Spill Prevention Control and Countermeasure Plan

Stonehill College
North Easton, Massachusetts

Prepared by:

Nexus Environmental Partners

In conjunction with:

Stonehill College Office of Facilities Management and Campus Police

April 2004

TABLE OF CONTENTS

Figures and Appendix are available in the Campus Police and Facilities Management Offices

1.0 INTRODUCTION

The Oil Spill Prevention Regulations (40 CFR Part 112) are a part of the federal Clean Water Act. The regulations require that certain facilities prepare and implement a Spill Prevention, Control and Countermeasure (SPCC) Plan. Stonehill College stores more than 1,320 gallons of oil aboveground and has a single container with a capacity greater than 660 gallons thus making a SPCC Plan necessary. Further, the SPCC Plan is required because it is reasonable to expect that oil could discharge to navigable waters of the United States via the campus' storm drainage system in a worst-case scenario. Navigable waters covers all waters subject to the ebb and flow of the tide, all interstate waters including interstate wetlands, and all other waters such as intrastate lakes, rivers, streams, wetlands, wet meadows and natural ponds.

The guidelines specified in this Plan identify standards and procedures, responsibilities, control measures, resources and work practices that are necessary to minimize the possibility of a discharge and to ensure adequate response in the event of a release of oil into navigable waters of the United States or adjoining shorelines. Stonehill College's conformance with the requirements of this regulation is fully described in the following Plan.

2.0 ADMINISTRATION

2.1 Policy

Stonehill College, located at 320 Washington Street, in Easton, Massachusetts, will operate its facility in compliance with the rules and regulations applicable to its site-specific operations and activities as outlined in this plan. Stonehill College will operate in an efficient and environmentally safe manner and will take reasonable measures to prevent oil spills from occurring. If an oil spill should occur, Stonehill College will take reasonable actions to contain the spill and prevent the oil from reaching and discharging into or upon the navigable water of the United States or adjoining shorelines, as defined in Title 40 Code of Federal Regulations (CFR) Part 112. The signature contained herewith designates Stonehill College's approval of this Spill Prevention Control and Countermeasure Plan prepared pursuant to 40 CFR Part 112 and indicates that available resources will be provided to effectively implement this Plan as herein described.

Name: Mr. Roger Goode
Title: Director of Facilities Management

Signature:
Date:

2.2 Certification

I hereby certify that I, or my agent, have examined the facility, and, being familiar with the provisions of 40 CFR Part 112, attest that this Spill Prevention Control and Countermeasures Plan has been prepared in accordance with good engineering practices, including general industry practices, and the requirements of this Part.

_____ , P.E.

Signature and Stamp of Registered Professional Engineer
Registration Number:
State: Massachusetts
Date:

[SEE FILE COPY FOR STAMP AND LETTER FROM REGISTERED PE CONFIRMING THAT REVISIONS DO NOT REQUIRE RE-STAMPING]

2.3 Coverage

This Plan covers the buildings and facilities on the Stonehill College Campus located in North Easton, Massachusetts, including the four houses owned by the College along Route 138. The policies and procedures set forth in this Plan are applicable to all Stonehill College personnel, faculty, staff and students who handle oil covered by the Plan on campus. "Oil" means any kind or in any form, including, but not limited to heating oils, motor fuels, lubricating oils, cutting oils, quenching oils, hydraulic oils, transformer oils, mineral oils and vegetable oils.

The departments that may be covered under this Plan include:

Biology	Fine Arts	Facilities Management
Biochemistry	Chemistry	Theater Arts
Dining	Physics	

Facilities Management conducts an annual review of oil storage and use on campus. Any "sensitive" areas of concern (i.e. oil storage near a storm drain), where a release into the environment could occur, is specifically noted and appropriate measures taken. A copy of this list is forwarded to Campus Police and retained by Facilities Management. Revisions are to be submitted by each department to Facilities Management whenever a significant change occurs in oil storage/use.

2.4 Administration of Responsibility

To fully implement policies, the assistance and cooperation of all Stonehill College faculty, staff and students are necessary. The following descriptions outline key roles and responsibilities involved in the implementation and maintenance of this Plan.

2.4.1 Emergency Coordinator(s)

At all times, the Emergency Coordinator (EC) will be responsible for coordinating emergency response measures. The EC will have the authority to mobilize resources necessary to carry out procedures outlined in this spill plan. The EC and the Alternate(s) are thoroughly familiar with this plan, the activities on campus, the location of storage tanks, the location of records, the campus layout, and location of all emergency response and spill clean up and control equipment.

