) under remarks)

Date Material Amount Remarks

**FIGURE 3-5
AREA DIAGRAM**

AREA DIAGRAM FOR _____

DATE: _____

When sketching area layout, include the following (within 1000 ft.):

- a. Location of sensitive sites such as schools, hospitals, malls, etc.
- b. Road network to include traffic patterns or restrictions
- c. Location of environmentally sensitive areas such as parks, refuges, etc.
- d. Location of wells.
- e. Flow direction arrows

FIGURE 3-6
HAZARDOUS SUBSTANCE INFORMATION LIST

Fill in blanks as follows:

- a. Substance Type:
- b. Hazardous Property:
List by common name (motor oil, JP-8, sulfuric acid, etc.)
Flammable, toxic, explosive, etc.
- c. Quantity:
Amount normally stored at facility
- d. Storage Location:
Where product is normally stored
- e. Use Location:
Where product is normally used
- f. Turn-over:
Amount used per month

SUBSTANCE TYPE HAZARDOUS PROPERTY QUANTITY STORAGE LOCATION USE LOCATION TURN-OVER

FIGURE 3-7
MONTHLY FACILITY INSPECTION CHECKLIST

Place a check mark in the space provided under the date of inspection if the item is OK. If not OK, write NF for "Negative finding" in the blank and describe the problem and solution in para. C, Comments. Contact FMO-E for guidance in correcting negative findings, if needed. If the item can be fixed on the spot, fix it and check OK.

DATE: _____

A. FACILITY:

- | | | | | |
|--|-------|-------|-------|-------|
| 1. Floor drain covers or plugs are in place? | _____ | _____ | _____ | _____ |
| 2. Drip pans are in place under leaking equipment? | _____ | _____ | _____ | _____ |
| 3. Repair order(s) have been issued to repair leaking equipment? | _____ | _____ | _____ | _____ |
| 4. Valves, fittings, hoses, etc. on bulk storage containers are in good shape? | _____ | _____ | _____ | _____ |
| 5. Spill kit(s) are in place and fully stocked? | _____ | _____ | _____ | _____ |
| 6. Shelves/racks for bulk product are in good condition and firmly attached to building? | _____ | _____ | _____ | _____ |
| 7. Impermeable surfaces and curbing in product storage and transfer areas are in good condition? | _____ | _____ | _____ | _____ |
| 8. Bulk containers >55 gallons have secondary containment in good condition? | _____ | _____ | _____ | _____ |
| 9. Other _____? | _____ | _____ | _____ | _____ |

B. HAZARDOUS SUBSTANCE CONTAINERS:

- | | | | | |
|---|-------|-------|-------|-------|
| 1. Containers are compatible with the material being kept in them? | _____ | _____ | _____ | _____ |
| 2. Containers have covers and covers are firmly fastened to containers? | _____ | _____ | _____ | _____ |
| 3. Containers are in good condition? | _____ | _____ | _____ | _____ |
| 4. Other _____? | _____ | _____ | _____ | _____ |

C. COMMENTS (indicate paragraph and line number)

**FIGURE 3-8
VEHICLE HAZARD RESPONSE EQUIPMENT**

	<u>(Location on Vehicle)</u>	<u>(Initials)</u>
a. Fire Extinguishers	_____	_____
	_____	_____
b. Spill Control Equipment (See Ch. 4)		
_____ Spill Kit	_____	_____
_____ Shovel	_____	_____
_____ Drip Pan	_____	_____
_____ other (describe)	_____	_____
c. Fire Control Equipment		
_____ electrical grounding	_____	_____
during transfer of	_____	_____
flammables	_____	_____
_____ other (describe)	_____	_____

Verified Operable
(DATE) _____

FIGURE 3-9
TRANSPORT AND REFUELING SPILL PREVENTION MEASURES

Spill Prevention Measures

1. Do not park fuel trucks near storm sewer inlets, ditches, surface waters, etc.
2. If field training requires the use of fuel trucks, then an impermeable surface barrier and a spill kit is required in the fueling area. Units/activities doing refueling from military fuel trucks or fuel bladders require the spill supplies specified for refueling operations in Ch. 4 of this regulation.
3. Units/Activities doing refueling at Camp Ripley may obtain the required supplies from Camp Ripley Supply Branch, Bldg. 2-207. Follow normal Camp Ripley support request procedures.
4. Fuel trucks may not be placed in temporary or long-term storage with fuel in the storage tank(s). Units/activities with operational requirements for filled fuel trucks at their facilities must coordinate with FMO-E to obtain fixed or portable secondary containment.
5. Double-check all valves and fittings prior to and after filling the bulk tank on the truck. Driver is responsible for ensuring that tank is not overfilled.
6. Double-check all valves and fittings prior to refueling other vehicles or filling fuel bladders from the tanker.
7. Spread a plastic ground sheet in the refueling area weighted with soil. Plastic sheeting is available at Supply and Services, Camp Ripley.
8. Double-check all valves and fittings prior to refueling from the bladder.
9. Use drip pans under nozzles when refueling from tanker or bladder.

**FIGURE 3-10
HAZARDOUS SUBSTANCE INFORMATION LIST (TRANSPORTATION)**

SUBSTANCE TYPE HAZARDOUS PROPERTY QUANTITY STORAGE LOCATION USE LOCATION TURN-OVER

**FIGURE 3-11
MINNESOTA ARMY NATIONAL GUARD
SPILL REPORT**

(Reference MNGR 200-21)	Spill # _____ (FMO use only)
TO: Facilities Management Officer, MNAG-FMO-Z ATTN: MNAG-FMO-E 15000 Highway 115, Bldg. 11-1, Camp Ripley Little Falls, MN 56345-4173	FROM: (Reporting Unit or Facility)
1. RECORD OF NOTIFICATION:	
a. Person making report: _____	(Rank, full name, unit or facility and phone #)
b. Time and date report was made: _____	
c. Person receiving report: _____	(Full name, Organization, Phone #)
d. Organization(s) notified: _____	Emergency Duty Office _____ CR Range Control (CR Security) _____ Other (_____)
(1-800-422-0798)	
2. DESCRIPTION OF INCIDENT: Be specific and detailed. Use reverse of form if necessary.	
What (include amount spilled):	
Where:	
When:	
Names of individuals involved (Name, Rank, SSN, Unit):	
Why:	
3. CLAIMS: In the opinion of individual making this report, may a claim against the MNARNG arise from this incident? _____ Yes _____ No If yes, explain.	
4. RECOMMENDATIONS/ADDITIONAL COMMENTS AND DISPOSITION OF CONTAMINATED MATERIAL:	
5. SIGNATURE OF PERSON MAKING REPORT:	6. SIGNATURE OF COMMANDER OR REPRESENTATIVE:
Name: _____	Name: _____
Rank & Branch: _____	Rank & Branch: _____
Title: _____	Title: _____
Phone #: _____	Phone #: _____
DISTRIBUTION:	
Original: MNAG-FMO-E	
Copy: AGO MN, MNAG-DPT-MS	
Other: Next Higher HQ of Reporting Unit or Facility	

FIGURE 3-12
RESPONSE PROCEDURES FOR MOTOR OIL, ANTIFREEZE, BRAKE,
HYDRAULIC AND TRANSMISSION FLUID SPILLS

1. **SPILL CONTAINMENT:** Enclose spilled liquid with a dike of solid absorbent (oil dry, sawdust, sand, soil, sweeping compound, etc.) or other accessible material to stop the flow. Close off the entrance to any nearby surface-water drainage ditches or sewer intakes.
2. **WASTE CONTAINER:** Metal or plastic container.
3. **CLEANUP:** Since some materials are flammable, avoid all sources of ignition. Provide adequate ventilation. Scoop up spent absorbent and/or contaminated soil with a non-sparking shovel or scoop with a long handle. Soak up any pooled product with absorbent.
4. **DISPOSAL:** See MNGR 200-3, Hazardous and Special Waste Management.
5. **PERSONAL PROTECTIVE EQUIPMENT:** Use protective gloves and goggles or face shield.
6. **FIRE EXTINGUISHERS:** Use carbon dioxide or dry chemical type. In case of fire call the Fire Department.
7. **EMERGENCY PROCEDURES:**
 - a. Skin Contact. All clothing contaminated with fluids should be removed and the skin washed.
 - b. Taken Internally. Transport the employee to the local medical facility.
 - c. Eyes. Irrigate the eyes and transport the employee to the local medical facility.
8. **NOTIFICATION:** Notification shall be conducted in accordance with the FSCP/TSCP.

