

# Regis

## Oil Spill Prevention Control and Countermeasure Plan

40 CFR Part 112

225644.00

**Regis College**  
235 Wellesley St  
Weston, MA 02493

May 2023

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## FACILITY INFORMATION

TOPIC	INFORMATION
<b>Facility Name</b>	Regis College
<b>Owner/Operator</b>	Board of Trustees, President Antoinette M. Hays, and the Administrative Council
<b>Facility Operations</b>	Four-year Private Coeducational Liberal Arts College
<b>Facility Location/Mailing Address</b>	235 Wellesley Street, Weston, Massachusetts 02493-1571
<b>Year of Initial Facility Operation</b>	1927
<b>Main Telephone Number</b>	781-768-7000 781-768-7111 (24 hrs.)
<b>Primary Facility Contact</b>	Joe Shaughnessy, Director of Physical Plant Office Phone: 781-768-7133 Cell Phone: 781-820-1571
<b>Oil SPCC Coordinator</b>	Anthony Downs, Environmental Health & Safety Manager Environmental Health & Safety Compliance Office Phone: 781-768-7671 Cell Phone: 617-435-3658
<b>County</b>	Middlesex
<b>Nearest Drainage Basin</b>	Weston Reservoir
<b>Nearest Surface Water Bodies</b>	Unnamed Wetland Area
<b>Latitude</b>	42.351461 N 42° 21' 5.2596" N
<b>Longitude</b>	-71.308245 W 71° 18' 29.682" W

## REGULATORY REQUIREMENTS CROSS REFERENCE TABLE

APPLICABLE REGULATORY REQUIREMENTS	CHAPTER OF OIL SPCC PLAN
<b>Oil Spill Prevention Control and Countermeasure Plan</b>	<b>40 C.F.R. Part 112 Subparts A and B</b>
Professional Engineer Certification § 112.3(d)	Section 1.7
Maintenance and availability of complete plan § 112.3(e)	Section 1.5
Qualified facility may self-certify Plan. § 112.3(g)	Section 1.6
Amendment of Plan by Regional Administrator. § 112.4	Section 1.4
Amendments and plan review every 5 years § 112.5	Section 1.4
Discussion of facility's conformance with 40 C.F.R. Part 112 § 112.7(a)(1)	Section 1.1
Description of equivalent environmental protection provided when deviating from requirements of Part 112. § 112.7(a)(2)	Not Applicable
Description of physical layout of the facility § 112.7(a)(3)	Chapter 2
Facility Diagrams § 112.7(a)(3)	Figure 2-2 and 2-3
Type of oil in each container and its storage capacity § 112.7(a)(3)(i)	Chapter 3
Discharge prevention measures (including procedures for routine handling of products) § 112.7(a)(3)(ii)	Chapters 4
Discharge/drainage controls around containers/structures § 112.7(a)(3)(iii)	Chapter 3
Procedures for the control of a discharge § 112.7(a)(3)(iii)	Chapter 6 and Spill Response Flow Chart located in the Quick Reference Guide
Countermeasures for discharge discovery, response, and cleanup (including facility and contractor capability) § 112.7(a)(3)(iv)	Chapter 6
Methods of disposal of recovered materials in accordance with applicable legal requirements § 112.7(a)(3)(v)	Chapter 6

<b>APPLICABLE REGULATORY REQUIREMENTS</b>	<b>CHAPTER OF OIL SPCC PLAN</b>
Contact list and phone numbers for the facility response coordinator, National Response Center, cleanup contractors with whom the facility has response agreements, and all appropriate Federal, State, and local agencies who must be contacted in case of a discharge. § 112.7(a)(3)(vi)	Chapter 7 and Appendix A
Information and procedures to enable a person to report a discharge. § 112.7(a)(4)	Chapter 7
Prediction of direction, rate of flow and total quantity of oil as a result of each type of major equipment failure. § 112.7(b)	Chapter 3 and Tables 3-1, 3-2, and 3-3
Appropriate containment and/or diversionary structures. § 112.7(c)	Chapter 3 and Tables 3-1, 3-2, and 3-3
Demonstration of impracticability of secondary containment § 112.7 (d) For bulk storage containers: conduct periodic integrity testing of containers and periodic integrity and leak testing of piping and valves; and unless a Facility Response Plan has been submitted in accordance with § 112.20, provide in the Plan the following: (1) An Oil Spill Contingency Plan in accordance with Part 109; (2) A written commitment of manpower, equipment and materials to expeditiously control and remove and quantity of oil discharged.	Not Applicable
<p style="text-align: center;"><b>Inspections, Test, and Records</b></p>	<p style="text-align: center;"><b>40 C.F.R. § 112.7(e)</b></p>
Inspections and tests performed in accordance with written procedures. Written procedures and records of inspections and tests signed and kept with Plan for at least three years.	Chapter 5 and Appendix D
<p style="text-align: center;"><b>Personnel Training and Discharge Prevention Procedures</b></p>	<p style="text-align: center;"><b>40 C.F.R. § 112.7(f)</b></p>
(1) Oil-handling personnel trained in operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and the contents of the facility SPCC Plan.	Section 8.1
(2) Designated person responsible for spill prevention.	Facility Information and Section 2.1
(3) Schedule and conduct spill prevention briefings for oil-handling personnel at least once each year.	Section 8.2
<p style="text-align: center;"><b>Security</b></p>	<p style="text-align: center;"><b>40 C.F.R. § 112.7 (g)</b></p>
Description of methods to secure and control access to oil handling, processing and storage areas.	Chapter 9
Secure master flow and drain valves.	Chapter 9
Prevent unauthorized access to starter controls on oil pumps.	Chapter 9

<b>APPLICABLE REGULATORY REQUIREMENTS</b>	<b>CHAPTER OF OIL SPCC PLAN</b>
Secure out-of-service and loading/unloading connections of oil pipelines.	Not Applicable
Adequate facility lighting to discover spills and prevent vandalism.	Chapter 9
<b>Facility Tank Car and Tank Truck Loading/Unloading Rack</b>	<b>40 C.F.R. § 112.7(h)</b>
(1) Quick drainage systems used in areas without catch basins or treatment facility designed to handle discharges; containment designed to hold at least the maximum capacity of a single compartment of a tank car or tank truck loaded or unloaded at the facility.	Not Applicable
(2) Warning lights, physical barriers, or other measures provided to prevent truck departure prior to line disconnection.	Section 4.2
(3) Inspection of drains and outlets prior to filling and departure of tank cars and trucks.	Section 4.2
<b>Brittle Fracture Evaluation</b>	<b>40 C.F.R. § 112.7(i)</b>
Field-constructed aboveground containers that have undergone repair, alteration, reconstruction, a change in service, or have discharged oil have been evaluated for risk of discharge or failure due to brittle fracture.	Not Applicable
<b>Conformance with Applicable State Rules</b>	<b>40 C.F.R. § 112.7(j)</b>
Discussion of conformance with applicable requirements of any applicable more stringent State rules, regulations or guidelines.	Section 1.1 and Chapter 7
<b>Qualified Oil-Filled Operational Equipment</b>	<b>40 C.F.R. § 112.7(k)</b>
(1) Qualification criteria for oil-filled operational equipment.	Not Applicable
(2) If secondary containment is not provided for qualified oil-filled operational equipment, facility owner/operator must:	Not Applicable
(i) Establish and document facility procedures for inspections or a monitoring program to detect equipment failure and/or discharge.	Not Applicable
(ii) Unless a Facility Response Plan has been submitted in accordance with § 112.20, provide the following in your Plan:	Not Applicable
(A) An Oil Spill Contingency Plan in accordance with Part 109.	Not Applicable
<b>Facility Drainage</b>	<b>40 C.F.R. § 112.8(b)</b>
(1) Restrain diked drainage areas by valves.	Not Applicable
(2) Use of manual open-and-closed drain valves to drain diked areas.	Not Applicable
(3) Drainage of undiked areas into ponds, lagoons and catch basins to retain oil spills.	Not Applicable
(4) Design of in-plant ditches with diversion systems to return spilled oil to facility.	Not Applicable



