Contractor Responsibilities
Fuel Handling and Spill Response

Purpose

The objective of these guidelines is to ensure the safe and proper handling of petroleum products by contractors working on Bucknell University properties. These guidelines apply to any contractor using equipment that contains petroleum products on Bucknell University property locations. Contractor equipment as well as portable fuel storage tanks for larger long term projects has the potential to release petroleum products (including hydraulic oils) to the environment through normal use or lack of attention.

General Requirements

Bucknell requires that contractors ensure that spill or releases to University property are minimized by good fuel handling practices.

Contractors must have equipment on hand to handle spill and the knowledge of how to respond to spills.

The regulatory requirements for petroleum spills must be adhered to by contractors. Spills of materials that can cause pollution to the waters of the Commonwealth (streams, drainage ditches, storm water drains, ground water, etc.) are required to be reported to the PA DEP.

Any spills or releases onto Bucknell University property must be reported to the Bucknell project manager as well as the EH&S Office in accordance with the SPCC plan.

Responsibilities

Contractors have the primary responsibility for spill prevention and clean-up. Through the use of good fuel handling procedures, they can minimize their risk. If they have spills or other releases, they are responsible for reporting them to Bucknell University and the proper regulatory agencies. He contractor has ultimate responsibility for environmental clean-up, which must meet the regulatory requirements.

Bucknell University Design and Construction personnel look out for the University's interests during a construction project. They review tank locations and ensure good practices are being carried out. They are alert for signs of fuel releases such as soil staining or fuel odors. They ensure that contractors perform the required clean-ups for spills and releases.

Environmental, Health & Safety can be asked to review problem areas at job sites, but are not responsible for performing regular inspections of construction sites. EH&S must be called when spills occur to provide guidance for contractor spill clean-up. EH&S has spill control materials available that can be used in the event that a spill or release cannot be controlled by the absorbent materials on hand with the contractor.

Good Fuel Handling Procedures

The use of good fuel handling procedures, as well as inspections of tanks and preventive maintenance on equipment, can reduce both the frequency and the severity of fuel spills and releases. Contractors that store fuel on-site generally use skid tanks for fuel storage. The use of a secondary containment "tub" or berm around the tank can serve to catch any fuel releases that may occur. However, if these tanks are uncovered, as they generally will be at work sites, the containment will also capture rainfall. Therefore, there must be a method of releasing the captured rainfall. It is important to note that it is unlawful to release water with fuel sheen on it. The fuel should be absorbed with "oil only" absorbent pads or socks prior to release (these pads will not absorb water). If skid tanks are used without secondary containment, consideration should be given to their placement. The tank should be level and secure. As spills to paved or concrete surfaces are easier to clean-up (see below), it is preferred that tanks are located on these types of surfaces. The PA Department of Labor and Industry requires that these tanks be located at least 40 feet from a building. They also require that they be conspicuously marked in letters not less than 3 inches high with the name of the product and the words "INFLAMMABLE – KEEP 40 FEET FROM BUILDINGS". Contractors should inspect their tanks on a regular basis. A tank inspection should include:

- Check for deterioration of tank, hoses, ancillary equipment, foundation, and safety equipment
- Check vent pipes for restrictions such as bird or wasp nests; inspect pipes for damage
- Check for operational malfunctions of ancillary equipment such as pumps, overfill prevention devices, etc.
- Check for evidence of a fuel release from the tank
- Check for spill kit availability and appropriate contents
- Check for fire extinguisher
- Check for conditions that may be a fire or safety hazard

Tank filling operations should be supervised by a representative of the contractor. Tanks should be filled no more than 90-95%, as they can easily overflow from fuel expansion during hot weather. Any spills that occur during fueling must be promptly cleaned up and contaminated soil/gravel disposed of properly

Vehicle/machinery fill-ups should always be done carefully to prevent overfills. No smoking is permitted during vehicle filling operations.

Inspections and preventive maintenance should be performed on all machinery used on-site.

As hydraulic hoses are especially prone to rupture, causing most of the construction site releases, attention to these should be stressed.

In order to attend to spills expeditiously, all contractors that have equipment that contains petroleum products should have a spill kit on-site. The spill kit should contain absorbent pads, socks, and pillows. In addition, it is useful to have a couple of bags of loose absorbent such as Oil-Dri. For work areas that have no fuel tanks, a 20-gallon sized spill kit is sufficient, whereas

construction sites with fuel tanks need a spill kit of at least the 30-gallon size. The spill kit should contain absorbent socks, pads, and pillows.

Reporting of Petroleum Spills

Fuel & Oil Spills

EH&S Office: (570)577-3337
Jeremy Fanning: (570)577-3696
Gregg Rokavec: (570)577-1328
Carol Pavlick: (570)577-3728

Responsibilities/Notifications/Documentation:

Large spills, spills of any size that enter surface waters or storm water drainage systems, and spills or releases that create an emergency situation due to possible fire, explosion, or threat to the environment or the health and safety of people, must be reported to Public Safety (570)577-3333 and to the office of Environmental, Health & Safety (570)577-3337.

When to Report:

Spills of petroleum products to soil of less than one quart that do not enter waterways, reporting is generally not required, although this in no ways impacts the requirement for clean-up.

Spills of petroleum products to soil of one quart or more or any amount of petroleum product spilled that enters surface waters must be reported.

What to Report:

- Name and title of person reporting incident
- Date, time and location of incident
- Phone number where the reporting person can be reached
- Brief description of incident
- Names and phone numbers of other person(s) involved with the spill
- Amounts and locations of contamination

Reulatory Reporting Requirements

Spills of materials that can cause pollution to the waters of the Commonwealth (streams, drainage ditches, storm water drains, ground water, etc.) are required to be reported to the DEP

North Central Regional DEP Office, Williamsport (570)327-3636

Clean Up

Spill clean-up is most effective when done as quickly as possible after a spill occurs. If the spill is to a paved surface, it is crucial to attempt to keep the spilled material on the pavement and out of drains. If the spill is to soil, all attempts should be made to keep it from reaching waterways. The absorbent socks can be used either to direct the spill around a drain or to confine the spill area. Absorbent materials should be used to absorb as much free product as possible.

The DEP will direct the required clean up and monitoring if any related to any spill. Copies of correspondence and reports relating to the spill must be directed to Bucknell University EH&S.