

SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN

Maple Shade Fueling Station

620 Cutler Avenue, Maple Shade, Burlington County, New Jersey

Maple Shade Township

200 Stiles Avenue

Maple Shade, New Jersey 08052

**July 2009
Revised April 2010**

Prepared By

**The Alaimo Group
Consulting Engineers
200 High Street
Mount Holly, New Jersey 08060**

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LOG OF PLAN REVIEW AND AMENDMENTS

NON TECHNICAL AMENDMENTS

- Non-technical amendments are not certified by a Professional Engineer.
- Examples of changes include, but are not limited to, phone numbers, name changes, or any non-technical text change(s).

TECHNICAL AMENDMENTS

- Technical amendments are certified by a Professional Engineer (§112.5(c)).
- Examples of changes include, but are not limited to, commissioning or decommissioning containers; replacement, reconstruction, or movement of containers; reconstruction, replacements, or installation of piping systems; construction or demolition that might alter secondary containment structures; changes of product or service; or addition/deletion of standard operation or maintenance procedures related to discharge prevention measures. It is the responsibility of the facility to determine, and confirm with the regulatory authority as necessary, what constitutes a technical amendment. The preamble of the rule states that an amendment is required only “when there is a change that materially affects the facility’s potential to discharge oil” (67 FR 47091).
- An amendment made under this section will be prepared within six (6) months of the change and implemented as soon as possible but not later than six (6) months following preparation of the amendment.
- Technical Amendments affecting various pages within the plan can be P.E. certified on those pages, certifying those amendments only, and will be documented on the log form below.

MANAGEMENT REVIEW

- Management will review this SPCC Plan at least each five (5) years and document the review on the form below (§112.5(b)).
- By signature below, signor confirms that management has completed a review and evaluation of this SPCC Plan.

Review/ Amend Date	Signature* (Specify)	Amend Plan (will/will not)	Description of Review/Amendment	Affected Page(s)	P.E. Certification (Y/N)

* Typically signed by Manager, Professional Engineer or plan reviewer.

Spill Prevention, Control and Countermeasure Plan

☒ ONSHORE FACILITY - REGULATORY CROSS-REFERENCE		
Citation	Description	Section
§112.3(d)(1)	Professional Engineer Certification	1.2
§112.5(b)	Management of Five Year Review	Foreword
§112.7	General requirements for SPCC Plans for all facilities and all oil types	-----
§112.7(a)	General requirements: discussion of facility's conformance with rule requirements; deviations from Plan requirements; facility characteristics that must be described in the Plan; spill reporting information in the Plan; emergency procedures	1, 2, App. A-D
§112.7(b)	Fault analysis	2A.1
§112.7(c)	Secondary containment	2A.1, 2A.3.1
§112.7(d)	Contingency planning	App. D
§112.7(e)	Inspections, tests, and records	2A.5.3, 2A.7, App. B
§112.7(f)	Employee training and discharge prevention procedures	1.6, App. A, App. B
§112.7(g)	Security (excluding oil production facilities)	2A.4.2, 2A.6
§112.7(h)	Loading/unloading (excluding offshore facilities)	2A.5
§112.7(i)	Brittle fracture evaluation requirements	2A.7
§112.7(j)	Conformance with State requirements	1.11
§112.8	Requirements for onshore facilities (excluding production facilities)	-----
§112.8(a)	General and specific requirements	2A.1 - 2A.4, 2A.7
§112.8(b)	Facility drainage	2A.3
§112.8(c)	Bulk storage containers	2A.1, 2A.2, 2A.7
§112.8(d)	Facility transfer operations, pumping, and facility process	2A.4, 2A.7
§112.9	Requirements for onshore production facilities	N/A
§112.9(a)	General and specific requirements	N/A
§112.9(b)	Oil production facility drainage	N/A
§112.9(c)	Oil production facility bulk storage containers	N/A
§112.9(d)	Facility transfer operations, oil production facility	N/A
§112.10	Requirements for onshore oil drilling and workover facilities	N/A
§112.10(a)	General and specific requirements	N/A
§112.10(b)	Mobile facilities	N/A
§112.10(c)	Secondary containment - catchment basins or diversion structures	N/A
§112.10(d)	Blowout prevention (BOP)	N/A
§112.11	Requirements for offshore oil drilling, production, or workover facilities	N/A
§112.11(a)	General and specific procedures	N/A
§112.11(b)	Facility drainage	N/A
§112.11(c)	Sump systems	N/A
§112.11(d)	Discharge prevention systems for separators and treaters	N/A
§112.11(e)	Atmospheric storage or surge containers; alarms	N/A
§112.11(f)	Pressure containers; alarm systems	N/A
§112.11(g)	Corrosion protection	N/A
§112.11(h)	Pollution prevention system procedures	N/A
§112.11(i)	Pollution prevention systems; testing and inspection	N/A
§112.11(j)	Surface and subsurface well shut-in valves and devices	N/A
§112.11(k)	Blowout prevention	N/A
§112.11(l)	Manifolds	N/A
§112.11(m)	Flowlines, pressure sensing devices	N/A
§112.11(n)	Piping; corrosion protection	N/A
§112.11(o)	Sub-marine piping; environmental stresses	N/A
§112.11(p)	Inspections of sub-marine piping	N/A

SECTION ONE

General Information

1.0 General Information

1.1 Management Approval

Management Approval

I hereby approve the contents of the facility's Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) and have the authority to commit the necessary resources to implement the SPCC Plan, as set forth in this document, in accordance with the federal requirements of 40 CFR Part 112.

Signature: _____

Designated person accountable for oil spill prevention at the facility:

Name: Gary F. LaVenja

Name: Jim Christy

Date: _____

Title: Superintendent, Public Works

Title: Township Manager

I hereby approve the contents of the facility's Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) and have the authority to commit the necessary resources to implement the SPCC Plan, as set forth in this document, in accordance with the federal requirements of 40 CFR Part 112.

Signature: _____

Designated person accountable for oil spill prevention at the facility:

Name: _____

Name: _____

Date: _____

Title: _____

Title: _____

I hereby approve the contents of the facility's Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) and have the authority to commit the necessary resources to implement the SPCC Plan, as set forth in this document, in accordance with the federal requirements of 40 CFR Part 112.