APPLICABLE REGULATORY REQUIREMENTS	CHAPTER OF OIL SPCC PLAN
(5) Engineer facility drainage systems to prevent discharges in case of equipment failure or human error.	Not Applicable
<b>Bulk Storage Containers</b>	<b>40 C.F.R. § 112.8(c)</b>
(1) Container materials and construction compatible with products stored and conditions of storage.	Chapter 3
(2) Adequate and impervious secondary containment for tanks.	Chapter 3
(3) Requirements for drainage of diked rainwater bypassing treatment system (valve normally closed, valve opened only during drainage, inspect rainwater, records kept).	Not Applicable
(4) Cathodic protection and regular leak testing for new buried metallic tanks.	Not Applicable
(5) Partially buried metallic tanks.	Not Applicable
(6) Integrity test aboveground containers on a regular schedule and when material repairs are done.	Chapter 5
(7) Internal heating coils monitored or treated to prevent leakage.	Not Applicable
(8) Containers are engineered or updated in accordance with good engineering practices to avoid discharges(i) High level alarms with an audible or visual signal at a constantly attended station. Audible air vents may suffice for smaller facilities. (ii) High liquid level pump cutoff devices. (iii) Direct audible or code signal communication between the container gauger and the pumping station. (iv) Fast response system for determining the liquid level of each container (a person must be present to monitor gauges and filling of bulk storage containers. (v) Regularly test liquid level sensing devices.	Chapter 3 and Chapter 5
(9) Plant effluent disposal facilities monitored regularly to detect system upsets.	Not Applicable
(10) Prompt correction of visible leaks; prompt removal of oil accumulated in diked areas.	Chapter 5
(11) Portable tanks are positioned or located to prevent a discharge and have been provided with adequate secondary containment.	Section 3.4.3
<b>Transfer Operations</b>	<b>40 C.F.R. § 112.8(d)</b>
(1) Cathodic protective coating for buried piping, exposed pipes inspected for corrosion.	Not Applicable
(2) Terminal connections on out of service piping capped and marked as to origin.	Not Applicable
(3) Pipe supports properly designed.	Chapter 3

<b>APPLICABLE REGULATORY REQUIREMENTS</b>	<b>CHAPTER OF OIL SPCC PLAN</b>
(4) Aboveground valves and piping inspected regularly, integrity and leak testing conducted for buried piping.	Chapter 5
(5) Aboveground piping protected by notifying vehicular traffic entering facility.	Chapter 3
<b>Substantial Harm Criteria</b>	<b>40 C.F.R. Part 112 Appendix C</b>
Substantial harm criteria certification to exempt facility from preparing a Facility Response Plan	Section 1.1 and Appendix C

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## **1. PLAN OVERVIEW**

### **1.1 PURPOSE OF THIS PLAN**

The U.S. Environmental Protection Agency (USEPA) has promulgated regulations requiring Regis College to adopt an Oil Spill Prevention Control and Countermeasure Plan (Oil SPCC Plan) because the storage capacity exceeds applicable regulatory threshold of 1,320 gallons for aboveground storage. 40 C.F.R. § 112.1(d)(2). Specifically, because the USEPA defines oil as “oil of any kind or in any form,” including, but not limited to oils and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with waste, Regis College has approximately 18,540 gallons of aboveground oil storage capacity in aboveground storage tanks (ASTs), drums, hydraulic reservoirs, and oil-filled electrical transformers. This Plan is designed to comply with the applicable Oil SPCC planning provisions of 40 C.F.R. Part 112 and the applicable technical requirements of 310 CMR 40.000 the Massachusetts Contingency Plan. Although not subject to Part 112 this Plan also includes a description of bulk chemical storage containers on campus.

In accordance with 40 C.F.R. § 112.20, Regis College is also required to determine whether it is a high-risk facility that poses a threat of substantial harm to the environment, thereby triggering the Facility Response Plan requirements and associated appendices. Regis College does not meet the substantial harm criteria, and is therefore not required to prepare and submit a Facility Response Plan to USEPA. An Applicability of Substantial Harm Criteria Checklist and Certification is included in Appendix C.

This Oil SPCC Plan has been drafted in a format designed to make the required information readily accessible to Regis College personnel. Each chapter of this Oil SPCC Plan identifies the federal and state laws and regulations it satisfies. However, because this Plan does not follow the exact sequence specified in 40 C.F.R. § 112.7, the Regulatory Requirements Cross Reference Table, preceding Chapter 1, identifies all applicable regulatory requirements and the Plan chapter(s) or section(s) that satisfy them.

### **1.2 OWNERSHIP INFORMATION AND FACILITY CONTACT**

This Plan covers Regis College operations and facilities, located at 235 Wellesley Street in Weston, Massachusetts. Regis College is owned and operated by the Board of Trustees, President Antoinette M. Hays, and the Administrative Council. The Oil SPCC Coordinator listed in the Facility Information section is the designated person responsible for oil spill prevention on campus.

### **1.3 MANAGEMENT APPROVAL AND COMMITMENT OF RESOURCES**

Regis College is committed to conducting its operations in a safe and environmentally responsible manner. All employees are expected to promote and foster a safe work environment. Precautionary measures, including the adoption of this Oil SPCC Plan, have been taken to minimize the potential for incidents that could result in oil emergencies.

Regis College has taken steps to prevent oil releases and implemented procedures to respond to any that may occur. The Oil SPCC Coordinator and Alternate are: (1) thoroughly familiar with the facility operations, oil storage locations, and this Plan; (2) prepared to implement this Plan during an emergency; and (3) committed to ensuring oil spill preventive measures are addressed during non-emergency times. Regis College fully supports the adoption and implementation of this Plan. This commitment includes providing the manpower, equipment, and materials required to expeditiously control and remove any harmful quantity of oil that may be discharged.

### **1.4 PLAN REVIEW AND AMENDMENTS**

This Oil SPCC Plan is intended to be an integral part of the operations at Regis College. To increase its effectiveness, this Oil SPCC Plan will be amended whenever:

1. It fails in an emergency;
2. The facility changes significantly in its design, construction, operation, or maintenance in a manner likely to impact the effectiveness of this Plan;
3. Some other circumstance significantly increases the potential for releases of oil products or other changes in the response necessary in any emergency;
4. An exercise or emergency response drill indicates an amendment is necessary;
5. Either the Oil SPCC Coordinator, Alternate Coordinator(s), or emergency response contractors change;
6. The Regional Administrator of the USEPA deems a change to be necessary; or
7. There is a change in applicable statutes or regulations.

Technical amendments will be certified by a licensed Professional Engineer (P.E.) within six months after a change in design, construction, operation, or maintenance occurs which materially effects the potential for discharging oil into or upon the navigable waters of the United States or adjoining shorelines. Non-technical amendments, such as changing the emergency contact list, phone numbers, or names do not necessitate recertification. In addition, if this Oil SPCC Plan is amended, the changes will be documented in the "Record of Changes" in Appendix B.