FIGURE 3-13
RESPONSE PROCEDURES FOR FLAMMABLE AND COMBUSTIBLE
LIQUID SPILLS

1. **SPILL CONTAINMENT:** Enclose spilled liquid with a dike of solid absorbent (oil dry, sawdust, sand, soil, sweeping compound, etc.) or other accessible material to stop the flow. Close off the entrance to any nearby surface-water drainage ditches or sewer intakes.
2. **WASTE CONTAINER:** Heavy-duty plastic bag.
3. **CLEANUP:** Avoid all sources of ignition or sparking. Provide adequate ventilation. Scoop up spent solid sorbent and/or contaminated soil with a non-sparking shovel or scoop with a long handle. Soak up any pooled product with absorbent.
4. **DISPOSAL:** See MNGR 200-3, Hazardous and Special Waste Management.
5. **PERSONAL PROTECTIVE EQUIPMENT:** Vapors heavier than air tend to accumulate in low places. Employees involved in cleaning up a spill must use the following protective clothing and equipment or their equivalent:
 - a. Rubber or neoprene 18" gauntlet gloves.
 - b. Rubber or neoprene apron or disposable coveralls.
 - c. Rubber hightop boots or overshoes.
6. **FIRE EXTINGUISHERS:** Use carbon dioxide and dry chemical type. In case of fire, call the Fire Department. Cool nearby drums with a stream of water to prevent ignition and the possibility of pressure increase in the containers.
7. **EMERGENCY PROCEDURES:**
 - a. Skin contact: All clothing contaminated with chemicals must be removed at once, including rubber footwear and should be thoroughly washed with plenty of water for at least fifteen minutes. The skin should be washed with soap and water, and the employee transported to the local medical treatment facility.
 - b. Inhalation or taken internally. Transport the employee to the local medical facility immediately.
 - c. Eyes. Irrigate the eyes for 15 minutes and transport the employee to the local medical facility.
8. **NOTIFICATION:** Notification shall be conducted in accordance with the FSCP/TSCP.

FIGURE 3-14
RESPONSE PROCEDURES FOR ACID SPILLS

1. **SPILL CONTAINMENT:** Enclose spilled acid with absorbent socks included in the Battery Spill Kits or a clay type absorbent such as Floor Dry. Close off the entrances to any sewer intakes or surface water ditches.
2. **WASTE CONTAINER:** Plastic or rubber.
3. **CLEANUP:** Add Neutralizer from Kit or baking soda. Scoop up acid/neutralizer mixture with a non-sparking shovel or scoop with a long handle. Place the waste in plastic or plastic-lined container.
4. **DISPOSAL:** See MNGR 200-3, Hazardous and Special Waste Management.
5. **PERSONAL PROTECTIVE EQUIPMENT:** Employees involved in cleaning up an acid spill must use the following protective clothing and equipment:
 - a. Nitrile gloves.
 - b. Tyvek coveralls.
 - c. Goggles.
 - d. Long sleeve shirt.
 - e. Examine all clothing for damage after use, and have reusable clothing cleaned before reuse.
 - f. Respirator approved for mists and fumes, NIOSH approved. Use a Supplied Air Respirator, if possible.
6. **FIRE EXTINGUISHERS:** Use halogen, dry chemical, or carbon dioxide extinguishers.
7. **EMERGENCY PROCEDURES:**
 - a. If an employee ingests an acid or breathes the acid fumes, transport the member to the local medical facility.
 - b. If an employee has acid spilled on him/her, provide immediate treatment by using eyewash or shower and take off any clothing that acids have contaminated. Transport to the local medical facility.
 - c. Be prepared to tell the doctor what acids are involved.
8. **NOTIFICATION:** Notification shall be conducted in accordance with the FSCP/TSCP.

FIGURE 3-15
RESPONSE PROCEDURES FOR CAUSTIC SPILLS

1. **SPILL CONTAINMENT:** Enclose spilled caustic with a dike of solid absorbent (Floor Dry, vermiculite, etc.). Close off any sewer intakes or surface water ditches.
2. **WASTE CONTAINER:** Plastic or plastic-lined container.
3. **CLEANUP:** Add more absorbent if necessary. Scoop up spent solid absorbent material with a non-sparking shovel or scoop with a long handle. Place spent waste in the appropriate container.
4. **DISPOSAL:** See MNGR 200-3, Hazardous and Special Waste Management.
5. **PERSONAL PROTECTIVE EQUIPMENT:** Spilled caustics are very slippery so care must be taken to avoid falls. Employees involved in cleaning up spills must wear the following protective clothing and equipment or their equivalent.
 - a. Nitrile gloves.
 - b. Long sleeve shirt.
 - c. Tyvek suit.
 - d. Goggles.
 - e. Respirator approved for mists and fumes, NIOSH approved. Use a Supplied Air Respirator, if possible.
6. **FIRE EXTINGUISHERS:** Use halogen, dry chemical, or carbon dioxide extinguishers.
7. **EMERGENCY PROCEDURES:**
 - a. Remove contaminated clothing. Wash skin for 15 minutes under an emergency shower. Transport the employee to a local medical treatment facility.
 - b. If a chemical gets in an employee's eyes, flush the eyes for 20 minutes using an eye lavage. Transport to a local medical treatment facility.
 - c. Be prepared to tell the doctor what chemicals are involved.
8. **NOTIFICATION:** Notification shall be conducted in accordance with the FSCP/TSCP.

FIGURE 3-16
RESPONSE PROCEDURES FOR PESTICIDE SPILLS

1. **SPILL CONTAINMENT:** Enclose liquid spills with a dike of solid absorbent (Spill kit materials, floor dry, vermiculite, etc.). Close off entrance to sewer intakes or surface water ditches.
2. **WASTE CONTAINER:** Metal can lined with plastic liner.
3. **CLEANUP:** Use loose absorbent and/or absorbent pads to soak up any pooled liquid. Scoop up used absorbent and place in proper waste container. Spills of powdered or granular pesticide should be scooped up and used for its intended purpose if uncontaminated.
4. **DISPOSAL:** See MNGR 200-3, Hazardous and Special Waste Management.
5. **PERSONAL PROTECTIVE EQUIPMENT:** The following protective clothing and equipment must be worn:
 - a. Apron, Chemical resistant.
 - b. Boots, Rubber.
 - c. Cap, cotton.
 - d. Gloves, Neoprene.
 - e. Goggles, Unvented.
 - f. For other than ULV pesticides, use respirator, pesticide cartridge.
 - g. Full faceshield for use when a full face respirator is not worn while working with open pesticides.
6. **FIRE EXTINGUISHERS:** None. Evacuate and call Fire Department.
7. **EMERGENCY PROCEDURES:**
 - a. Remove contaminated clothing. Wash skin for 15 minutes and report to local medical facility.
 - b. If pesticides are spilled in the eyes, wash in an eye lavage for 15 minutes and report to the local medical facility.
 - c. If there are any signs of dizziness, upset stomach, etc., report to the medical facility.
 - d. When going to the medical facility, take the names of the pesticides you have been using.
8. **NOTIFICATION:** Notification shall be conducted in accordance with FSCP/TSCP.