Signature: _____

Designated person accountable for oil spill prevention at the facility:

Name: _____

Name: _____

Date: _____

Title: _____

Title: _____

1.2 Professional Engineer Certification

Professional Engineer Certification

By means of this Professional Engineer Certification, I hereby attest, to the best of my knowledge and belief, to the following:

- I am familiar with the requirements of 40 CFR Part 112 and have verified that this Plan has been prepared in accordance with the requirements of this Part.
- I or my agent have visited and examined the facility(s).
- I have verified that this Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards.
- I have verified that the required inspection and testing procedures have been established as described in Section 2.
- I have verified that the Plan is adequate for the facility.

Richard A. Alaimo, P.E.

Printed Name of Registered Professional Engineer

(Seal)

Signature of Registered Professional Engineer

Date: _____

Registration No.: 13195 State: NJ

1.3 Substantial Harm Certification (excerpt from 40 CFR Part 112 - Attachment CII)

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA

FACILITY NAME: Maple Shade Fueling Station
 FACILITY ADDRESS: 570 Cutler Avenue
 Maple Shade, Burlington County, NJ 08052

1. Does the facility transfer oil over water to or from vessels **and** does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

☐ YES ☒ NO
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

☐ YES ☒ NO
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula¹) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (59 FR 14713, March 29, 1994) and the applicable Area Contingency Plan.

☐ YES ☒ NO
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** is the facility located at a distance (as calculated using the appropriate formula in Attachment C-III to this appendix or a comparable formula¹) such that a discharge from the facility would shut down a public drinking water intake²?

☐ YES ☒ NO
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons **and** has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

☐ YES ☒ NO

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

_____ Signature Gary F. LaVenja Name (please type or print)	_____ Township Manager Title _____ Date
--	---

¹ If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

² For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).

1.4 Contact List and Phone Numbers

The contact list and phone number reference for the facility is provided as follows (check as appropriate):

- ☒ Contact List and Phone Number reference is provided in Appendix A.
☐ Emergency Notification Phone List is provided in the Facility Response Plan (FRP): _____
-

1.5 Notification Data Sheet

A Notification Data Sheet is provided as follows (check as appropriate):

- ☒ Notification Data Sheet and Sample Qualified Event Sheet are provided in Appendix A.
☐ Notification Data Sheet Form provided in the Facility Response Plan (as described in Section 1.4).

1.6 Personnel, Training, and Discharge Prevention Procedures

Training

- The Facility provides the following minimum training to oil-handling personnel prior to assignment of job responsibilities:
 - Operation and maintenance of equipment to prevent oil discharges;
 - Oil discharge procedure protocols;
 - Applicable oil spill prevention (State & Federal) laws, rules, and regulations;
 - General facility operations; and,
 - The contents of the facility SPCC Plan and applicable pollution control laws, rules, and regulations.

The training program is further described as follows: All personnel involved with emergency spill response are briefed on hazards of gasoline spills. This briefing includes an understanding of the equipment; location and operation of the emergency disconnect switch and fire extinguisher; tank electronic leak detection equipment; use of absorbents to control any spills; and the use of the SPCC plan. _____

1.6 Personnel, Training, and Discharge Prevention Procedures (Cont'd)

Briefings

- The facility conducts prevention briefings for oil-handling personnel at least once a year to assure adequate understanding of the SPCC Plan for the facility. These briefings include:
 - Discussion of potential discharges;
 - Component failures; and
 - Precautionary measures.

The briefing program is further described as follows: Spill prevention briefings shall be held on a semi-annual (twice per year) basis. _____

Documentation

- Documentation of these Personnel, Training, and Discharge Prevention Briefing programs is maintained for a minimum period of three (3) years. Log forms are provided as follows:
- Training Logs are provided in ☒ Appendix B or ☐ Other (describe): _____

- Discharge Prevention Briefing Logs are provided in ☒ Appendix B or ☐ Other (describe): _____

- *Reference supporting documentation maintained separately, as appropriate:* _____

[Additional pages may be attached as necessary.]

1.7 Facility Layout and Diagram

1.7.1 Facility Layout

- The physical layout of the facility is described as follows: The 2,000 gallon and 6,000 gallon fuel above ground storage tanks are located within a 23' x 26' compound area. Access to the compound area is by way of a 95' wide bituminous pavement area. Tank trucks and utility vehicles park over a 10' x 23' concrete pad adjacent to the compound area during loading/unloading operations. The above ground 500 gallon waste oil tank is located on a concrete slab with an asphalt curb around the perimeter of the concrete slab providing secondary containment. A roof is provided over the waste oil tank and secondary containment element.

- Further details are provided in Section 2 - Container and Potential Spills Table.

1.7.2 A Facility diagram ☒ **is attached (Appendix C) with the following detail and location information (as applicable):**

- Process equipment, operating equipment, electrical equipment.
- Loading/Unloading racks.
- Loading/Unloading areas.
- Fixed aboveground storage tanks.
- Transfer Stations and connecting lines.
- Completely buried and bunkered tanks (including USTs covered under 40 CFR Part 280 or 281).
- Mobile and portable container storage areas.
- The contents of all containers.

1.8 Prevention, Response and Cleanup

Prevention

- The facility discharge prevention measures, including procedures for routine handling of products (loading, unloading, facility transfers, etc.), are described as follows:
☐ Facility Response Plan ☐ Other Document (Describe) or ☒ Details below: The above ground concrete vaulted steel tanks are installed with an electronic high level alarm with remote visual and audible alarms which are activated at 90% tank volume. An automatic shut-off valve is installed to restrict filling the tanks above 95% tank volume. At this point in the delivery process, the operator will shut off hose valve, drain residual product into spill container which drains to tank and then returns hose to delivery truck. The tanks also have level gauges for accurately measuring fuel quantities. All tank filling operations require the presence of a responsible Maple Shade Township representative. This individual ensures the delivery person is familiar with the filling procedure and equipment before use. Tanks are constructed with a four inch minimum clearance below each tank for visual inspections. The gasoline dispenser hose is equipped with a reusable safety breakaway to prevent fuel discharges if a person drives away with the nozzle left in the vehicle's fuel tank. Waste oil is placed into the above ground waste oil tank by a responsible Maple Shade Township representative. At all other times, the waste oil tank is padlocked to prevent unauthorized access.
- *Reference other supporting procedures maintained separately, as appropriate:* _____