A complete review and evaluation of this Oil SPCC Plan will be conducted at least once every five years, as required by 40 C.F.R. §112.5(a) and (b). The review and evaluation will be documented in the "Oil SPCC Plan Review Log" included in Appendix B. The Oil SPCC Coordinator will sign and date the review log indicating whether the Plan will be amended. If warranted, based on the review and evaluation, the facility will amend the Plan within six months of the review. Regis College will implement such amendments within six months of the preparation of any amendments to the Plan. As necessary, Regis College will also update the Oil SPCC Plan to include more effective prevention and control technology if such technology: (1) significantly reduces the likelihood of a discharge from the facility; and (2) has been field-proven at the time of review.

## **1.5 MAINTENANCE AND AVAILABILITY OF PLAN**

A complete master copy of this Oil SPCC Plan is maintained in the Physical Plant Office. The Plan shall be made available to the Regional Administrator of the USEPA, or his/her designee, if so required. This Plan is not, under typical circumstances, submitted to the USEPA, or to Massachusetts Department of Environmental Protection (MassDEP).

## 1.6 SELF CERTIFICATION BY QUALIFIED FACILITIES

As provided in 40 C.F.R. §112.6, the owner or operator of a qualified facility may self-certify technical amendments to their Oil SPCC Plan. A qualified facility is one that meets the following Tier I or Tier II qualified facility criteria:

- A Tier II qualified facility is one that has an aggregate aboveground oil storage capacity of 10,000 gallons or less and has had no single discharge exceeding 1,000 gallons or no two discharges each exceeding 42 gallons within any twelve-month period in the three years prior to the Oil SPCC Plan self-certification date.
- A Tier I qualified facility is one that meets all the qualification criteria for a Tier II facility and has no individual aboveground oil storage container with a capacity greater than 5,000 gallons.

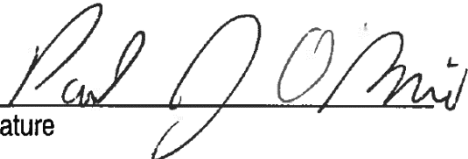
Regis College currently does not meet the criteria for a Tier I or Tier II qualified facility and therefore may not self-certify amendments and changes to this Oil SPCC Plan.

## 1.7 ENGINEER'S CERTIFICATION

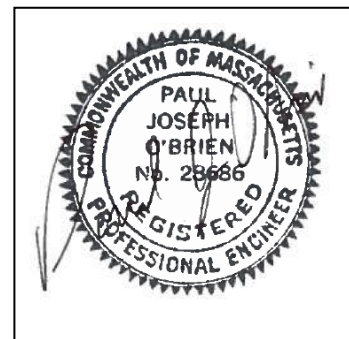
I hereby certify that I am familiar with the oil storage facilities at Regis College and with this Oil SPCC Plan. I attest that:

1. I am familiar with the requirements of 40 C.F.R. Part 112;
2. My agent has visited and examined the oil storage facilities;
3. This Oil SPCC Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards, and with the requirements of 40 C.F.R. Part 112;
4. Procedures for required inspections and testing have been established; and
5. This Plan is adequate for the facility.

40 C.F.R. § 112.3(d)

  
Signature

5/23/17  
Date



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## **2. FACILITY DESCRIPTION**

### **2.1 FACILITY LOCATION AND OPERATIONS**

Regis College is located approximately one mile north of the Massachusetts Turnpike (Route 90) in Weston, Massachusetts, as indicated on Figure 2-1. The college campus is located on Wellesley Street between South Avenue and Chestnut Street. The main entrance to the campus is via Wellesley Street.

Regis College is a four-year private coeducational liberal arts college operated by the Regis College Board of Trustees, President and Senior Administration. The buildings at the campus are mostly used as classrooms, offices, and residence halls. The campus layout and location of all oil storage facilities is illustrated on Figure 2-2. The campus' oil storage consists of fuel tanks for steam generation and the campus fire pump, waste petroleum and vegetable oils, hydraulic elevator reservoirs, and oil-filled electrical transformers. Additionally, Regis College has Bioxide® on campus which is not subject to the Oil SPCC planning requirements because Bioxide® does not meet the definition of an "oil." However, the AST has been included in this plan to provide Regis College with a complete inventory of bulk storage containers on campus.

### **2.2 DRAINAGE PATHWAY AND DISTANCE TO NAVIGABLE WATERS**

The ground surface at Regis College is mainly covered by grass, and the remainder is paved areas, including parking lots and driveways. There is a hill at the southwestern side of campus, and the ground surface slopes downward in all directions from this local topographic high.

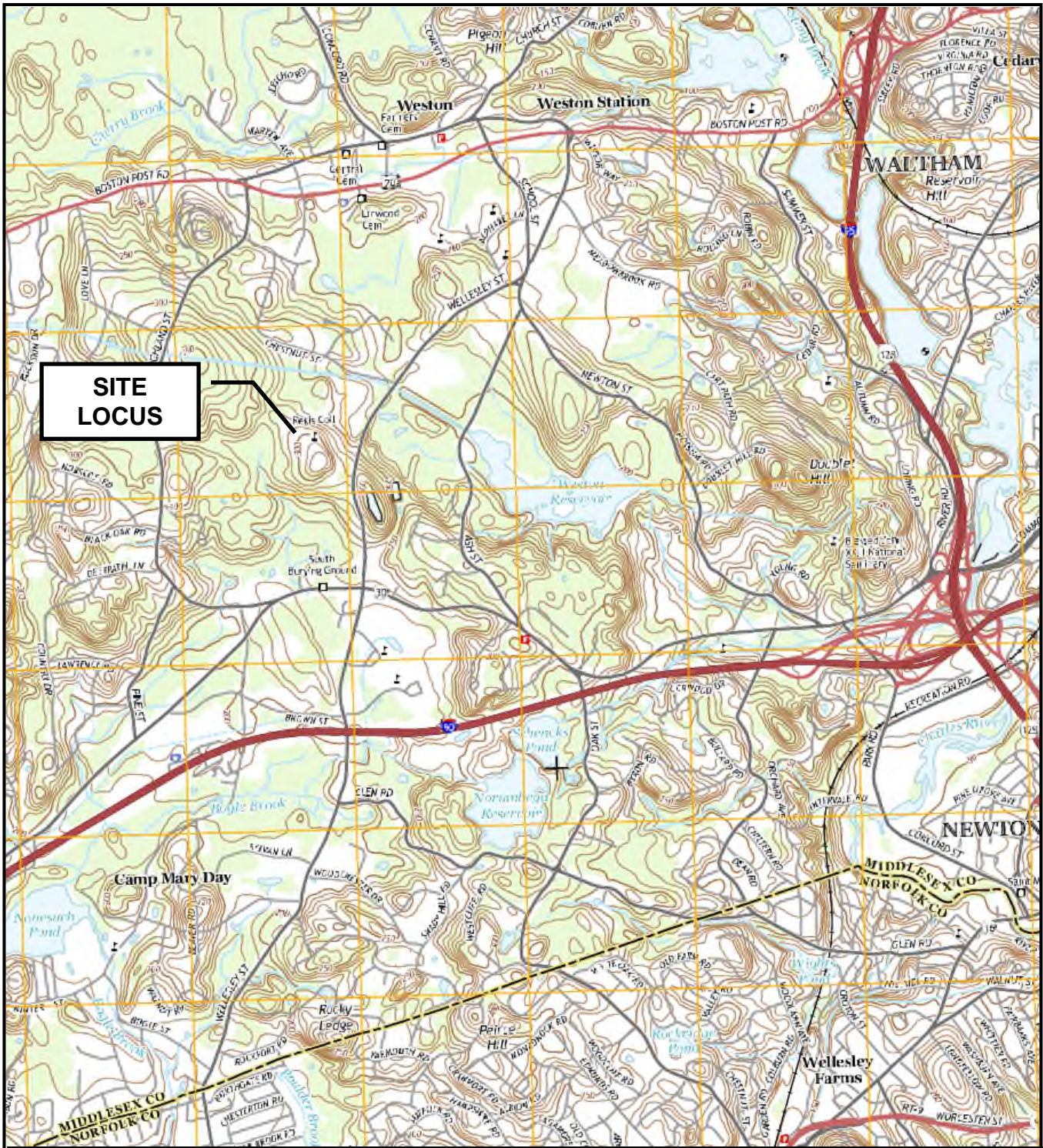
The campus is located within close proximity to the Weston Reservoir, approximately 2,300 feet to the east of the eastern boundary of the campus. A portion of the campus abuts a wetland area to the east (across Wellesley Street). A small unnamed stream is located approximately 700 feet to the west/southwest of the campus. Surface drainage occurs in all directions from the local topographic high at the southwestern side of the campus. Surface drainage over much of the campus is to the east toward the wetland area. Surface drainage of impervious areas on campus is graded to flow toward a stormwater collection system consisting of catch basins, which discharge through a series of outfalls into the wetland area to the east (across Wellesley Street).