Primary Emergency Coordinators:

Dave Sigren, Director of Operations and Maintenance
Business Phone: 508-565-1361
Home Phone: 508-586-6928
Cell Phone: 508-254-0718

Alternate Emergency Coordinators:

Charles Schwab, Chief of Police
Cell Phone: 617-921-6665
Home Phone: 617-489-2120

Joseph Kelleher, Director of Skilled Trades and Construction
Business Phone 508-565-1361
Cell Phone: 508-254-0213
Home Phone: 508-285-9128

Stonehill College Police Dept.
Emergency Phone on Campus: x 5555 (24 hours, 7 days a week)
Emergency Phone off Campus: 1-508-565-5555

Emergency Coordinator Responsibilities

The Emergency Coordinator or alternate will immediately assess the nature of the emergency, noting the exact source, type, quantity and the extent of the spill. They will provide direction for the spill response and will coordinate response activities for the duration of the response action.

The EC, or individual directed by the EC, will make the necessary contact with outside support groups and regulatory agencies.

The Emergency Coordinator will assess possible hazards to human health and/or the environment that may result from a spill/release on the Stonehill College campus. The

emergency Coordinator must consider both direct and indirect (primary and secondary) effects of a spill/release. He/she must also decide whether an emergency situation exists with such an episode.

Immediate Action
The Emergency Coordinator will perform the following immediate actions:

- Activate internal facility communication system, where applicable, to notify all building occupants.
- Notify campus police and Easton Fire Department as appropriate.
- Notify appropriate emergency response personnel on campus, as needed. Designate individual to meet the responding fire, police, ambulance, or other support services at an appropriate staging area at the site of the release.
- Notify external emergency response personnel as needed.

Assessment of Release Off-Campus
If the emergency has the potential to threaten human health and/or the environment off-campus, the Emergency Coordinator will:

- Notify local authorities (e.g. Fire Department, Police Department, and Board of Health) if an evacuation of local areas is advisable.
- Be available to assist local authorities in making the decision to evacuate the local area.

Sustained Action & Termination
The EC will continue to supervise ongoing clean up efforts and determine, with the regulators and or support services, when the clean up effort is complete. They will ensure all necessary paperwork is filed and waste clean up material is properly disposed.

2.4.2 Facilities Management Department

The Facilities Management Department (FMD) reports to the Financial Vice-President and Treasurer. The Facilities Management Department will oversee the management of the SPCC Plan for the College and will conduct the following activities with applicable departments on campus:

- Serve as Emergency Coordinator for Stonehill College;
- Investigate environmental releases;
- Coordinate training and maintain training records;
- Update the SPCC Plan as required;
- Serve as central coordinator for the oil inventory and conduct annual inventory;
- Ensure that safety equipment, including emergency response equipment (i.e. spill kits, etc.), is inspected, available, and working properly;
- Remain current with regulatory and legal requirements;

- Post emergency contact information in all applicable areas.
- Inform Campus Police of any environmental releases, provide recommendations concerning these incidents, and ensure that corrective action is taken;
- Perform or delegate routine inspections of ASTs (except Dining), USTs, and associated piping;
- Coordinate leak & integrity testing;
- Ensure proper prevention measures are in place;
- Collaborate with Police to maintain security of oil storage areas.
- Maintain fire safety systems such as sprinkler and fire alarm systems;
- Ensure that spill prevention controls as outlined in Part 112 such as secondary containment, as required, is part of all new UST and AST projects;
- Inform contractors on-site of their responsibilities in accordance with this Plan.

2.4.3 Campus Police Department

The Campus Police Department will perform the following duties;

- Conduct fire extinguisher inspections;
- Communicate with local emergency responders in the event of an emergency; and
- Direct and coordinate evacuations of faculty, staff and students.

2.4.4 Other Applicable Departments (i.e. Fine Arts, Dining, etc.):

- Inform Campus Police and Facilities Management Department of any environmental releases, provide recommendations concerning these incidents, and ensure that corrective action is taken;
- Ensure storage of oil containers and drums in secondary containment, as needed;
- Maintain security of oil storage areas.
- Conduct routine inspections of any tanks (i.e., Dining) or containers greater than 55-gallons

2.4.5 Contractors

Contractors who work on campus should be briefed by Stonehill College Facilities Management personnel at the commencement of any project, and periodically, as necessary. Contractors also include oil delivery companies. Contractors are expected to:

- Observe the policies and procedures of the Plan;
- Ensure that their personnel have appropriate training;
- Ensure fuel oil delivery trucks have automatic shutoff valves;
- Report damaged systems to Stonehill College personnel;
- During fuel delivery, use dry shutoff valves or have a pail to catch drippings;
- Ensure adequate capacity in tank prior to oil delivery;
- Ensure that fill caps are locked when finishing filling operations;
- If a catch basin is within the vicinity of a fill port, they must be covered during transfer operations;
- Immediately notify Stonehill College employees of any spills or leaks. Contact the College switchboard at 508-565-1000, or dial “0” on an internal phone.

