



## **Standard Operating Procedure 016: Spill Response Management**

### **1.0 PURPOSE**

This procedure documents the process for **responding to non-hazardous material spills**. This procedure identifies who to notify, proper containments, and how to reduce environmental impact. This procedure is in place to comply with the Port of Virginia's Environmental Management System's Emergency Preparedness and Response Procedure 4.4.7.

### **2.0 REFERENCES**

2.1 ISO14001 Standard (Emergency Preparedness and Response)

### **3.0 SCOPE AND RESPONSIBILITY**

3.1 The scope of this procedure encompasses all Port of Virginia owned and leased properties and facilities.

#### **3.2 VPA Police / H&S Department / Sustainability Department**

3.2.1 In the event of a spill, VPA Police Command Center is responsible for notifying the appropriate personnel listed in the "Situator" Notification System.

3.2.2 VPA Police/SECURITAS and/or TSU are responsible for initial on-scene assessment and coordination with the Director of H&S or his designee and any on-scene Port of Virginia personnel. VPA Police/SECURITAS and/or TSU will support the maintenance/operation manager with onsite coordination as directed by the maintenance/operation manager.

3.2.3 H&S / Sustainability Departments will ensure reporting requirements to the appropriate State and Federal regulatory agencies.

#### **3.3 Port of Virginia Equipment & Cargo Handling Related Spills and Leaks**

3.3.1 The Director of H&S or his designee is responsible for the oversight and communication with the VPA Police and Sustainability Department, regarding the proper containment, removal, disposal, and reporting of the spilled material according to this procedure.

3.3.2 The Operations and Maintenance Department is responsible for accomplishing the proper containment, removal, and disposal of the spilled material according to this policy. If a Port of Virginia Spill Report is required, the affected department will route it through the Sustainability Department.

#### **3.4 Third Party Spills and Leaks**



- 3.4.1 The Director of H&S or designee will ensure all third party spills of 5 gallons or more are reported, properly contained, removed, and materials properly disposed by the third party in accordance with this procedure.

**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.**

- 3.4.2 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 recovery will result in notifications of non-compliance to the USCG National Response Center and the Virginia Department of Environmental Quality.
- 3.4.3 Third party spills or leaks not immediately responded to, will be addressed by the 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.
- 3.4.4 As determined by the Director of H&S or his designee, the non-compliant third party may be subject to cancellation of Port of Virginia issued operating licenses and dismissal from the facility.
- 3.4.5 At request of the Director of H&S or his designee, 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.

#### **4.0 GENERAL REQUIREMENTS FOR SPILL CLEAN UP**

##### **4.1 First responder**

- 4.1.1 Ensure all equipment is shut down.
- 4.1.2 Notify immediate supervisor and stay on the scene.
- 4.1.3 Contact the VPA PCC. 757-440-7070
- 4.1.4 Deploy spill controls or countermeasures if any are readily available.
- 4.1.5 Manager will coordinate on-scene response and notify the volume and location of spill and any impact to the drain system.

##### **4.2 Operations and/or Maintenance Manager**

- 4.2.1 Execute spill response and clean up.
- 4.2.1.1 **If spill has contaminated any soil around the area, the soil must be shoveled into a drum and disposed of properly.**
- 4.2.2 Coordinate response & cleanup with VPA Police and TSU assets.
- 4.2.3 Notify Crane Maintenance of the need for the spill response truck, if required.



- 4.2.4 If necessary, dispatch 3<sup>rd</sup> party clean-up contractor, after coordination with Director of H&S or his designee.
- 4.2.5 Coordinate proper disposal of product with Director of H&S or his designee.

#### 4.3 **VPA Police / Terminal Safety Unit (TSU) / SECURITAS**

- 4.3.1 All notifications of spills will be called into the VPA Police Command Center (PCC) at 757-440-7070.
- 4.3.2 VPA PCC Operators will dispatch a Police Unit and/or a TSU to the scene to help support the operations and/or maintenance manager / personnel.
- 4.3.3 Updates will be directed through the VPA PCC by TSU / VPA Police.
- 4.3.4 Ensure all equipment is shut down.
- 4.3.5 If applicable, ensure spill contractor is escorted to the scene.
- 4.3.6 Identify drop inlets and place spill pad covers over effected drains, if necessary.
- 4.3.7 If spilled product has entered a storm drain or waterway, immediately report this to the VPA PCC.
- 4.3.8 TSU will ensure the Spill Response Truck is inventoried weekly. Supply requests will be submitted to the Crane Maintenance Manager.
- 4.3.9 The Crane Maintenance Manager or designee will be responsible for ordering spill response supplies and restocking the truck.

#### 4.4 **Maintenance**

- 4.4.1 Respond with Spill response truck when directed.
- 4.4.2 Stop source of spill, if possible
- 4.4.3 Provide Containment
- 4.4.4 Cover any effected drain inlets.
- 4.4.5 Will provide resources to keep Spill Response Truck stocked as requested by the TSU.