Countermeasures

- The facility discharge discovery, response and cleanup capabilities are described as follows:
☐ Facility Response Plan ☐ Other Document (Describe) or ☒ Details below: In the event of a gasoline spill, Maple Shade Township personnel are trained to shut off power to the fueling station via emergency disconnect switch, to notify the appropriate emergency response personnel and to utilize the listed emergency equipment and material. Also, Appendix D includes the Material Safety Data Sheet for gasoline and diesel fuel. The individuals listed on the Emergency Response Organizational Chart and the Emergency Agency Notification Listing will be available on a 24 hour and 7 days a week basis. Maple Shade Township personnel are equipped with an emergency response kit and a U.L. listed fire extinguisher for containing fuel spills until the appropriate emergency response team arrives. In the event of a leak of the waste oil tank, Maple Shade Township personnel are trained to notify the contract waste oil hauler to remove the waste oil from the tank and to accept no additional waste oil until the source of the leak has been properly repaired or the tank replaced.
- *Reference other supporting documentation maintained separately, as appropriate:* _____
- The resources available to the facility for discharge cleanup are provided in the
☒ Contact List (provided in Appendix A) or the ☐ Facility Response Plan
- *Reference supporting documentation maintained separately, as appropriate:* _____
[Additional pages may be attached as necessary.]

- The facility has established the following methods of disposal for recovered materials in accordance with applicable legal requirements (check all that apply):

- A certified hazardous materials contractor is to be retained for proper disposal of all contaminated material to a certified facility. Proper manifests are to be provided by the disposal facility documenting receipt of contaminated material.

● *Reference supporting documentation maintained separately, as appropriate:* _____

[Additional pages may be attached as necessary].

1.9 Impracticability (as applicable)

The containment and/or diversionary structures or equipment to prevent a discharge ☒ **are** ☐ **are not** practicable.

If not, the following provides a description of the impracticability. _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Refer to the Container and Potential Spills Table in Section 2 for additional details.

- **If not** practicable, ☐ an oil spill contingency plan is attached (provided in Appendix D) or ☐ is addressed by the Facility Response Plan.
- A written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged is provided in ☒ Appendix D or in the ☐ Facility Response Plan.
- If containment and/or diversionary structures are impracticable for bulk storage containers, then periodic integrity testing of the container(s) and integrity and leak testing of the valves and piping is required.
- *Reference supporting documentation maintained separately, as appropriate:* _____

[Additional pages may be attached as necessary.]

-
- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

All above ground fuel storage tanks are constructed with double wall containment, leak detectors and high level warning alarms. The above ground waste oil tank is located on a concrete slab with an asphalt curb around the perimeter of the concrete slab providing secondary containment. A roof is provided over the waste oil tank and secondary containment element.

- *Reference supporting documentation maintained separately, as appropriate:* _____

[Additional pages may be attached as necessary].

SECTION 2A

Onshore Facility Information

2A.1 Container and Potential Spills Table

- The potential spills sources at the facility are summarized in the following table:

Oil Source	Associated Substance (Contents) (Oil)	Source Capacity (Bbls)	Potential Failure	Rate of Flow (Bbls/hr)	Direction of Flow	Containment System(s)*
Aboveground Fixed Containers						
2,000 AST	Diesel Fuel	48	Rupture	3.0	Southwest	Yes
6,000 AST	Gasoline	144	Rupture	9.0	Southwest	Yes
500 AST	Waste Oil	12	Rupture	1.0	Southwest	Yes
Completely and Partially Buried Tanks (Not Covered by 40 CFR Parts 280/281)						
Mobile and Portable Containers						
Operational Equipment (Transformers, Manufacturing Equipment, etc.)						
Truck or Rail Loading/Unloading Rack						
Truck or Rail Loading/Unloading Areas						
Other Potential Spill Sources (Piping, Surface Impoundments, etc.)						

- The material and construction of bulk storage containers ☒ **are** compatible with the material stored and conditions of storage such as pressure and temperature.
- All bulk storage container installations ☒ **are** ☐ **are not** constructed so that a means of secondary containment is provided for the entire capacity of the largest single container and sufficient freeboard to contain precipitation. **If not**, describe the "impracticability" under Section 1.9.
- Diked areas ☐ **are** sufficiently impervious to contain discharged oil.
- Visible discharges, which result in a loss of product from containers will be promptly corrected and any accumulations of oil in the diked area(s) will be promptly removed.

* See Sec. 2A.3.1 for further details.

[Additional pages may be attached as necessary].

2A.2 Bulk Storage Containers

2A.2.1 Completely and Partially Buried Tanks (Not Covered by 40 CFR Parts 280/281)

- The facility ☐ **does** ☒ **does not** have completely buried metallic storage tanks that were installed on or after January 10, 1974 or that are not covered by 40 CFR Parts 280/281.
 - **If yes**, corrosion protection is provided by ☐ protective coatings and/or ☐ cathodic protection (compatible with local soil conditions) or ☐ other: _____.
 - Completely buried tanks ☐ **are** regularly leak tested.
- The facility ☐ **does** ☒ **does not** have partially buried or bunkered metallic tanks (Parts 280/281 Tanks are not exempt from this requirement).
 - **If yes**, corrosion protection is provided by ☐ protective coatings and/or ☐ cathodic protection (compatible with local soil conditions) or ☐ other: _____.

2A.2.2 Mobile or Portable Oil Storage Containers

- Mobile or portable oil storage containers ☐ **are** ☒ **are not** located at the facility (Note: 55-gallon drums and totes are examples of mobile or portable containers).
 - **If yes**, secondary containment ☐ **is** ☐ **is not** provided which is adequately sized to contain the largest container plus sufficient freeboard for precipitation. See Sec. 2A.3.1 for details. If secondary containment is not provided, document the impracticability in Section 1.9.

2A.2.3 Internal Heating Coils

- The facility ☐ **does** ☒ **does not** utilize internal heating coils. **If yes**, internal heating coil leakage is controlled by (check method that applies):
 - ☐ Monitoring of steam return and exhaust lines for contamination, or passing the steam return or exhaust lines pass through a settling tank or other separation system.
 - ☐ Steam return or exhaust lines do not discharge into an open water course.
 - ☐ Equivalent environmental protection described as follows: _____

2A.2.4 Fail Safe Precautions

- Container installation(s) are engineered with at least one of the following devices (check all that apply):
 - ☒ High liquid level alarm with an audible or visual signal at a constantly attended operation or surveillance station. In smaller facilities an audible air vent may suffice.
 - ☒ High liquid level pump cutoff devices set to stop flow at a predetermined container content level.
 - ☒ Direct audible or code signal communication between the container gauger and the pumping station.
 - ☒ Fast response system for determining the liquid level of each bulk storage container (i.e. digital computer, telepulse, direct vision gauge). Note: If this alternative is used, a person must be present to monitor gauges and the bulk container.
 - ☐ Equivalent environmental protection.

Describe equivalent protection. _____

2A.3 Facility Containment, Drainage and Effluent Treatment

2A.3.1 Secondary Containment Systems

Containment ID	Drainage Method	Type of Containment and Material of Construction
Aboveground Fixed Containers		
2,000 AST		Concrete Vault
6,000 AST		Concrete Vault
500 AST		Concrete Slab with Perimeter Curb
Completely and Partially Buried Tanks (Not covered by 40 CFR Parts 280/281)		
Mobile and Portable Containers		
Operational Equipment (Transformers, Manufacturing Equipment, etc.)		
Truck or Rail Loading/Unloading Rack		
Truck or Rail Loading/Unloading Areas		
Other Potential Spill Sources (Piping, Surface Impoundments, etc.)		

- Drainage from diked storage area(s) is restrained by manually operated valves, pumps, ejectors, other: NA_____

(Note: Flapper-type valves may not be used.)

- Reference supporting documentation maintained separately, as appropriate: _____

[Additional pages may be attached as necessary.]

2A.3.2 Facility Diked Drainage to Surface Waters without Facility Treatment System

- Manually operated valves ☐ are ☐ are not ☒ N/A, no valves normally kept closed and ☐ are ☐ are not resealed following drainage.
- Manually activated pumps ☐ are ☐ are not ☒ N/A, no pumps normally kept off and ☐ are ☐ are not placed in operation following drainage.
- Describe valve operation or equivalent environmental protection: _____

2A.3.3 Facility Drainage to Effluent Treatment System

- Drainage waters ☐ are ☐ are not ☒ N/A treated in more than one (1) treatment unit.
 - If yes, and treatment is continuous, two lift stations ☐ are ☐ are not provided with at least one permanently installed.
 - If not, describe equivalent environmental protection: _____

- *Reference supporting documentation maintained separately, as appropriate:* _____

2A.3.4 Effluent Treatment System

- The facility ☐ does ☒ does not treat water prior to discharge off site. If yes, the measures in-place to ensure that system upsets are detected are described as follows: _____

2A.3.5 Facility Undiked Drainage to Surface Waters

- The facility ☒ does ☐ does not have the potential to discharge into undiked areas.
 - If yes, The facility undiked areas ☐ do ☒ do not flow to ☐ ponds ☐ lagoons ☐ catchment basins ☐ other: _____
 - If not, describe equivalent environmental protection: Absorbent spill response kit which includes spill container, absorbent socks, and skimming pads which absorb petroleum and not water.

2A.3.5 Facility Undiked Drainage to Surface Waters (Cont'd)

- Describe undiked area drainage or, **if not** addressed, describe equivalent environmental protection: Absorbent spill response kit which includes spill container, absorbent socks and skimming pads which absorb petroleum and not water.

2A.4 Facility Transfer Operations, Pumping and Facility Process

2A.4.1 Facility Piping

- The facility ☐ **does** ☒ **does not** have buried piping. Corrosion protection for all new and replaced buried piping is provided as follows (check all that apply):
 - ☐ Wrapping and Coating
 - ☐ **If wrapping/coating is not provided,** describe equivalent environmental protection: _____
 - ☐ Cathodic Protection or satisfy the corrosion protection standards in 40 CFR Part 280 or 281
 - ☐ **If cathodic protection is not provided,** describe equivalent environmental protection: _____
- When a pipe section is exposed, it is examined and corrective action taken as necessary.
- Describe the facility piping systems (aboveground and buried): The fuel pump units are mounted on top of the tanks which allows for minimal pipe runs and negligible differential settlement. Piping is coated with two coats of epoxy for corrosion protection. _____

2A.4.2 Out of Service Piping

- Out of service piping terminal connections ☒ **are** ☐ **are not** capped or blank-flanged and marked when the piping is not in service or in standby service for extended periods. **If not,** describe equivalent environmental protection: _____

2A.4.3 Pipe Supports

- Pipe supports ☒ **are** ☐ **are not** designed to minimize abrasion and corrosion and allow for expansion and contraction. **If not,** describe equivalent environmental protection: _____

2A.4.4 Vehicle Warnings

- Vehicles ☒ **are** ☐ **are not** warned ☒ orally, by ☐ signs, with ☐ bumper guards, or ☐ other methods to be sure that no vehicle will endanger aboveground piping or other oil transfer operations. Describe vehicle warning systems/procedures or describe equivalent environmental protection. _____

2A.5. Facility Tank Car & Tank Truck Loading/Unloading Rack(s) and Area(s)

- The Facility ☐ **does** ☒ **does not** have a tank truck loading/unloading rack.
- The Facility ☐ **does** ☒ **does not** have a tank car (rail) loading/unloading rack.

If yes to either, proceed with the following sections 2A.5.1 through 2A.5.3. If no, proceed to section 2A.5.4. See the Guidance Document that precedes this template for clarification of a loading/unloading rack.

2A.5.1 Tank Car & Tank Truck Containment Systems for Loading/Unloading Rack(s)

- Loading/unloading rack area drainage ☐ **does** ☐ **does not** ☐ **N/A** flow into a catchment basin, treatment facility, or a quick drainage system designed to handle discharges.
- The containment system ☐ **does** ☐ **does not** ☐ **N/A** hold the maximum capacity of any single compartment of a tank car or tank truck loaded or unloaded at the facility. Describe containment system design, construction materials, and volume (if the containment system does not hold the maximum capacity, then document the impracticability in Section 1.9): _____

- Refer to the Container and Potential Spills Table in Section 2A.1 for additional details.