2.5 Plan Location

Copies of this Plan are at the following locations:

- Facilities Management Department
- Campus Police,
- Finance and Management

All departments covered under this Plan are informed of the existence of the Plan and how to access a copy of the written plan or an electronic version. The Plan is maintained on campus, as it is manned at least four hours per day, and will be made available during normal business hours for EPA review.

3.0 FACILITY DESCRIPTION

3.1 General Information

Facility Name:	Stonehill College
Facility Address:	320 Washington Street Easton, MA 02357-7168
Facility Type:	Educational Facility, SIC Code #8221 NAICS Code #611310
Total Student Enrollment:	~2250
Faculty, Staff	~600
Total Acres:	384
Total Building Area:	>1 million GSF
SPCC Emergency Coordinator:	Dave Sigren Director, Operations and Maintenance
Business Phone:	508-565-1361
Cell Phone:	508-508-254-0718
Normal Hours of Operation:	8 AM to 4:30 PM, Monday through Friday
Campus Police	On-site/patrols 24/7

Facility Site Plan: (Includes UST and AST locations)	See Figure 1
List of Oil Storage	See Tables 1A and 1B

Stonehill is a competitive, coeducational, Catholic college located 20 miles south of Boston. Established in 1948 by the Congregation of Holy Cross (founders of the University of Notre Dame), Stonehill continues the rich Holy Cross tradition of a rigorous liberal education. As a comprehensive undergraduate college of 2,250 students, Stonehill offers thirty major programs in the liberal arts, natural sciences, and business. Eighty five percent of the students live on campus in residence halls. Support services include various administrative offices, Campus Police, Dining, and Facilities. The college has a NCAA Division II athletic program. Parking supports the faculty, staff and students of the college.

3.2 Flood Drainage and Water Sources

FEMA Flood Insurance Rate Maps for the Town of Easton, Bristol County, indicate that the Stonehill College campus is situated in both Zone A and Zone X. Zone A refers to the 100 year flood plain and Zone X indicates the 500 year flood plain. See Figures 2 and 3 for a site plan and drainage map, respectively.

Ames Pond is situated on the southeast side of campus. There are four defined “wet areas”, three on the north portion of campus, and one directly south. Ames Pond, as well as several of the stormdrain systems, drains to the Coweeset Brook. Some systems may drain to Dean Pond in addition to Coweeset Brook. The Brook eventually leads to the Taunton River as it is part of the Taunton Watershed system.

Several wetlands areas exist on campus. Due to the wetlands, the College has sought and received approval from the Conservation Commission in Easton for several projects. Both the Conservation Commission and the Fire Department are aware of and or have approved of the tank installations and their location.

4.0 OIL STORAGE — DESCRIPTION, USE & LOCATION

A list of all oil storage containers and their locations on campus is shown in Tables 1A and 1B. Table 2 indicates all parking lots on campus with catchbasins that contain oil/water separators. However, the mention of oil/water separators does not necessarily mean oil is contained in them, specifically in quantities greater than 55 gallons, which is when the requirements of this Plan are activated.

4.1 Transformers

None of the transformers on campus are owned by Stonehill College. It is the responsibility of Massachusetts Electric to maintain the integrity of each transformer on campus. A letter from Massachusetts Electric dated May 22, 2002, outlines their responsibilities. Refer to Appendix A.

4.2 Emergency Generators

The campus has all natural gas emergency generators (EG). There are no oil filled EG on campus.

5.0 SPILL ESTIMATES AND PATHWAYS

This section describes the potential quantities of oil that can be released where experience indicates a reasonable potential for failure. For each spill type, the worst case scenario will be shown, however, that does not necessarily reflect the occurrence of such an event.

Location	Size/Type	Spill Type	Quantity	Flow Rate	Direction	Receptor
Drums						
Roche Commons	120 gal waste veg oil.	Rupture	120	1 gal/min	In kitchen	
USTs						
Duffy – access Lot #5	5000 gal UST #2 fuel	failure	5000		Downgradient towards east but tank situated on level dirt	Pit with drains located 30 feet north; drain on bottom of stairwell 25 ft south
O'Hara – access Lot #1	5000 gal UST #2 fuel	failure	5000		On level soil area, parking lot 8 feet east with slight downgradient in an easterly direction	Soil, catch basin 80 ft NE, Pond over 100 ft N, E, S, Transformer south w/in 15 feet on soil, residence hall
Boland – access Lot #5	5000 gal UST #2 fuel	failure	5000		Downgradient towards the north	Soil; stream 60 ft east; residence hall
Student Union	5000 gal UST #2 fuel	failure	5000			
Donahue	5000 gal UST #2 fuel	failure	5000			
Cushing Martin Library	5000 gal UST #2 fuel	failure	5000		Soil – level area	soil
Holy Cross Center	10,000 gal UST #4 fuel	Failure	10,000		Soil – level area – paved lot about 10 feet north and west – slight downgradient on lot NW	Drywell catchbasin 45 feet NW, soil
Holy Cross Center	500 gal UST #2 fuel	Failure	500		Same as above	Same as above
ASTs						
Lot #7	-1000 gal Gas -1000 gallon diesel	Failure, leakage	1000 from each		Land is flat so would spread in the area	Soil approx 10 ft west; outlet 300 ft west; stormdrain 400 ft north
Small ASTs in houses in basements	275 gal	failure, leakage	275		Remain in the basement room where located	May be soil