Drainage pathways associated with potential releases from aboveground bulk oil storage locations inside campus buildings include floor drains in the cafeteria of Alumnae Hall and Maria Hall that discharge to the Massachusetts Water Resources Authority (MWRA) sanitary waste system; and a storm drain located just outside the Library transformer room that discharges to the wetlands to the east of the campus.

Since all bulk oil storage containers are either provided with adequate secondary containment, or located inside buildings, it is unlikely that a release from any of these containers would enter the stormwater collection system. However, there is a potential for a release during tank filling activities to enter a catch basin. A release during oil deliveries could potentially impact stormwater catch basins. To prevent a potential release from impacting the catch basin, Regis College conducts all oil deliveries in accordance with the procedures described in Section 4.2 of this Plan and maintains secondary containment for all oil storage facilities.

**Figure 2-1: Site Locus**





Base Map Source:



980 WASHINGTON STREET  
 DEDHAM, MASSACHUSETTS 02026  
 781-251-0200 | www.woodardcurran.com

COMMITMENT & INTEGRITY DRIVE RESULTS

FIGURE 2-1 SITE LOCUS

REGIS COLLEGE  
 235 WELLESLEY STREET  
 WESTON, MASSACHUSETTS, 02493

SCALE: NOT TO SCALE

JOB NO.: 225644.00

DATE: MAY 2017

FILE NAME: Site Locus.ppt



**Figure 2-2: Facility Diagram**

\\woodcurran.net\shared\Projects\221394.06 Regis College MRA Permit Renewal\wp\Drawings\Facility Diagram 03-10-23.dwg, Mar 10, 2023 - 11:25am



- LEGEND**
- ABOVEGROUND STORAGE TANK
  - ▨ UNDERGROUND STORAGE TANK
  - DRUM STORAGE
  - ELEVATOR HYDRAULIC RESERVE
  - OIL FILLED TRANSFORMER
  - ABOVEGROUND PIPING



FACILITY DIAGRAM

REV	DESCRIPTION	DATE

REGIS COLLEGE  
235 WELLESLEY STREET  
WESTON, MASSACHUSETTS 02593

OIL SPCC PLAN

JOB NO.: 221394.00  
DATE: MARCH 2023  
SCALE: NOT TO SCALE  
SHEET: 1 OF 1

FIGURE 2-2

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### **3. OIL STORAGE AND CONTAINMENT**

This chapter identifies and describes Regis College's oil storage tanks, containers, and oil-filled equipment, including their design, related secondary containment, diversionary structures, and equipment. This chapter also identifies the most likely causes of potential spills, predicted spill pathways, probable directions, estimated maximum spill quantities, rates of flow, and satisfies many of the requirements of 40 C.F.R. §§ 112.7 and 112.8 (including 40 C.F.R. §§ 112.7(a)(3)(i)-(iii) and 112.8(b) and (c)).

#### **3.1 BULK OIL STORAGE**

Regis College stores No. 2 fuel oil, diesel fuel, waste oil, transformer oil, waste cooking oils and hydraulic oil in 55-gallon drums, ASTs, electrical transformers, hydraulic elevator reservoirs, and piping throughout the facility. The material and construction of all oil storage containers maintained by Regis College are compatible with the materials stored and the conditions of storage, such as pressure and temperature. Additionally, oil storage containers, including pipe supports, are properly designed and constructed in accordance with good engineering practices to minimize abrasion and corrosion and to allow for expansion and contraction.

Details of Regis College's bulk oil storage ASTs and containers (having oil storage capacities of 55 gallons and greater), including; location, total storage capacity in gallons, contents, material of construction, alarms, gauges, leak detection, means of secondary containment, and predicted direction of flow of potential release are provided in Table 3-1. The rate of flow of a potential spill from any of the tanks or containers would depend on several factors (e.g., the size of the leak and the liquid head above the leak) and is difficult to determine accurately until all factors associated with a specific spill are known. The maximum potential spill quantities for the tanks and drums are equivalent to their storage capacities (i.e., the maximum spill quantity for a 55-gallon drum is 55 gallons). The most reasonable potential for equipment failure is a release during loading/unloading operations. If an incident occurs during tank filling, the potential volume of the release is equal to the amount of product in the delivery vehicle and the pumping capacity of the equipment on the vehicle. Drivers are required to maintain spill response equipment in the delivery truck capable of containing any spill that may occur.

Table 3-2 provides an inventory of hydraulic elevators at Regis College, and identifies the Campus Location, Oil Storage Capacity (gallons), and Predicted Direction and Rate of Flow of Potential Release. Table 3-4 provides an inventory of the oil filled transformers at Regis College, and identifies the Location, Oil Storage Capacity (gallons), and Predicted Direction of a Potential Release.

The tanks, hydraulic elevators, and electrical transformer equipment discussed above, as well as the other bulk oil storage containers at the facility are described in the remainder of this Chapter. Locations of each of the bulk oil storage tanks, containers, and oil-containing equipment are shown in Figure 2-2.

#### **3.2 ABOVEGROUND OIL STORAGE TANKS**

##### **3.2.1 Alumnae Hall Grease Traps**

Wastewater discharges from the Alumnae Hall kitchen are pre-treated through two in-line grease traps prior to being discharged to the MWRA. The first grease trap is a 265-gallon single-walled steel shop fabricated tank located inside the building on the ground floor adjacent to the loading dock. The tank is mounted on steel supports within a concrete block containment dike. The tile floor and concrete dike provide adequate secondary containment for up to 600 gallons. Floatable oils and grease are physically separated from the wastewater by a series of weirs within the tank. Effluent from the 265-gallon grease trap discharges into the second grease trap which is an underground 5,000-gallon single-walled precast concrete tank located in the loading dock area on the north side of the building. The 265-gallon grease trap is also equipped with a pump out valve that is used to remove accumulated waste cooking grease from the tank.