2A.5.2 Prevention of Premature Vehicular Departure from Rack(s)

- The methods, procedures, and/or equipment used to prevent premature vehicular departure include (Check all that apply):

☐ **Interlocked warning lights,**
☐ **Warning signs,**
☐ **Vehicle brake interlock systems,**

☐ **Physical barrier systems,**
☐ **Wheel chocks,**
☐ **Company personnel supervising loading/unloading operation**

- Describe these and other premature vehicular departure prevention measures (for each rack): _____

2A.5.3 Drain And Outlet Inspection for Rack(s)

- Drains and outlets on tank trucks and tank cars ☐ **are** ☐ **are not** ☒ **N/A** checked for leakage before loading/unloading or departure and, if necessary, are tightened, adjusted or replaced. **If not**, describe equivalent environmental protection: _____

[Additional pages may be attached as necessary for multiple truck or rail loading/unloading rack operations.]

2A.5.4 Facility Tank Car and Tank Truck Loading/Unloading Area(s)

- Tank truck loading/unloading (excluding rack area described above) ☒ **does** ☐ **does not** occur at the facility.
- Tank car (rail) loading/unloading (excluding rack area described above) ☐ **does** ☒ **does not** occur at the facility.

If yes to either, the containment and/or diversionary structure for the loading/unloading area(s) include (check all that apply):

- ☐ Dikes, berms, or retaining walls.
- ☐ Curbing.
- ☐ Culverting, gutters, or other drainage systems.
- ☐ Weirs, booms, or other barriers.
- ☐ Spill diversion ponds.
- ☐ Retention ponds.
- ☒ Sorbent materials.
- ☐ Earthen or natural structures that can contain and prevent discharges.
- ☐ Other: _____

Describe the containment and/or diversionary system: _____

2A.6 Security

- The facility ☒ **is** ☐ **is not** fully fenced. Describe the fence or, **if not** fenced, describe equivalent environmental protection (Note: Fencing all discrete areas directly involved in the handling, processing and storage of oil would provide equivalent environmental protection as compared to fencing the entire footprint of the facility.): _____

- Entrance gates ☒ **are** ☐ **are not** (☐ **N/A**) locked and/or guarded when the facility is unattended or not in production. Describe the gate security or, **if not** locked or guarded, describe equivalent environmental protection: _____

2A.6 Security (Cont'd)

- Any valves which permit direct outward flow of a container's contents to the surface ☐ **have** ☐ **do not have** (☒ **N/A**) adequate security measures so that they remain closed when in non-operating or standby status. Describe valve security or **if not** secure, describe equivalent environmental protection: _____

- Starter controls on all oil pumps in non-operating or nonstandby status ☒ **are** ☐ **are not** (☐ **N/A**) locked in the off position and located at site a accessible only to authorized personnel. Describe pump starter control security or **if not** locked, describe equivalent environmental protection: _____

- When facility piping is not in service or in standby service for an extended time, the loading/unloading connections ☒ **are** ☐ **are not** (☐ **N/A**) securely capped or blank flanged. This applies to piping that is emptied of its liquid content either by draining or by inert gas pressure. **If not** secure, describe equivalent environmental protection: _____

- Facility lighting ☒ **is** ☐ **is not** (☐ **N/A**) commensurate with the operation and the type and location of the facility to assist in the discovery of discharges and to prevent discharges occurring through acts of vandalism. Describe facility lighting or, **if** lighting is **not** commensurate, describe equivalent environmental protection: _____

2A.7 Inspections, Tests and Records

Container Testing and Inspections

- Describe the facility aboveground bulk storage container integrity testing and inspection program. Include inspection frequency, records of inspections and any equivalent environmental protection:

Perform weekly visually inspection of tanks to observe cracks, surface imperfections and any signs of leakage. The touch-up paint provided at the time of delivery can be used for chipped paint areas. Inspect all decals and replace if not readable. Extra decals can be purchased through the local distributor. Inspect the leak detection inspection port for any signs of leakage.

Gasboy Model No. 9823 fuel pumps shall be checked on a regular schedule of maintenance (as described in manufacturer's maintenance manuals). All electrical power to the pumps shall be disconnected at all times to avoid electrical shock and fire ignitions. The cover should be removed and a visual inspection performed, insuring that any debris or residue is cleaned from the inner workings of the pump. The fuel and vapor recovery lines should be inspected and adjusted if required. Check the motor for any sign of over—heating or excessive wear. Check the meter and meter reset switch. Check electrical wiring connections. Make sure electrical power is off before servicing any electrical appurtenances.

Perform weekly visually inspection of nozzles, reusable emergency hose breakaways and associated hardware for wear to determine any leakage, corrosions, mechanical failures, etc. Repair same through warranty or maintenance bond with contractor or authorized service representative.

Filters should be inspected once a week and should be replaced every 6 months. Check all the fittings for leaks. Adjust the fittings as needed.

- In the event that a field-constructed aboveground container undergoes a repair, alteration, reconstruction, or a change in service, the container ☒ **will** be evaluated for the risk of discharge or failure due to brittle fracture or other catastrophe.
 - Describe the facility leak testing program for completely buried tanks. Include frequency, records of inspections and any equivalent environmental protection: NA
 - Describe the frequency and method to test liquid level sensing devices: Liquid level sensing devices are tested before and after each fuel delivery with dip stick measurement devices.
-
-
-

2A.7 Inspections, Tests and Records (Cont'd)

Buried Piping Integrity and Leak Testing

- Buried piping ☐ **is** ☒ **is not** present.
- Integrity and leak testing of buried piping is performed at the time of ☐ installation, ☐ modification, ☐ construction, ☐ relocation, or ☐ replacement.

Aboveground Piping Examination

- All aboveground valves and piping (including flange joints, valve glands and bodies, catch pans, pipe supports, locking of valves, and metal surfaces) are regularly examined.

Describe the facility piping inspection program (and integrity and leak testing, as appropriate). Include inspection frequency, records of inspection and any equivalent environmental protection:

Visually inspect all vents, vent caps, hoses, gauges, piping and appurtenant equipment on a weekly basis. Check the operation of emergency vents by lifting top of vent cap and releasing; vent caps should be operate free with no restrictions. Check atmospheric vents for proper operation by lifting cap and releasing. Cap should operate free with no restrictions. Check all hoses and fittings for excessive wear and replace if required. Check fuel gauges for proper operation. Level gauges should indicate correct amount of fuel in each tank. Test fuel level manually with wooden stick gauge provided with tank and compare with mechanical gauge. The clock gauge can be adjusted by removing back plate and adjusting the set screws until the proper reading is obtained. If damaged, the unit should be serviced or replaced by authorized manufacturer's representative. Repair costs shall be the responsibility of the contractor if the contract is under the performance and/or maintenance bond period.

