



## **Standard Operating Procedure 015: Tenant Environmental Requirements**

### **1. PURPOSE**

This procedure defines the process for controlling the environmental impacts of on-site tenants, and to ensure compliance with the Federal Oil Pollution Act of 1990, the Federal Clean Water Act, the Federal Resource Conservation and Recovery Act, the Virginia Pollution Discharge Elimination System, and the Occupational Safety and Health Administration.

### **2. REFERENCES**

1. VPDES Permit NIT VAR050313
2. VPDES Permit NNMT VAR050314
3. VPDES Permit PMT VAR050312
4. VPDES Permit VIG VAR051764
5. VPDES Permit RMT VAR051020
6. VPDES Permit VIP VAR050313
7. NIT, NNMT, PMT, RMT, VIP, & VIG SWP3
8. NIT, NNMT, RMT, VIP, & VIG SPCC

### **3. SCOPE & RESPONSIBILITIES**

3.1 All areas owned by the Port of Virginia which are licensed for use by tenants will be subject to the requirements of this procedure.

### **4. REQUIREMENTS**

#### **4.1 Prior to on-site work requirements**

- 4.1.1 Tenants are required to obtain a Lease from Virginia International Terminals to occupy space and work on the terminal.
- 4.1.2 While on site, tenants shall conform to the terminals Environmental Management System and to all applicable legal, federal, and Virginia laws and regulations, or other environmental requirements.
- 4.1.3 Tenants shall maintain records as specified by the Port of Virginia Environmental Management System and by Lease requirements; these records must be available for Port of Virginia inspection.

#### **4.2 Tenant Operating Permits**

- 4.2.1 Tenants must meet EMS work area inspection and training requirements, as specified in 4.3 & 4.4 of this procedure.

#### **4.3 Training**

- 4.3.1 All tenants are required to have a company representative from each leased work or shop area attend the annual EMS/SWP3 training that is held by the Port of Virginia. The Port of Virginia

will send notice a month prior to the annual training date, which is scheduled to occur between January and April.

4.3.1.1 Tenants and their employees are required to be aware of the Port's Environmental Management System (EMS) and the Ports' Environmental Policy – **Prevent, Improve, and Comply (P.I.C.)**. Tenant's employees are ILA-Union Labor and receive EMS awareness training through the HRSA training system. Any person with a TWIC card will have to go through the HSE training every time they need to renew their TWIC card (every 4 years).

4.3.1.2 For an informative handout that may be used for EMS Awareness Training, please see **Figure 3**.

4.3.1.3 Annual Training records are kept by the Sustainability Department and the Port of Virginia Training Coordinator.

#### 4.4 Work Area Requirements

##### 4.4.1 General Housekeeping

4.4.1.1 Tenants are required to keep internal and external work areas free of litter and debris. For specific housekeeping requirements, please see **Appendix A**.

##### 4.4.2 Hazardous and Non-Hazardous Waste

4.4.2.1 Tenants are required to manage all Hazardous & Non-Hazardous Waste in accordance with the Port of Virginia requirements listed in **Appendix A**.

##### 4.4.3 Above Ground Storage Tanks (AST's)

4.4.3.1 Tenants that own Above Ground Storage Tanks (AST) are required to maintain their AST to meet Port of Virginia requirements. For a list of AST requirements, please see **Appendix B**.

#### 4.5 Tenant Spill Procedure

4.5.1 Third parties are responsible for reporting spills over 5 gallons and/or any spill reaches a storm drain or the waterways to the **VPA Police – 757-440-7070**.

4.5.2 Third party spills or leaks shall be addressed by the third party operator responsible for generating the spill or leak. Failure by the responsible third party to provide adequate spill response and reporting will result in notifications of non-compliance to the USCG National

Response Center and the Virginia Department of Environmental Quality, and may result in cancellation VIT issued operating licenses and dismissal from the facility.