CHAPTER 4

SPILL CONTROL SUPPLIES

4-1. FACILITY REQUIREMENTS

a. Each Facility Environmental Coordinator is responsible for ordering and maintaining the required supplies. MN law requires that sufficient supplies of response material be available at each unit/activity to effectively respond to the most probable spill and to have contingency plans in place for the worst case scenario.

b. Table 4-1 lists the required spill kit and supplies for each unit/activity.

c. Table 4-2 lists individual spill kit replacement items.

d. Use of the spill kit is taught during the Spill Prevention and Spill Control/Response (Skill Level 1, Awareness) training. Directions for use are also provided in each kit.

e. Kits at facilities shall be placed in convenient locations at or near probable spill sites. Environmental Coordinators must ensure that all personnel are familiar with the location of the kit as well as ensuring ease of access.

f. The kits include a bagged, loose cellulose product for spill absorption. If preferred, the use of Floor-Dry is also authorized.

g. Drains in garage and maintenance areas, boiler rooms and other areas containing POL/Hazmat must be covered. Contact the respective FMO-DPW Building Maintenance Supervisor to obtain drain cover(s).

4-2. FUEL TRANSPORT REQUIREMENTS

a. A Vehicle Spill Kit must be carried in each vehicle transporting fuel. The kits contain sufficient supplies for responding to minor leaks and spills.

b. Tables 4-1 and 4-2 describe kit requirements for transport and refueling activities and list kit components.

4-3. USE OF KIT COMPONENTS

a. All the products labeled “GP” (including “Floor-Dry”) are general purpose absorbents for all liquids. The loose, bagged material, the pads and the pillows are designed for clean up while the socks are intended to limit the spread of the spill. These products are intended for spill

containment and clean up on land.

b. Products labeled “W” won’t absorb water. The loose, bagged material, the pads and the pillows are designed for clean up while the socks and booms are intended to limit the spread of the spill. These products are intended for spill containment and clean up on water.

c. Personal protection items: gloves, coveralls, boot covers, goggles and masks are intended for use in situations where the possibility exists for spilled material to come in contact with the body or clothing. As a minimum, gloves should always be worn when dealing with spills.

d. The repair putty is an epoxy type material for the repair of leaking containers. It does not require surface preparation. Putty must be annually inspected and replaced when no longer pliable.

4-4. PROCUREMENT OF SPILL CONTROL PRODUCTS AND SYSTEMS

a. Environmental Coordinators/Compliance Officers should contact FMO-E for assistance in determining which products and/or construction is necessary for their particular situation. The FSCP and/or TSCP will describe the particular needs of the unit(s)/activity.

b. Request initial issue of required kits through FMO-E.

c. Replacement kit supplies may be obtained through local purchase following authorization from DOL.

d. The kits contain a contents list for help in re-ordering kit components.

e. Send work requests to FMO-DPW for spill prevention measures that require construction such as impermeable surfaces, curbing, diking, etc. Tip-proof shelving and racks that require attachment to the building also require work requests to DPW.

4-5. DISPOSAL: Disposal of contaminated material (soil, Floor-Dry, absorbents, etc.) shall be in accordance with MNGR 200-3.

TABLE 4-1

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
TACC's (Units in multiple unit facilities may share a spill kit)	Unit Spill Kit GP	1	MA-600		Minnesota Absorption Corp.
	Floor-Dry	50 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
All OMS's (OMS 8 requires 2)	Shop Spill Kit	1*	MA-800		Minnesota Absorption Corp.
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
AASF	Shop Spill Kit	2	MA-800		Minnesota Absorption Corp.
	Floor-Dry	200 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Battery Rooms	Battery Station Spill Kit	1	7A-30743		Lab Safety Supply
	Clean-up Kit	1	MA-1200		Minnesota Absorption Corp.
	Drain Cover	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
Military Vehicles					
Wheeled	Spill/Leak Tub	1/vehicle			Local Purchase
Tracked	Spill/Leak Tub	2/vehicle			Local Purchase
POL/Hazmat Transport	Vehicle Spill Kit	1/vehicle	MA-900		Minnesota Absorption Corp.
Refueling Operations					
	Plastic ground liner	1/vehicle or fuel bladder			Local purchase
	Spill/Leak Tub	2/vehicle			Local purchase
	Hazwaste Drum, 25 gal.	1/vehicle or fuel bladder			Local purchase
Bldg. 2-203 (CR)					
	Shop Spill Kit	1	MA-800		Minnesota Absorption Corp.
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Bldg. 2-223 (CR)					
	Unit Spill Kit GP	1	MA-600		Minnesota Absorption Corp.
	Floor-Dry	50 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
Bldg. 2-271, (CR)	Pesticide Spill Kit	1	Special Order		Minnesota Absorption Corp.
	Clean-up Kit	1	MA-1200		Minnesota Absorption Corp.
	Floor-Dry	50 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Bldg. 2-272 (CR)	Shop Spill Kit	1	MA-800		Minnesota Absorption Corp.
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Bldg. 11-62 (CR)	SpillKart	1	7A-18731	6850-00-X27-6119	Lab Safety Supply
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Bldg. 11-160 (CR)	Unit Spill Kit GP	1	MA-600		Minnesota Absorption Corp.
	Floor-Dry	50 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
CSMS (CR)	Unit Spill Kit GP	1	MA-600		Minnesota Absorption Corp.
	Master Spill Kit	1	MA-1000		Minnesota Absorption Corp.
	Floor-Dry	200 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
MATES (CR)	Unit Spill Kit GP	2	MA-600		Minnesota Absorption Corp.
	Master Spill Kit	2	MA-1000		Minnesota Absorption Corp.
	Floor-Dry	200 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Paint Shop (CR)	Unit Spill Kit GP	1	MA-600		Minnesota Absorption Corp.
	Floor-Dry	50 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
RTSM (CR)	Shop Spill Kit	1	MA-800		Minnesota Absorption Corp.
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG

Drain Cover (Not for trench drains)	1/drain	Rubber matting	Initial: FMO-DPW Replacement: Local Purchase
--	---------	----------------	---

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
Tank Farm (CR)	Shop Spill Kit	1	MA-800		Minnesota Absorption Corp.
	Floor-Dry	100 lbs.		7930-00-269-1272	MNAG-LOG
	Drain Cover (Not for trench drains)	1/drain	Rubber matting		Initial: FMO-DPW Replacement: Local Purchase
Range Control	Vehicle Spill Kit	1/vehicle	MA-900		Minnesota Absorption Corp.
Security (CR)	Vehicle Spill Kit	1/vehicle	MA-900		Minnesota Absorption Corp.
Bridging and Vehicle Swimming	Water Ops Spill Kit	1	MA-1100		Minnesota Absorption Corp.
Camp Ripley Response Team	Vehicle Spill Kit	3	MA-900		Minnesota Absorption Corp.
	Unit Spill Kit W	1	MA-700		Minnesota Absorption Corp.
	Containment Boom	3	7A-29227		Lab Safety Supply
	Mesh Boom, 8"x10'	5	51024		Minnesota Absorption Corp.
	Mesh Pillow, 17"x17"	144	52022		Minnesota Absorption Corp.
	Cotton Sock, 4"x4'	180	53002		Minnesota Absorption Corp.

Absorbent Pads GP	100	34602	Minnesota Absorption Corp.
Absorbent Pads W	100	54602	Minnesota Absorption Corp.