Location	Size/Type	Spill Type	Quantity	Flow Rate	Direction	Receptor
Filling	***Operations***					
To USTs	500-10,000 gallons	overfill	Will vary	100 gallons per minute		
To ASTs	275 or 1000 gallons	overfill	Will vary	100 gallons per minute		
To Vehicles from the fuel tanks	varies	overfill	varies	8 gallons per minute		
Elevators						
See Table 1B	100-160 gallons	Rupture, leakage	Will vary		Remain in elevator pit	None-no floor drains-incased in concrete
Oil/Water	***Separators***					
See Table 2 for specific information about the 17 oil/water separators located on campus	_____ gallons					stormdrain

Any spilled oil that reached a catchbasin would travel through the stormwater sewer system and discharge into either Ames Pond, one of the "wet areas" on campus, or along Bristol Drive. All of these water systems are connected to Coweeset Brook which leads to the Taunton River. The exception is the two tanks at the Holy Cross Center. This area of campus has no stormwater drainage system. There is a catchbasin that leads to a drywell in the parking lot area. The possibility of oil traveling to any stormdrain system from the Holy Cross Center is remote.

6.0 SPILL PREVENTION AND CONTROL

This section presents physical systems, procedures, and measures for prevention and control of oil in order to prevent a discharge into the environment.

6.1 Prevention Systems - s112.7(c), 112.8(c)(2), 112.12(c)(2)

The regulations specify "one of the following prevention systems, or its equivalent, must be used. The appropriate containment, diversionary structure, or equipment must be capable of containing the oil so that any discharge will not escape containment before clean-up occurs. Systems can be:

(i) dikes, berms or retaining walls,
(ii) curbing,
(iii) culverting, gutters or other drainage systems,
(iv) weirs, booms, or other barriers,
(v) spill diversion ponds,
(vi) retention ponds, or
(vii) sorbent materials.

Also required:

- Drums and other storage containers to be compatible with it's contents and conditions of storage such as pressure and temperature.
- Secondary containment will be installed for the entire capacity of the largest container plus free board.

Stonehill College will ensure that all existing oil containment has one of the systems indicated above, and that any new systems installed will comply with this section to include good engineering practices.

6.2 Engineering, Inspections, and Tests– s112.7(c); 112.8(c)(d); 112.12(c)

6.2.1. Drums/Other Containers

- At this time (i.e., April 2004), only the 120-gallons of oil in the self-contained unit in Roche Dining exceeds the 55-gallon threshold.

6.2.2. ASTs

- Tests for integrity are conducted every five years, and whenever material repairs are made.
- Visual inspections will be combined with another testing technique (i.e. hydrostatic, ultrasonic, acoustic, etc.).
- A comprehensive inspection for damage and deterioration, including supports and foundations, is conducted during annual tank servicing.
- Inspect outside of container monthly for deterioration or discharge.
- Check secondary containment/interstitial space monthly for leaks.
- Replacement schedules for 275-gallon tanks will be developed in accordance with industry standards (i.e. every 10 years). If no corrosion is visible, tanks may be painted and monitoring will continue.
- Reconciliations for all diesel and gasoline storage and use is calculated on a daily basis

6.2.3. Above Ground Piping, Valves, Joints, Etc.

- Regular inspections of valves, piping, and appurtenances.
- Protect from vehicles.
- Check pipe connections and fuel lines monthly for leakage, damage or deterioration.
- Check fill lines and vents quarterly and clean as necessary.
- Check alarms on a quarterly basis.

6.2.4. USTs

- Completely buried tanks will be protected from corrosion by coatings and cathodic protection.

- Tanks will have high level alarms or high level cut off devices.
- Leak testing every 3-5 years which will include a complete evaluation of the interstitial space for leaks, and all associated equipment.
- Evaluate corrosion protection system and verify its operation every 3-5 years.
- Testing of high level alarms, or automatic shutoff on a quarterly basis.
- Inspect spill catchment for oil and water monthly.
- Monitor/check interstitial space monthly.