- 4.5.3 Third party spills or leaks not immediately responded to, will be addressed by the Port of Virginia Operations and Maintenance Department. The third party responsible for generating the spill or leak will be billed for any expenses incurred by The Port of Virginia, plus 20%, for the proper removal and disposal of the spilled material and response materials.
- 4.5.4 As determined by the Director of Environmental Policy and Compliance, the non-compliant third party may be subject to '**Environmental Compliance Surcharges**' or cancellation of VIT issued operating licenses and dismissal from the facility.
- 4.5.5 At request of the Director of Environmental Policy and Compliance, the Operations and Maintenance Department may dispatch the appropriate personnel, materials, and equipment required for the proper containment, removal and disposal of the spilled material according to this procedure.
- 4.5.6 **IRREGARDLESS OF THE SIZE OF THE SPILL; ALL SPILLS SHALL BE PROPERLY ABATED AT THE TIME OF THE INCIDENT AND WASTE ASSOCIATED FROM THE SPILL SHALL BE PROPERLY DISPOSED OF.**

**Contact the Port of Virginia's Sustainability Department if there are questions.**

#### **4.6 Monthly Inspection Requirements**

- 4.6.1 Storm Water Pollution Prevention, RCRA compliance, and Fuel Storage Tank and Piping inspections shall be completed monthly for all maintenance and repair locations, using the monthly inspection forms issued by the Port of Virginia at the annual SWP3 and EMS training.
  - 4.6.1.1 Monthly inspection forms are attached to this procedure, (figures 1 and 2) PDF or Excel files are available, contact William Goodson at [wgoodson@portofvirginia.com](mailto:wgoodson@portofvirginia.com)
  - 4.6.1.2 Tenants may use their own version of a monthly facility and tank inspection as long as it complies with The Port of Virginia's VA DEQ storm water permit requirements.

- 4.6.1.3 If tenants wish to use their own version of monthly inspection forms, the forms must be reviewed by the Director of Environmental Policy and Compliance and/or designee.
- 4.6.2 The work area Supervisor or his/her designated inspector, shall inspect all internal and external work areas, wash racks (if applicable), fueling locations, and material storage areas. Inspection form should be completed for each location.
- 4.6.3 Completed inspection forms shall be submitted to the Environmental Compliance Specialist at [wgoodson@portofvirginia.com](mailto:wgoodson@portofvirginia.com).

#### 4.7 POV QUARTERLY INSPECTIONS

- 4.7.1 The Environmental Compliance Specialist or designee will conduct quarterly facility-wide pollution prevention/compliance inspections. The quarterly inspections will include inspections of maintenance areas, AST's, material storage areas (inside and outside), and general housekeeping.
- 4.7.2 Records of the quarterly inspections results are kept on file with the Sustainability Department.
- 4.7.3 If deficiencies are found in the quarterly inspections, the Environmental Compliance Specialist or designee will issue a corrective action form to the appropriate manager. The manager will complete the corrective action form and submit the form back to the Environmental Compliance Specialist for review. If the Environmental Compliance Specialist is satisfied with the response on the corrective action form, he/she will submit to the EMR for review and signature.

#### 4.8 “Environmental Stewardship Awards ” Recognition Program

All tenant maintenance and POV maintenance areas are eligible to receive an “Environmental Stewardship Award”.

- 4.8.1 Work areas may receive an annual gold, silver, or bronze award. If the following criteria are not met, the eligible party will not receive an award and a Sustainability Department staff member will review with the tenant and/or POV staff members the reason for not receiving an award in an effort to improve future compliance.
- 4.8.2 **All Award Levels (Quarterly and Annual):**  
All required monthly storm water inspections must be submitted to the Environmental Compliance Specialist by the last day of the month.

**Environmental Inspections:** Inspections will be conducted quarterly and will be assigned point values based upon performance for each “Area” listed on the inspection form. Point assignments will be assigned as follows: Unsatisfactory = 1 Satisfactory = 2 Above Satisfactory = 3. The average for each area will be calculated and an inspection score established between 1 and 3.