FACILITY/UNIT/ACTIVITY	ITEM	QUANTITY	Model #	NSN #	Supplier
Response Team (cont.)	Spill Sorb, 20 lb. bag	50	40032		Minnesota Absorption Corp.
	Disposal Bag, 17"x30"	100	7A-17-911		Lab Safety Supply
	Combustion/Oxygen Meter	1	7A-22011		Lab Safety Supply
	Organic Vapor Meter	1			FMO-E
	Overpack Drum	1	7A-7507		Lab Safety Supply
	SCBA Gear	8			FMO-DPW
	Respirator, Full-face	3			Lab Safety Supply
	Respirator, Half-face	3			Lab Safety Supply
	Level C Suit	6	7A-26744		Lab Safety Supply
	PVC Boots	6 pr.	7A-16202		Lab Safety Supply
	Silvershield Gloves	10 pr.	7A-7094		Lab Safety Supply
	Nitrile Gloves	10 pr.	7A-9889		Lab Safety Supply

TABLE 4-2

Kit Contents	Quantity	Model #	Supplier
Unit Spill Kit, GP		MA-600	MAS*
Storage Container, 26"x18"x17"	1		MAS
Absorbent Socks, 3"x8'	2	33033	MAS
Absorbent Socks, 3"x4'	2	33032	MAS
Absorbent Pads, 16"x20"x1/4"	10	34602	MAS
Spill Sorb, 20 lb. bag	1	40032	MAS
Plug-n-Dike, 1 lb.	1	N/A	MAS
Disposal bags, 17"x30"	3	7A-17-911	LSS*
Tyvek Coverall, Polycoated, XL	2	N/A	MAS
Disposable Gloves, Pair	4	N/A	MAS
Goggles, Safety	2	N/A	MAS
Dust Pan	1	N/A	MAS
Brush, Bench	1	N/A	MAS
Unit Spill Kit, W		MA-700	MAS
Storage Container, 26"x18"x17"			MAS
Absorbent Booms, 4"x10'	2	51021	MAS
Absorbent Socks, 4"x4'	2	53002	MAS
Absorbent Pads, 16"x20"x1/4"	10	54602	MAS
Particulate, 10 qt. bag	2	50002	MAS
Plug-n-Dike, 1 lb.	1	N/A	MAS
Disposal bags, 17"X30"	3	7A-17-911	LSS
Gloves, Nitrile, Pair	3	7A-9889	LSS
PVC Boots, Pair, Size 11	1	7A-16202	LSS
Tychem 7500 Suit, XL	2	7A-26744	LSS
Dust Pan	1	N/A	MAS
Brush, Bench	1	N/A	MAS
Shop Spill Kit		MA-800	MAS
Container, Wheeled, 50 gal.	1		MAS
Absorbent Socks, 3"x8'	4	33033	MAS
Absorbent Socks, 3"x4'	2	33032	MAS
Spill Sorb, 20 lb. bag	1	40032	MAS
Absorbent Pads, 16"x20"x1/4"	10	34602	MAS
Plug-n-Dike, 1 lb.	1	N/A	MAS
Disposal bags, 17"x30"	4	7A-17-911	LSS
Gloves, Disposable, Pair	2	N/A	MAS
Masks, Particle	2	N/A	MAS
Goggles, Safety	2	N/A	MAS
Tyvek Coveralls, Polycoated, XL	2	N/A	MAS
Shovel, 2-piece	1	7A-11814	LSS
Broom	1	N/A	MAS
Brush, Bench	1	N/A	MAS

Kit Contents	Quantity	Model #	Supplier
Vehicle Spill Kit		MA-900	MAS
Bag, Nylon	1	N/A	MAS
Absorbent Socks, 3''x8'	2	33033	MAS
Absorbent Particulate, 10 qt. bag	1	30002	MAS
Absorbent Pads, 16''x20''x1/4''	4	34602	MAS
Plug-n-Dike, 1 lb.	1	N/A	MAS
Disposal bags, 17''x30''	3	7A-17-911	LSS
Gloves, Disposable, Pair	1	N/A	MAS
Shovel, Benchtop	1	7A-7679	LSS
Brush, Bench	1	N/A	MAS
 SpillKART	1	7A-18730	LSS
Spill Control Pillows	30	7A-18718	LSS
Disposal Bags	2	7A-17-911	LSS
VBS Sheets	20	7A-4443	LSS
Hg Absorb Powder, Bottle	1	7A-20756	LSS
Neutrasorb, Box	1	7A-3260-2	LSS
Neutracit, Box	1	7A-3263-2	LSS
Chemop	1	7A-17-887	LSS
Chemsponges	6	7A-17-888	LSS
Spill Squeegee, Floor	1	7A-23690	LSS
Spill Squeegee, Bench	1	7A-23689	LSS
Mop	1	7A-1821	LSS
Broom	1	7A-1817	LSS
Brush, Bench	1	7A-1819	LSS
Dust Pan	1	7A-1818	LSS
Kimtex Towels, Roll	1	7A-10708	LSS
Sponge, Cellulose	1	7A-1822	LSS
Liquid Cleaner	1	7A-29746	LSS
Clorox, Jug	1	7A-2052	LSS
pH Paper	1	7A-2153	LSS
Barricade Tape, Roll	1	7A-1948-3	LSS
Tape, Stretchable, Roll	1	7A-5474bl	LSS
Flashlight	1	7A-2156E	LSS
Tongs	1	7A-1823	LSS
Mop Bucket	1	7A-31615Y	LSS
Floor Sign	1	7A-28961	LSS
Glass Disposal Box	1	7A-17-729SR	LSS
Tyvek Coverall	2	7A-2744XL	LSS
Gloves, Nitrile	2	7A-14655-10	LSS
Gloves, Polyethylene	1	7A-1358LDP	LSS
Goggles, Splash	2	7A-11567	LSS
Bags, Polyethylene, 16''x24''	2	7A-ASB	LSS
Bags, HazMat	2	7A-17-911	LSS

Kit Contents	Quantity	Model #	Supplier
Master Spill Kit		MA-1000	MAS
Cart,	1	BH-121	MAS
Absorbent Sock, 3"x8'	4	33033	MAS
Absorbent Sock, 3"x4'	4	33032	MAS
Absorbent Pad, 16"x20"x1/4"	20	34602	MAS
Spill Sorb, 20 lb. bag	1	40032	MAS
Plug-n-Dike, 1 lb.	1	N/A	MAS
Neutrasorb	1	7A-3260-2	LSS
Neutrakit	1	7A-3263-2	LSS
Disposal bags, 17"x30"	5	7A-17-911	LSS
Tyvek Coverall, Polycoated, XL	2	N/A	MAS
Gloves, Nitrile	2	7A-9889	LSS
Goggles, Splash	2	N/A	MAS
Masks, Particle	4	N/A	MAS
Shovel, 2-piece	1	7A-11814	LSS
Brush, Bench	1	N/A	MAS
Squeegee, Floor	1	7A-23690	LSS
Battery Station Spill Kit		7A-30743	LSS
Cart, Wheeled	1		LSS
NeutraAcid Neutralizer, 1 gal.	2	7A-25902	LSS
Body Flush System, 32 oz. bottle	1	7A-11745-2	LSS
Spill Socks, 3"x4'	4	7A-18711	LSS
Spill Pads, 7"x10"	24	N/A	LSS
Spill Blankets, 20"x21"	4	N/A	LSS
Disposal Bags	4	N/A	LSS
Goggles, Splash	1	N/A	LSS
Gloves, Nitrile, Pair	1	7A-14655-10	LSS
Tyvek QC Coverall	1	7A-2744XL	LSS
Clean-Up Kit		MA-1200	MAS
Squeegee, Bench	1	7A-23689	LSS
Brush, Bench	1	N/A	MAS
Dust Pan	1	N/A	MAS
Pesticide Spill Kit			
Spill Cabinet	1	7A-11397	LSS
Salvage Drum, 55 gal.	1	7A-14463R	LSS
Gloves, Neoprene, pair	4	7A-35505	LSS
Goggles, Unvented	2	7A-11568	LSS
Respirator, Pesticide cartridge	2		FMO-DPW
Apron, chemical resistant	2	7A-6181	LSS
Boots, rubber, pair	2	7A-24259XL	LSS
Coverall, cotton	2	7A-24888L	LSS
Shovel, 2-piece	1	7A-11814	LSS
Disposal bags, 17"x30"	12	7A-17-911	LSS
Pushbroom	1	7A-14428	LSS
Detergent, Liquid, gallon	1		FMO-M

Kit Contents	Quantity	Model #	Supplier
Bleach, liquid, gallon	3		FMO-M
Wrench, bung	1	7A-7657	LSS
Spigot, drum, 2" opening	1	7A-11329	LSS
Spigot, drum, 3/4" opening	1	7A-13572	LSS
Wrench, open-end, 1-3/8"	1		FMO-M
Pump, drum, manual	1	7A-23235	LSS
Hose, garden, 3/4" x25'	1		FMO-M
Bung, 2-1/2"	1		FMO-M
Bung, 3/4"	1		FMO-M
Labels, blank	10		FMO-M
Water Ops Spill Kit		MA-1100	MAS
Cart,	1	BH-121	MAS
Containment Boom, 50'	3	7A-29227	LSS
Boom, Mesh, 8"x10'	10	51024	MAS
Absorbent Pads	50	54602	MAS
Absorbent Particulate, 50 qt.	10	50001	MAS
Tyvek Coverall, Polycoated, XL	2	N/A	MAS
Gloves, Nitrile	2	7A-9889	LSS
Goggles, Splash	2	N/A	MAS
Masks, Particle	4	N/A	MAS
Shovel, 2-piece	1	7A-11814	LSS
Disposal bags, 17"x30"	5	7A-17-911	LSS