6.2.5. Buried Piping

- Buried piping installed or replaced after 8/16/2002, will have protective wrapping and coatings and will be cathodically protected to satisfy corrosion protection standards.
- If buried lines are exposed, they must be inspected and corrective action taken if damage or deterioration is found.
- Integrity and leak testing at time of installation, modification, construction, relocation, or replacement.

6.2.6. Out of Service Piping

- Cap or blank flange terminal connection at transfer point
- Mark origin when piping not in service.

6.2.7. Elevators

Tank condition is inspected during vendor's monthly servicing

6.2.8. Oil/Water Separators

Are maintained and cleaned on an annual basis.

6.3 Records

All departments must perform periodic reviews to ensure compliance with this Plan. If it is determined that there are issues or non-conformance with the Plan, corrective action will be taken immediately by the department. Departments are expected to make necessary corrections as soon as possible. This includes the prompt correction of visible discharges which result in a loss of oil.

Written inspection logs are maintained at Facilities Management and/or on the tanks themselves. Additional records that are maintained by Facilities include the following:

- Work orders and records for servicing, repairs and inspections
- "Clipboard" records of inspections
- Documentation with the Oil Delivery Contractors;
- Servicing logs of elevator maintenance activities
- Any test results.

Documents and records to be maintained at FMD, applicable to this program, include:

- SPCC Plan;

- Training records;
- Records of non-conformance and corrective action;
- Applicable regulations;
- Incident reports; and
- Safety equipment inspection reports.

Documents and records to be maintained at Campus Police include:

- Fire extinguisher inspections

Records to be maintained in applicable department offices include:

- Lists (with locations) of oil used by the department;
- SPCC Plan;
- Inspection reports and corrective actions taken; and
- Material Safety Data Sheets.

Records will be kept in accordance with legal requirements, will be signed by the appropriate supervisor or inspector, and kept with the SPCC Plan for at least three years.

6.4 Security – 112.7(g)

All oil stored will be under the responsibility of the department in charge to ensure it is kept secure and is accessible to authorized personnel only.

- The above ground storage tanks are behind a locked fenced area.
- Valves on tanks or containers that permit direct outward flow will utilize appropriate security measures to ensure that they remain in a closed position when not in operation.
- The starter controls on the oil pumps will be in the “off” position and only accessible to authorized personnel.
- Fill pipes for all USTs are locked and a special wrench, kept in Facilities and with oil delivery companies, is required for access.
- Adequate lighting is provided near all the tanks to allow for the discovery of spills during darkness and to prevent acts of vandalism.

7.0 EMERGENCY EQUIPMENT

The facility maintains a list of all emergency equipment needed for spill contingencies at the campus. A list of such equipment, including a physical description, location, and outline of their capabilities, is presented in this section.

7.1 Fire Control Equipment

Many of the buildings on the Stonehill College campus are equipped with complete automatic sprinkler systems. All buildings on campus are equipped with ABC Fire Extinguishers and automatic fire alarm systems. Fire hydrants are located strategically throughout the campus. The typical response time of the Easton Fire Department to the campus is routinely less than 5 minutes.

7.2 Spill Control Equipment

Spill control equipment is available at the areas listed below:

- Boland Hall – Boiler Room
- O'Hara Hall – Boiler Room
- Duffy Building – Boiler Room
- Cushing Martin – Boiler Room and Photo Lab
- Donahue Hall – Boiler Room
- Holy Cross Center – Boiler Room
- Ames Clock Farm –Mechanic's Space, Waste Areas
- CSC Building – Boiler Room
- Student Union – Boiler Room
- Science Building – Main Chemistry Room, Biology Prep Rooms, Chemical Storage
- Cushing House – Boiler Room
- Adjacent to the Fuel Dispensing Units in Lot #7

At a minimum, spill kits contain:

- Sorbent pads
- Socks
- Goggles
- Gloves
- Disposal Bags
- Complete set of instructions
- Speedi-dri is available at Facilities at Ames Clock Farms.

Kits are assessed at least annually to ensure that the minimum equipment is available. Kits will be immediately resupplied in the event that materials are used to mitigate a spill or release.

7.3 Posted Emergency Information Listings

Emergency contact information is posted at the locations stated in section 7.2 and in all oil storage locations mentioned in this document. This document is also at the Police Dispatch Center.

7.4 Personal Protective Equipment

The following personal protective equipment is maintained at Stonehill College for use by personnel during an emergency involving the release of hazardous materials:

- Emergency eye wash and quick drench shower stations are located in the Merkert Science Center and photo labs. Eye wash stations and or safety showers are also available at Campus Police and Ames Clock Farm.
- Protective gloves and eyewear are contained in the spill kits.

7.5 Equipment Testing and Maintenance

The emergency coordinator or his/her designee will coordinate the periodic inspection of spill control equipment. They will ensure that these items are readily accessible and in good working order. Facilities manages the inspection of fire control equipment. Campus Police ensures that fire extinguishers are serviced annually and routinely inspected to assure they are fully charged and ready for use.

8.0 SPILL/RELEASE RESPONSE & REPORTING PROCEDURES

This section outlines the response and reporting procedures to be undertaken in the event of an oil spill. Spills can either by incidental and cleaned up by college personnel or will require the assistance of an outside contractor to clean up the spill. Typically, college personnel may clean up to 10 gallons and where the oil has not affected the environment (ie. soil, groundwater, surface water). If a spill exceeds 10 gallons or if the oil in any amount has affected the environment, a contractor will be called in to clean up the release and all contaminated material. Notifications to regulatory authorities as required will be made.

8.1 Spill Events

- Alert Campus Police who will immediately notify the Emergency Coordinator or her/his Alternate. The Campus Police or the Emergency Coordinator will summon additional assistance, if necessary;
- Use available and appropriate personal protective equipment (PPE). Determine exact source of leak or spill, amount, and area affected by the release as you are able;
- After donning personal protective equipment and after assessing the nature of the hazards, remedy and stop the point source spill, if you can and are able to do so safely;
- If able, dike spill material with standard industrial absorbent or other spill control equipment. Take the necessary action to keep the spill from spreading. Spread absorbent to surround and absorb the spilled material;
- Contaminated material (absorbent, rags, disposal suits, etc.) should be collected into a recovery drum and labeled for proper disposal;
- Clean, restore, and replace PPE and spill response equipment; and
- Follow all notification and recordkeeping requirements as appropriate.

8.2 Large Spills

In the event of a spill over 10 gallons and or if the oil has reached a drain or reached the environment, Triumvirate or Cyn Environmental should be called to provide professional services for the clean up, removal, and disposal of contaminated material. In the event of a tank rupture, the tank will be repaired or replaced per the direction of the local fire department. In both cases the MA DEP must be notified. If a spill is greater than 42 gallons, the US EPA New England Regional Office must also be notified.

8.3 Licensed Site Professional (LSP) Contact

The College will utilize GZA Environmental of Norwood, MA, as the designated Licensed Site Professional. The LSP should be contacted for any spills over 10 gallons and or if the oil has reached a drain system. GZA's phone number is 781-278-3700.

8.4 Agencies, Contractors, and Emergency Support Contacts

The SPCC Coordinator is responsible for immediate notification of reportable spills to the agencies noted. Emergency phone numbers listed in this plan will be on file at the Stonehill Police Dispatch Center and in the offices of the SPCC Coordinator and Alternate.

Contacts

1.	Massachusetts Department of Environmental Protection:	(617) 932-7600 (Mon.-Fri. 9am-5pm)
	or State Police Command Center	(800) 566-4500
	Lakeville, Massachusetts Office	508-946-2700
2.	National Response Center:	(800) 424- 8802
3.	U.S. EPA	(617) 223-7625 (24 hrs)
4.	U.S. Coast Guard	(617) 565-9000 (24 hrs)
5.	Easton Fire Department	911

In addition, the following agencies may be called upon for coordination or support for the spill response action:

Easton Police Department	911
Easton Board of Health	508-230-3410

Massachusetts Department of Public Health	617- 624-6000
Easton Conservation Commission	508-230-3349
Spill Contractor – Triumvirate	800-966-9282
Spill Contractor – Cyn	800-242-5818
Caritas Good Samaritan Medical Center	508-427-3000
FIRE/AMBULANCE	911

8.5 Notification

A spill of greater than 10 gallons of oil, known as the reportable quantity or RQ, or a spill of any quantity that has reached a surface water, a sewer, ditch, or culvert leading thereto, is immediately reportable, by law, to one or more municipal, state, or federal authorities. The first point of contact is the MA DEP. In addition to the initial telephone contact, a written spill report is required. Contact the College's appointed LSP to assist in reporting and to ensure all necessary documentation is filed with the State and other authorities (POTW, EPA, Fire Department, Town of Easton, etc.) as necessary.

Notification to DEP will be made as soon as possible but not more than two (2) hours after obtaining knowledge of a release or threat of release. Notification to DEP will consist of the following information to the extent known:

- Name and telephone number of caller,
- Exact address/location of release/threat of release,
- Date and time of incident,
- Type of material,
- Estimate of total quantity discharged,
- Source of discharge,
- Brief description of incident to include affected media, cause, damage or injuries,
- Name and phone number of owner or operator,
- Name and phone number of contact person,
- Measures taken or proposed, and any information on potential environmental impacts.
- Actions being used to stop, remove, or mitigate effects of the discharge,
- If an evaluation is needed,
- Who else has been contacted.