Tank equipment includes Pneunercator leak detection and high/low level switches; Gasboy pumps and registers; Morrison Brothers, Inc. clock gauges; lights; emergency disconnect switches; grounding and lightning protection; normal and emergency vents; fire extinguishers; anti-siphon valves; and piping and valves. All equipment should be checked for proper operation.

2A.7 Inspections, Tests and Records (Cont'd)

Dike Drainage Inspections

- Describe the procedure for supervising the drainage of rainwater from secondary containment into a storm drain or an open watercourse. Include description of (a) inspection for pollutants and (b) method of valving security: NA_____

Other Applicable Inspections

- Describe other applicable facility inspections, including effluent discharge inspections and inspections of effluent bypassing systems, if applicable: NA_____

Documentation:

- Inspection and test records are provided in Appendix B.
- Reference supporting documentation maintained separately, as appropriate: _____

APPENDIX A

NOTIFICATION

- Contact List and Phone Numbers
- Emergency Response Organization Chart
- Emergency Agency Notification Listings
- Sample - Notification Data Sheet
- Sample - Submittal of Information to Regional Administrator for Qualified Discharge(s)

Contact List and Phone Numbers

The following is a contact list and phone number reference for the Facility:

Contact	Primary	Alternate
<i>Designated Person Accountable For Oil Spill Prevention and/or Facility Response Coordinator</i> <i>Name/Title: Gary F. LaVenia, Manager</i> <i>Name/Title: Jim Christy, Director, DPW</i>	856-799-9610 extension 161	856-779-1012
<u>National Response Center</u>	(800) 424-8802	(202) 267-2675
NJDEP Hotline	(609) 292-7172	
<i>Cleanup Contractors (as necessary):</i>		
<i>Other Federal, State and local agencies (as necessary):</i>		
NJDEP Southern Regional Office	(609) 426-0791	
State Police	(609) 859-2281	
Burlington County 24 Hour Emergency Management	(609) 261-3900	
Burlington County Board of Health	(609) 265-5516	
Maple Shade Township Police Department	(856) 779-7111	
Maple Shade Township Fire Department	(856) 779-1335	
Cooper Hospital (Ambulance)	(856) 342-2000	
<i>Other contact references:</i>		

[Additional pages may be attached as necessary.]

EMERGENCY RESPONSE ORGANIZATION CHART

1. Gary F. LaVenja, Township Manager – (856) 779-9610 ext. 161
2. Public Works Director – (856) 779-1012 (B)
3. Spill Prevention Contractor

Spill Prevention, Control and Countermeasure Plan

Sample - Notification Data Sheet

The Facility will utilize the following form to relate information in the event of a discharge:

Date: _____ Time: _____

INCIDENT DESCRIPTION

Reporter's Full Name: _____ Position: _____
Day Phone Number: _____ Evening Phone Number: _____
Company: _____ Organization Type: _____
Facility Address: _____ Owner's Address: _____

Facility Latitude: _____ Facility Longitude: _____

Spill Location: _____

(if not at Facility) _____

Responsible Party's Name: _____ Phone Number: _____

Responsible Party's Address: _____

Source and/or cause of discharge: _____

Nearest City: _____

County: _____ State: _____ Zip code: _____

Section: _____ Township: _____ Range: _____ County: _____

Distance from City: _____ Direction from City: _____

Container Type: _____ Container Storage Capacity: _____

Facility Oil Storage Capacity: _____

Material: _____

Total Quantity Released	Water Impact (YES or NO)	Quantity into Water

RESPONSE ACTION(S)

Action(s) taken to Correct, Control, or Mitigate Incident: _____

Number of Injuries: _____ Number of Deaths: _____

Evacuation(s): _____ Number Evacuated: _____

Damage Estimate: _____

More information about impacted medium: _____

CALLER NOTIFICATIONS

National Response Center (NRC): 1-800-424-8802

Additional Notifications (Circle all applicable): State Other

ADDITIONAL INFORMATION

Any information about the incident not recorded elsewhere in this report: _____

NOTE: DO NOT DELAY NOTIFICATION PENDING COLLECTION OF ALL INFORMATION.

Sample - Submittal of Information to Regional Administrator for Qualified Discharge(s)

In the event of a qualified discharge or discharges, this page can be utilized to provide official notification to the Regional Administrator. If the Facility has had a discharge or discharges which meet one of the following two criteria, then this report must be submitted to the Regional Administrator within 60 days. (Check as appropriate)

- ☐ This Facility has experienced a reportable spill as referenced in 40 CFR Part 112.1(b) of 1,000 gallons or more.
- ☐ This Facility has experienced two (2) reportable spills (as referenced in 40 CFR Part 112.1(b) of greater than 42 gallons each within a 12-month period.

Facility Name and Location: _____

Facility Contact Person (Name, address/phone number): _____

Facility maximum storage or handling capacity: _____

Facility normal daily throughput: _____

Describe the corrective action and countermeasures taken (include description of equipment repairs and replacements): _____

Describe the Facility (maps, flow diagrams and topographical maps attached as necessary): _____

Describe the cause of discharge (as referenced in 40 CFR Part 112.1(b)) including failure analysis of the system is: _____

Describe the preventative measures taken or contemplated to be taken to minimize the possibility of recurrence: _____

Other pertinent information: _____

- A copy of this report is also to be sent to the appropriate state agency in charge of oil pollution control activities.

APPENDIX B

TRAINING LOGS
BRIEFING LOGS
MAINTENANCE AND INSPECTION SCHEDULES

**PERSONNEL TRAINING LOG
FOR
DISCHARGE PREVENTION**

RESPONSE/TRAINING

EMPLOYEE NAME	DATE	HOURS	INSTRUCTOR'S NAME

B-3

Date: July 2009

AST MAINTENANCE AND INSPECTION SCHEDULES

1. **AST Fuel Tanks - Concrete Vaulted Steel Tanks**

INSPECT WEEKLY

Visual inspection of the tanks on a regular basis (at least weekly) is the only maintenance required. Check for cracks, surface imperfections and any signs of leakage. The touch-up paint provided at the time of delivery can be used for chipped paint areas. Inspect all decals and replace if not readable. Extra decals can be purchased through your local distributor. Inspect the leak detection inspection port for any signs of leakage.

