Marinas with a Fueling Station

A Spill Response Guide for Class 4 Marinas

DEPARTMENT OF ECOLOGY
State of Washington

Spill Prevention, Preparedness, and Response Program
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Attachments

Attachments to this document are provided for your use as a supplement to this document under publication number **10-08-002 a**.

Why It Matters

As little as a quart of spilled oil, diesel or gasoline can contaminate acres of water and prove deadly to marine life. A planned response can reduce the adverse effects of a spill on environmental, economic, and cultural resources as well as the marina's ability to keep operating. This can also reduce the size of penalties levied and the cost of cleanup.

For More Information or Technical Assistance

Washington Dept. of Ecology
Spills Program
PO Box 47600
Olympia, WA 98504-7600

Olympia Office:
360-407-7455
OilTransferRule@ecy.wa.gov

Special accommodations

If you need this publication in an alternate format, call the Spills Program at 360-407-7455. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

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Why Spill Response Plans are Important

When spills or other accidents happen, you can waste time in the confusion and panic of the emergency. Planning and practicing the steps you take to respond to a spill can dramatically reduce the amount of time it takes to respond.

Marinas that transfer to non-recreational vessels with capacities of less than 10,500 gallons are Class 4 marinas. If you are not a Class 4 marina, these tools can still prove useful in preparing for a spill.

Washington Department of Ecology developed this spill response guidance document for marinas. It contains step-by-step information and several tools that can help Class 4 marinas meet the oil transfer requirements in Washington Administrative Code (WAC) 173-180. Paired with the proper training, this information can help your staff respond effectively to an emergency.

Components of a Spill Response Plan

Please adapt this information to fit your needs. Some items require customization based on your facility.

Initial Actions List

1. Assess scene for safety hazards.
2. If safe, stop the flow.
3. Contain the spill if safe to do so.
4. Make the required notifications.
5. Clean up spill if safe and within your level of training.

If necessary, contact a spill response contractor for additional resources.

Required Notifications

- Call 911, if necessary.
- Notify Marina. Manager/owner or after-hours contact.
- Contact the Spill. Response Contractor, if necessary.
- Report spill to the U.S. Coast Guard National Response Center at: **1-800-424-8802.**
- Report spill to the Washington Division of Emergency Management at: **1-800-OILS-911 or 1-800-645-7911.**

If you are a Class 4 marina, completing the above information and posting these numbers at your facility meets the requirements of WAC 173-180-210 (3) to post notification information at the dock for fueling customers. An **Oil Spill Report Form (Attachment A)** is provided for your use as a supplement to this document.

Be Ready to Provide this Information

- Location of the spill, what spilled and how much?
- How concentrated is the spilled material?
- Who spilled the product and is anyone cleaning up the spill?
- Type and amount of petroleum stored on site, if any.
- Facility and vessel characteristics.
- Who is reporting the spill?
- How can Ecology contact you?

Additional Contact Information

In addition to the required notifications, your plan should include contact information for anyone you would need to contact in your region in the event of a spill.

Organization	Phone
Dept. of Ecology – Northwest Regional Office (Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties only)	**(425) 649-7000**

Dept. of Ecology – Southwest Regional Office (Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties only)	**(360) 407-6300**
Dept. of Ecology – Central Regional Office (Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima counties only)	**(509) 575-2490**
Dept. of Ecology – Eastern Regional Office (Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties only)	**(509) 329-3400**
U.S. Coast Guard Sector Seattle	**(206) 217-6001**
U.S. Coast Guard Sector Portland	**(503) 240-9310**
Environmental Protection Agency - Region 10	**(206) 553-1263**
Washington State Dept. of Natural Resources	**(360) 902-1100**

Emergency Shutdown Procedures

Please include the emergency shutdown procedures for your fueling station in your response plan.

Facility Description and Site Plan

- Written description of your facility and its oil handling operations.
- Diagram of Dock Fuel System showing piping and electrical systems.
- Include a map showing location of all connections, valves, electrical and emergency shutoffs, and other system parts.
- Identify and post the storage locations of fire-fighting and spill response equipment.

Response Equipment

If you are a Class 4 marina, WAC 172-180- 210 (1) requires you to keep enough spill response equipment on standby to clean up a spill of 25 gallons. You are required to inspect, maintain, and replace response equipment as needed and to keep a list of the locations of the response equipment on site.

Attachment B provides a good tool to track this equipment and is provided for your use as a supplement to this document.