In addition, the US EPA NE Regional Office must be notified in the event of a spill of greater than 42 gallons of oil. If Stonehill has two such oil spill events (>42 gallons) within any twelve month period, or ***any*** oil spill greater than 1000 gallons, specific information as described in s112.4 must be submitted to the EPA Regional Administrator within 60 days of the event.

The following are minimal procedures for notifying DEP of releases or threats of release of oil which must be reported pursuant to 310 CMR 40.300.

8.6 Medical Emergencies

A variety of personal protective equipment and emergency equipment will be maintained on site. In addition, there are trained emergency medical first aid responders available at the Campus Police Station, and trained doctors and nurses at Caritas Good Samaritan Medical Center.

Dialing the on-campus emergency extension 5555, will summon an emergency first-aid team to the scene.

8.7 Post Emergency Activities & Resumption of Operation

After an emergency, the Emergency Coordinator will:

- Supervise cleanup efforts, and ensure that the recovered oil and contaminated materials are properly stored or disposed of in accordance with applicable legal requirements.
- Ensure that all emergency equipment is cleaned and ready for future use.
- Ensure that no waste that is incompatible with the released material is stored or disposed of in the affected area until clean-up procedures are completed.
- Notify local authorities and the Massachusetts DEP that clean-up has been completed and emergency equipment has been restored, before resumption of activities in the affected areas.
- Record the time, date, and all pertinent details of the incident, and maintain files as required.

9.0 PAST SPILL EVENTS

In compliance with the standard, a brief description of each applicable spill event is noted. The corrective action and plans for preventing recurrence are included for each incident.

In 1994, Stonehill College removed a 2,000 gallon underground gasoline tank at Donahue Hall. It was determined that the tanks piping had been discharging gasoline each time the pump was activated. GZA Environmental was contacted as the LSP and began a process of remediation. The site has been determined to have been cleaned up and Phase II Comprehensive Site Assessment and Waiver Completion are on file with the DEP. To prevent a reoccurrence, Stonehill College personnel inspect all USTs and associated piping for signs of leaking on a periodic basis. A file concerning the spill is maintained at the Facilities Management office of the college.

10.0 TRAINING PROGRAMS

Personnel that handle oil covered by the Plan shall be trained in accordance with the regulations to include pollution controls, applicable laws, rules and regulations, and:

- Facility personnel shall be properly instructed in the operation and maintenance of equipment to prevent the discharge of oil.
- All personnel responding to an emergency are trained according to the level of response expected from that employee. Depending on the response level, the training includes the following:
  - Spill prevention and notification procedures;
  - Spill cleanup procedures;
  - Oil handling procedures; and
  - Internal facility communication/alarm systems,
  - General facility operations,
  - Contents of the SPCC Plan.
- Appropriate personnel at the College have been provided with the annual OSHA HAZWOPER First Responder Awareness training.
- Periodic briefings, at least annually, will be conducted as a refresher to assure adequate understanding of the SPCC Plan. Briefings will highlight and describe any spill events or equipment failures that may have occurred in the previous year. Briefing will also include any new precautionary measures or changes in response actions.

11.0 PROPOSED CORRECTIVE MEASURES

Since the original plan was written, the following corrective measures have been taken:

1. Stonehill extended the asphalt where fuel is dispensed to prevent any possible release from getting to the soil in the vicinity of the ASTs.

2. Procedures addressed in this Plan are provided, in writing, have been provided to Atlantic Fuel, Williams Company and Triumvirate, Stonehill's current oil delivery and waste disposal companies.

Prohibition on storing waste vegetable oil outside. An enclosed, 120-gallon vegetable oil container has been installed inside Roche Dining Hall and procedures were modified at the Holy Cross Center to now require the transfer of the waste oil to Roche at the end of each week when the fryolator is emptied.

Records of corrective actions taken will be on file with the Plan.

12.0 PLAN AMENDMENTS & REVIEW

This SPCC plan was originally prepared in June of 2002. As required, the Plan will be reviewed at least once every five years or as detailed below. Reviews are recorded, signed, and incorporated into this Plan in Appendix B.