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### **3.2.2 Power Plant AST**

The two Cleaver Brooks packaged boilers located in the Power Plant combust No. 2 fuel oil which is maintained in one 15,000-gallon double-walled steel shop fabricated tank located on the west side of the Power Plant. The tank is mounted on steel supports which are secured to the underlying poured concrete pad.

The piping connecting the AST to the boilers is single-walled steel which is located aboveground and properly protected and supported to prevent corrosion and abrasion. The tank is linked to an OEL 8000 system that monitors the product level, temperature, presence of water in the tank, and moisture in the interstitial space. The OEL system provides continuous leak detection and will sound audible and visual overfill alarms at the fill port. The tank is equipped with two fill ports, one at ground level on the south side of the tank and one on top of the tank at the north end. Each of the fill ports is equipped with a metal containment basin which is secured with a pad lock when not in use. Additionally, the entire tank is protected from vehicle traffic by concrete filled steel bollards. The pathway for potential oil releases and other tank details are described in Table 3-1.

### **3.2.3 Fire Pump AST**

Diesel fuel for the fire pump is maintained in a 140-gallon double-walled steel shop fabricated tank. The tank and fire pump are located in the locked pump room located on the east side of the Power Plant. Welded internal seams prevent leaks and the pressure tested double-walled construction provides adequate secondary containment for the entire capacity of the tank. A drain plug in the outer wall of the container allows a means to detect a release from the interior tank. The tank is mounted on steel supports which are secured to the underlying poured concrete floor of the room. The tank is equipped with a visual level gauge and is vented through the east wall of the building. The fill port for the tank is located on the exterior wall of the building. All piping is single-walled steel and contained within the pump room. The pathway for potential oil releases and other tank details are described in Table 3-1.

## **3.3 PORTABLE OIL STORAGE CONTAINERS**

### **3.3.1 Power Plant Waste Oil Drum**

Regis College stores waste oil collected from general maintenance operations in two 55-gallon drums in the Power Plant garage. These drums are stored on a polyethylene spill containment pallet with 65-gallon sump capacity. The pathway for potential oil releases and other tank details are described in Table 3-1.

## **3.4 OTHER OIL STORAGE CONTAINERS AND OIL CONTAINING EQUIPMENT**

### **3.4.1 Electrical Transformers**

There are eleven pad mounted oil-filled transformers located on campus that contain non-PCB mineral oil dielectric fluid (MODF). In the event of a spill or release from a transformer, oil would mitigate to the adjacent soil where it would pool. The pathway for potential oil releases are described in Table 3-3.

### **3.4.2 Hydraulic Elevators**

There are six hydraulic elevators at Regis College located in Alumnae Hall, Angela Hall, Domitilla Hall, the Fine Arts Center, the Cardinal O'Connell Science Building, and the Cardinal Spellman Philatelic Museum. The hydraulic reservoir for each of these units contains approximately 125-gallons of hydraulic oil and is constructed of single walled steel. Each hydraulic reservoir is located in locked mechanical rooms with a sealed concrete floor and protected from floor drains or other appurtenances that would allow a potential release to leave the building. There are no sumps in the elevator pits. The elevator locations, storage capacity, oil type, and predicted direction of release are described in Table 3-2.

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### **3.5 ABOVEGROUND CHEMICAL BULK STORAGE TANKS**

Regis College has one 1,000-gallon Bioxide® AST on campus which is not subject to the Oil SPCC planning requirements because Bioxide® does not meet the definition of an “oil.” Additionally, because the tank is less than 10,000-gallons and does not contain industrial wastewater, state-specific regulations do not currently apply. However, to assist Regis College with maintaining a complete inventory of bulk storage tanks on campus, information about the Bioxide® AST is voluntarily included in this SPCC. For consistency, the Bioxide® tank will follow the same inspection schedule as the other bulk oil storage containers on campus.

#### **3.5.1 Wastewater Pump Station Bioxide Tank**

Bioxide®, which is an aqueous calcium nitrate  $\text{Ca}(\text{NO}_3)_2$  solution manufactured by Evoqua Water Technologies, is maintained in a 1,000-gallon doubled-walled stainless steel AST at the pump station building on the east side of Wellesley Street. Regis College uses Bioxide® at the wastewater pump station to mitigate the odor and corrosion issues associated with hydrogen sulfide in the wastewater. The solution is identified as a hazardous substance per OSHA’s Hazardous Communication Standard (29 C.F.R. § 1910.1200) due to its moderate health effects. According the product safety data sheet (SDS), Bioxide® is harmful if swallowed and can cause serious eye damage. Bioxide® is nonflammable and is normally stable even under fire conditions. The pH of the solution ranges from 5 to 8 (7 is neutral).

The tank is located outside of the southern wall of the pump station building and is mounted on a reinforced concrete pad. A fenced enclosure surrounds the pump station building and Bioxide® AST to provide security for the system. The double-walled construction provides adequate secondary containment for the entire contents of the tank. The chemical feed pumps, which are controlled by a programmable logic controller (PLC) system, are located inside the control panel mounted on a riser adjacent to the side wall of the tank. The fill port is located on the side of the tank adjacent to the control panel and the pipe connects to the top of the tank. The tank is also equipped with an ultrasonic level sensor with a high-low level alarm to prevent overfilling. The pathway for potential releases and other tank details are described in Table 3-1.

**Table 3-1: Bulk Oil & Non-Oil Storage Tanks and Containers**

Location	Type of Container	Total Storage (gallons)	Contents	Material of Construction	Means of Secondary Containment	Direction of Potential Spill or Release
Alumnae Hall	Aboveground Grease Trap	265	Waste Cooking Grease	Steel Tank	Concrete Containment Structure	Spill due to tank system failure would discharge to the underlying tile floor and migrate to an open floor drain approximately 10 feet away. The floor drain discharges to the 5,000-gallon grease trap.
Alumnae Hall	Underground Grease Trap <sup>1</sup>	5,000	Waste Cooking Grease	Concrete Tank	Not Applicable	Spill due to tank system failure would discharge to the surrounding soils.
Power Plant	(2) 55-Gallon Drums	110	Waste Oil	Steel Drums	Steel Containment Pallet	Spill due to upset or drum failure would discharge to the underlying garage floor and be contained within the building.
Power Plant	AST	15,000	No. 2 Fuel Oil	Steel Tank	Double-Walled Construction	Spill due to overfilling or tank system failure would discharge to the underlying concrete pad and migrate into a stormwater drainage trench approximately 3 feet away. The drainage trench discharges to a wetland area on the north side of the Power Plant.
Power Plant	AST	140	Diesel Fuel	Steel Tank	Double-Walled Construction	Spill due to tank or piping system failure would discharge to the underlying concrete floor of the pump room and seep under the door. The area around the Power Plant is paved with bituminous asphalt and there are no stormwater in the area.
Wastewater Pump Station	AST	1,000	Bioxide <sup>®2</sup>	Stainless Steel Tank	Double-Walled Construction	Spill due to overfilling or tank/piping failure would discharge to the underlying concrete and migrate to the soil. A spill from the delivery truck would discharge to the underlying asphalt.

<sup>1</sup> Section 112.1(d)(6) exempts “any facility or part thereof” that is used exclusively for wastewater treatment and is not used to meet any other requirement of the rule. Grease traps that intercept and congeal oil and grease from liquid waste are eligible for this exemption. The grease trap is included for reference purposes only.