Equipment Maintenance

WAC 172-180-210 (4) requires Class 4 marinas to ensure all oil transfer equipment is properly inspected and maintained in accordance with WAC 173-180-205. Following a maintenance program similar to the one described below can help you meet this requirement.

The fueling station supervisor will maintain equipment by doing the following:

Weekly

- Ensure supports are not crushing, straining, or chafing hoses and piping.

Monthly

- Inventory response and oil transfer equipment.
- Replenish disposable materials such as sorbent pads and disposable safety gear when numbers are lower than the minimum on the inventory list.
- Check the containment boom for tears and other damage.

Yearly

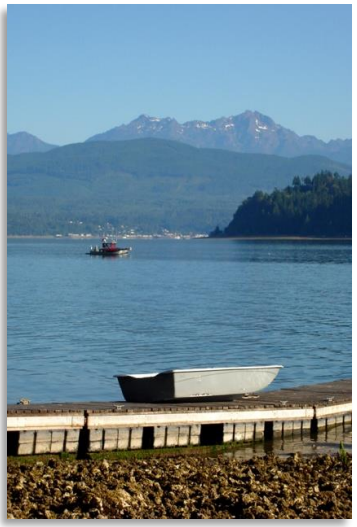
- Test all oil transfer equipment.

Marina personnel must examine flanges, joints, hoses and piping for cracks, signs of leakage, loose covers, kinks, bulges, soft spots, gouges, cuts, or slashes that penetrate the first layer of reinforcement. In addition, marina personnel need training on the safe and effective use of boom. They should practice how to attach boom to itself and where it can be tied off to the dock.

Sensitive Areas

The Geographic Response Plan (GRPs) section of the Northwest Area Contingency Plan (NWACP) contains response strategies tailored to a specific beach, shore, or waterway. But not all areas of the state are covered by a GRP. These strategies are intended to help first responders avoid the initial confusion that generally accompanies any oil spill. The GRPs identify strategies to minimize impact on sensitive areas threatened by a spill. The maps and tables detail the following:

- Response equipment required
- Site access
- Staging areas
- Local and tribal contacts
- Local conditions that may affect a response



The GRPs present ranked response strategies in maps and tables based on sensitive resources, hydrology, and climatic conditions. The NWACP contains an in depth discussion of significant cultural, biological and economic resources and the process to develop protection strategies for these resources.

You can find the GRPs applicable to your area of operations at:

http://www.ecy.wa.gov/programs/spills/preparedness/GRP/introduction.htm OR

http://www.rrt10nwac.com/GRP/Default.aspx OR

Contact Harry Chichester for GRP information at 360-407-7202.

Waste Disposal

Oil spill recovery and cleanup operations can generate large quantities of recovered oil and oily wastes. Overlooking or delaying waste management issues can temporarily halt recovery operations, delay re-deploying equipment, and potentially violate state and federal waste disposal laws.

The NWACP provides tools and guidance for disposing of waste generated from a spill. The Sample Disposal Plan provided in Chapter 9620 of the NWACP provides a model format for incident specific disposal plans. The NWACP guidelines describe how the responsible party must handle, designate, segregate, track, store, transport, treat, and finally dispose of waste in Washington State. This process can be coordinated with your response contractor. For more info go to:

http://www.rrt10nwac.com/Files/NWACP/Chapter_9620.pdf

Training

If you are a Class 4 marina, WAC 173-180-210 (2) requires you to provide yearly training for employees involved in oil transfer operations and the required components of a training program.

Yearly training for all employees involved in transfer operations will include the following:

- Danger and safe practices for gasoline, diesel, (include all petroleum products transferred on-site).
- Safe use of response equipment.
- Spill notification procedures.

All new employees must receive training before taking responsibility for any oil transfer operation and within 90 days of being hired. The marina manager must keep training records at the facility. All oil transfer training records should be available to the Department of Ecology upon request.

A **Sample Training Record** and **Wallet Card (Attachment C & D)**, are provided for your use as a supplement to this document..

Material Safety Data Sheet (MSDS)

Include an MSDS sheet for all petroleum products your marina transfers.

Semi-Annual Reporting Requirements

Class 4 facilities must report all bulk oil transfers conducted at the facility. The report must include types of oil transferred and total volume of transfers by oil type. It must be submitted to Ecology by January 15 and July 15 of each year.

Plan Review and Update

Although there is no state requirement for marinas to have an oil spill response plan in Washington, marinas that have a plan may want to review it yearly for completeness and accuracy. Additionally, after training or a spill response, the marina may want to make improvements to the plan. Finally, the marina should update the plan if there are significant changes in laws, regulations, or facility operations.