### 5.0 **SPILL AND LEAK REPORTING**

#### 5.1 **Sustainability Department:**

- 5.1.1 In the event of a reportable spill (5 gallons or more), it is the responsibility of the Sustainability Department to update the list of spills and leaks, which is located on the EMS Intranet.
- 5.1.2 Generate Corrective Action Form and issue to the proper personnel, if applicable. (SOPs not being followed resulted in spill, spill clean-up requirements not being followed, etc.)
- 5.1.3 Any spill that is greater than 25 gallons and/or has been confirmed to reach the waterway, Sustainability department is to request the VPA Police Spill Report.
- 5.1.4 Spills that are greater than 5 gallons but less than 25 Gallons, the Sustainability Department must maintain spill report records in the Sustainability department for 5 years.
- 5.1.5 The Sustainability Department must notify the Virginia Department of Environmental Quality (VA DEQ) with the Port of Virginia Spill Report of any

spill that is greater than 25 gallons, and keep in the Sustainability Department records for 5 years.

- 5.1.6 The Sustainability Department must write a letter within 5 days of the spill date to the VA DEQ for any spills that are greater than 150 gallons, and keep in the Sustainability Department records for 5 years.
- 5.1.7 Any spills that enter a storm drain and/or released to the river(s), the Sustainability Department must write a 5-day letter to the VA DEQ, and keep in the Sustainability Department records for 5 years.
- 5.1.8 Prepare written responses to notices or inquiries received from Federal, State, or local agencies regarding spill events, response, or procedures.

## 5.2 **Director, H&S**

- 5.2.1 For any spill that requires a VA DEQ 5 day letter which is generated by Port of Virginia Operations, conduct appropriate incident investigation to determine root cause of incident and report findings to Sustainability Department.
- 5.2.2 For spills of 5 gallons or more or any spill amount that discharges to storm water drainage system and surface waters, complete and submit to the Sustainability Department the Port of Virginia Standard Spill Report Form.
- 5.2.3 Generate the National Response Center (NRC) Report, when required and notify the VPA PCC when the NRC has been notified.
- 5.2.4 Report any incident related EPA, USCG, or VDEQ inspections immediately to Sustainability Department.
- 5.2.5 Assist the Sustainability Department with responses to Federal, State, or local regulatory notices or inquiries regarding spill events.
- 5.2.6 Notify shiplines and others as required.

## 5.3 **VPA Police / TSU / SECURITAS**

- 5.3.1 Generate Incident based report for the following:
  - 5.3.1.1 VPA Reportable Spills
  - 5.3.1.2 Any spill that enters a storm drain and/or the waterway.
  - 5.3.1.3 Spills of 5 gallons or more.

## 6.0 **Consequences of Deviation from Procedures**

- 6.1 Deviations from this procedure could result in the discharge of pollutants into the Elizabeth River. Such discharge could result in fines or notices of violations from the Virginia Department of Environmental Quality, the United States Coast Guard, or could cause harm to individuals or the environment.
- 6.2 Improper disposal of oily waste could result in fines or notices from the Virginia Department of Environmental Quality or could cause harm to individuals or the environment.

## 7.0 **ATTACHMENTS (Controlled Documents)**

- 7.1 Storm Water Pollution Prevention Plan



- 7.2 Spill Pollution Control and Countermeasures Plan
- 7.3 Standard Spill Report Form
- 7.4 Incident Report Form (Spill Section of IRF may be used in leau of standard spill report form)

## **8.0 RECORDS FOR MONITORING AND MEASURING**

- 8.1 List of Spills and Leaks
- 8.2 Incident Based Report (VPA Police Report)
- 8.3 Corrective Action Form
- 8.4 Port of Virginia Spill Report Form
- 8.5 Port of Virginia's Incident & Near Miss Report
- 8.6 VDEQ 5 – Day Letter
- 8.7 Spill Truck & Spill Kit Inventory List

## **5 DEFINITIONS**

- 8.1 3<sup>rd</sup> Party Spill – Responsible party other than Port of Virginia.

## **6 REVISION HISTORY**

- 6.1 Effective Date: 03/08/13
- 6.2 Revision Date: 6/27/17 – sustainability to include VPA Police Spill Reports for cetatin spills. 1/15/15 updated for new departments. 3/13/14 – updated requirements for contaminated soil. 11/14/13 – updated division & employee titles.
- 6.3 Approval: Scott Whitehurst, Director, Environmental Policy and Compliance
- 6.4 Last Reviewed: 12/12/18
- 6.5 Reviewer: Billy Goodson, Environmental Compliance Specialist



## SPILL REPORT FORM

Date of Spill: \_\_\_\_\_ Time of Spill: \_\_\_\_\_

Terminal: \_\_\_\_\_

Location of Spill: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Weather Conditions at Spill Location: \_\_\_\_\_