2. **Fuel Pump**

INSPECT WEEKLY

Gasboy Model No. 9823 fuel pumps should be checked on a regular schedule of maintenance (as described in manufacturers maintenance manuals). All electrical power to the pumps shall be disconnected at all times to avoid electrical shock and fire ignition. The cover should be removed and a visual inspection performed, insuring that any debris or residue is cleaned from the inner workings of the pump. The fuel and vapor recovery lines should be inspected and adjusted if required. Check the motor for any sign of over-heating or excessive wear. Check the meter and meter reset switch. Check electrical wiring connections. **CAUTION!!!** Make sure electrical power is off before servicing any electrical appurtenances.

3. **Nozzle**

INSPECT WEEKLY

Visually inspect the nozzles, reuseable emergency hose breakaways and associated hardware for wear to determine any leakage, corrosion, mechanical failures, etc. Repair same through warranty or maintenance bond with contractor or authorized service representative.

4. **Filter**

INSPECT WEEKLY

The filters should be inspected once a week; and should be replaced every 6 months. Check all the fittings for leaks. Adjust the fittings as needed.

AST MAINTENANCE AND INSPECTION SCHEDULES

5. **Miscellaneous Vents, Hoses, Gauges, Piping and Appurtenance Equipment**

INSPECT WEEKLY AND BEFORE OPERATING
--

Visually inspect all vents, vent caps, hoses, gauges, piping and appurtenant equipment. Check the operation of emergency vents by lifting top of vent cap and releasing; vent caps should operate free with no restrictions. Check atmospheric vents for proper operation by lifting cap and releasing. Cap should operate free with no restrictions. Check all hoses and fittings for excessive wear and replace if required. Check fuel gauges for proper operation. Level gauges should indicate correct amount of fuel in each tank. Test fuel level manually with wooden stick gauge provided with tank and compare with mechanical gauge. The clock gauge can be adjusted by removing back plate and adjusting the set screws until the proper reading is obtained. If damaged, the unit should be serviced or replaced by authorized manufacturer's representative. Repair costs shall be the responsibility of the contractor if the contract is under the performance and/or maintenance bond period.

Tank equipment includes Pneumercator leak detection and high/low level switches; Gasboy pumps and registers; Morrison Brothers, Inc. clock gauges; lights; emergency disconnect switches; grounding and lightning protection; normal and emergency vents; fire extinguishers; anti-syphon valves; and piping and valves. All equipment should be checked for proper operation.

6. **AST Waste Oil Tank - 500 Gallon Steel Tank**

INSPECT WEEKLY

Perform a visual inspection of the tank on a regular basis (at least weekly). Check for cracks, surface imperfections and any signs of leakage. The touch-up paint provided at the time of delivery can be used for chipped paint areas. Inspect all decals and replace if not readable. Extra decals can be purchased through your local distributor. Perform a visual inspection of the secondary containment curb for any signs of damage. Perform a visual inspection of the roof over the tank and secondary containment area. Perform maintenance or repairs to roof or secondary containment area upon identification of damage or defects.

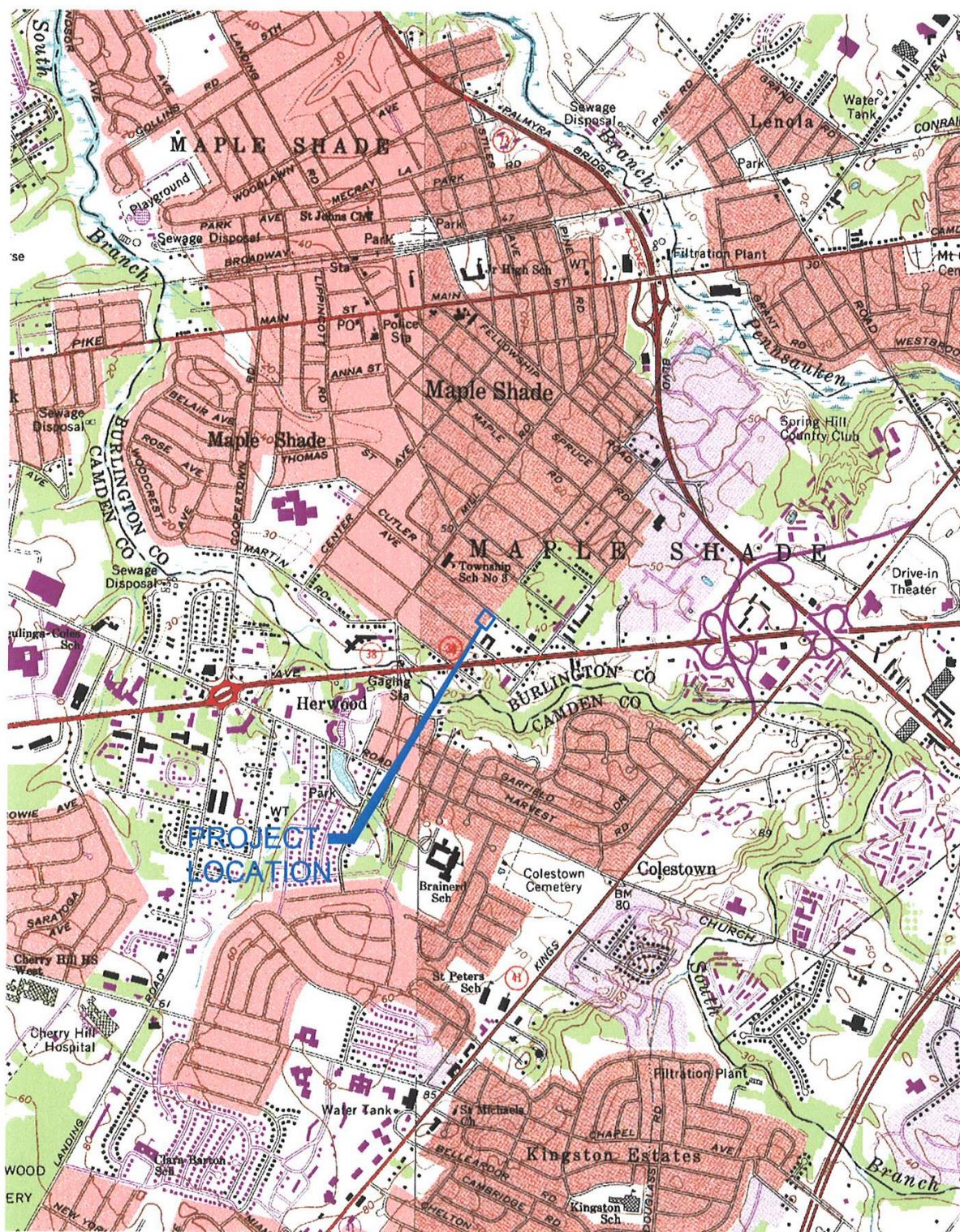
IMPORTANT NOTE: CONTINUOUS SUPERVISION SHALL BE PROVIDED DURING ALL FUELING OPERATIONS.

APPENDIX C

USGS Moorestown Quadrangle Map

Facility Diagram

U.S.G.S. 7.5 MINUTE SERIES QUADRANGLE MAP
CAMDEN AND MOORESTOWN MATRIX

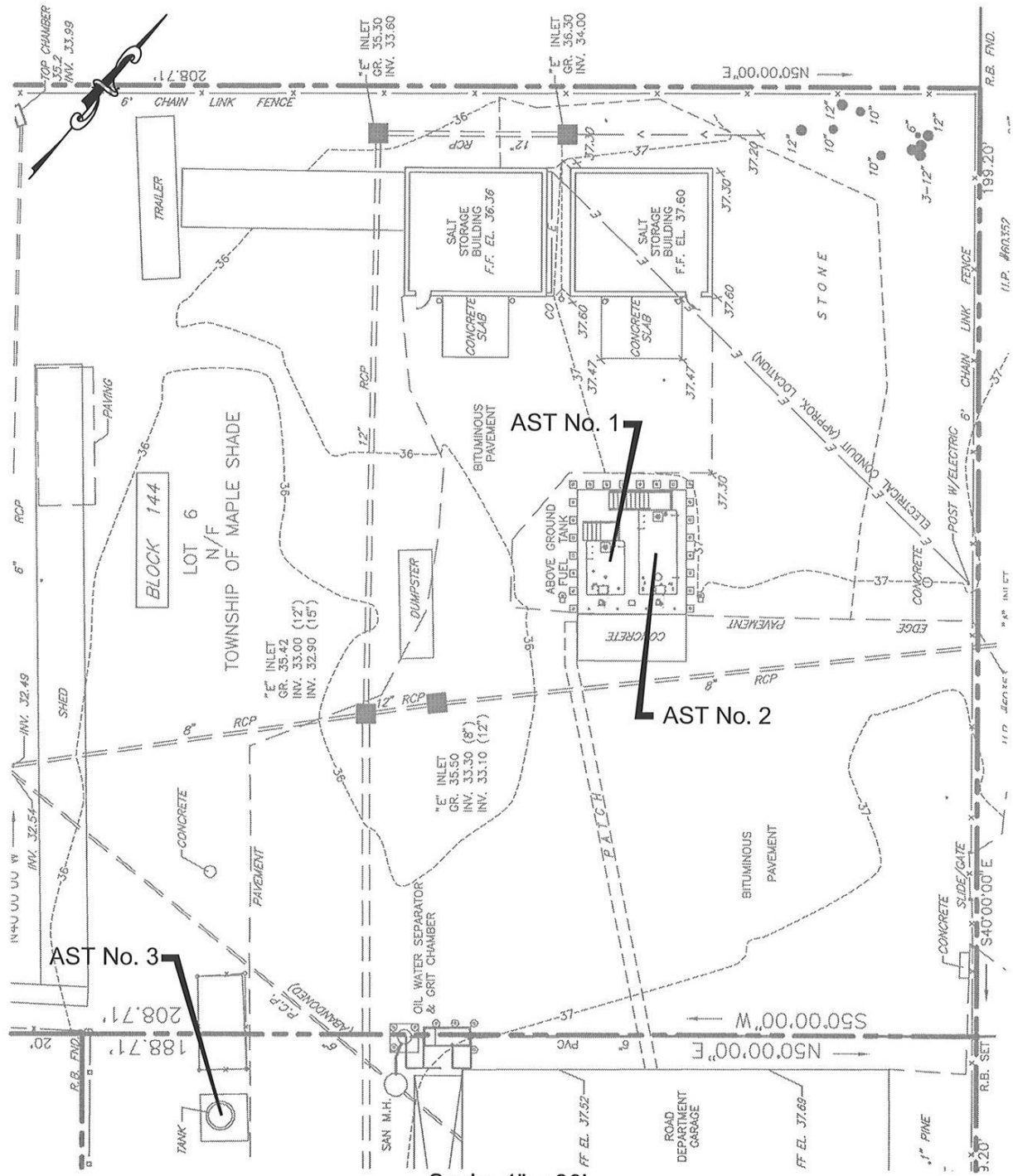


Scale: 1" = 2000'

Spill Prevention, Control and Countermeasure Plan

ABOVE GROUND STORAGE TANK (AST) INSTALLATIONS AND SITE PLAN

AST No.	Tank Size (Gal.)	Tank Contents
1	2,000	No.2 Diesel Fuel
2	6,000	Unleaded Gasoline
3	500	Waste Oil



APPENDIX D

Oil Spill Contingency Plan and Material Safety Data Sheets

**OIL SPILL CONTINGENCY PLANS AND
WRITTEN COMMITMENT OF MANPOWER, EQUIPMENT AND MATERIALS**

Oil Spill Contingency Plan:

In the event of a gasoline spill, Maple Shade Township personnel are trained to shut-off power to the fueling station via emergency disconnect switch, to notify the appropriate emergency response personnel and to utilize the listed emergency equipment and material. Also, Appendix II includes the Material Safety Data Sheets for gasoline and diesel fuel.

Manpower

The individuals listed on the Emergency Response Organizational Chart and the Emergency Agency Notification Listing in Appendix A will be available on a 24 hour and 7 days a week basis.

Equipment and Materials

Maple Shade Township personnel are equipped with an emergency response kit and a U.L. listed fire extinguisher for containing fuel spills until the appropriate emergency response team arrives.

A strong oil spill contingency plan is attached. NO

A written commitment of manpower, equipment, and materials is attached. YES

Name of facility Maple Shade Township

Operator Jim Christy, Public Works Director