Amendments to the plan will take place when any of the following occurs:

- Changes in facility design, construction, operation or maintenance that affects the potential for oil discharge;
- Procedures and/or storage volumes significantly change
- The list of emergency coordinators changes;
- The list of emergency equipment changes;

The plan will be reviewed and amended as appropriate:

- After a reportable spill event by incorporation of the spill report, evaluation of the cause of the spill, and whatever changes are deemed appropriate to prevent recurrence of the spill.
- The plan fails in an emergency;
- Changes in control technology that will significantly reduce the potential of a spill event;
- After having two or more 'reportable' spills in 12 months; or
- A spill involving 1,000 gallons or more.

The plan will be re-certified by a registered professional engineer for any technical amendments in accordance with s112.3(d).

Table 1A Stonehill College - Oil Storage

Rev. 01 - 2003

Type	Amount	Location	Year Installed	Construction & Containment	Spill Type	Total Quantity Flow/Rate	Flow Direction Distance	Receptor Distance
Vegtable Oil								
Frylator	120 gal	Roche Dining Commons, Holy Cross Center	NA		rupture			
Underground Storage Tanks								
# 2 Fuel Oil	5000 gal	Duffy	1990	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	5000 gal	O'Hara Hall	1987	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	5000 gal	Boland Hall	1988	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	5000 gal	Student Union	1987	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	5000 gal	Donahue Hall	1988	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	5000 gal	Cushing/Martin Library	1987	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 4 Fuel Oil	10,000 gal	Holy Cross Center	1991	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
# 2 Fuel Oil	500 gal	Holy Cross Center	1991	dual steel wall, cathodic protection, spill container, monitoirng wells	leakage,overfill	1000 g/m		
Above Ground Storage Tanks								
Gasoline	1000 gal	Lot # 7 Upper Campus	1994	dual wall, concrete/steel, monitoring well, usage log	overfill, rupture	8 gal/min		
Diesel	1000 gal	Lot # 7 Upper Campus	1996	dual wall, concrete/steel, monitoring well, usage log	overfill, rupture	8 gal/min		
# 2 Fuel Oil	275 gal	Cushing House	1960	oval steel	leakage,overfill			
# 2 Fuel Oil	(2) 275 gal	Hafstrom-Swanson House	2002	oval steel	leakage,overfill			
# 2 Fuel Oil	275 gal	Bridge House	2000	oval steel	leakage,overfill			
# 2 Fuel Oil	275 gal	16 Belmont	1979	oval steel	leakage,overfill			
# 2 Fuel Oil	275 gal	South Barn	1997	oval steel	leakage,overfill			
# 2 Fuel Oil	275 gal	Andre House	1975	oval steel	leakage,overfill			
Waste Oil								
Vegetable Oil	120 gal	Roche Commons	NA		rupture			

* please indicate one of the following for EACH tank indicated (6 in total): 1) dikes, berm, or retaining wall; 2) curbing; 3) culverts or gutter; 4) weirs, booms, or other barriers; 5) spill diversion pond; 6) retention pond; 7) sorbent material. One of these must be indicated.

TABLE 1B

Hydraulic Oil Elevators

Location	Number of Gallons	Year Installed	Containment Controls
1. Sally Ames Sports	100	1988	sorbent material
2. Science Building	160	1979	sorbent material
3. J. Martin Institute	100	1990	sorbent material
4. College Center	100	1973	sorbent material
5. Boland Hall	130	1967	sorbent material
6. Stanger Hall	130	1985	sorbent material
7. Cushing-Martin Library	130	1961	sorbent material
8. Cushing-Martin Library	100	2001	sorbent material
9. Dining Commons	100	1991	sorbent material
10. Villa Theresa	100	1991	sorbent material
11. Notre Dame	100	1997	sorbent material
12. Corr Hall	130	2002	sorbent material
13. MacPhaidin Library	130	2000	sorbent material
14. Duffy	160	2001	sorbent material

All elevators are checked monthly for leaks, any discrepancies are noted and the Department of Facilities Management is notified.

TABLE 2 Stonehill College – Oil & Water Separator

Lot Number	Area	Student Spaces	Staff Spaces	Handicap Spaces	W/Oil & Water Separators
1	O'Hara Hall	76	9	0	Yes
2	North	99	28	6	Yes
3	South	104	43	0	Yes
4	Campus Police	0	20	2	No
5	Duffy	80	139	2	N/A
6	Boland/Colonial Center	201	139	3	N/A
7	Pilgrim Heights	93	6	2	N/A
8	Alumni/Science	0	57	2	N/A
9	Donahue Hall	29	30	1	N/A
10	Holy Cross Center	92	14	2	No
11	Sports Complex	101	12	2	No
12	Martin Institute	0	31	2	No
13	Villa Theresa	21	3	2	Yes
14	Rear of Commons	0	13	0	Yes
15	Commons	31	30	0	Yes
16	Notre Dame	45	5	4	Yes
17	Holy Cross Front	391	0	9	Yes
	Main Roads				Some