<sup>2</sup> The Bioxide<sup>®</sup> AST is not subject to the Oil SPCC planning requirements because Bioxide<sup>®</sup> does not meet the EPA definition of an “oil.” This AST has been included in this plan to provide Regis College with a complete inventory of bulk storage tanks on campus.

**Table 3-2: Hydraulic Elevators**

Location	Major Failure Potential	Oil Type	Total Storage (gallons)	Secondary Containment	Direction of Potential Spill or Release
Alumnae Hall	Tank/Pipe	Hydraulic Oil	125	Contained Within the Building	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and migrate into the adjacent room. There are no floor drains present.
Angela Hall	Tank/Pipe	Hydraulic Oil	125	Concrete Containment Structure	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and be contained within the room by the concrete berm
Domitilla Hall	Tank/Pipe	Hydraulic Oil	125	Contained Within the Building	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and migrate into the adjacent room. There are no floor drains present.
Cardinal O'Connell Science Building	Tank/Pipe	Hydraulic Oil	125	Contained Within the Building	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and migrate into the adjacent room. There are no floor drains present.
Fine Arts Center	Tank/Pipe	Hydraulic Oil	125	Contained Within the Building	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and migrate into the adjacent room. There are no floor drains present.
Cardinal Spellman Philatelic Museum	Tank/Pipe	Hydraulic Oil	125	Contained Within the Building	Release from hydraulic reservoir would discharge to the concrete floor of the elevator room and migrate into the adjacent room. There are no floor drains present.



**Table 3-4: Oil Filled Transformers**

Location	Total Storage (Gallons)	Oil Type	Direction of Potential Spill or Release
Angela Hall (Outside Underground Concrete Vault)	145	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete inside the underground concrete vault and be contained within the bunker.
Athletic Facility (Outside)	500	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Cardinal O'Connell Science Building (Outside)	350	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
College Hall (Outside)	187	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Domitilla Hall (Outside)	314	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Field House (Outside)	187	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Fine Arts Center (Outside)	180	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Library (Basement)	100	Non-PCB Mineral Oil Dielectric Fluid	Release from transformer would discharge to the underlying concrete floor and be contained within the room by the concrete berm at the door.
Lower Main Gate (Outside)	500	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil.
Maria Hall (Basement)	165	Non-PCB Mineral Oil Dielectric Fluid	Release from transformer would discharge to the underlying concrete floor and be contained within the room by the concrete berm at the door.
Power Plant (Outside)	187	Non-PCB Mineral Oil Dielectric Fluid	Release would discharge to the underlying concrete pad and migrate to the adjacent soil. .



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## **4. SPILL PREVENTION AND DELIVERY PROCEDURES**

### **4.1 GENERAL SPILL PREVENTION STRATEGY**

The primary method of spill management at Regis College is spill prevention. This has been emphasized through the proper design of tank and containment systems, personnel training, and regular inspections. All facility personnel involved with the use, storage, or management of oil are trained to report oil releases immediately to ensure prompt corrective action. In addition, certain employees are trained to contain spills using appropriate methods and equipment (assuming containment can be completed without risk to human health) until emergency response personnel with specialized response training and equipment arrive on site. Specific information concerning the Oil SPCC training programs at Regis College and the annual discharge prevention briefings is provided in Chapter 8. The designated person responsible for oil spill prevention at Regis College is the Oil SPCC Coordinator and Assistant Coordinator (see Section 6.4 and Section 6.5).

In the event that visible leaks are detected, they are promptly stopped, and preventive maintenance is performed to ensure that the cause of the leak is addressed. If oil is released into a containment structure, or into a spill pallet, the released oil is immediately removed and managed in accordance with applicable rules, see Chapter 6.

### **4.2 BULK OIL AND CHEMICAL TRANSFER AND DELIVERY PROCEDURES**

Tank filling operations at Regis College consist of bulk deliveries of No. 2 fuel oil to a 15,000-gallon AST and Bioxide® to a 1,000-gallon AST. Regis College does not operate a tank truck loading/unloading rack. All oil transfer operations are conducted during daylight hours and at the individual fill port for the tank. While Regis College is not required to provide secondary containment for the loading/unloading areas, the procedures and practices described in this section are followed by Regis College personnel to ensure that a release does not occur during tank filling.

Bulk transfer operations are typically conducted during normal business hours with proper lighting. If tank filling operations must be performed at night, they are performed only under suitable lighting conditions. Regis College staff are notified prior to all deliveries to the facility, but typically do not attend filling operations. Regis College requires all contracted vendors to employ practices for preventing transfer spills and accidental discharges and maintains copies of the vendor's standard operating procedures for filling operations. Prior to transfer, vendors determine that the receiving tank has available capacity to receive the volume of oil to be delivered.

In the event of a spill during filling, the driver shall respond immediately in order to contain the spill and prevent it from spreading. The driver will be responsible for stopping the flow of oil (i.e. shut off pump on truck, etc.). The driver will immediately place absorbent pads and booms down gradient of the release. The driver will notify Regis College personnel of the spill. Supplies of spill containment equipment are located in spill kits are in the locations identified in Section 6.2. In addition, fuel delivery vendors maintain spill containment supplies on their vehicles.

Tank truck drivers are responsible for completing the following procedures in accordance with 40 C.F.R. § 112.7(h); 49 C.F.R. 177.834 and 177.837:

#### **Prior to unloading**

- Regis College personnel move spill containment equipment, such as booms or spill barriers, into the unloading area.
- The oil/chemical delivery truck driver shall ensure the automatic shutoff equipment on the tank truck is functioning properly.
- Regis College personnel determine the available capacity of the tank using the tank level gauge, monitoring equipment, or sticking the tank, and the available capacity should be communicated to the tank truck unloading contractor.

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- Ensure the driver chocks the wheels of the truck or engages the tank truck break interlock system to prevent possible truck movement prior to the completion of the fuel unloading;
  - Place drip pans under all pump hose fittings (if applicable) after the hose is hooked up to the tank and prior to unloading.
  - Ensure that the fill nozzle is placed in the appropriate tank appurtenance.

#### **During unloading**

- Ensure that the tank truck operator remains with the vehicle at all times during unloading;
- Monitor the tank system and gauges on the tank truck continuously to ensure that the available capacity is not exceeded; and
- Prohibit smoking, lighting matches or the use of cellular telephones near the tank truck during unloading.

#### **After fuel unloading is completed**

- Prior to removing the fill hose from the tank, ensure that it is drained into the tank and close the valves before disconnecting;
- Pour any fuel accumulated in the drip pans into the waste oil tank;
- Inspect the tank truck prior to removing the blocks or disengaging the tank truck break interlock system to ensure that the lines have been disconnected from the tank;
- Remove covers or berms from catch basins; and
- Remove the blocks from the tank truck wheels or disengage the tank truck break interlock system.

### **4.3 DRUM LOADING/UNLOADING**

The following general procedures and practices are observed by Regis College personnel, as applicable, with respect to drum loading/unloading:

- Drum covers are secured and tightened prior to moving.
- Surrounding floor is clean and dry prior to removing drums from pallets or placing drums on pallets.
- Ramps and proper tools (i.e., dollies, forklifts) are used to lift drums from on top of pallets onto ground level (or vice-versa).
- Tools that could puncture or perforate the drum are not used during drum movement.
- Supplies of oil absorbents are available in the locations identified in Section 6.2; and
- Catch basins, floor drains, and drainage pathways are protected with booms and/or drain covers/mats during removal activities.