*MAS - Minnesota Absorption Corp.
2010 E. Hennepin Ave.
Minneapolis, MN 55413
(651) 482-1011

*LSS - Lab Safety Supply
P. O. Box 1368
Janesville, WI 53547

APPENDIX A

COMPLIANCE RECORDS

Tab 1	Facility Spill Contingency Plan
Tab 2	Transportation Spill Contingency Plan
Tab 3	Camp Ripley Spill Control Policy #54
Tab 4	Emergency Service Providers correspondence
Tab 5	Responsibilities Checklist
Tab 6 Spill Reports

DATE: 3 Jan 00

SUBJECT: Camp Ripley Spill Control

NUMBER: 00-54

BRIEF (If extra space is necessary, attach blank sheets of paper):

1. This policy describes the spill response procedures to be followed at Camp Ripley.

2. Any person causing or discovering a spill will:

a. Stop the flow, if possible, without exposing self or others to unsafe conditions. Always enter the spill area from upwind, uphill, and upstream. Actions taken should not exceed the level of expertise, knowledge or training of the person causing or discovering the spill. Safety is first priority!

b. Contain the spill using whatever means that is readily available. Prevent spills from flowing into drainage ditches, storm sewers, and surface waters. Absorbent materials, earthen fill dams or sandbags are effective for containment.

c. Immediately report all spills of oil or hazardous substances. Notify Range Control (Extension 7298 or by radio if down range) and furnish essential spill information; including location, material spilled, its cause, time of incident and estimated quantity spilled. The person reporting the spill should also furnish their name, unit, rank, unit address, and telephone number.

d. In the event that contact cannot be made with Range Control, then Post Security should be contacted (Extension 7339) and furnished the essential spill information.

e. DPW must approve all digging activities in advance.

f. Clean up spill material. Estimate the amount of contaminated soil. If the amount is less than would fit in a 55-gallon drum (a spill involving less than five gallons of POL), dig it out and transport it to the Transfer Station located SW of Range Control or to Range Control if the Transfer Station is closed. If needed, plastic bags may be obtained at Range Control to transport the contaminated material.

g. If there is more contaminated soil than would fit in a 55-gallon drum (a spill involving more than 5 gallons of POL), earth moving equipment will probably be required for removal. Units are responsible for showing Range Control personnel the location of the spill.

h. Complete the Spill Report Form, MNGR Form 200-21-0510 (attached herewith) and turn it in to Range Control with material generated from clean up or at the time FMO performs clean up activities.

3. Range Control/Post Security will:

a. Notify MNAG-FMO using the phone numbers in the order listed (try duty and home numbers first before calling cell phone numbers). Facilities Management Office will activate any further spill response and will notify regulatory agencies and AGO staff as necessary. Refer to FMO Policy 7-5 for FMO spill response actions.

		<u>Duty</u>	Home	<u>Cellular Phone</u>
Tom Rothleutner	Roads & Railroads	7090	632-3346 630-4182	
Richard Post	Public Works	7341	253-5180 630-4181	
Larry Rainey	Facilities Environmental Office	7567	255-5335	

b. Respond to the spill location, verify reported information, and secure the site until the arrival of Facilities Management Office personnel. Obtain Spill Report Form, MNGR Form 200-21-0510.

c. Ensure transportation of any contaminated material to the Transfer Station Contaminated Soil Storage Building and place in the designated receiving area. Ensure a copy of the Spill Report of the incident is received by the Department of Public Works staff on site or is placed in the designated receiving area with the contaminated material.

SUBMITTED BY: Marty Skoglund, MNAG-CRC-EN

DATE POLICY ESTABLISHED:

APPROVED:

This policy supersedes all other previous policies regarding Spill Control at Camp Ripley.

TERRY J. DORENBUSH
COL, IN, MN ARNG
Post Commander

14 Aug 96

RESPONSIBILITIES CHECKLIST

UNIT/ACTIVITY COMMANDERS

Reference:

- | | |
|---|--|
| ____ Emphasize spill prevention | 200-21*, Ch. 2, para. 2-4; Append. C |
| ____ Appoint an Environmental Compliance Officer(s) (ECO) | MNGR 200-1 |
| ____ Ensure that personnel understand and follow the FSCP and/or TSCP | 200-21, Ch. 2; Ch.3; Camp Ripley Spill Control Policy #54. |

FACILITY OIC/NCOIC

- | | |
|--|------------|
| ____ Appoint a Facility Environmental Coordinator(s) (FEC) | MNGR 200-1 |
|--|------------|

FACILITY ENVIRONMENTAL COORDINATOR

- | | |
|--|---|
| ____ Maintain the FSCP | 200-21, Ch. 3, para. 3-1, 3-3 |
| ____ Perform monthly facility inspections | 200-21, Ch. 3, para. 3-1.g; Fig. 3-7 |
| ____ Maintain facility spill kit(s) | 200-21, Ch. 4, para. 4-1, 4-3, 4-4 |
| ____ Provide facility information to local emergency response providers | 200-21, Ch. 2, para. 2-2 |
| ____ Ensure operability and accessibility of facility emergency response equipment | 200-21, Ch. 2, para. 2-1.b; Ch. 3, Fig. 3-2 |
| ____ Ensure facility spill prevention measures are in place and operable | 200-21, Ch. 2, para. 2-1, 2-5; Ch. 3, Figure 3-2; Ch.4, para. 4-4.e |

ENVIRONMENTAL COMPLIANCE OFFICER

_____ Provide Level 1 Spill Awareness/Prevention training to unit personnel	200-21, Ch. 2, para. 2-4; Append. C, para. C-1, C-5
_____ (For POL/hazmat transport units) Prepare and maintain TSCP	200-21, Ch. 3, para. 3-2, 3-3
_____ (For POL/hazmat transport units) Maintain Vehicle Spill Kit(s)	200-21*, Ch. 4, para. 4-2, para. 4-4
_____ Implement FSCP/TSCP for spills	200-21, Ch. 3, para. 3-4, Fig. 3-1
_____ Maintain Spill Response Guides in each MNARNG vehicle	200-21, Ch. 2, para. 2-3
_____ Prepare and submit spill reports	200-21, Ch. 3, para. 3-4; Fig. 3-11; Camp Ripley Spill Control Policy #54
_____ Notify FEC when facility spill kit supplies are expended	200-21, Ch. 1, para. 1-9.f
_____ Maintain copies of monthly inspections at Appendix A, Tab 5.	200-21, Ch. 3, para. 3-1.g.
_____ Dispose of contaminated material properly	200-21, Ch. 4, para. 4-5

ALL PERSONNEL

_____ Attend spill prevention and response training	200-21, Ch. 2, para. 2-4; Appendix C, para. C-1
_____ Follow FSCP in the event of a spill	200-21, Ch. 3, para. 3-4, Fig. 3-1, Fig. 3-12 thru 3-16; Camp Ripley Spill Response Policy #54
_____ Notify ECO when spill kit supplies are expended	200-21, Ch. 1, para. 1-10.d

HAZMAT TRANSPORT PERSONNEL

_____ Attend Hazardous Material Transportation Training	MNGR 55-8; 200-21, Appendix C, para. C-2
---	--

*200-21 refers to this regulation, MNGR 200-21

_____ Follow TSCP in the event of a spill

200-21, Ch. 3, para. 3-4

_____ Notify ECO when spill kit supplies are expended

200-21, Ch. 1, para. 1-10.d

APPENDIX B**CAMP RIPLEY SPILL RESPONSE****B-1. CAMP RIPLEY SPILL CONTINGENCY PLAN (SCP):**

a. Army Regulations 200-1, Minnesota Army National Guard Regulation 200-1, Minnesota Rules Chapter 7045 & Minnesota Statutes Ch. 115E require facilities that use, store or generate hazardous substances to develop a Spill Contingency Plan (SCP). The SCP shall identify resources, responsibilities and procedures for containment, clean up and reporting of releases of hazardous substances.

b. The plan shall contain:

- (1) The responsibilities and duties of the Camp Ripley Response Team. The Response Team conducts control and clean-up efforts at the scene of hazardous substance discharges. The Response Team supervisor(s) and members are pre-designated by the DPW supervisor.
- (2) Quantities and location of manpower, equipment and supplies.
- (3) Camp Ripley Response Team actions for various sized spills.

c. The Camp Ripley Spill Control Policy, #54, describes initial reporting procedures and actions.

B-2. CAMP RIPLEY SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN (SPCCP)

a. The Camp Ripley Spill Prevention, Control and Countermeasure Plan is required by AR 200-1, 40 CFR 112 and Minn. Statute 115E. The requirement to have a SPCCP is based on the storage volume of POL products at Camp Ripley.

b. The Camp Ripley SPCCP identifies locations of POL and the measures required preventing and containing any accidental discharge. As a minimum, the SPCCP contains:

- (1) An inventory of storage, handling and transfer facilities where a reasonable possibility exists for a discharge of POL.
- (2) A detailed description of spill preventive measures to minimize the opportunity for spills to occur at various storage and use locations.

- (3) A description of the equipment and structures required to adequately contain discharges for each site.
- (4) Identification of deficiencies and corrective measures to provide adequate spill prevention.

B-3. CAMP RIPLEY RISK MANAGEMENT PLAN

a. The Clean Air Act, Section 112 (r), requires facilities that exceed threshold limits of flammable substances to develop a Risk Management Plan (RMP). The requirement to have an RMP at Camp Ripley is based on the amount of stored propane.

b. The Camp Ripley RMP assesses the hazards of the stored propane and contains guidance to reduce the risk of accidental release.

c. The RMP contains the following information:

- (1) An offsite consequence analysis
- (2) An accidental release history
- (3) A prevention program to reduce risk
- (4) An emergency response plan

B-4. PLAN MAINTENANCE:

a. The Camp Ripley SCP will be reviewed annually by the FMO-E and the Camp Ripley Response Team Supervisor.

b. The Camp Ripley SPCCP will be reviewed every third year by FMO-E. Major changes such as the addition of more storage tank capacity, etc., must be reviewed and certified by a professional engineer. Changes which do not significantly increase the possibility of environmental contamination may be made by the responsible FMO-E program manager.

c. The RMP will be reviewed every third year by FMO-E and FMO-DPW. The RMP must be immediately revised when changes in processes or quantities cause the area at risk to increase by a factor of 2 or more.

d. The master copies of the Camp Ripley SCP, SPCCP and RMP will be maintained at FMO-E.

e. All MNARNG units/activities stationed or training at Camp Ripley shall maintain a copy of the Camp Ripley Spill Control Policy, #54 in Appendix A, Tab 3. Changes/updates will be disseminated to all units/activities as they occur.

APPENDIX C**SPILL PREVENTION AND RESPONSE TRAINING****C-1. ALL PERSONNEL**

a. Awareness/Prevention training is mandatory for all MNARNG personnel. This training, entitled "Spill Prevention and Spill Control/Response, Skill Level 1, Awareness", is taught at the unit level and consists of a video, Student Study Guide and review of the Facility Spill Contingency Plan and Transportation Spill Contingency Plan, if applicable.

b. Unit/activity Environmental Compliance Officers will provide Skill Level 1 training. All personnel shall be trained within 180 days of the effective date of this regulation. All personnel hired after the effective date shall be trained within 180 days of their hire date.

c. Annual refresher training is required for all personnel. Training will consist of the video tape, study guide and review of the unit/activity Spill Plan(s).

d. Training consists of:

- (1) Materials of concern.
- (2) Personal protection.
- (3) Consequences of spills.
- (4) Spill prevention.
- (5) Location(s) and hazards of regulated materials products within the facility.
- (6) Description and use of passive and active spill prevention measures.
- (7) Spill notification procedures.
- (8) Hands-on training in the use of spill control material and equipment.

C-2. POL/HAZMAT TRANSPORT PERSONNEL

a. All personnel involved in the transport of POL/HAZMAT in MNARNG vehicles must receive a Hazmat Transportation class biennially. Training is directed by MNGR 55-8 and is provided by the Supply and Services Division, MNAG-LOG-S.

b. Training includes:

- (1) HAZMAT recognition and pertinent regulations
- (2) Handling of HAZMAT
- (3) Personal protection
- (4) Emergency response
- (5) Accident prevention

C-3. FMO PERSONNEL (DPW and FMO-E)

a. Hazardous Waste Operations and Emergency Response (HAZWOPER) training (Skill Level 2, Operations) is required for all members of the Camp Ripley Response Team. It is also required training for the DPW Building Maintenance Supervisors.

b. Training includes:

- (1) Use of protective clothing and equipment
- (2) Stopping the spill
- (3) Decontamination
- (4) Medical surveillance
- (5) Field exercises

c. HAZWOPER training (Skill Level 3, Clean Up) is required by all DPW personnel who react to clean-up large volume spills as well as those who operate the “Landfarm” Solid Waste Management Unit.

d. Training includes:

- (1) Sampling procedures
- (2) Air monitoring
- (3) Incident Command System
- (4) Confined space entry
- (5) Field exercises

e. An annual refresher course covering the topics in para. C-3.b and C-3.d is required for the designated personnel.

f. Camp Ripley Response Team supervisors, designated FMO-E personnel and DPW Building Maintenance Supervisors must complete an 8-hr supervisors course.

g. Training includes:

- (1) Site surveillance and assessment
- (2) Public information and media communication
- (3) Planning
- (4) Follow-up investigation
- (5) Training requirements
- (6) Waste disposal

- (7) Implementation of Incident Command System
 - (8) Implementation of spill contingency plans
 - (9) Knowledge of state and federal response plans
 - (10) Decontamination procedures
- h. Initial training must be completed within 180 days of the effective date of this regulation. New personnel in the designated positions must be trained within 180 days of hiring.
- i. FMO-E will fund the required training for the Camp Ripley Response team and the “Landfarm” Solid Waste Management Unit operators.

C-4. RESPIRATOR TRAINING

All Response Team personnel must have respirator training. FMO-DPW will arrange for the training as needed.

C-5. TRAINING RECORDS (Form MNGR 200-3-0901, Figure C-2)

- a. Each MNARNG unit/activity commander must ensure and **DOCUMENT** that all employees are thoroughly familiar with **SPILL PREVENTION AND RESPONSE PROCEDURES AND RESPONSIBILITIES.**
- b. Training records must include:
- (1) Employee name and job title
 - (2) Job description (including duties related to spill prevention and response)
 - (3) Name(s) and date(s) and content of all training (includes initial and refresher trng)
- c. Completed Skill Level 1 Training records will be kept in unit/activity hazardous waste compliance records (Brown Tab 3 of MNGR 200-3). These records are kept permanently. Records of transferring personnel will be forwarded to the gaining unit. Spill training records of separating personnel shall be forwarded to FMO-E to be archived.
- d. The FMO Safety and Health Officer is responsible for maintaining the Camp Ripley Response Team training records and for notifying FMO-E when training is required.
- e. Form MNGR 200-3-0901 is also used to document Hazardous Waste management training as required in MNGR 200-3.