Quarterly point averages will be calculated at the end of the calendar year. The following annual Environmental Stewardship Awards will be awarded based upon the average inspection points earned during the year and the occurrence of repeat corrective actions.

**Gold Level:** No repetitive corrective actions, an average annual inspection score between 2.5 and 3 AND No violations resulting in outside regulatory authority action.

**Silver Level:** No more than one repetitive corrective action, an average annual inspection score between 2 and 2.5 AND No violations resulting in outside regulatory authority action.

**Bronze Level:** No more than two repetitive corrective actions, an average annual inspection score between 1.5 and 2 AND No violations resulting in outside regulatory authority action.

4.8.3 A banner will be presented to those receiving annual recognition identifying their award as gold, silver or bronze.

## 5 CONSEQUENCES OF DEVIATION FROM PROCEDURE

5.1 Deviations from this procedure can result in negative environmental impacts at the facility such as unpermitted discharges of waste or violations of environmental permits. Such negative impacts result in revocation of the Hot Work Permit, Non-Conformance with Lease Agreement, and potential fines or notices of violation from the Virginia Department of Environmental Quality or other regulatory agencies. Deviations may also result in injury to staff members or damage to equipment.

## 6 ATTACHMENTS

- 6.1 Appendix A – Hazardous, Non-Hazardous, & Universal Waste Requirements
- 6.2 Appendix B – AST Requirements
- 6.3 Figure 1 - Storm Water Monthly Inspection Form
- 6.4 Figure 2 - Monthly Storage Tank and Piping Checklist
- 6.5 Figure 3 – EMS Information

## 7 RECORDS

- 7.1 Tenant Monthly Storm Water Inspections
- 7.2 Tenant Monthly Storage Tank and Piping Checklist
- 7.3 Quarterly Storm Water Inspection

## 8 DEFINITIONS

1. **Hazardous Waste Materials Transporter** - A person or company engaged in the off-site transportation of universal wastes by air, rail, highway or water. A hazardous waste transporter must have a valid EPA ID.
2. **Hazardous Waste** – A solid waste as defined in 40 CFR 261.4 is a hazardous waste if it is not excluded under 40 CFR 261.(4)b and if it has any of the characteristic of a hazardous wastes (e.g. ignitability, corrosively, reactivity, toxicity) and/or if it is a listed hazardous waste. A hazardous waste determination must be made on all wastes that may be suspected to be a hazardous waste.
3. **Non-Hazardous Waste** – A waste that does not meet the requirements to be a hazardous waste.
4. **Universal Waste** – includes any of the following hazardous wastes that are subject to the universal waste requirements of 40 CFR 273: batteries, pesticides, thermostats, and lamps.
5. **Universal Waste Transporter** – A person or company engaged in the off-site transportation of universal wastes by air, rail, highway or water. For NIT a transporter must have a valid EPA ID. Transporter requirements are found at 40 CFR 273 Subpart D.
6. **Used Oil** - any petroleum-based or synthetic that has been used. During normal use, impurities such as dirt, metal scrapings, water or chemicals, can get mixed in with the oil, so that in time, the oil no longer performs
7. **Accumulation Start Date (ASD)**. - The date that waste was first put into the container.

## 9 REVISION HISTORY

9.1 Effective Date: 10/14/2011

9.2 Revision Date: 3/31/17 – updated to new point system for 2017. 11/05/15: updated titles, added 4.5.6, expanded 4.8.2, added 4.8.3 & 4. 5/8/15 updated Haz. Waste regs. And employee titles. Tenants may use own version of monthly inspection forms. 11/13/13 – updated division and employee titles and EMS Training Document. 3/1/2013 – added updated tenant spill procedure. 1/16/2013 – changed safety manager to General Safety Manager. 7/24/12 – combined all SOP's into one. 6/14/12 – added updated monthly inspection form

9.3 Approval: Scott Whitehurst, Director of Environmental Policy and Compliance

9.4 Last Reviewed: 12/12/18

9.5 Reviewer: Billy Goodson, Environmental Compliance Specialist

## **Appendix A – Housekeeping, Hazardous, Non-Hazardous, & Universal Waste Requirements**

The tenant or their designee must track the amounts of hazardous waste generated to ensure that the generator status of Conditionally Exempt Small Quantity Generator (CESQG) is accurate. To maintain status as a CESQG less than 100 kg/month (221 lb. /month) of hazardous waste may be generated or less than 1 kg/month (2.21 lb. /month) of acutely hazardous waste may be generated.

Tenants are responsible for choosing a waste hauler with a valid EPA ID for disposal of their materials.

### **I. Materials Storage**

I.1 Tenant is responsible for the oversight that all waste is placed in proper containers, containers have adequate secondary protection, properly labeled, and properly disposed, and must track the amount of Hazardous & Non-Hazardous Waste that is generated in their respected area.

I.1.1 Flammable materials shall be stored in flammable cabinets, including aerosol cans containing paints, solvents, lubricants, and cleaners.

I.1.2 Scrap steel, brake shoes, and other parts shall be stored under cover or up off of the ground.

I.1.2.1 Scrap metal may be placed in the designated scrap metal containers.

I.1.3 Tires that are not on rims must be stored under cover. Rims may be put in the scrap metal bin for disposal.

I.1.4 Approved Chemicals for use by Tenants

I.1.4.1 Tenants will insure that their vendors provide most recent SDS of the chemicals that will be used.

I.1.4.2 Tenants must keep SDS for all chemicals that will be used on the marine terminal; these SDS shall be available for Port of Virginia inspection.

### **2 Waste Labeling**

2.1 All waste drums must be labeled with the contents of the drum.



2.2 Where applicable - material storage drums must have an accurate Accumulation Start Date (ASD). The ASD is the date when the first item enters the container.

### **3 Used Oil**

3.1 Used oil storage containers are to be placed on secondary containment and must be labeled "Used Oil"

### **4 Used Filters**

4.1 Filters are too be drained into the used oil collection container and then the empty filter is to be placed in a designated container for proper disposal.

### **5 Used Anti-Freeze**

5.1 Used Anti-Freeze containers shall be placed on secondary containment and must be properly labeled "Used Anti-Freeze"

5.2 Used Anti-Freeze storage is not to exceed 12 months past the ASD.

### **6 Aerosol Cans**

6.1 Aerosol cans may be punctured with an aerosol puncturing device. Once the aerosol can is drained, the empty can may be placed in the scrap metal bin.

6.2 It is a best management practice to put an ASD on the aerosol puncture drum, but because we are a Conditionally Exempt Small Quantity Generator (CESQG), there is no time limit requirements on Hazardous Waste.

6.2.1 If an aerosol puncturing device is not available, aerosols must be put in a drum and labeled as Hazardous Waste.

6.2.1.1 Hazardous Waste Label must include contents and an accumulation start date.

### **7 Chemicals**

7.1 Expended or unused chemicals designated for disposal are to be placed in a designated area, on containment under cover. A proper identification label and any warnings (if applicable) are to be clearly visible.

7.1.1 Those containers that are found to be deteriorated and/or leaking shall be placed in an over pack container or drum to prevent additional spillage.

7.1.2 It is a best management practice to provide an ASD on the storage container, but no time limit requirements apply.

### **8 Paints and Solvents**



8.1 Solvents used for painting and mechanical degreasing are to be placed in a designated container for collection. It is a best management practice to provide an ASD on the Solvent waste storage Drum, but no time limit requirements apply.

8.2 Expended latex and alkyd-based paint cans may be disposed of in the scrap metal collection bin.

8.2.1 Latex and alkyd-based paint cans containing product and which are to be disposed of, it is a best management practice to provide an ASD on the storage container, but no time limit requirements apply.

8.3 Use of cleaners and/or degreasers at the container and equipment wash area

8.3.1 If the product is in a concentrated state, the manufacturer's requirements for mixing or dilution of the product will be followed including the use of proper protective clothing. The container containing the diluted product will be identified with the product name and the concentration value and the manufacturers' requirements for use will be followed.

8.3.2 If the product is pre-mixed, the manufacturers' requirements for use will be followed.

8.3.3 All cleaners or degreasers will be stored either in a covered shelter or on containment pallets on the container and equipment wash area pad.

## 9 Spill Clean-up

9.1 There should be no evidence of spills anywhere that can come in contact with storm water.

9.2 Spills are to be cleaned up immediately, **refer to section 4.5 of this procedure** for proper spill procedures.

9.3 Spill cleanup materials are to be placed in a designated container for proper disposal.

## 10 Lamps and Ballasts

10.1 Tenants are responsible for storing and disposal of their fluorescent used bulbs:

10.1.1 Used fluorescent bulbs must be stored in closed boxes.

10.1.2 Boxes must have a label and an Accumulation Start Date

10.1.2.1 Used fluorescents cannot be stored on the terminal longer than 1 year.

10.1.3 Disposal consists of contacting an approved waste transporter for removal and disposal of whole tubes or lamps.

10.1.4 Do not dispose of any lamp, fluorescent tube, or transformer (magnetic) lamp ballast having oil or PCB oil into a trash receptacle. Dry type (electronic) ballasts may be disposed of in the scrap metal collection bin.

10.1.5 All disposal records are to be stored on file for a minimum of 3 years

## 11 Batteries

11.1 Used batteries shall be placed on secondary containment in a designated area for pickup.

## 12 General Housekeeping

- 12.1 Internal and external work areas shall be kept free of litter and debris.
- 12.2 Machinery, equipment, or parts that are not necessary for operations and/or are in disrepair should be removed from the property.
- 12.3 All parts washers must remain closed when not in use. (unless they are non-hazardous)
- 12.4 Gas Cylinders must have caps on the valves and be chained and locked when not in use.

### **Appendix B – Above Ground Storage Tank (AST) Requirements**

- 1. All AST's greater than 55 gallons must be double-walled or have adequate secondary containment.
- 2. All AST's must have adequate collision protection.
- 3. All secondary containment tanks or tubs must be pumped free of accumulated product, rain water, or trash.
- 4. AST's, if possible, should not be placed close to storm water drains.
- 5. AST's shall display a legible content and warning label as appropriate.
- 6. All nozzles shall be kept in a holster and hoses shall be properly secured as to prevent damage.
- 7. All tanks, hoses, piping, and nozzles shall be maintained. Efforts shall be made to minimize evidence of rust, corrosion, cracking, staining, leakage or other deterioration or damage.
- 8. All spills, leaks, or other discharges shall be controlled and cleaned-up immediately. Reporting shall occur in accordance with **section 4.5 of this procedure**.
- 9. Spill kits shall be installed, maintained, and readily accessible at each fuel storage location and within each maintenance shop or work area.
  - 1. All waste materials must be placed in a designated location, in adequate containers, and be properly labeled with contents.