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## 5. INSPECTION, TESTING, AND PREVENTIVE MAINTENANCE PROCEDURES

Regis College implements a comprehensive inspection, testing, and preventive maintenance program for its oil storage tanks, containment structures, and associated appurtenances and equipment. This chapter and the list below describes these procedures and Regis College's recordkeeping practices in accordance with 40 C.F.R. §§ 112.7(e) and 112.8(c). The program consists of:

- **Monthly Visual Inspections and Annual Visual Inspections** of all aboveground bulk storage tanks and drums performed by Regis College personnel;
- **Tank Integrity Tests** performed, as needed, by a qualified inspector;
- **Inspections and Testing of Piping Systems** performed by a qualified inspector;
- **Regular Testing of Devices** to ensure that equipment remain in good working order; and
- **Inspection of Operating Equipment.**

The following sections provide the details of Regis College inspection and testing program. Note that although the Bioxide® AST is not subject to SPCC rules, it will also be included in the AST inspection schedule as a best management practice.

### 5.1 INSPECTION AND TESTING OF SHOP-FABRICATED ASTS

As required by 40 C.F.R. § 112.8(c)(6), Regis College combines visual inspection with another testing technique for each aboveground tank and drum that has an oil storage capacity of 55-gallons or greater.<sup>3</sup> The elements of Regis College's AST inspection and testing program for shop-fabricated ASTs were developed taking into consideration the Steel Tank Institute's (STI's) "Standard for the Inspection of Aboveground Storage Tanks," SP001, 5<sup>th</sup> Edition (September 2011) and are described below.

#### 5.1.1 Monthly Visual Inspections

Designated facility personnel perform monthly visual inspections of all ASTs, containers, and drums that have oil storage capacities equal to or greater than 55 gallons in accordance with the STI SP001 standard to comply with the requirements of the Oil SPCC regulations. Tank equipment (i.e., gauges, valves, leak detection systems, alarm/warning systems) is inspected for evidence of maintenance deficiencies during each inspection and periodically tested to ensure that they remain in good working order. Visible piping is visually inspected along with the tank itself in accordance with the inspection procedures described in this chapter. These inspections ensure early detection and prompt correction of visible leaks and removal of oil accumulated in containment structures.

Monthly inspections are performed by designated Regis College personnel and are conducted using the inspection forms contained in Appendix D. All inspection and testing records are signed and maintained in Appendix D for a period of at least three years to ensure compliance the Oil SPCC regulations. 40 C.F.R. § 112.7(e).

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<sup>3</sup> Oil-filled electrical and operating equipment are not considered bulk storage containers for these purposes, and are therefore not subject to the inspection and testing requirements. As a best management practice, Regis College inspects hydraulic elevators, lifts, and oil-filled electrical equipment as described in this chapter.

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### 5.1.2 Formal External Inspections and Leak Testing

Shop-fabricated AST systems at Regis College are subject to formal external inspection and leak testing requirements (as defined by the STI SP001 standard) according to the capacity of the tank, the means of secondary containment, and the presence of a continuous release detection method. Based on the STI standard, because all of the tanks have a capacity of less than 30,000 gallons, are provided with secondary containment and have release detection through visual monitoring, leak testing is not required.

## 5.2 TANK INTEGRITY TESTS

Regis College will retain the services of a qualified tank testing contractor to perform a tank integrity test in accordance with the STI Standard SP001, API Standard 653, or other industry standard determined by the tank tester to be appropriate for the type of tank, under the following circumstances:

- Whenever material repairs or alterations are made to the tank;
- If evidence of a leak is detected;
- In the event of damage to the tank or containment structure; or
- If the results of a formal tank inspection reveals evidence of leakage or deterioration.

An affected tank will remain out of service until it is repaired and tested to confirm its integrity or it is otherwise replaced.

## 5.3 REGULAR TESTING OF DEVICES

In addition to the frequent visual inspections, formal exterior inspections, and integrity testing, Regis College will perform regular testing of devices for all equipment associated with oil storage. For example, tank monitoring systems, high level alarms and product level gauges will be periodically tested in accordance with the manufacturer's instructions to ensure they are in good working order.

## 5.4 55-GALLON DRUM INSPECTIONS

As required by 40 C.F.R. § 112.8(c)(6), Regis College combines visual inspection with another testing technique for each tank, container, and drum that is 55-gallons or greater. Regis College ensures that 55-gallon drums are visually inspected on a monthly basis in accordance with the visual inspection procedures identified in Section 5.1. In addition, drums are either returned to the supplier when empty and replaced with a full drum or disposed of properly. The drums containing petroleum products may be reused when emptied to contain waste oil. Regis College uses the following usual and customary business practices to ensure the integrity of 55-gallon drums:

- **Retirement Schedule.** All 55-gallon drums are retired after a maximum of 5 years of use.
- **Loading/Unloading Procedures.** To ensure that drum loading and unloading procedures are performed in a way that is protective of the drums and their contents, it is Regis College's policy that such activities be conducted in accordance with the procedures described in Chapter 4.
- **Replacement and Disposal.** If monthly visual inspections or informal inspections reveal that a drum is leaking, dented, corroded, rusted to the extent that a release is possible, or compromised in some way, facility personnel will immediately transfer the product in the drum to a new drum and ensure that the empty drum is disposed of properly.

## 5.5 OIL-FILLED TRANSFORMER INSPECTIONS

While inspections of oil-filled operating equipment are not required for Oil SPCC compliance, as a best management practice, Regis College personnel conduct annual visual inspections of oil-filled transformer located on the facility as

part of the facility preventive maintenance program. Additional informal inspections and/or observations are conducted by Regis College staff at time when working in the vicinity of the transformers.

## **5.6 PIPING INSPECTIONS AND TESTS**

Most piping associated with the fuel ASTs is visibly inspected along with the tank itself in accordance with the inspection procedures described in this chapter. Tests of AST piping systems will be performed in accordance with the applicable industry standard for the type of piping, or as recommended by the piping manufacturer or a qualified pipe tester.

## **5.7 PREVENTIVE MAINTENANCE PROCEDURES**

Regis College routinely inspects and replaces equipment as part of its preventive maintenance program. If an inspection shows that continuation of an operation or practice is likely to result in an imminent release, prompt action will be taken. Examples of imminent release indicators include, but are not limited to, leaking valves, pumps, and pipe joints; cracked or corroded containers; malfunctioning relief devices; and inadequate gauging. Tanks are fail-safe engineered to avoid spills, and all leak detection and level alarm equipment is regularly tested to ensure proper operation.

If an inspection shows that an operation or practice is not an imminent threat to cause a release, but is malfunctioning and could lead to a future release if not remedied, appropriate repairs/actions are completed as soon as practicable. Visible leaks are promptly corrected. Regis College ensures that all piping systems are free of leakage and structurally sound. Damaged, worn, or leaking pipe sections are repaired or replaced upon detection.

## **5.8 RECORDKEEPING PROCEDURES**

Regis College maintains records of inspections and tests that it performs in accordance with the procedures described in this chapter. These records are maintained in the Oil SPCC Coordinators office or through other customary business records for a period of at least three years in accordance with 40 C.F.R. 112.7(e).