FIGURE C-1

Duty Position	Level of Training	Frequency of Training	Trainer
All personnel	Skill Level 1* (29 CFR 1910.120) Refresher	See para. C-1.b. Annually	Unit/activity Environmental Compliance Officer.
POL/HAZMAT transport personnel	See para 3-2 (49 CFR 172.700) Refresher	Within 90 days of hire Biennially	Determined by MNAG-LOG-S.
1. DPW Building Maintenance Supervisors	Skill Level 2* (29 CFR 1910.120) Refresher	See para. C-3.h. Annually	Determined by FMO
1. Camp Ripley Response Team.	Skill Level 3* (29 CFR 1910.120) Refresher	See para. C-3.h. Annually	Determined by FMO
1. CR Response Team Supervisors 2. Selected FMO-E personnel 3. DPW Building Maintenance Supervisors	Skill Level 3 & 8-hour supervisors course (29 CFR 1910.120) Refresher	See para. C-3.h. Annually	Determined by FMO

*Skill Level: Skill Level 1, Awareness
Skill Level 2, Operations (Skill Level 1 plus 8 hrs.)
Skill Level 3, Clean Up Operations (40 hrs.)

**FIGURE C-2
RECORD OF EMPLOYEE TRAINING**

EMPLOYEE NAME _____ JOB TITLE _____

JOB DESCRIPTION (with respect to Hazardous Substances) _____

DATE APPOINTED TO THESE DUTIES _____

INITIAL SPILL PREVENTION AND RESPONSE TRAINING
(For all employees)

Date _____ Instructor Signature _____
Employee Signature _____

Check topics covered:

- | | |
|---|---|
| <input type="checkbox"/> Location(s) of hazardous substances | <input type="checkbox"/> Hazards of hazardous substances |
| <input type="checkbox"/> Spill Prevention SOP | <input type="checkbox"/> Passive and active spill prevention measures |
| <input type="checkbox"/> Spill notification procedures | <input type="checkbox"/> Personal protection |
| <input type="checkbox"/> Hands-on trng in use of spill control material and equipment | <input type="checkbox"/> Simulated spill exercise |

ANNUAL REFRESHER TRAINING

Date _____ Instructor Signature _____
Employee Signature _____

____ Additional Training (describe) _____

INITIAL HAZARDOUS WASTE MANAGEMENT TRAINING
(For selected employees. See MNGR 200-3)

Date _____ Instructor Signature _____
Employee Signature _____

Check areas covered:

- | | |
|--|--|
| <input type="checkbox"/> Using manifests | <input type="checkbox"/> Contingency Plans |
| <input type="checkbox"/> Recordkeeping | <input type="checkbox"/> Use of alarms/communications |
| <input type="checkbox"/> Managing containers and tanks | <input type="checkbox"/> Use and repair of waste handling and monitoring equipment |
| <input type="checkbox"/> Inspections | <input type="checkbox"/> Response to fires, explosions |
| <input type="checkbox"/> Labeling containers, tanks | <input type="checkbox"/> Response to spills and groundwater contamination |
| <input type="checkbox"/> Storage of hazardous waste | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Accumulation of hazardous waste | |
| <input type="checkbox"/> Waste Evaluation | |

ANNUAL REFRESHER TRAINING

Date _____ Instructor Signature _____
Employee Signature _____

Additional Training (describe) _____

APPENDIX D

EMERGENCY SPILL RESPONSE SYSTEM

D-1. SCOPE

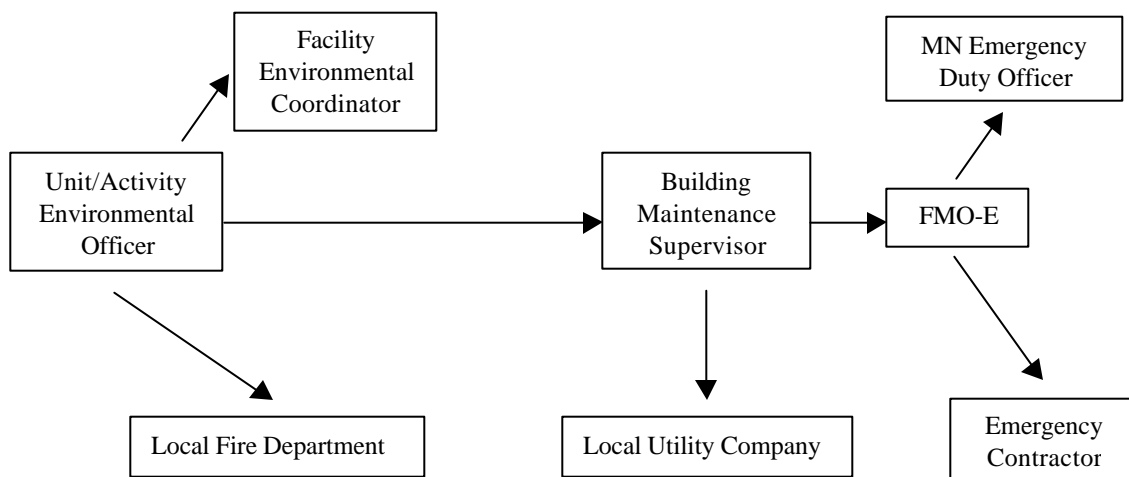
This appendix describes the MNARNG Emergency Spill Response System, its implementation, personnel responsibilities and training requirements. The system is an organized approach to effectively control and manage operations at an emergency incident involving **spills of hazardous substances which threaten the health and safety of personnel, the public and/or the environment and exceed the capabilities of on-site personnel to control and/or clean-up.**

D-2. IMPLEMENTATION AT FACILITIES STATEWIDE (Except Camp Ripley)

a. The Emergency Spill Response System shall be implemented when a hazardous substance release occurs which threatens the health and safety of the facility personnel, the public and/or the environment. The local Fire Department is the primary incident response team. They will be called when a spill cannot be contained and/or is a fire, explosion or other type of health hazard.

b. The unit/activity Environmental Compliance Officer notifies:

- (1) the local Fire Department
- (2) the Facility Environmental Coordinator
- (3) the appropriate FMO-DPW Building Maintenance Supervisor. The supervisor notifies FMO-E and responds to the site.



c. The Maintenance Supervisor must contact the appropriate utility company(s) prior to excavation of contaminated soil.

d. The fire chief of the responding fire department will be the Incident Commander. If, due to the severity of the incident, other assets are required, the position of Incident Commander will pass to the most senior qualified fire or safety official at the scene. The following MNARNG personnel will respond to large spills occurring in their areas as quickly as possible:

- (1) DPW Southwest Zone Building Maintenance Supervisor
- (2) DPW North Zone Building Maintenance Supervisor
- (3) DPW Central Zone Building Maintenance Supervisor
- (4) DPW Metro Zone Building Maintenance Supervisor
- (5) FMO-E Water Quality Manager (Non-area specific)
- (6) FMO-E HazWaste Manager (Non-area specific)
- (7) FMO-E Director (Non-area specific)

These individuals will serve as MNARNG liaison to the Incident Commander.

e. FMO-E will notify the MN Emergency Duty Officer and, if required, will call an emergency response contractor for spill containment and/or clean up. The area DPW Building Maintenance Supervisor will oversee their work and verify satisfactory completion. If the DPW supervisor is unavailable, FMO-E personnel will supervise the cleanup.

D-3. IMPLEMENTATION WITHIN CAMP RIPLEY

a. The Randall Fire Department is the primary incident response team for Camp Ripley. The Randall Fire Chief or his designee is the Incident Commander. The Camp Ripley Response Team Supervisor will serve as the MNARNG liaison and the Camp Response Team will participate in a defensive role under the direction of the Randall Fire Chief.

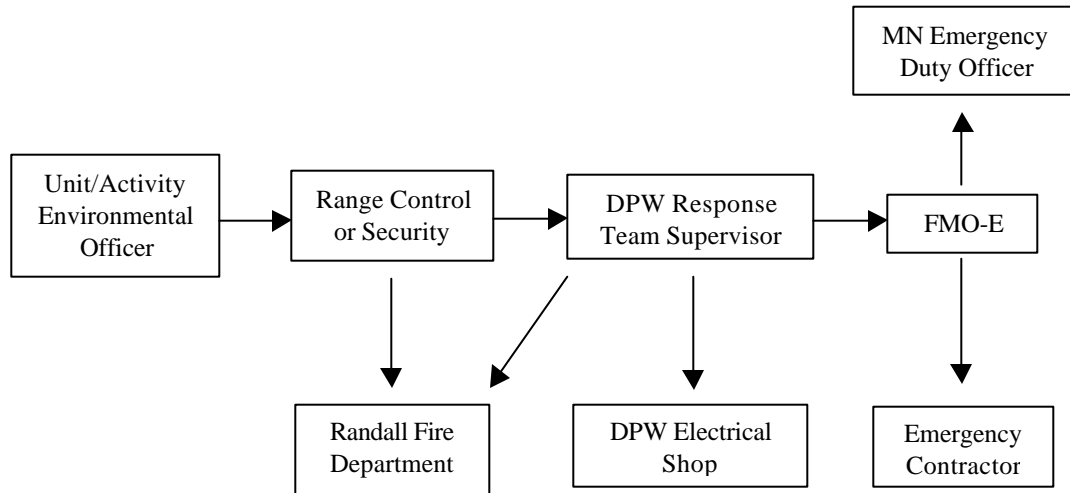
b. If necessary, the Incident Commander has the authority to call for additional assets. The most senior, qualified emergency response official will become the Incident Commander as directed by local and state emergency response plans.

c. In accordance with the Camp Ripley Spill Plan, the unit/activity responsible for a spill or leak notifies Range Control which then notifies DPW. If fire, explosion or other hazardous situations are involved, Range Control/Security will notify the Randall Fire Department as the primary incident response team. A DPW Response Team Supervisor responds to the site and determines the need for involvement by the Camp Ripley Response Team. The Response Team Supervisor notifies FMO-E and the DPW Director.

d. FMO-E will notify the MN Emergency Duty Officer and, if required, will call an emergency response contractor for spill containment and/or clean up.

e. The Response Team Supervisor will notify the DPW Electrical Shop for site clearance

prior to excavating.



f. For Camp Ripley, the following individuals are appointed as Response Team Supervisors:

- (1) DPW Roads and Railroads Supervisor
- (2) DPW Central Zone Building Maintenance Supervisor
- (3) FMO-E Water Quality Specialist
- (4) FMO-E HazWaste Specialist
- (5) FMO-E Director

g. Each of these individuals has the authority to mobilize and direct the Response Team. These primary supervisors are also authorized to call for the primary incident response team if required. If there is a fire or explosion hazard, any person may call for the fire department (*911).

D-4. PERSONNEL

a. The Camp Ripley Spill Response Team consists of selected individuals from DPW Roads and Railroads. The team will work under the supervision of one of the personnel listed in para. D-3.f.

b. The statewide response team consists of the DPW Building Maintenance Supervisors and selected FMO-E personnel.

D-5. REQUIRED EQUIPMENT AND SUPPLIES FOR THE CAMP RIPLEY RESPONSE TEAM:

a. Team equipment and supplies:

- Earth-moving equipment assigned to DPW
- Combustion/Oxygen meter
- Organic Vapor Meter
- Water trucks
- Pumps
- Overpack containers
- Spill kit
- SCBA equipment, 8 sets

b. Personal equipment: (see Ch. 4)

- Level C coveralls (polycoated or Saranex) and boots (PVC)
- Nitrile gloves (Diesel spills)
- Silvershield gloves or equiv. (Mogas spills)
- Goggles, Non-vented safety
- Mask, Full Face, Organic vapor/HEPA (Mogas spills)
- Mask, Half Face, Organic vapor/HEPA (Diesel spills)

D-6. TRAINING (See Appendix C)

a. All members of the Camp Ripley Response Team require Skill Level 2, Operations level training under 29 CFR 1910.120 and an annual refresher.

b. The DPW Building Maintenance supervisors require Skill Level 2, Operations level training under 29 CFR 1910.120 and an annual refresher.

c. All Response Team Supervisors require an additional 8 hours of supervisor training.

d. The FMO Safety and Health Officer will maintain DPW response team training records.

D-7. CAMP RIPLEY RESPONSE TEAM PROCEDURES

a. Response team procedures are contained in the Camp Ripley Spill Contingency Plan.

b. Response team supervisors are responsible for preparation and maintenance of the Camp Ripley Spill Contingency Plan in coordination with FMO-E.

APPENDIX E

REFERENCES & GLOSSARY

The references listed below are not required to be maintained by MNARNG units/activities:

Statutes:

Clean Water Act, Public Law 95-217, 33 USC 1251-1376 et seq., 1977, as amended.

Comprehensive Environmental Restoration, Compensation and Liability Act, Public Law 96-510, 42 USC 9601 et seq., 1980, as amended

Emergency Planning and Community Right-To-Know Act, Public Law 99-499, 42 USC 11001 et. seq., 1986

Minnesota Statutes 115B, Environmental Response and Liability

Minnesota Statutes 115C, Petroleum Tank Release Cleanup

Minnesota Statutes 115E, Oil and Hazardous Substance Discharge Preparedness.

Regulations:

Army Regulation 200-1, Environmental Protection and Enhancement

Code of Federal Regulations, Chapter 29, Part 1910, Occupational Safety and Health Standards.

Code of Federal Regulations, Chapter 40, Part 112, Oil Pollution Prevention

Code of Federal Regulations, Chapter 40, Parts 263, 264 & 265

Code of Federal Regulations, Chapter 49, Part 172

Minnesota Rules 7045, Hazardous Waste

Minnesota Rules 7100, Storage of Oil

Other References:

The references listed below must be maintained by all MNARNG units/activities:

Minnesota Army National Guard Regulation Number 200-1,

Environmental Protection and Enhancement

Minnesota Army National Guard Regulation Number 200-2,
Environmental Review of MNARNG Actions

Minnesota Army National Guard Regulation Number 200-3,
Hazardous and Special Waste Management

Minnesota Army National Guard Regulation Number 200-4,
Infectious Waste Management and Bloodborne Pathogens Standard

Minnesota Army National Guard Regulation Number 200-21,
Integrated Spill Management

Minnesota Army National Guard Regulation Number 385-10,
Command Safety Program

The reference listed below must be maintained by all MNARNG units/activities stationed or training at Camp Ripley:

Camp Ripley Spill Control Policy, #54

GLOSSARY

Activity – Maintenance and unit training

AR - Army Regulation

DPW - Division of Public Works

Drip Pans - Containers placed under equipment, vehicles and storage tanks to catch POL drips.

Environmental Compliance Officer (ECO) - Designated individual(s) who coordinates spill response within a unit or activity.

Facility Environmental Coordinator (FEC) - Designated individual(s) who coordinates the spill plan at a facility.

FMO - Facilities Management Officer

FMO-E - Facilities Management Office-Environmental Section

FSCP - Facility Spill Contingency Plan: Specific plan for responding to spills of POL or hazardous substances.

Hazardous Substance - Any liquid, solid or gas capable of posing a risk to health, safety and/or the environment. Includes hazardous waste.

Incident Command System - An organized approach to effectively control and manage operations at an emergency incident.

Incident Commander (IC) - The IC controls containment and clean-up at spill sites.

MNARNG - Minnesota Army National Guard

MNGR - Minnesota National Guard Regulation

NGB-ARE - Environmental division of the National Guard Bureau

POL - Petroleum, Oil, Lubricants

POTO - Plans and Training Officer

Reportable Spill – An unplanned release of any amount of a hazardous substance to the environment

Response Team - A team consisting of DPW personnel trained to respond to spills of hazardous substances at Camp Ripley.

Secondary Containment - A system to contain the entire contents of a storage tank in the case of tank failure.

SOP - Standard Operating Procedure

SPCCP - Spill Prevention, Control and Countermeasure Plan: This document describes preventive measures, a materials inventory and locations and corrective measures for deficiencies.

Spill Kit - A packaged (box, bucket, etc.) assortment of absorbent, repair and containment materials.

SSO - State Safety Officer

TSCP - Transportation Spill Contingency Plan: Identifies resources, responsibilities and procedures for clean-up and reporting of spills occurring during transport of refueling operations.

TSPCCP - Transportation Spill Prevention, Control and Countermeasure Plan: This document identifies hazardous materials being transported, describes spill prevention measures and outlines personnel training and spill response.