Source/Cause of Spill: \_\_\_\_\_

Amount of Spill (Gallons or Size): \_\_\_\_\_

Type of Material Spilled: \_\_\_\_\_

### SPILL ENTERED INTO: (CHECK BOX THAT APPLIES)

- Storm Drain/ Ditch
- Sanitary
- Waterway
- None

Name of Waterbody: \_\_\_\_\_

Injuries (Including Physical Exposure): \_\_\_\_\_

Property Damage: \_\_\_\_\_

Cleanup Actions Taken: \_\_\_\_\_

If No Cleanup, Why? \_\_\_\_\_

### DETAILS AND ADDITIONAL REMARKS (CONTINUE ON BACK IF NEEDED):



## NOTIFICATIONS

- NATIONAL EMERGENCY RESPONSE CENTER 800-424-8802
  - Incident Response #: \_\_\_\_\_
  
- VIRGINIA DEQ-WATER DEVISION 518-2000
  - Incident Response #: \_\_\_\_\_
  
- U.S. COAST GUARD – Hampton Roads Marine Safety Office 484-8192
  - Incident Response #: \_\_\_\_\_
  
- SPILL CONTRACTOR(S) (Requested Information)
  - Incident Response #: \_\_\_\_\_
  
- OTHER (Include contact names and telephone numbers of persons responding)

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Please submit to VPA Environmental Division Attn: Billy Goodson within 24 hours**

**Retain Form for 3 Years**



# Port of Virginia Incident Report

\* Mandatory

\* Type of Incident: Injury \_\_\_\_\_ Damage \_\_\_\_\_ Injury & Damage \_\_\_\_\_ Spill \_\_\_\_\_  
\* Date/Time of Incident \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \* Date/Time Reported \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\* Terminal: NIT \_\_\_\_\_ NNMT \_\_\_\_\_ PMT \_\_\_\_\_ VIG \_\_\_\_\_ VIP \_\_\_\_\_ PPCY \_\_\_\_\_ POR \_\_\_\_\_ \* Location on Terminal \_\_\_\_\_

\* Person Involved \_\_\_\_\_ \* Phone # \_\_\_\_\_  
Last First MI  
E-Mail: \_\_\_\_\_ \*Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Years Employed: \_\_\_\_\_ Port #: \_\_\_\_\_ Department \_\_\_\_\_ Occupation \_\_\_\_\_ Hours worked in last 48 \_\_\_\_\_

Person Involved \_\_\_\_\_ Phone # \_\_\_\_\_  
Last First MI  
E-Mail: \_\_\_\_\_ Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Years Employed: \_\_\_\_\_ Port #: \_\_\_\_\_ Department \_\_\_\_\_ Occupation \_\_\_\_\_ Hours worked in last 48 \_\_\_\_\_

\* AOM or AMM Describe Incident (What, Where, How?)

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\* Statement of Person Involved

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\* Employee Signature \_\_\_\_\_

\* Root Cause (Why this happened?)

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THE PORT OF  
VIRGINIA

**Witness** \_\_\_\_\_  
Last First Phone Number

Statement \_\_\_\_\_  
\_\_\_\_\_

**Witness** \_\_\_\_\_  
Last First Phone Number

Statement \_\_\_\_\_  
\_\_\_\_\_

**Complete for Damage**

Describe Damage \_\_\_\_\_

Equipment / Property / Cargo I.D. \_\_\_\_\_

Name of Gangwayman/Slinger, if applicable \_\_\_\_\_

**Complete for Injury**

\* Date of Birth \_\_\_\_\_ / \* Time employee began work \_\_\_\_\_ AM/PM / Date Hired \_\_\_\_\_ / Married \_\_\_ Single \_\_\_

Social Security # \_\_\_\_\_

\* Type of Injury \_\_\_\_\_ \* Part of Body \_\_\_\_\_

\* Did employee desire medical care? Yes \_\_\_ No \_\_\_ \* Medical Care Provider \_\_\_\_\_

\* Was emergency room used? Yes \_\_\_ No \_\_\_ Was employee hospitalized overnight as in-patient? Yes \_\_\_ / No \_\_\_

**Complete for Spill**

\* Date of Spill \_\_\_\_\_ / \* Time of Spill \_\_\_\_\_ am/pm / \* Location \_\_\_\_\_ / \* Responsible Party \_\_\_\_\_

\* RP Address \_\_\_\_\_ / City \_\_\_\_\_ / State \_\_\_ / Zip \_\_\_\_\_ /\* Phone \_\_\_\_\_

\* Source of spill \_\_\_\_\_ / \* Type Material \_\_\_\_\_ / Amount of Spill \_\_\_\_\_ gallons

\* Root Cause \_\_\_\_\_

\* Weather at spill location \_\_\_\_\_ / \* Spill Entered (Circle one): Storm Drain / Retention Basin / Waterway / None

\* Cleanup Actions: \_\_\_\_\_

\* NRC # \_\_\_\_\_ / \* Notification to USCG Pollution Branch - Yes No / Name of Spill Contractor \_\_\_\_\_

\_\_\_\_\_  
\* Supervisor Name \* Signature \* Cell Number \* Date