Figure 1

Monthly Facility Storm Water Inspection

All areas of this form must be completed on its entirety. If a line item does not apply to your operation, check the NA box.				
Material Storage Area Questions (Inside/Outside Areas)	Yes	No	NA	Comments
Are spill clean-up materials nearby and available for use?				
Are used batteries stored under cover, on secondary containment, and clearly labeled "Used Batteries"?				
Do used batteries have an Accumulation Start Date?				
All material drums closed, stored on secondary containment, and have proper labels?				
Are all universal waste (flourescent bulbs) stored in closed containers/boxes with Accumulation Start Dates?				
Are Flammables stored in proper flammable cabinets?				
Any maintenance needed to ensure the containment of large spills or leaks inside the material storage room / maintenance building?				
Are Aerosol Can Puncture Devices closed (if not in use)				
Pressure Washing and Wash Rack Areas	Yes	No	NA	Comments
Are soaps and detergents kept closed and stored inside?				
Is the wash area free from litter and debris?				
If the area has an OWS is it functioning properly?				
If the OWS has a diverter valve, is it functioning properly?				
Blasting, Sanding and Painting Areas	Yes	No	NA	Comments
Are spent abrasives collected and properly disposed?				
Does painting/sand blasting take place outside?				
Does the area have evidence of paint overspray or blast grit?				
Engine Maintenance and Repair Areas	Yes	No	NA	Comments
Does the area have evidence of spills and leaks of engine fluids?				
Are oily parts stored under cover?				
Material Handling Areas	Yes	No	NA	Comments
Any evidence of material spillage on ground?				
Are all metals stored under cover or up on pallets?				
Are tires stored outside on rims?				
Are materials stored under cover?				
General Yard Areas	Yes	No	NA	Comments
Are storm water inlets in the area free from debris and dirt?				
Are scrap parts and metal are regularly removed from the area?				
Litter and debris in the general area is:	Excessive	Minimal	None	Comments
Name of individual performing inspection:				
Company Inspected:				
Date of Inspection:				
Revision Date: 6/12/2012				



Figure 2

**Monthly Storage Tank and Piping Inspection Checklist**

Complete this inspection record monthly for All Above Ground Storage Tanks (AST) and associated piping. Visually inspect the tank and piping and enter the information for each tank onto the form. Provide any additional comments in the space below as well as any required preventative and corrective actions. Attach any additional information on a separate sheet of paper.

All areas of this form must be completed on its entirety. If a line item does not apply to your operation, check the NA box.									
Enter the Tank ID Number or Name									
Enter the Tank Contents									
Enter the location of the tank									
Enter the type of secondary containment provided for the tank (Double-walled tank, bathtub containment, bermed containment, diked tank, etc...)									
Select the condition of the secondary containment.	Good	Average	Poor	Good	Average	Poor	Good	Average	Poor
Does the tank have evidence of any spills or leaks such as staining?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is collision protection present? (ex - jersey barriers)	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Is there a Spill Kit Located Nearby and Contents in Good Condition?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are the tanks, external coatings or piping rusted, pitted, cracked, bubbled, damaged, or deteriorated?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are bolts, rivets, or seams damaged, cracked, or rusted on the tank or piping?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Has the tank foundation eroded or settled or are the supports deteriorated or buckled?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are the tank contents label and/or warning labels missing or damaged?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are valves leaking, deteriorated, or damaged?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are vents and pressure release devices unobstructed?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Have tank bottoms accumulated rust, scale, micro-organisms, or foreign material?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Has water or product accumulated in spill containment?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are security measures functional? (locks broken, fences damaged...)	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Are corrective and preventative actions required?	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
If Corrective and Preventative Actions are Required, Describe Proposed Actions Below:									
Corrective and Preventative Actions Completed:									
General Comments on Tanks									

Inspector: _____	Date: _____
Revision Date: 2/28/2012	

Figure 3

# EMS AWARENESS TRAINING

## Three Main Elements Among the Work Force:

- Prevent**
- Improve**
- Comply**

Presented by your Port  
Of Virginia EMS Team  
Revision Date 4/16/15

## Roles and Responsibilities of All Employees

What Are Some of the Things That Employees Can Do to Manage Risks?

- Report Spills and Leaks
- Pick Up Litter
- Recycle
- Limit Idling—Shut Off Your Engine When Not in Use
- Report New Ideas to Supervisor

**PREVENT:** *Pollution and Contamination*

**IMPROVE:** *The Methods We Use*

**COMPLY:** *With All State, Federal, and Company Regulations and Policies*

**Remember....** Violation of Laws Can Result in Fines, Unfunded Mandates, or Terminal Shutdown!

## Important Points of Contact

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