



## **Standard Operating Procedure 010: Above Ground Storage Tanks (AST) Use, Filling, and Inspection**

### **1.0 PURPOSE**

To reduce the storm water and ground contamination impacts associated with improper dispensing of fuel and/or accidental spills, also to ensure preventive & corrective maintenance for accidental spills. This procedure is also to ensure compliance with the Federal Oil Pollution Act of 1990, the Federal Clean Water Act, the Federal Resource Conservation and Recovery Act, and the Virginia Pollution Discharge Elimination System.

### **2.0 REFERENCES**

2.1 SWP3

2.2 SPCC

### **3.0 SCOPE AND RESPONSIBILITIES**

3.1 The scope of this procedure encompasses all AST filling, use, and inspection procedures.

3.2 The Owners of the AST are responsible for the oversight of contractors filling the AST, proper use by personnel, and inspections of the AST. Owners of the AST are responsible to ensure that any spills or leaks are properly reported, cleaned, and the cleanup materials are properly disposed of.

### **4.0 REQUIREMENTS**

#### **4.1 AST Inspections**

4.1.1 The AST area is subject to inspection and all Environmental Management Practices of the Port of Virginia are to be followed

4.1.1.1 Ensure adequate secondary containment for catastrophic failures (110% of tank contents).

4.1.1.2 Provide and maintain separating mechanisms, such as OWS

4.1.1.3 Provide overfill protection and alarms

4.1.1.4 Develop emergency spill response plan and/or SPCCP

4.1.1.5 Have dead end sumps to capture spills and leaks

- 4.1.1.6 Ensure tank materials are compatible with the chemicals stored inside and nearby
- 4.1.1.7 Have adequate spill response equipment available
- 4.1.1.8 Conduct spill response training
- 4.1.1.9 Ensure hoses are purged before uncoupling
- 4.1.1.10 Provide collision protection barriers
- 4.1.1.11 Properly label tanks
- 4.1.1.12 Gauge tanks before filing
- 4.1.1.13 Locate mobile AST's on impervious surfaces, when possible
- 4.1.1.14 Do not locate mobile AST's near a storm water drain or trenches
- 4.1.1.15 Provide berms to minimize run-on/off of storm water.

**4.1.2** AST's are to be inspected monthly by the users. **(Please see section 6.0 of this procedure for a copy of the monthly inspection form)**

4.1.3 AST's are also inspected quarterly by the Sustainability Department and/or designee. Records of these inspections are kept in the office of the Sustainability Department.

## **4.2 AST Re-Filling**

4.2.1 Individual AST owners are responsible for the oversight of a 3<sup>rd</sup> party re-filling the AST.

4.2.2 All personnel permitted to operate the fuel dispensing system should institute safe fill and shutdown procedures that ensure overfilling of tanks does not occur.

4.2.3 AST's should be gauged before filing to prevent overspill.

4.2.4 If overfill occurs, the spill must be cleaned immediately. In the event of an AST being overfilled, if more than 5 gallons is spilled, the procedures contained in the Spill Prevention, Control and Countermeasures Plan (SPCC) will be followed.

4.2.5 Receipts of product delivered provided by fuel delivery company are to be maintained by owner of AST.

4.2.5.1 If it is a VIT owned AST, the delivery receipts are kept within the Financial Services Department.

## **4.3 AST Use**

- 4.3.1 Nozzles should be equipped with auto shutoff feature. If not, an absorbent pad should be placed under the fuel nozzle in case of overspill.
- 4.3.2 When finished, the fuel nozzle will be stored in upright position in a closed holster to prevent drips.
- 4.3.3 In the event of a spill greater than 5 gallons, procedures contained in the Spill Prevention, Control and Countermeasures Plan (SPCC) will be followed.

## **5.0 Consequences of Deviation From Procedure**

- 5.1 Deviations from this procedure could result in improper dispensing of fuel or in the improper recording of fuel to equipment. Both the improper record of dispensing and improper record of fueling could result in fines or notices of violation from the Virginia Department of Environmental Quality and/or could result in harm to individuals or the environment.

## **6.0 Attachments (controlled Documents)**

- 6.1 Monthly Facility Storm Water Inspection
- 6.2 Monthly Storage Tank and Piping Checklist  
<https://vaports.sharepoint.com/sites/innovation/EnvMgmt/Reference%20Documents/Inspection%20Forms/VIT%20Maintenance%20monthly%20inspection%20checklist.xlsx>

## **7.0 Forms and Records For Monitoring and Measuring**

- 7.1 Monthly Storage Tank and Piping Checklist
- 7.2 Monthly and Quarterly Facility Storm Water Inspection
- 7.3 Maps of storm water inlets throughout the Terminal
- 7.4 Spill Response Procedure
- 7.5 Fuel Dispensing Record

## **8.0 Definitions**

Not Applicable

## **9.0 Revision History**

- 9.1 Effective Date: 11/24/2009



- 9.2 Previous Revision Date: 11/13/13 – updated division titles. 7/17/12 – combined all AST SOP's for all terminals into one. 5/26/2011 – Revised to show AST's being inspected formally on a monthly basis. 11/24/2009
- 9.3 Approval: Scott Whitehurst, Director, Environmental Policy & Compliance
- 9.4 Last Reviewed: 12/12/18
- 9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist