

SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN

For

Albert Whitted Airport
107 8th Avenue SE
St. Petersburg, Florida 33701



Prepared By:

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Date Prepared:

January 23, 2020

CERTIFICATION

Management Approval (40 CFR 112.7)

Albert Whitted Airport is committed to preventing discharges of oil to navigable waters and the environment, and to maintaining the highest standards for spill prevention control and countermeasures through the implementation and regular review and amendment to the Plan. This Spill Prevention Control and Countermeasure Plan has the full approval of Albert Whitted Airport management. Albert Whitted Airport has committed the necessary resources to implement the measures described in this Plan. The Airport Manager is the designated person accountable for oil spill prevention at the facility and has the authority to commit the necessary resources to implement this Plan.

Signature: _____ Date: _____

Richard Lesniak

Airport Manager, Albert Whitted Airport

Professional Engineer Certification (40 CFR 112.3(d))

I am familiar with the requirements of Part 112 of Title 40 of the *Code of Federal Regulations* (40 CFR Part 112) and have visited and examined the facility, or has supervised examination of the facility by appropriately qualified personnel. I attest that this Spill Prevention Control and Countermeasure Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards and the requirements of 40 CFR Part 112; that procedures for required inspections and testing have been established; and that this Plan is adequate for the facility. This certification in no way relieves the owner or operator of the facility of his/her duty to prepare and fully implement this SPCC Plan in accordance with the requirements of 40 CFR Part 112. This Plan is valid only to the extent that the facility owner or operator maintains, tests, and inspects equipment, containment, and other devices as prescribed in this Plan.

Signature:  _____ Date: 1/23/2020

Thomas Burke, PE

Principal – Land Development, Cardno

Table 1: Record of Revision

Revision Number	Date	Page Number	Section / Description

TABLE OF CONTENTS

Section 1	Introduction	6
	1.1 Regulatory Background	6
	1.2 Program Approach	6
	1.3 Location of SPCC Plan	7
	1.4 Record of Revision / Plan Review	7
	1.5 Cross-Reference with SPCC Provisions	7
	1.6 Certification of Substantial Harm Determination	7
 Section 2	 General Facility Information	 9
	2.1 Facility Description	9
	2.1.1 Site Data	9
	2.2 Location and Activities	10
	2.2.1 Fuel Farm	10
	2.2.2 Self-Serve Fueling Station	10
	2.2.3 Mobile Fueling Trucks	10
	2.3 Evaluation of Discharge Potential	10
	2.4 Historical Spills	11
 Section 3	 Discharge Prevention: General SPCC Provisions	 12
	3.1 Compliance with Applicable Requirements	12
	3.2 Facility Layout Diagram	12
	3.3 Potential Discharge Volumes and Direction of Flow	13
	3.4 Containment Structures and Prevention Systems	14
	3.5 Practicability of Secondary Containment	14
	3.6 Inspections, Tests and Records	14
	3.7 Personnel, Training and Discharge Prevention Procedures	15
	3.8 Security	15
	3.9 Facility Tank Car and Tank Truck Loading / Unloading	16
	3.10 Conformance with State and Local Authorities	16
 Section 4	 Discharge Prevention: SPCC Provisions for Onshore Facilities (Excluding Production Facilities)	 17
	4.1 Bulk Storage Containers	17
	4.1.1 Construction and Secondary Containment	17
	4.1.2 Inspections and Testing	17
	4.1.3 Overfill Prevention Systems	18
	4.1.4 Effluent Treatment Facilities	18
	4.1.5 Visible Discharges	18
	4.1.6 Mobile or Portable Oil Storage Containers	18
	4.2 Aboveground Valves, Piping and Appurtenances	18

Section 5	Spill Response Measures	19
	5.1 Response to a Minor Discharge	19
	5.2 Response to a Major Discharge	20
	5.3 Environmental Protection Agency Spill Reporting	21
	5.4 National Response Center Spill Reporting	21

Tables

Table 1: Record of Revision	3
Table 2: SPCC Cross Reference	8
Table 3: Potential Discharge Volumes and Direction of Flow	13
Table 4: Inspection and Testing Program	15
Table 5: Bulk Storage Containers	17

Appendices

Appendix A: Substantial Harm Determination

Appendix B: Figures

Figure 1: General Site Map

Figure 2: Basin Map

Appendix C: Albert Whitted Airport Historical Spill Records

Appendix D: Fuel Farm Inspection Forms

Appendix E: Fixed Base Operator Fuel Transfer Procedures, Fuel Spill Checklist and Emergency Response Guide

Appendix F: Discharge Notification Forms

Appendix G: Emergency Contacts List

Appendix H: EPA Discharge Notification Form

SECTION 1 – INTRODUCTION

This operational Spill Prevention Control and Countermeasure (SPCC) Plan has been developed in order to bring Albert Whitted Airport (SPG) into compliance with 40 Code of Federal Regulations (CFR) 112 – Oil Pollution Prevention. This program has established procedures to prevent the discharge of oil from non-transportation related onshore and offshore facilities. Owners and operators of such facilities may be subject to preparing a SPCC Plan for their facility.

1.1 Regulatory Background

Per the general applicability and requirements outlined in 40 CFR 112.1 and the definitions outlined in 40 CFR 112.2, if a facility could reasonably be expected to discharge oil in quantities that may be harmful into navigable waters or adjoining shorelines, and the total aggregate capacity of aboveground storage is greater than 1,320 U.S. gallons of oil or the total aggregate capacity of completely buried storage is greater than 42,000 U.S. gallons of oil, then the facility is subject to SPCC rule and required to develop a SPCC Plan.

Per the qualifications listed in 40 CFR 112.3(g), the owner or operator of a qualified facility may self-certify the facility's SPCC Plan. A qualified facility meets the Tier I or Tier II qualified facility criteria found in 40 CFR 112.3(g)(1) and 112.3(g)(2). Both Tier I and Tier II requirements state that the facility total aboveground oil storage capacity must be 10,000 gallons or less. Due to Albert Whitted Airport housing more than 10,000 gallons of aboveground oil storage capacity, it does not qualify as either of the tiers. Thus, the requirements listed in 40 CFR 112.7 must be followed, ensuring the SPCC Plan is prepared in accordance with good engineering practices, and the Plan must be certified by a Professional Engineer (PE).

1.2 Program Approach

This SPCC Plan provides a description of Albert Whitted Airport, the potential sources of oil spills, what control measures are currently employed and what applicable procedures are to be followed to ensure the prevention and mitigation of spills. In order for the successful implementation of this SPCC Plan, tenants and applicable Airport staff will take part in training to ensure competence and understanding of this SPCC Plan.

1.3 Location of SPCC Plan (40 CFR 112.3(e))

In accordance with 40 CFR 112.3(e), a copy of this SPCC Plan shall be located at the Albert Whitted Airport administration office. The office hours are Monday – Friday, 8:00 am to 5:00 pm. This Plan shall be made available for on-site review during normal working hours.

1.4 Record of Revision / Plan Review (40 CFR 112.5)

In accordance with 40 CFR 112.5(a), Albert Whitted Airport shall amend the SPCC Plan when there is any change in the facility design, construction, operation or maintenance that materially affects its potential for a discharge. This can include replacement or installation of piping systems, commissioning containers, construction/demolition that may alter secondary containment structures, revisions to standard operations or inspection procedures and implementation of new industry standards. Amendments to the SPCC Plan made to address changes such as these are referred to as technical amendments and must be certified by a PE. Amendments to the SPCC Plan shall be made and implemented within six (6) months after a change of this nature takes place at the Airport. Non-technical amendments (not requiring PE certification) are changes in names or contact information of individuals or cleaning contractors listed in this SPCC Plan. The Airport Manager is responsible for coordinating revisions to the SPCC Plan.

In accordance with 40 CFR 112.5(b), Albert Whitted Airport shall complete a review and evaluation of the SPCC Plan at least once every five (5) years. Any amendments that result from a review must be made within six (6) months after the review. Scheduled reviews and SPCC Plan amendments shall be recorded in **Table 1: Record of Revision** found on page 3 of this Plan.

1.5 Cross-Reference with SPCC Provisions (40 CFR 112.7)

This SPCC Plan does not follow the exact order of provisions as presented in 40 CFR Part 112. Where appropriate, section headings identify the relevant section(s) of the SPCC rule in 40 CFR Part 112. Refer to **Table 2: SPCC Cross Reference**, which presents a cross-reference of SPCC Plan sections in relation to the applicable sections of 40 CFR Part 112.

1.6 Certification of Substantial Harm Determination (40 CFR 112.20(e))

Albert Whitted Airport management has determined that the Airport does not pose a risk of substantial harm under 40 CFR Part 112, per the Substantial Harm Determination located in **Appendix A** of this Plan.

Table 2: SPCC Cross Reference

Provisions that are not listed in this cross reference were deemed not applicable to Albert Whitted Airport at the time this SPCC Plan was prepared.

Provision	Plan Section	Page
112.3(d)	Professional Engineer Certification	2
112.3(e)	1.3 Location of SPCC Plan	7
112.4	5.3 Environmental Protection Agency Spill Reporting	20
112.5	1.4 Record of Revision / Plan Review	7
112.7	Management Approval	2
112.7	1.5 Cross-Reference with SPCC Provisions	7
112.7(a)(2)	3.1 Compliance with Applicable Requirements	11
112.7(a)(3)	2.1 Facility Description	9
112.7(a)(3)	3.2 Facility Layout Diagram	11
112.7(a)(4)	Section 5 – Spill Response Measures	18-21
112.7(a)(5)	Section 5 – Spill Response Measures	18-21
112.7(b)	3.3 Potential Discharge Volumes and Direction of Flow	12
112.7(c)	3.4 Containment Structures and Prevention Systems	13
112.7(d)	3.5 Practicability of Secondary Containment	13
112.7(e)	3.6 Inspections, Tests and Records	13
112.7(f)	3.7 Personnel, Training and Discharge Prevention Procedures	14
112.7(g)	3.8 Security	14
112.7(h)	3.9 Facility Tank Car and Tank Truck Loading / Unloading	15
112.7(j)	3.10 Conformance with State and Local Authorities	15
112.8(c)	4.1 Bulk Storage Containers	16
112.8(c)(1)	4.1.1 Construction and Secondary Containment	16
112.8(c)(2)	4.1.1 Construction and Secondary Containment	16
112.8(c)(6)	4.1.2 Inspections and Testing	16
112.8(c)(8)	4.1.3 Overfill Prevention Systems	17
112.8(c)(9)	4.1.4 Effluent Treatment Facilities	17
112.8(c)(10)	4.1.5 Visible Discharges	17
112.8(c)(11)	4.1.6 Mobile or Portable Oil Storage Containers	17
112.8(d)(4)	4.2 Aboveground Valves, Piping and Appurtenances	17
112.20(e)	1.6 Certification of Substantial Harm Determination	7

SECTION 2 – GENERAL FACILITY INFORMATION

2.1 Facility Description (40 CFR 112.7(a)(3))

Albert Whitted Airport is a 120-acre facility owned and operated by the City of St. Petersburg. Currently, about 67 acres of SPG is impervious surface, with the remaining 53 acres of pervious area primarily functioning as an open stormwater conveyance system. The impervious area at SPG is comprised of maintenance hangars, T-hangars, storage hangars, runways, taxiways, aircraft tie-down areas, and fueling areas. Due to the bulk storage of aircraft fuel and fueling of aircraft taking place at SPG, there is potential for fuel to be spilled and exposed to the stormwater system, which ultimately discharges into U.S. waterbodies.

2.1.1 Site Data

Facility Name: Albert Whitted Airport

Facility Address: 107 8th Avenue SE, St. Petersburg Florida 33701

Sec/Twp/Rge: S30/T31S/R17E, S29/T31S/R17E, S20/T31S/R17E, S19/T31S/R17E

Latitude: 27° 45' 57" N

Longitude: 82° 37' 34" W

Facility Sector: Sector S, Air Transportation Facilities

FDEP Facility ID: FLR05B987

Contact Person: Richard Lesniak

Facility Telephone: (727) 893-7657

Operating Schedule: 24 hours per day, 7 days per week

Office Hours: Administration: Mon – Fri, 8:00 am – 5:00 pm; Control Tower: 7 days per week, 7:00 am – 9:00 pm

Receiving Waters: Tampa Bay, Bayboro Harbor, Port of St. Petersburg, South Yacht Basin

2.2 Location and Activities

2.2.1 Fuel Farm

Located adjacent to the Albert Whitted Wastewater Treatment Plant is the Albert Whitted Airport Fuel Farm. This fuel farm houses two (2) 10,000 gallon Avgas tanks (100 LL) and one (1) 10,000 gallon jet fuel tank (Jet A). All tanks are aboveground. Large tanker trucks provide an initial fuel delivery to these tanks and fuel is then dispensed from these tanks into small aircraft refueler tanks. No fuel is dispensed directly from the fuel farm tanks into aircraft. Fuel spills can potentially occur here as tenants dispense fuel into the small refueler tanks.

2.2.2 Self-Serve Fueling Station

North of the wastewater treatment plant is the self-serve fueling station, which houses one (1) aboveground 1,000 gallon Avgas tank (100 LL). This fueling station allows for direct fueling of an aircraft through a fueling hose. Self-serve fueling operational procedures are listed at the station to promote the correct and safe fueling practices.

2.2.3 Mobile Fueling Trucks

The Fixed Base Operator (FBO) utilizes two (2) mobile fueling trucks, including one (1) 750 gallon Avgas tank and one (1) 3,000 gallon Jet A tank. Furthermore, Advertising Air Force uses one (1) 600 gallon fuel truck to store Avgas. This tank gets refilled from the FBO's fuel truck. The FBO also utilizes one (1) 300 gallon overnight tank trailer. The trucks and trailer are stored adjacent to the Terminal. All of these trucks allow for direct fueling of an aircraft through a fueling hose. These trucks make their way around the Airport, thus a spill can happen in multiple areas at SPG.

2.3 Evaluation of Discharge Potential

Albert Whitted Airport is situated on generally level terrain, with an impervious area percentage of about 55%. Pervious surfaces primarily consist of grassed areas. Stormwater typically flows into catch basins and is conveyed through the on-site stormwater system with an eventual discharge into the Port of St. Petersburg, Bayboro Harbor, South Yacht Basin and Tampa Bay. Spill trajectories will follow the same routes that stormwater currently takes and will discharge into the previously mentioned water bodies. Refer to Figure 2: Basin Map, in **Appendix B** for existing stormwater flow conditions.

2.4 Historical Spills

Per Florida Department of Environmental Protection (FDEP) Oculus record search, no significant (greater than ten (10) gallons) spills have occurred at SPG over the past three years. Refer to **Appendix C** for the Albert Whitted Airport Historical Spill Log. This log of historical spills should be updated over time as necessary. The FDEP Oculus record search can be utilized at the following website:
<https://depedms.dep.state.fl.us/Oculus/servlet/login>

SECTION 3 – DISCHARGE PREVENTION: GENERAL SPCC PROVISIONS

3.1 Compliance with Applicable Requirements (40 CFR 112.7(a)(2))

As previously discussed, SPG contains a Fuel Farm, Self-Serve Fueling Station and Mobile Fueling Trucks which all contain bulk storage tanks of varying capacities. The three (3) storage tanks at the Fuel Farm are all aboveground and have double-wall steel construction. The tanks are inspected on a daily and monthly basis. The inspection forms used for these daily and monthly inspections are located in **Appendix D**. The interstitial space in each tank is inspected monthly to determine if there is leakage from the tank. Any leakage from the secondary shell on each tank would be noticed from visual inspection.

In addition, the Emergency Fuel Shut-Off is located adjacent to the Fuel Farm and signage is provided to direct a user to that location. All fuel tanks are labeled by fuel type and signage is present regarding the high level alarm, fueling procedures and emergency contacts to call in case of an emergency.

The Self-Serve Fueling Station houses one (1) aboveground storage tank with double-wall steel construction. This tank as well as the three (3) Mobile Fueling Trucks are inspected daily and monthly for leakage and any signs of potential tank failure. As with the Fuel Farm, the Self-Serve Fueling Station and the Mobile Fueling Trucks contain an Emergency Fuel Shut-Off along with applicable signage. All tanks are labeled by fuel type and signage is present regarding the high level alarm, fueling procedures and emergency contacts.

3.2 Facility Layout Diagram (40 CFR 112.7(a)(3))

In accordance with 40 CFR 112.7(a)(3), a facility diagram must be provided, indicating the locations and contents of storage tanks, transfer stations and connecting pipes. Refer to Figure 1: General Site Map, in **Appendix B** which notes significant locations across Albert Whitted Airport. Refer to Figure 2: Basin Map, in **Appendix B** which displays the locations of stormwater infrastructure, locations of storage tanks and their contents, and the direction of surface water flow.

3.3 Potential Discharge Volumes and Direction of Flow (40 CFR 112.7(b))

Should fuel tanks and/or their appurtenances undergo some degree of failure, fuel discharge will occur and may enter the existing stormwater system and ultimately into U.S. waterbodies. It is important to understand the failures to watch out for and the extent of the potential discharge that could result. Refer to **Table 3: Potential Discharge Volumes and Direction of Flow** below for fuel sources and what discharge potential they have if they fail.

Table 3: Potential Discharge Volumes and Direction of Flow

Source	Type of Failure	Potential Discharge Volume (gal)	Maximum Discharge Rate	Direction of Flow	Secondary Containment Method(s)
Fuel Farm Tank #1 (Avgas 100 LL)	Tank overflow, partial or complete failure, leakage	Up to 10,000	Gradual to Instantaneous	West into Airport storm system	Secondary shell, absorbent materials, spill kit, cleaning contractor
Fuel Farm Tank #2 (Jet A)	Tank overflow, partial or complete failure, leakage	Up to 10,000	Gradual to Instantaneous	West into Airport storm system	Secondary shell, absorbent materials, spill kit, cleaning contractor
Fuel Farm Tank #3 (Avgas 100 LL)	Tank overflow, partial or complete failure, leakage	Up to 10,000	Gradual to Instantaneous	West into Airport storm system	Secondary shell, absorbent materials, spill kit, cleaning contractor
Self-Serve Fueling Tank (Avgas 100 LL)	Tank overflow, partial or complete failure, leakage	Up to 1,000	Gradual to Instantaneous	North into Airport storm system	Secondary shell, absorbent materials, spill kit, cleaning contractor
Mobile Fueling Trucks (Avgas 100 LL, Jet A)	Tank overflow, partial or complete failure, leakage	Up to 4,650	Gradual to Instantaneous	Multiple directions into Airport storm system	Secondary shell, absorbent materials, spill kit, cleaning contractor

3.4 Containment Structures and Prevention Systems (40 CFR 112.7(c))

Methods of secondary containment at SPG include containment structures and spill response to prevent oil spills from reaching the Port of St. Petersburg, Bayboro Harbor, South Yacht Basin and Tampa Bay.

Containment Structures

For the fuel tanks at the Fuel Farm, Self-Serve Fueling Station and Mobile Fueling Trucks, double-wall tank construction is utilized where the secondary shell is designed to contain the capacity of the inner shell.

Spill Response

Spill kits are utilized to handle spills, leaks and other oil discharges in a prompt manner to minimize the impact and surface area of an oil spill. At the Fuel Farm, a tool crib is located adjacent to the fuel tanks and within the fuel farm enclosure. Materials available in the tool crib include shovels, brooms, absorbent materials, kitty litter (or equivalent) and booms. Spill kits are located at the Self-Serve Fueling Station and on the Mobile Fueling Trucks, containing absorbent materials, kitty litter (or equivalent) and booms.

3.5 Practicability of Secondary Containment (40 CFR 112.7(d))

Albert Whitted Airport management has determined that due to the nature of activities occurring and the types of material being handled, secondary containment is practicable at this facility. All fuel tanks have secondary containment methods established for them.

3.6 Inspections, Tests and Records (40 CFR 112.7(e))

Inspection of the Fuel Farm, Self-Serve Fueling Station and Mobile Fueling Trucks are important for maintaining a level of safety and compliance at SPG. **Table 4: Inspection and Testing Program**, summarizes the facility components to be inspected, action to be taken to perform a thorough inspection and frequency of inspection for each facility component. All inspection records must be signed by the Airport Manager and stored with this SPCC Plan for three (3) years.

Table 4: Inspection and Testing Program

Facility Component	Action to be Taken	Frequency
Aboveground Storage Containers (Including Mobile Fueling Tanks)	Test integrity of containers through visual inspection and non-destructive shell testing. Inspect container surfaces for any signs of leakage, damage, rust or deterioration.	On a monthly basis and whenever material repairs are made.
Container Supports and Foundations	Inspect container supports and foundations, including all bolts, rivets and seams for any damage or deterioration.	On a monthly basis and whenever material repairs are made.
High Level Alarms	Test the high level alarms for proper operation.	On a monthly basis.
Spill Kits	Inspect spill kits to ensure the proper materials are stocked and ready to use upon an oil spill occurrence.	On a weekly basis.

3.7 Personnel, Training and Discharge Prevention Procedures (40 CFR 112.7(f))

Spill Prevention Control and Countermeasure Training shall be conducted on a yearly basis to ensure personnel are trained on items which include using correct operation and maintenance procedures to prevent oil discharges, spill containment and cleanup procedures, applicable pollution control laws, general facility operations and control measures, inspection, reporting, and documentation requirements and the contents of this SPCC Plan. The tenants at Albert Whitted Airport will have a representative be trained to ensure correct practices are being performed at all tenant operation areas and Airport areas utilized by all tenants.

3.8 Security (40 CFR 112.7(g))

Albert Whitted Airport is fully fenced along its perimeter and the Fuel Farm is entirely enclosed with fencing and concrete walls. The entrance gates to the Fuel Farm are locked when the Fuel Farm is unattended. Any master flow valves, drain valves and other valves permitting direct outward flow of the storage container’s contents to the surface shall be locked and remain in the closed position when in non-operating or non-standby status. When oil pumps are not in use, the electrical starter controls shall be locked in the “off” position. The loading/unloading connections of oil pipelines and facility piping shall be securely capped or blank-flanged when not in service or when in standby service for an extended period of time, or when piping is emptied of liquid content either by draining or by inert gas pressure. In addition, Albert Whitted Airport and the Fuel Farm are sufficiently

lighted to assist in the discovery of potential discharge occurring during dark hours and to assist in the prevention of discharges occurring through vandalism acts.

3.9 Facility Tank Car and Tank Truck Loading/Unloading (40 CFR 112.7(h))

The Fixed Base Operator (FBO) at Albert Whitted Airport, Sheltair, oversees the Mobile Fueling Trucks regarding proper operation and good practices being carried out for the fueling and servicing of aircraft. Sheltair utilizes a Standard Operating Procedure (SOP) Manual for all Airport operations. Refer to **Appendix E: Fixed Base Operator Fuel Transfer Procedures, Fuel Spill Checklist and Emergency Response Guide**, where Sections 6.6.1 – 6.9.1 of the SOP Manual are located. These sections detail provisions regarding the fueling and servicing of aircraft procedures when using fueling vehicles. Vehicle interlock systems are in place and wheel chocks are utilized to prevent vehicles from departing before complete disconnection of flexible or fixed fuel transfer lines.

Prior to filling and departure of any tank truck, the lowermost drain and all outlets of trucks are closely inspected for discharges and if necessary, outlets are tightened, adjusted or replaced to prevent fuel discharge while in transit. Sections 6.6.6 – 6.6.11 of the attached SOP Manual pages detail the responsibilities of Line Service Technicians and the procedures these technicians follow regarding aircraft fueling. Line Service Technicians oversee aircraft fueling operations and follow the checklist procedure in Section 6.6.7 of the SOP Manual. In addition, the Record of Fuel Receipt by Transport Truck form, from ATA Specification 103 is located in **Appendix E** as well. This form contains a list of required checks to be conducted before, during and after fuel receipt, and this form is completed for every fuel receipt from the Mobile Fueling Trucks.

3.10 Conformance with State and Local Authorities (40 CFR 112.7(j))

All storage tanks present at the Fuel Farm and Self-Serve Fueling Station, as well as the tanks on the Mobile Refueling Trucks are registered with state and local authorities and have current certificates of registration. All tanks meet the regulations and requirements set forth by FDEP.

SECTION 4 – DISCHARGE PREVENTION: SPCC PROVISIONS FOR ONSHORE FACILITIES (EXCLUDING PRODUCTION FACILITIES)

4.1 Bulk Storage Containers (40 CFR 112.8(c))

The following **Table 5**, lists the bulk storage containers in service at SPG along with their construction characteristics, capacity, content and containment measures used.

Table 5: Bulk Storage Containers

Tank	Construction	Capacity (gal)	Content	Containment
Fuel Farm Tank #1	Steel, AST, horizontal	10,000	Avgas 100 LL	Double-wall, high level alarm
Fuel Farm Tank #2	Steel, AST, horizontal	10,000	Jet A	Double-wall, high level alarm
Fuel Farm Tank #3	Steel, AST, horizontal	10,000	Avgas 100 LL	Double-wall, high level alarm
Self-Serve Fueling Tank	Steel, AST, horizontal	1,000	Avgas 100 LL	Double-wall, high level alarm
Mobile Refueling Truck Tank #1	Steel, AST, horizontal	3,000	Jet A	Double-wall, high level alarm
Mobile Refueling Truck Tank #2	Steel, AST, horizontal	750	Avgas 100 LL	Double-wall, high level alarm
Mobile Refueling Trailer Tank #3	Steel, AST, horizontal	300	Avgas 100 LL	Double-wall, high level alarm
Advertising Air Force Tank #1	Steel, AST, horizontal	600	Avgas 100 LL	Double-wall, high level alarm

4.1.1 Construction and Secondary Containment (40 CFR 112.8(c)(1) and 40 CFR 112.8(c)(2))

All bulk storage containers are constructed of steel, where the design and construction of all these containers are compatible with the material stored and with the pressure and temperature conditions. All bulk storage containers are of double-wall construction where the secondary shell has the capacity to contain the oil contents as well as sufficient freeboard to contain precipitation.

4.1.2 Inspections and Testing (40 CFR 112.8(c)(6))

The tanks at the Fuel Farm are inspected on a daily and monthly basis. The inspection forms for these daily and monthly inspections are located in **Appendix D**. The integrity

of each aboveground container is to be tested on a monthly basis through visual inspection and non-destructive shell testing. The interstitial space in each tank is inspected monthly to determine if there is leakage from the tank. Any leakage from the secondary shell on each tank would be noticed from visual inspection. Container supports and foundations which include all bolts, rivets and seams shall be inspected for any damage or deterioration on a monthly basis as well. All inspection records are to be stored with this SPCC Plan for three (3) years.

4.1.3 Overfill Prevention Systems (40 CFR 112.8(c)(8))

High level alarms are installed on each bulk storage container and are inspected on a monthly basis for proper operation.

4.1.4 Effluent Treatment Facilities (40 CFR 112.8(c)(9))

Located at both aircraft wash rack areas is an oil/water separator, where both drains at each wash rack are tied to the sanitary sewer system. There are protective mats covering the drains, which prevent stormwater from entering the sanitary sewer system. There are future plans to install a valve that would allow tenants to discharge wash water into the sanitary system. When washing activities are not taking place, the valve would be turned to the position that will allow rainfall to enter the stormwater system.

4.1.5 Visible Discharges (40 CFR 112.8(c)(10))

Visible discharges of oil from any storage container or its appurtenances, including seams, gaskets, piping, pumps, valves, rivets and bolts are promptly corrected.

4.1.6 Mobile or Portable Oil Storage Containers (40 CFR 112.8(c)(11))

As previously discussed, the Mobile Fueling Trucks each contain a storage tank with a secondary shell serving as a means of secondary containment. Portable storage containers, such as oil drums stored on spill pallets, are not permitted for use at Albert Whitted Airport, per Airport policy.

4.2 Aboveground Valves, Piping and Appurtenances (40 CFR 112.8(d)(4))

On a monthly basis, all storage tanks and their foundations and supports undergo inspection. Here, all aboveground valves, piping and appurtenances are inspected for any signs of damage and deterioration. In addition, the general conditions of items such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves and metal surfaces are assessed to ensure all applicable items are stable and pose no risk of failure.

SECTION 5 – SPILL RESPONSE MEASURES

The purpose of these practices is to prevent fuel spills and leaks from entering the existing stormwater system and ultimately into U.S. waterbodies. Measures will be described here and installed to reduce the possibility of a fuel spill and to properly contain and clean-up a spill in an immediate manner. These spill control measures apply at the Fuel Farm, Self-Serve Fueling Station and Mobile Fueling Trucks.

In general, the following steps should be taken in preparation for dispensing fuel:

- Brooms shall be used to sweep away any stormwater puddled adjacent to all fuel tanks.
- Beneath fueling hoses, fuel spill pans shall be placed to capture any spills and leaks.
- The nearest spill kit should be located prior to dispensing fuel.
- Ensure the spill kit is stocked and ready to use prior to dispensing fuel.

Refer to the attached Fixed Base Operator SOP Manual in **Appendix E** for proper fueling procedures and good practices. The procedures address fuel loading from the Mobile Fueling Trucks and loading from the Fuel Farm. These procedures in turn, also apply at the Self-Serve Fueling Station.

Depending on the volume and characteristics of the oil discharge, the discharges can be classified as either a “minor” or “major” discharge.

5.1 Response to a Minor Discharge

A minor discharge is one that poses no significant harm to human health and safety or to the environment. Generally, minor discharges occur where:

- A small quantity of material is discharged (less than 10 gallons of oil)
- The discharged material is easily stopped and controlled at the time of discharge
- The discharge is localized and contained near the source
- The discharged material is not likely to reach navigable waters
- There is little risk to human health and safety
- There is little risk of fire or explosion

Minor discharges can likely be cleaned up by Albert Whitted Airport personnel and tenants operating at the Airport. The following guidelines shall be followed:

- Notify the Airport Manager immediately.
- Contain the discharge with discharge response materials (absorbent materials, booms, towels, sandbags, kitty litter, etc.).

- Hose down affected areas upon complete removal of fuel on the surface. Collect water used to hose down surfaces with a vacuum to ensure fuel traces are accounted for.
- Discard any fuel from spill pans into container designed for flammable liquids.
- Place materials used to contain discharge in properly labeled waste containers.
- The Airport Manager shall complete the Sheltair Fuel Spill Checklist and Emergency Response Guide located in **Appendix E**, and store completed forms with this SPCC Plan.
- The Airport Manager shall complete the Discharge Notification Form (**Appendix F**) and store a copy with this SPCC Plan.
- If the quantity of discharged material is more than 10 gallons, the Airport Manager shall contact the Florida Department of Environmental Protection Emergency Response, ~~Southwest District Office at 813-470-5700~~. [Statewide Dispatch 1-800-320-0519](tel:1-800-320-0519)

5.2 Response to a Major Discharge

A major discharge is one that cannot be safely controlled or cleaned up by Airport personnel and can pose harm to human health and safety. Generally, major discharges occur where:

- The discharge is large enough to spread beyond the immediate discharge area
- The discharge enters navigable waters
- The discharge requires special equipment to clean up
- The discharged material poses a hazard to human health and safety
- There is a considerable risk or danger of fire or explosion

The following guidelines shall be followed:

- All workers and tenant personnel shall immediately evacuate the discharge area and move to a safe distance away from the discharge.
- The Airport Manager shall call for medical assistance if any workers, tenants or Airport personnel are injured.
- The Airport Manager shall notify the Fire Department and Police Department.
- The Airport Manager shall complete the Sheltair Fuel Spill Checklist and Emergency Response Guide located in **Appendix E**, and store completed forms with this SPCC Plan.
- The Airport Manager shall contact the spill response and cleanup contractors listed in the Emergency Contacts List in **Appendix G**.
- The Airport Manager shall contact the Florida Department of Environmental Protection Emergency Response, ~~Southwest District Office at 813-470-5700~~ and the National Response Center at 800-424-8802. [Statewide Dispatch 1-800-320-0519](tel:1-800-320-0519)
- The Airport Manager shall coordinate cleanup and obtain assistance from a cleanup contractor or other response organization, as necessary.

If the Airport Manager is not present at the Airport when the discharge occurs, then the next highest person in charge shall take responsibility for coordinating response activities.

5.3 Environmental Protection Agency Spill Reporting (40 CFR 112.4)

Information must be submitted to the EPA Regional Administrator (RA) within sixty (60) days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines, or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve (12) month period.

The information to submit to the RA includes the following:

- Name of the facility
- Your name (Airport Manager)
- Location of the facility
- Maximum storage or handling capacity of the facility and normal daily throughput
- Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements
- An adequate description of the facility, including maps, flow diagrams and topographical maps, as necessary
- The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred
- Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

This information shall be submitted to the RA using the EPA Discharge Notification Form located in **Appendix H**. This facility shall correspond with EPA Region 4 (Southeast).

5.4 National Response Center Spill Reporting (40 CFR 112.7(a)(4) and (a)(5))

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information shall be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines:

- The exact address or location and phone number of the facility
- Date and time of the discharge
- Type of material discharged
- Estimate of the total quantity discharged
- Estimate of the total quantity discharged to navigable waters
- Source of the discharge

- Description of all affected media (water, land, air)
- Cause of the discharge
- Any damages or injuries caused by the discharge
- Actions being used to stop, remove and mitigate the effects of the discharge
- Whether an evacuation may be needed
- Names of individuals and/or organizations who have also been contacted

To facilitate this reporting, the Discharge Notification Form is located in **Appendix F**. This information shall also be submitted to FDEP using the Discharge Report Form provided by the FDEP, located in **Appendix F**.

APPENDIX A

SUBSTANTIAL HARM DETERMINATION

SUBSTANTIAL HARM DETERMINATION

Facility Name: Albert Whitted Airport
Facility Address: 107 8th Avenue SE
St. Petersburg, FL 33701

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes No

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground storage tank area?

Yes No

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in 40 CFR part 112 Appendix C, Attachment C-III or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes No

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula in 40 CFR part 112 Appendix C, Attachment C-III or a comparable formula) such that a discharge from the facility would shut down a public drinking water intake?

Yes No

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

Yes No

Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Signature: _____ Title: _____

Name: _____ Date: _____
(type or print)

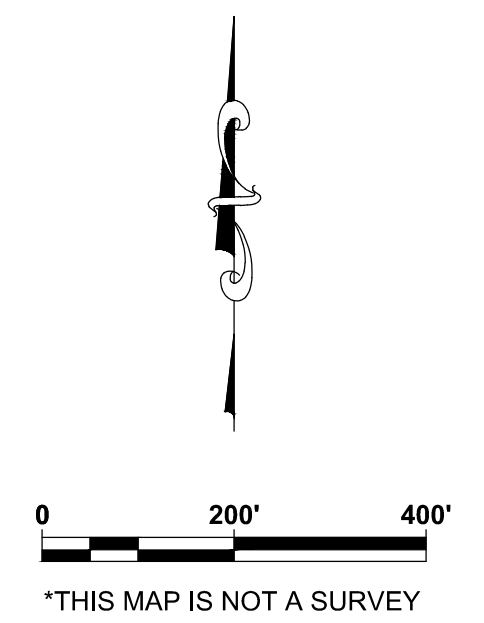
APPENDIX B

FIGURES



LEGEND

-  AIRPORT PROPERTY LINE
-  WASTEWATER TREATMENT PLANT PROPERTY LINE



SOURCE: STORMWATER MASTER PLAN FOR ALBERT WHITTED AIRPORT, 2016

NO.	DESCRIPTION	BY	DATE

ALBERT WHITTED AIRPORT
ST. PETERSBURG, FL

CITY OF
ST. PETERSBURG

Cardno
CLEARWATER
380 PARK PLACE BLVD, STE 300, CLEARWATER, FL 33759
TEL: (727) 531 - 3505 FAX: (727) 431 - 1777
www.cardno.com Certificate of Authorization No. 29915

THOMAS F. BURKE, PE
LIC. NO.: 58566






DESIGNED
DRAWN MD
Q.C. TFB
APPROVED

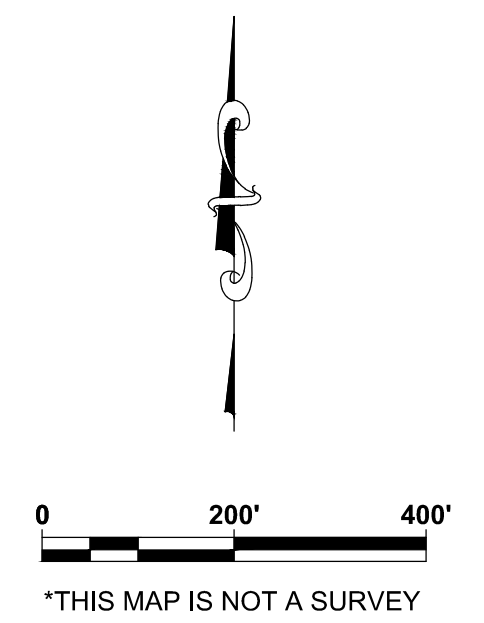
FIGURE 1: GENERAL SITE MAP

PROJECT NO:
00002-123.05
DATE:
OCTOBER 2019
SHEET NO:



LEGEND

	TOTAL BASIN BOUNDARY
	SUB-BASIN BOUNDARY
	SURFACE FLOW
	EXISTING POND
	EXISTING STORM SEWER



SOURCE: STORMWATER MASTER PLAN FOR ALBERT WHITTED AIRPORT, 2016

NO.	DESCRIPTION	BY	DATE

ALBERT WHITTED AIRPORT
ST. PETERSBURG, FL

CITY OF
ST. PETERSBURG

Cardno
CLEARWATER
380 PARK PLACE BLVD, STE 300, CLEARWATER, FL 33759
TEL: (727) 531-3505 FAX: (727) 431-1777
www.cardno.com Certificate of Authorization No. 29915

THOMAS F. BURKE, PE
LIC. NO.: 58566

DESIGNED	
DRAWN	MD
Q.C.	TFB
APPROVED	

FIGURE 2: BASIN MAP

PROJECT NO:
00002-123.05
DATE:
OCTOBER 2019
SHEET NO:

FILE: J:\00002\00002123.05\card\dwg\Site Maps.dwg LAYOUT: FIG2-Basin Map (SPCC) LAST SAVED: Thu, 01/23/20-9:20a PLOTTED: Thu, 01/23/20-9:21a BY: michael.detsis

APPENDIX C

ALBERT WHITTED AIRPORT HISTORICAL SPILL RECORDS

APPENDIX D

FUEL FARM INSPECTION FORMS



st.petersburg
www.stpete.org

AST SYSTEM
MONTHLY TANK INSPECTION FORM
(Must be completed monthly)

Inspection Date: _____

Inspected By: _____

Facility Name: Albert Whitted Airport Fuel Farm

DEP Facility ID #: 528624594

Type Construction: Double Wall Steel AST

Leak Detection: Interstitial Space (site glass)

Aboveground Suction Piping

Monthly Visual Inspection

	T-14 10000 Gal. Jet Fuel	T-15 10,000 Gal. Jet Fuel	T-16 10000 Gal Av. Gas
Are tanks registered and placard on site?			
Are tanks insured?			
Are tanks in good condition and operating as designed			
Is there fuel in the spill contamination bucket?			
Does the high level alarm work?			
Is piping system in good working condition?			
Are tanks & piping corrosion free & paint in good condition?			
Is there fuel in the tank's interstitial space?			
Is there fuel in the discharge piping containment pan?			
Is there fuel in the facilities containment structure & storm drain?			
Are the fuel hoses in good working condition?			
Is there fuel in the overfill containers?			
Was there a discharge from the system since last report?			
Were there any repairs on the fuel system this month?			

COMMENTS: _____

NOTES:

If a spill or discharge occurs please notify Richard Lesniak at 893-7657 and Mark Laney at 893-7671 immediately.

Any work done on the fuel system requires prior notification from the DEP and a copy of the completed work order must be kept with this monthly inspection report.

ALBERT WHITTED AIRPORT FUEL FARM DAILY LOG

MONTH: _____

DATE	TANK			RAIN WATER			INSPECTOR	*TANK COND.	*PUMP COND.	COMMENTS
	1	2	3	PANS	STRUCTURE	DRAINED				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

*Denotes Paint Condition:
1 - Excellent; 2- Good; 3- Fair; 4 - Poor

APPENDIX E

FIXED BASE OPERATOR FUEL TRANSFER PROCEDURES, FUEL SPILL CHECKLIST AND EMERGENCY RESPONSE GUIDE

Severe weather conditions can pose significant problems for line personnel.

a. Types of severe weather conditions include:

Strong Winds	Blizzards
Thunderstorms & Hail	Freezing Rain/drizzle/
Tornadoes	Floods
Dust Storms	Haze/Smoke
Low/high Temperatures	Fog

b. Strong Winds & Severe Thunderstorms

- i. Strong Winds and thunderstorms pose a great risk to aircraft that are out on the ramp. During these events, all aircraft need to be triple chocked to reduce the risk of an aircraft being moved due to wind. Customer service and/or line personnel will work on contacting aircraft owners/pilots to offer hangar accommodations, if available, in the event of severe thunderstorms.
 - ii. Heavy rain and hail can approach quickly. Reduced speed needs to take place when operating vehicles and towing aircraft in wet and/or low visibility situations.
 - iii. In the event of a tornado or tornado warning, all customers and employees will be directed to areas away from windows and exterior walls until the storm passes.
- c. In the event of lightning, refueling and refueler loading should be discontinued when lightning is within five (5) miles of the airport. If sound of thunder is less than twenty-five (25) seconds after the lightning flash, ALL fuel handling should be discontinued. The formula for estimating the proximity of an approaching thunderstorm is: five (5) seconds of elapsed time between the lightning flash and the sound of thunder = one (1) mile.
- d. Conduct a Hazard assessment to assist in the decision making of towing, movement and other ramp operations.

6.6 Fueling and Servicing of Aircraft

6.6.1 Standard Equipment List for Fueling Vehicles

6.6.1.1 Filter/Separator of Full-Flow Monitor

1. All aircraft fueling equipment shall have a Filter/Separator or a Full-Flow Fuel Monitor.

NOTE: Full-Flow Fuel Monitors meeting the requirements of EI 1583 “Specifications and Qualifications Procedure – Aviation Fuel Filter Monitors with Absorbent Type Elements” latest edition, may be used in lieu of Filter/Separators with water defense systems.

2. Filter/Separator shall meet the specifications of EI 1581, Group II, and Class C latest edition.
3. Filter/Separator shall be equipped with an automatic water defense system that will cause fueling to stop when activated by excessive water. Float or electronic probe systems shall include provisions for an operational test.
4. Full-Flow Fuel Monitors, when used in systems with static fuel pressure in excess of 180 psig, must be equipped with a different pressure device that will prevent excessive inlet pressure from rupturing elements in the event of complete blockage.
5. All filtration vessels shall include:
 - a. Air elimination provisions.
 - b. Direct reading pressure differential gauges. Piston type pressure differential gauges shall have a scale that can give a reading up to 15-psi differential.
 - c. Manual sump drains – valves with handles spring loaded to the closed position are recommended.
 - d. Downstream membrane sampling connections, including probes and dust covers.
 - e. Pressure relief valves or other devices that will prevent over pressurization due to thermal expansion of fuel.
 - f. A placard or stencil indicating the completion date of the current filter change or inspection.
 - g. All vessel interiors shall be protected with a suitable organic coating (i.e. approved epoxy coating).

6.6.1.2 Pressure Controls

All aircraft fueling equipment shall have separate and independent primary and secondary fuel pressure control devices.

1. Primary fuel pressure control is intended to protect the aircraft under conditions of constant flow and also from pressure surge caused during aircraft valve closure.
2. Secondary fuel pressure control is intended to protect the aircraft in the event of primary fuel control failure.

CAUTION: Fueling pressure control systems shall never allow the actual fuel pressure, measured at the fuel nozzle, to exceed the pressure indicated by the fueling panel gauge.

3. Primary fuel pressure control devices shall limit fuel pressure at the fuel nozzle to a maximum of 40 psig or less under conditions of constant flow.
4. Secondary fuel pressure control devices shall limit fuel pressure at the fuel nozzle to a maximum of 50 psig or less under conditions of constant flow.

6.6.1.3 Deadman Control System

All aircraft fueling equipment shall have a hand held deadman control system, which must completely stop fuel flow within 5 percent of the fuel flow rate or within five seconds (whichever is less) at the time the deadman is released.

EXAMPLE: If actual fuel flow rate at the time of deadman control release is 300 gpm, total overrun must not exceed 15 gallons.

6.6.1.4 Emergency Fuel Shutoff System

1. Tank trucks shall be equipped with an emergency fuel shutoff control accessible from each side of the truck.
2. Each emergency fuel shutoff control, when activated, shall completely stop fuel flow within a maximum of 5 percent overrun or within 5 seconds (whichever is less).

EXAMPLE: If actual fuel flow rate at the time of activation of an emergency fuel shutoff control is 300 gpm, total overrun must not exceed 15 gallons.

6.6.1.5 Fire Extinguishers

1. Tank trucks shall be equipped with a minimum of two listed fire extinguishers, each having a rating of at least 80 BC, securely mounted on opposite sides of the truck and readily accessible.
2. Extinguishers located in enclosed compartments shall be readily accessible and their location shall be clearly marked in letters at least 2 inches high.
3. Safety pin(s), if applicable, and safety seals shall be intact.

4. Current inspection (monthly and annually), testing and recharging records must be attached.

6.6.1.6 Safety Interlock System

1. All mobile fueling equipment shall have a safety interlock system that will prevent the equipment from being moved when:
 - a. Couplers or single point nozzles are not in their stowed position.
 - b. The pumping system is activated on tank trucks.
2. The interlock system may stop the engine on motorized equipment, but should also apply the vehicle brakes.
3. Tank trucks with bottom loading provisions, shall incorporate a brake interlock system that will prevent the movement of the vehicle until the bottom loading coupler has been disconnected from the vehicle.
4. If interlock systems are equipped with an override device, the control shall be secured in the normal position with breakaway safety wire. Placards shall identify normal and override control positions. A light, indicating override activation, should be prominently located in the vehicle cab.

6.6.1.7 Aircraft Fueling Hoses

1. Hoses and couplings shall meet one or more of the following standards:
 - a. EI 1529, Grade 2, Type C, latest edition.
 - b. BS EN 1361:1997, Type C, latest edition.
 - c. EI 1529, Grade 2, Type F, latest edition may be used for “JacRisor” hoses.
2. Aircraft fueling hose shall be removed from service after 10 years from the date of manufacturer.
3. Aircraft fueling hose that was not placed into service within 2 years of the date of manufacturer shall not be used.
4. Nozzle swivels shall have the collar secured by lock rings or safety wired collar retention screws.

6.6.1.8 Dust Covers

Dust covers or other protective devices shall be used to prevent debris from accumulating on mating surfaces of aircraft fueling nozzles.

6.6.1.9 Nozzle/Nozzle Strainers

1. Aircraft fueling nozzles shall be equipped with 100-mesh screen.
2. All jet fuel overwing-fueling nozzles shall be equipped with a standard “J” spout anti-misfueling style spout only. Only in the event of fueling certain helicopters, which do not accept a “J” spout, may a round style spout be used. When completing fueling with the round spout, immediately remove it and replace it with the “J” spout nozzle.
3. All Avgas overwing-fueling nozzles shall be equipped with a round style spout only.
4. Nozzles for underwing (single point) fueling shall be designed to be securely attached to the aircraft adapter before the nozzle can be opened. It shall not be possible to disengage the nozzle from the aircraft adapter until the nozzle is fully closed.

6.6.1.10 Pressure Gauges

1. Pressure gauges are required for monitoring aircraft fueling pressures on underwing (single point) fueling systems.
2. Gauges shall be located where they will be visible to the fueler during aircraft fueling operations.
3. Gauges should have a minimum face diameter of 4 inches and accuracy of +/- 2% of full scale.

6.6.1.11 Fuel Quantity Measurement Meter

1. Meters shall be capable of maintaining accuracy of +/- 1/10 of one percent (0.10%) and repeatability of +/- 1/20 of one percent (0.05%) at flow rates ranging from 100 gpm to the maximum rated flow of the fueling equipment.
2. Calibrator/adjuster shall be sealed.
3. Meters where fuel is being sold, are to be calibrated annually and tagged showing the date of calibration.

6.6.1.12 Electrostatic Grounding/Bonding System

1. All fueling equipment shall be equipped with an electrostatic grounding/bonding system.

2. Electrostatic grounding/bonding system shall have 25 ohms or less total resistance.

6.6.1.13 Signs, Placards and Labels

The following signs, placards or labels shall be placed on the equipment as indicated:

1. Product identification on each side, rear, front and in the cab.
2. Flammable on each side, front and rear.
3. No Smoking on each side, front, rear and in cab.
4. EMERGENCY FUEL SHUTOFF placard adjacent to each emergency fuel shutoff control.
5. Mode of operation placards adjacent to each emergency shutoff control (i.e. PUSH, PULL, TURN).
6. Fire extinguishers located in enclosed compartments shall have their location clearly marked, such as "Fire Extinguisher Inside."
7. Aircraft fueling pressure and filter differential pressure gauges shall be identified.
8. Filter and tank drains shall be identified.
9. A placard indicating the date (Month and Year) during which the filter elements were last changed shall be posted on the filter housing.
10. A Conversion Data Tag shall be posted on all filter/separators, noting the current number of, and model of, Coalescer and separator elements installed.
11. A label on the filter differential pressure gauge noting the last filter element change (if equipped).
12. A placard posted on the filter/separator vessel indicating the last test date of the water defense system.
13. A sign or placard indicating proper procedure for engaging the pumping system shall be prominently displayed adjacent to pump controls.
14. Post "Danger-Confined Space Entry" placards on or near all tank entrance man ways.
15. DOT Hazmat placards or signs on all four (4) sides of the tank truck (i.e. 1863 or 1203).

NOTE: Your local governing authorities may require additional signs or placards.

6.6.1.14 Additional Requirements for Tank Trucks

1. Cargo tanks shall be constructed of stainless steel, aluminum or internally light color epoxy coated carbon steel.
2. Dome covers shall be provided with:
 - a. A forward mounted hinge and latches that will automatically cause the lid to close with forward motion of the vehicle.
 - b. Watertight, fuel resistant seals and gaskets.
3. Each tank compartment shall be equipped with a water drain located at the lowest point. Valves, with handles spring loaded to the closed position, are recommended.
4. Tank outlets should be equipped with shutoff valves located inside the tank shell.
5. Tank trucks with bottom loading capability shall be equipped with a high-level shutoff system, including provisions for ensuring the satisfactory operation of the system (known as a “Pre-Check” system).

6.6.1.15 MISCELLANEOUS ITEMS

All mobile fueling tank trucks shall be equipped with:

1. A set of wheel chocks.
2. A back up beeper/alarm system.
3. A spill kit, which includes absorbent pads, portable dikes and oil-dry.
4. Protective driveshaft shroud.
5. Wing Mat(s)

(Left Intentionally Blank)

6.6.2 Refueling Dispensing

In order to provide a safe aircraft refueling environment and prevent possible property damage or personnel injury, aircraft refueling vehicles must be operated by Sheltair qualified employees in accordance with the following requirements:

1. Prior to performing a refueling operation, the employee will perform a truck inspection. If the vehicle is unsafe, it must be removed from service and brought to the attention of your manager.
2. All fueling handling operations must be conducted on the airport ramp or within the fuel farm containment area. Operations on grass, earth, gravel or within maintenance shops and hangars are prohibited.
3. Before approaching aircraft, ensure that the proper product grade is to be delivered.
4. Conduct the Circle of Safety 50/10 foot stops.

CAUTION: When passengers are embarking/disembarking an aircraft, position the refueler on the opposite side of the aircraft or wing from the aircraft cabin door. This will prevent a passenger from possibly tripping over a fuel hose or ground wire.

5. Position the vehicle in the specified location and in such a way that allows for emergency egress. Use a guide person as mandated.
6. Place the vehicle in park or neutral, as equipped, engage the parking brake and chock vehicle.
7. Complete bonding procedure.

CAUTION: An approved fuel dispensing head will be used during a fueling operation. The only exception will occur when refueling helicopters that will not accept the “J” spout nozzle. A round nozzle may be used, immediately after the fueling is complete – replace the round nozzle within the “J” spout nozzle.

NOTE: Overwing fueling operations will be conducted with the aid of an approved wing mat. It is recommended that employees wear gloves during fueling operations and fuel handling.

NOTE: If top-loading/splash-loading when transferring fuel from truck to truck, Avgas only, the down spout shall be bonded by use of a bonding cable clamp system to an approved bonding point on the tank prior to placing the down spout into the tank and positioned into the receiving tank such that the end of the downspout is in the product. Under no circumstances can a valve/nozzle be tied off, locked open or disabled in any way.

8. Position yourself in a fashion to be able to continuously monitor the aircraft service point and the vehicle control panel for single point refueling.

NOTE: It is prohibited for the deadman control to be jammed, tied down, locked on, blocked, clamped or disabled in any way that would allow for the uncontrolled flow of fuel. During single point refueling of an aircraft, the deadman control will be in the hands of the employee conducting the refueling operation. All fuel truck dispensing operations must only be conducted while under the complete control of an employee. It is against company policy to leave a fuel vehicle unattended during the flow conditions of the dispensing operation.

NOTE: Anytime an employee must leave the fueling operations, the fuel flow shall be stopped by releasing deadman control and the fueling nozzle(s) shall be removed from the aircraft. PTO and ignition shall be shut off and key removed from switch.

9. Initiate flow by operating the overwing nozzle or the deadman switch/handle.
10. Monitor refuel process.
11. Upon completion, stow deadman device if applicable.

CAUTION: Care must be taken when rewinding hose(s) to prevent hose kinking/twisting. Prevent damage to the refueling nozzles by holding onto them during the hose rewind process. Do not drop and drag nozzle during the rewind process or place nozzle on the ground.

12. Disconnect nozzles, rewind hose(s) and stow nozzles in vehicles prescribed nozzle stowage points.
13. Disconnect bonding system and stow. Hold onto clamps during the ground cable rewind process to prevent unnecessary damage to cables and clamps.
14. Double check aircraft service points for closure.
15. Exit parking position under extreme care; use guide person as mandated.
16. Verify that the customer's requests have been met.

6.6.3 Never Drive Over Fuel Hoses and No Hot Re-fueling

Sheltair follows recommended fueling policies and procedures regarding the fueling and servicing of aircraft to include a verifiable process that ensures:

1. Never driving over fuel hoses.
2. Line service personnel follow company documented procedures when operating a re-fueling vehicle with regards to approaching, positioning and parking in the vicinity of an aircraft.
3. Company documented procedures are followed regarding proper aircraft

bonding and fueling.

4. “Hot” (aircraft /helicopters with engine running) re-fueling aircraft or helicopters is not permitted on the Sheltair leasehold.

6.6.4 Line Technicians will take and pass a recognized training program as outlined in Chapter 5 of this SOP manual, prior to fueling operations unsupervised.

6.6.5 Jet A and 100 LL can cause skin irritation and, if ignited, serious burns. All line personnel must know where eyewash facilities are located and how to use these facilities. Eyewash stations or saline solution bottles are located in various areas of the facility including all refuelers. Contaminated areas of the body must immediately be flushed or washed with water. Medical treatment must be sought if necessary and a follow up incident report must be filed. If available at the FBO location, LST will utilize a deluge shower to remove Jets fuel from clothes and physique.

6.6.6 Line Service Technicians have procedures to prevent fire and accidents during fueling of aircraft, including:

1. Line Service Technicians should not allow items that will ignite within 50 feet of the aircraft. This include lighters, cigarettes and certain electronic devices.
2. The active use of portable electronic devices (PED) within 50 feet of any fueling operation is only authorized while using company issued devices.
3. Ensuring that there is a working and appropriately rated Fire extinguisher readily available; checks of fire extinguishers are conducted each morning before use of a fueler, monthly fire extinguisher checks are made on all facility fire extinguishers, and annual check by outside agency is conducted on all fire extinguishers. All Sheltair fueling personnel shall go through annual training on usage of fire extinguishers.
4. In case of spill of fuel or fire while refueling, Line Service Technicians will utilize their training on fuel spills and fires to include stopping the source, containment, firefighting, and notification process.

6.6.7 When conducting a fueling (detail is provided in training), Line Service Technicians make sure the following minimum requirements are done:

1. Identifies aircraft make and model and selects the correct fuel truck.
2. Conducts a walk around to inspect re-fueler for general condition; proper operation to include spill kits and fire extinguishers.
3. Positions ground support equipment no closer than a ten-foot radius around aircraft fueling receptacles, tank vents and around fueling equipment.
4. Bonds the aircraft to the fuel truck or other appropriate area.

5. Identifies location fuel point, which tank or tanks.
6. Engages PTO.
7. If aircraft requires power to re-fuel, the technician must connect the batteries or request pilot to turn on power or APU. This is done to determine adequate fuel load and balance for fuel transfer, or other operational necessity, but the power source must be connected and started prior to the start of the fueling process.
8. Selects fuel additive if needed and verifies enough additive is available for fueling.
9. Correctly operate deadman, nozzles & pre-checks.
10. Interprets, monitors pressure, and ensures gauges not to exceed 50 psi for Jet A fuel.
11. Monitors fuel vents to observe over filling.
12. Correctly disconnects & secures.
13. Conducts a post-fueling walk around inspection to ensure proper stowage of equipment.
14. Accurately fills out paperwork.

6.6.8 Line Service Technician ceases all aircraft fueling operations immediately if lightning is a threat and within known range, in accordance with Sheltair severe weather policy:

1. Line Service Technicians use a count method for visual observation.
2. Utilize computer and web information.
3. CSRs notify via radio, or other method, when lightning observed on their monitor

6.6.9 Line Service Technician verifies correct fuel type by one or more of the following methods:

1. With assist from pilot in command, Line Service Technician personnel will ensure the fuel delivered and loaded onto aircraft is of the correct grade and specification for each aircraft type. Verbal and/or written confirmation required from pilot/crew on fuel type, additives, quantity and distribution in aircraft tanks.
2. Computer entries for fuel request are entered for aircraft.
3. Written information on the aircraft, usually on the wing or near fuel port.
4. Nozzle and connection ports match.

5. Confirmation via radio, or other approved method, with CSR on Fuel requests and what was delivered.
6. Check with supervisor if unsure.

6.6.10 All line operations personnel will comply with ATA 103 Fuel servicing and quality control specification regarding the safe handling and delivery of aviation fuels.

(The current ATA 103 Fuel Servicing and Quality Control Specification is located on Sheltair's secure server.)

1. A check list while accepting fuel is conducted by trained Line Service Technician
2. Check list, located within the Line Department, is maintained and kept on file for every load of fuel accepted

6.6.11 Line Service Technician checks fuel quality before any fueling for the work day. Fuel checks include fuel farm storage tanks and truck re-fueler.

1. Logs of fuel quality checks are maintained and kept in the Line Department.
2. Make sure they are in compliance with standards of AT 103 latest edition.

6.6.12 Proactive Fuel Spill Response

Process for spills that cannot be contained by FBO are to be reported by calling FBO location Fire Department and use Field expedient methods such as:

1. Plastic bag over storm drains.
2. Line Service Technicians will utilize Sheltair ramp spill containment equipment as instructed by the Line Service Supervisor.

6.6.12.1 Fuel Spill Response Carts

1. The FBO shall be equipped at all times with an appropriate number of Fuel Spill Response Carts, to be positioned strategically around the facility in addition to one at the fuel farm, refueler truck parking area, suitable hangars and active ramp area. Spill Carts will be equipped as follows, a list of supplies will be attached to the cart. (NOTE: replace used materials ASAP):
 - a. Cart/container to company specifications
 - b. (1) non-sparking shovel
 - c. (6) portable absorbent dikes
 - d. (1) absorbent mats package, 125 pads per package
 - e. (2) safety cones
 - f. (1) push broom

- g. (1) pair of rubber gloves
 - h. (1) 40# Bag of Absorbent Material
2. Spill Carts located at the refueler parking area, fuel farm and airline terminal ramp will have supplies listed inside the storage tub lid. (Note: replace used materials ASAP).
 3. All refuelers will have a supply of absorbent mats and dikes on board to initially handle and contain fuel spills during fueling operations. (Note: replace used materials ASAP)
 4. All spills must be reported immediately to the manager on duty. Local reporting to the fire department/airport operations must also be reported immediately if spill: covers over 10 feet in any direction or is over 50 feet in area, continues to flow or is otherwise a hazard to persons or property. If spill occurs at the airline terminal ramp, check with the specific airline for any required reporting they may have.
 5. Each applicable employee will be trained to the use of our emergency response cart as well as fuel spill prevention, hazard recognition, emergency notification and cleanup.

6.6.12.2 Aircraft Fuel Leaks in Hangars

If the leak is small in nature, place a bucket under the spot of the aircraft to catch fuel, notify the customer and maintenance. Aircraft with larger, unmanageable leaks must be removed from the hangar and parked on the concrete ramp with buckets/drums to catch any leaking fuel. Notify the customer and maintenance of the hazard immediately.

6.6.13 Process for when incorrect quantity of fuel has been delivered to aircraft:

1. Contact supervisor.
2. Notify Pilot.
3. Contact maintenance personnel to remove required fuel if necessary.

Note: Fuel is not to be reused and must be considered waste.

6.6.14 Process when there has been loading of contaminated fuel or essential fluids:

1. Contact supervisor.
2. Notify Pilot and/or Air Carrier.
3. Contact Maintenance Personnel.

Note: Fuel is not to be reused and must be considered waste.

6.6.15 Policy to ensure fuel quality to adhere to ATA 103 standards:

1. Fuel quality sheets are maintained daily, monthly, quarterly; semi and annual quality checks are performed on vehicles, equipment and fuel.
2. Line Service Technicians are required to go through fuel training classes initially and bi-annually.
3. Recurrent training is conducted for Line Service Technicians on a bi-annual basis.
4. Supervisors shall complete NATA Line Service Supervisor Training.

6.6.16 Sheltair maintains documentation to ensure no contamination of surfactants/ FAME (Fatty Acid Methyl Ester) as outlined below:

1. Certificate of Analysis is received on each fuel load.
2. Documentation on supplier pipeline maintained with Line Services.
3. All fuel truck tanks are sumped at least daily and when receiving fuel loads during mandatory quality checks.
4. Fuel goes through approved filters before entering aircraft.
5. Sheltair maintains and inspects fuel daily with Quality Control Procedures

6.6.17 Aircraft and Helicopters should not be refueled with passengers on board.

1. Because fueling of helicopters is in an infrequent event, Line Service Technicians may need to conduct a Hazard Assessment utilizing the SMS reporting system and proceed only if safe to do so.
2. Ensure the fuel truck is safely outside rotor radius plus 10 feet if possible.
3. Ensure other checks and safety protocols are conducted as indicated in training.

(Left Intentionally Blank)

6.7 Grounding and Bonding

In order to equalize static electrical charges that could cause ignition of the product being handled, the following grounding and bonding procedures shall be followed:

1. Prior to making any fueling connection to the aircraft, the fueling vehicle shall be bonded to an approved bonding point on the aircraft in which it will be dispensing fuel. To prevent accidental trip/fall hazards, the bonding cables must be visible.
2. Under no circumstances will an aircraft be fueled without being properly bonded.
3. For military contracts, when fueling overwing, the nozzle shall be bonded with a nozzle bond cable with a clip/plug to a metallic component of aircraft that is metallically connected to the tank filler port. The bond shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap in order to equalize the static potential between the nozzle and the filler port.
4. When loading/unloading the refueler, the fuel vehicle must be bonded to the fuel farm bonding point.

6.8 Fueling Vehicle Speed Control

To prevent the possibility of tanker rollover due to excessive speed, the following procedures are to be strictly followed:

1. During normal operation of the vehicle, the vehicle speed should not exceed 20 MPH.
2. Under no circumstances should the ramp speed limit be exceeded.

NOTE: REDUCE SPEED BEFORE ENTERING A CURVE, LIQUID IN TANKS MAY CREATE MOMENTUM THAT MAY ALTER HANDLING CHARACTERISTICS. INADVERTENT CONTACT WITH ROADWAY SHOULDERS / CURBS WILL INCREASE THE POTENTIAL FOR ROLLOVER.

(Intentionally Left Blank)

6.9 Refueler Loading from Fuel Farm

In order to ensure safety during all tank truck (refueler) bottom-loading operations and to prevent the possibility of fuel spills, these procedures shall be followed:

1. The refueler shall be properly positioned and chocked at the bottom loading station with engine shutoff.
2. Prior to connecting the bottom loading hose to the refueler, the fueler shall:
 - a. Check the truck sheet and determine how many gallons have been dispensed from the refueler since the last top off, this will be the predetermined amount for fuel.
 - b. Ensure the drain cap is in place and secured in the fuel farm loading containment area.
3. The refueler shall be bonded to an approved connection on the bottom loading system.
4. Open bottom load interlock control on the refueler, remove dust caps, and connect the loading coupler to the bottom-loading adapter on the refueler.
5. Open the bottom loading manual shutoff valve and loading coupler.
6. Set meter register for a zero start where applicable.
7. Energize hand held deadman assembly to initiate flow.

NOTE: During loading of the refueler, the equipment shall not be left unattended at any time. It is not permissible at any time to block the deadman in the open or activated position.

8. After the start of flow is initiated, the high-level shutoff pre-check shall be operated immediately to ensure proper operation of shutoff system. If pre-check fails, immediately cease refueling operation and notify manager or supervisor.
9. During the bottom loading operation, the operator must constantly monitor the amount of gallons being pumped into the refueler.

CAUTION: Take extreme care when climbing on top of refuelers or tankers as the steps may be slippery. The tops are narrow and may be slippery and difficult to walk on.

10. If high-level shutoff activates and stops the flow of fuel, release and stow the deadman assembly.
11. Close the bottom loading shutoff valve on the refueler, close and disconnect the bottom loading coupler and stow.

12. Replace all dust caps.
13. Close refueler bottom loading interlock control.
14. Disconnect bonding wire.
15. Complete log sheet with truck number, ending meter reading, time of completion, tank number pumped from and signature of employee filling the truck.
16. Perform walk around inspection.

6.9.1. Drain Water from Jet and Avgas Fuel Farm Retention Areas

After a rainfall with water accumulation, open the drain to release the stored water from the fuel loading retention area. Ensure the water is clean with no fuel, oil or petroleum sheen before releasing. Close the drain after the water has been released. Upon completion, document this procedure.

(INTENTIONALLY LEFT BLANK)

RECORD OF FUEL RECEIPT BY TRANSPORT TRUCK

STATION:	DATE:	RECEIPT NO:
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REQUIRED CHECKS	1	2	3	4	5
PRIOR TO RECEIPT:					
DESIGNATE & SUMP RECEIVING TANK					
GAUGE TANK & RECORD VOLUME					
SET VALVES FOR RECEIVING					
CONDITION OF OFF LOAD HOSE					
COA PRESENT & MATCHES ISSUING TANK					

BILL OF LADING/DELIVERY TICKET/NO.					
CORRECT DESTINATION					
CORRECT GRADE OF FUEL					
CORRECT VOLUME					

TRANSPORT TRUCK					
CONNECT GROUND CABLE					
COMPARTMENT SEALS					
CLEAR & BRIGHT TEST					
OBSERVED API GRAVITY					
API GRAVITY, CORRECTED TO 60 °F					
OBSERVED FUEL TEMPERATURE, °F					

DURING RECEIPT					
DIFFERENTIAL PRESS. REC. FILTER (PSI)					
SYSTEM FOR LEAKS					

AFTER RECEIPT					
RE-POSITION VALVES					
DISCONNECT AND STOW HOSE					
DISCONNECT GROUND CABLE					
GAUGE TANK & RECORD VOLUME					
WHITE BUCKET CHECK-TANK SUMPS					
WHITE BUCKET CHECK-FILTER SUMPS					

SIGNATURE OF PERSON PERFORMING CHECKS					
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REMARKS:

S = SATISFACTORY X = UNSATISFACTORY (ENTER REMARK)

ATA FORM 103.02

RETAIN ON FILE FOR 12 MONTHS

08/2017



Fuel Spill Checklist

Actions to be completed by:

- Line Service Representative / Customer Service Representative
- General Manager / Agent-in-Charge

Checklist

- (Initial Notification) Notify The General Manager / Agent-in-Charge.
- (Initial Notification) Notify Local Airport Authority
- Initiate Event Log
- Photograph the Spill
- Start Gathering Witness Statements
- Complete & Send Accident / Incident Report
- Make Arrangements for Hazardous waste pick up
- File Receipt from waste removal company
- Update Spill Log
- Send a Copy of Accident / Incident Report to the Airport Authority
- Restock Spill Supplies

DEC Notification

The Spill must be reported to DEC if you answer No to one or more of the following questions:
DEC Hotline: 800.457.7362

- Yes No Is the spill is Known to be less than 5 Gallons?
Yes No Is the spill is contained and under control of the spiller?
Yes No Is the spill has not and will not reach the state's water or land? (grass area or -catch basins)
Yes No Spill is cleaned up within 2 hours of discovery?

DEC Contacted: Yes No N/A if Yes - Spill Number _____

Local City Department of Environmental Protection Contacted: Yes No N/A

Additional Notification

National Response Center Contacted: (800.424.8802) Yes No N/A
Coast Guard Contacted: Yes No N/A

Notes

Emergency Response Guide

Initial Report Incident Type

Ground	<input type="checkbox"/>	Aircraft	<input type="checkbox"/>
Hazmat Spill	<input type="checkbox"/>	Security Threat	<input type="checkbox"/>

Date: _____ Time: _____ Report Taken By: _____

Are Company Personnel involved? Yes No

What are the conditions of the Company Personnel?

No Injuries	<input type="checkbox"/>
Injured	<input type="checkbox"/>
Missing	<input type="checkbox"/>
Deceased	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

Are other personnel involved? Yes No

What are the conditions of the Other Personnel?

No Injuries	<input type="checkbox"/>
Injured	<input type="checkbox"/>
Missing	<input type="checkbox"/>
Deceased	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

Source of Report _____ Name of Source _____

Source Contact Information: _____

Brief Description of Incident/accident: _____

Ground Incident

Location: _____

Driver/Operator _____

Type of Vehicle/GSE involved _____

Vehicle Id/Number: _____

Condition of Equipment

Minor Damage

Substantial Damage

Destroyed

Unknown

Contact General Manager, Safety Coordinator, Corporate Safety Director

Have employees involved complete witness statements

Go to page 4 of this form for contact information.

Hazmat Incident

What type of material was involved?

Jet

AvGas

Other

Quantity Spilled

Estimate Gallons

Source of Spill

Fuel Truck

Aircraft

GSE

Has Spill been contained?

Yes

No

If spill is under 5 gallons

Contain & Clean Up. Properly Dispose of Cleanup Materials.

Go to Appendix A-1 and A-2 in the ERP plan and complete Incident & Witness Reports

Contact General Manager or Senior Manager on Duty

If spill is under over 5 gallons

Call Airport Fire Department

Contain & Start Clean Up.

Go to Appendix A-1 and A-2 in the ERP plan and complete Incident & Witness Reports

Contact General Manager, Safety Coordinator, Corporate Safety Director

Aircraft Incident

Did incident occur at the Sheltair Ramp

Yes

No

Was aircraft serviced at the Sheltair FBO

Yes

No

Aircraft Type

Tail Number

Condition of Aircraft

Minor Damage

Substantial

Damage

Destroyed

Unknown

Go to Appendix A-1 and A-2 in the ERP plan and complete Incident & Witness Reports

Contact General Manager, Safety Coordinator, Corporate Safety Director

Security Threat

**TO BE USED FOR ANY CALL OR OTHER NOTIFICATION OF A THREAT AGAINST
COMPANY PERSONNEL OR FACILITIES**

Time Call Received am/pm Terminated am/pm Date

Gender of Caller Male Female Number at which call is received _____

Exact Wording of Threat

Bomb Threat Questions

<p>Questions you should ask the caller:</p> <p>A. Where is the Bomb right now?</p> <p>_____</p> <p>B. What does it look like?</p> <p>_____</p> <p>C. What kind of bomb is it?</p> <p>_____</p> <p>D. What will cause it to explode?</p> <p>_____</p>	<p>When is the bomb going to explode?</p> <p>E. Did you place the bomb?</p> <p>_____</p> <p>F. Why?</p> <p>_____</p> <p>G. What is your address?</p> <p>_____</p> <p>H. What is your name?</p> <p>_____</p>
---	--

Recognize Voice? If so, who is it?

Caller's Voice

Laughter	<input type="checkbox"/>	Calm	<input type="checkbox"/>	Nasal	<input type="checkbox"/>	Clearing Throat	<input type="checkbox"/>
Crying	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Stutter	<input type="checkbox"/>	Deep Breathing	<input type="checkbox"/>
Normal	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Cracking Voice	<input type="checkbox"/>
Distinct	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Raspy	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
Slurred	<input type="checkbox"/>	Rapid	<input type="checkbox"/>	Deep	<input type="checkbox"/>	Accent	<input type="checkbox"/>
Whispered	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Ragged	<input type="checkbox"/>	Loud	<input type="checkbox"/>

Background Sounds or Noises

Street	<input type="checkbox"/>	Music	<input type="checkbox"/>	Machinery	<input type="checkbox"/>	Local	<input type="checkbox"/>
Television	<input type="checkbox"/>	House	<input type="checkbox"/>	Animal	<input type="checkbox"/>	Long Distance	<input type="checkbox"/>
Voices	<input type="checkbox"/>	Motor	<input type="checkbox"/>	Clear	<input type="checkbox"/>	Booth	<input type="checkbox"/>
PA System	<input type="checkbox"/>	Office	<input type="checkbox"/>	Static	<input type="checkbox"/>	Other	<input type="checkbox"/>

Threat Language

Fluent	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>	Rational	<input type="checkbox"/>
Precise	<input type="checkbox"/>	Articulate	<input type="checkbox"/>	Irrational	<input type="checkbox"/>
Broken	<input type="checkbox"/>	Repeating	<input type="checkbox"/>	Reading Statement	<input type="checkbox"/>

Accent

Northern	<input type="checkbox"/>	New England	<input type="checkbox"/>	British	<input type="checkbox"/>	Middle East	<input type="checkbox"/>
Southern	<input type="checkbox"/>	European	<input type="checkbox"/>	Oriental	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
		Other	<input type="checkbox"/>				

DO NOT HANG UP THE CALL

APPENDIX F

DISCHARGE NOTIFICATION FORMS

Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center **[also see the notification information provided in Section 5.4 of the Plan]**:

Information Provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name			
Facility Location (Address/Lat-Long/Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	<input type="checkbox"/> Soil
			<input type="checkbox"/> Water (specify)
			<input type="checkbox"/> Other (specify)
Actions taken			
Damage or injuries	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)	Evacuation needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)
Organizations and individuals contacted	<input type="checkbox"/> National Response Center 800-424-8802 Time		
	<input type="checkbox"/> Cleanup contractor (Specify) Time		
	<input type="checkbox"/> Facility personnel (Specify) Time		
	<input type="checkbox"/> State Agency (Specify) Time		
	<input type="checkbox"/> Other (Specify) Time		



Department of Environmental Protection

2600 Blair Stone Road ♦ Tallahassee, Florida 32399-2400

DISCHARGE REPORT FORM

DEP Form: 62-761.900(1)
Form Title: Discharge Report Form
Effective Date: January 2017
Incorporated in Rule 62-761.405, F.A.C.

Complete all applicable blanks, and submit copies of any analytical or field test results confirming contamination to soils, surface water, or groundwater to the County via email or mail.

Facility ID Number (If Registered): _____ Date of Form Completion: _____ Date of Discovery: _____

Facility Name: _____ County: _____

Facility (Property) Owner: _____ Telephone Number: _____

Owner Mailing Address: _____

Location of Discharge (Facility Street Address): _____ Lat/Long: _____

Date of receipt of any test or analytical results confirming a discharge: _____ Estimated number of gallons discharged: _____

Discharge affected: (Check all that apply)

Soil _____ Groundwater _____ Soil water (water body name) _____
Drinking water well(s) _____ Shoreline _____ Other (specify) _____

Evidence of discharge: (Check all that apply)

Visual observation of sheen _____ Results or receipt of results of analytical tests _____ Stained soils _____
Visual observation of free product _____ Spill or vehicle overfill > 25 gallons to a pervious surface _____ Other (explain in comments) _____

Method of discovery and confirmation of discharge: (Check all that apply, see rule language explanation on instructions for this form)

Visual observation _____ Closure/Closure sampling assessment _____ Surface water analytical results _____
Groundwater analytical results _____ Soil analytical results _____ Other (specify) _____

Type of regulated substance discharged: (Check all that apply)

Gasoline _____ Jet fuel _____ Mineral acids (ASTs) _____
Diesel _____ Used/waste oil _____ Ammonia compound _____ Chlorine compound _____
Heating oil _____ New motor/lube oil _____ Biofuel blends _____
Kerosene _____ Pesticide _____ Unknown _____
Aviation gas _____ Grade 5 & 6 residual oils _____ Other (specify) _____
Hazardous substance (USTs) – write name or Chemical Abstract Service (CAS) #: _____

Discharge originated from a: (Check all that apply)

Tank _____ Other secondary containment _____ Railroad tankcar _____
Piping _____ Fitting or pipe connection _____ Barge, tanker ship or other vessel _____
Spill bucket _____ Valve _____ Pipeline _____
Dispenser _____ Tank truck _____ Drum _____
Piping sump _____ Vehicle or customer vehicle _____ Unknown _____
Dispenser sump _____ Aircraft _____ Other (specify) _____

Cause of the discharge: (Check all that apply)

Spill _____ Material failure (crack, split, etc.) _____ Collision _____ Weather _____
Overfill _____ Material incompatibility _____ Vehicle accident _____ Human error _____
Corrosion _____ Improper installation _____ Fire/explosion _____ Unknown _____
Puncture _____ Loose connection _____ Vandalism _____ Other (specify) _____

Actions taken in response to the discharge:

Comments:

Agencies notified (as applicable):

Fire Department _____ County Program _____ District Office _____ State Watch Office _____ National Response Center _____
800-320-0519 _____ 800-424-8802 _____

To the best of my knowledge and belief, all information submitted on this form is true, accurate and complete.

Printed Name of Owner, Operator or Authorized Representative

Signature of Owner, Operator or Authorized Representative

APPENDIX G

EMERGENCY CONTACTS LIST

EMERGENCY CONTACT INFORMATION

For any fire and medical emergencies, call 911.

Albert Whitted Airport

Richard Lesniak, Airport Manager	(727) 893-7657
Airport Police Department	(727) 224-9640
Airport Control Tower	(727) 821-9067

Sheltair (Fixed Base Operator)

General Manager, Monday – Sunday (6 am - 9 pm)	(727) 824-2880
General Manager, After Hours	(727) 728-0339
Safety Coordinator	W: (727) 824-2880 C: (727) 421-0660

Local Emergency Response

St. Petersburg Fire Rescue	911 or (727) 893-7694
St. Petersburg Police Department	911 or (727) 893-7780

Notification & Reporting

Florida Department of Environmental Protection Emergency Response, Southwest District Office Statewide Dispatch	(813) 470-5700 800-320-0519
National Response Center	(800) 424-8802
United States Environmental Protection Agency, Region 4 (Southeast)	(404) 562-9900
Federal Aviation Administration (FAA)	(866) 835-5322

APPENDIX H

EPA DISCHARGE NOTIFICATION FORM

EPA DISCHARGE NOTIFICATION FORM

The following information and any supporting documentation must be submitted to the EPA Regional Administrator within sixty (60) days of the qualifying discharge incident.

Facility:	
Owner/Operator:	
Name of person filing report:	
Location:	
Maximum storage capacity:	
Daily throughput:	
Nature of qualifying incident(s): <input type="checkbox"/> Discharge to navigable waters or adjoining shorelines exceeding 1,000 gallons <input type="checkbox"/> Second discharge exceeding 42 gallons within a 12-month period	
Description of facility (attach maps, flow diagrams and topographical maps): 	
Cause of the discharge(s), including a failure analysis of the system and subsystems in which the failure occurred: 	
Corrective actions and countermeasures taken, including a description of equipment repairs and replacements: 	
Additional preventive measures taken or contemplated to minimize possibility of recurrence: 	
Other pertinent information: 	