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## 6. OIL SPILL DETECTION, RESPONSE, AND EQUIPMENT

This chapter identifies Regis College's oil spill detection and cleanup equipment, describes oil spill response procedures, and identifies outside responders who may be contacted in the event of an oil release. This chapter also describes disposal procedures for material recovered from an oil release and provides contact information for potential responders. This chapter satisfies the requirements of 40 C.F.R. § 112.7(a)(3)(iv), (v), and (vi). General oil spill response procedures are provided in this chapter, followed by specific procedures organized by type of release.

### 6.1 DISCHARGE DETECTION

#### 6.1.1 Oil Release Indicators

Employees working in areas where oil is stored visually observe their work areas during regular operating hours. If leaks are detected, they are promptly corrected. Oil releases can be detected in a variety of ways, such as:

- Soils or on paved surfaces;
- Secondary containment structures;
- Floor drains;
- Transformer pads;
- Sewer and utility lines; and/or
- Nearby surface water.

Additional oil release indicators may include other visual observations, petroleum odors, unusual tank system operating conditions, erratic behavior of oil-containing equipment or product dispensing equipment, sudden loss of product, or unexplained water in a tank.

#### 6.1.2 Aboveground Storage Tanks

Most of the aboveground oil storage tanks at Regis College are equipped with high-level alarms and product level indicators. If an overflow is about to occur, the high-level alarm signals the carrier to stop delivering oil. Regis College ensures that all high-level alarms are kept in good working order. Implementation of the oil transfer and delivery procedures described in Section 4.2 also prevents overfills. Potential releases from ASTs can also be detected during informal daily inspections, formal monthly and annual inspections, and integrity tests.

#### 6.1.3 Piping

The piping associated with the emergency generator systems and vehicle fueling/dispensing systems are suction systems. If a release or leak should occur, the system would not function properly thus indicating a leak. Should this happen, further investigation would take place to detect the cause or the malfunction. Exposed aboveground piping is routinely inspected for corrosion during the formal visual inspections. Any leaks would be detected during these inspections.

### 6.2 OIL SPILL EQUIPMENT

All visible spills are immediately stopped and cleaned up using spill kits. The following spill clean-up materials are available onsite:

- Power Plant – various absorbent socks and booms, bags of Oil-Dri absorbent, and polyethylene bags; and
- Alumnae Hall – various absorbent socks and booms, bags of Oil-Dri absorbent, and polyethylene bags.

Spill containment materials are used only by trained personnel who are familiar with the hazards posed by the spilled material, and are knowledgeable of how to manage the spill clean-up residue. These trained employees may respond to small leaks or spills that do not pose significant risks to health or safety. The inventories of spill equipment are periodically inspected by the Oil SPCC Coordinator to ensure that they are fully stocked and ready for use in the event of an oil spill. If, during an inspection, items are noted as missing, the missing contents are ordered and replaced within the kit as soon as reasonably possible.

### **6.3 GENERAL OIL SPILL RESPONSE**

Activities that may result in an oil spill at the Regis College include:

- Overfill during delivery;
- Tank or piping failure;
- Elevator hydraulic oil release;
- Oil drum handling; and
- Minor surface spills during routine maintenance.

Absorbent cleanup materials in the spill kits will, generally, be used to contain and clean up minor spills. In the event of a minor oil release, Regis College personnel are trained to place absorbent booms and/or drain covers/mats on all floor drains, catch basins, and any other drainage pathway to prevent dispersion.

When spilled material has been recovered, Regis College personnel ensure that it is either reused, if possible, or disposed of in accordance with all applicable requirements.

#### **6.3.1 Tank Overfill During Delivery**

Fuel deliveries to the ASTs and USTs are monitored by Regis College personnel and the carrier. Preventing a spill during delivery is primarily the responsibility of the carrier. In the case of a minor spill, or a release of oil less than ten gallons, absorbent pads, booms, and Oil-Dry will be used by trained Regis College personnel or the carrier for cleanup. The used cleanup materials will be collected using non-sparking tools and disposed of in accordance with the procedures described in Section 6.6 below.

#### **6.3.2 Tank or Piping Failure**

In the case of visual evidence of a tank or piping failure that results in a minor spill, absorbent materials will be used to contain and clean up the spill as described in this section. The tank and associated piping and equipment will be inspected to identify the origin of the release. If oil was released due to faulty equipment or broken piping, Regis College will immediately correct the problem. If it is determined that the tank leaked, the Oil SPCC Coordinator will immediately contact an emergency response contractor to pump out the tank, which will remain out of service until it is repaired or replaced.

#### **6.3.3 Minor Spills**

Minor spills (e.g., less than one gallon of oil) may occur as a result of routine maintenance activities. Spill response materials (i.e., absorbents, spill pads, Oil-Dry, etc.) will be used, managed and disposed of in accordance with the procedures described in this section. If the spill occurs in an unpaved area, the stained ground surface (soil) will be removed using non-sparking tools, and collected and disposed of in accordance with the procedures described in Section 6.7 below.



### **6.3.4 Large Quantity Spills**

For spills that are beyond the capabilities of Regis College employees and equipment, the Oil SPCC Coordinator will contact the Weston Fire Department and an emergency response contractor, if necessary. Regardless of the amount spilled, if an oil release reaches a catch basin, the Oil SPCC Coordinator will immediately contact the National Response Center (and any other regulatory agency that must receive a report according to Section 7). The Oil SPCC Coordinator and Alternate are the primary responsible parties at the facility for the coordination of any response and clean-up effort.

The Weston Fire Department will usually be the first agency called to respond to an oil release. The Fire Department is equipped to handle most hazardous materials releases, but may choose to turn the response operation over to a private clean up contractor, identified in Appendix A, who provides emergency response and clean-up services 24 hours per day, 365 days per year, and has the capabilities and equipment to handle any release of oil.

## **6.4 OIL SPCC COORDINATOR RESPONSIBILITIES**

The person who will likely coordinate oil release response at Regis College is the Oil SPCC Coordinator. The general responsibilities of the Oil SPCC Coordinator include:

- Oversee the development, implementation, and maintenance of the Oil SPCC Plan and oil spill prevention program;
- Serve as the designated person responsible for oil spill prevention;
- Identify any facility changes that would warrant amendments to the Oil SPCC Plan;
- Coordinate, organize and/or conduct training and annual spill prevention briefings for oil-handling personnel; and
- Maintain the spill containment equipment and supply areas at the designated locations; and
- Implement the Oil SPCC Plan upon discovery of a spill.

The responsibilities of the Oil SPCC Coordinator during oil spill emergencies include:

- Assess the type, magnitude, and extent of the spill;
- Contact the facility responders to bring spill containment equipment to the spill location;
- Supervise Regis College oil-handling employees during spill containment and cleanup;
- Contact and coordinate with local off-site facility responders (i.e., fire, police, clean up contractors listed in Appendix A), if necessary;
- In the event of a spill which poses a fire hazard, the Oil SPCC Coordinator will notify the Weston Fire Department as necessary.
- Provide for emergency medical care or arrange transportation via ambulance for off-scene medical services, if necessary;
- Arrange for the cleanup and proper disposal of any released oil; and
- Report any spill of a reportable quantity, as described in Chapter 7.

## **6.5 ALTERNATE OIL SPCC COORDINATOR RESPONSIBILITIES**

In the event that the Oil SPCC Coordinator is not available to coordinate an oil release response, Regis College has an Alternate Oil SPCC Coordinator. The role of the Alternate Oil SPCC Coordinators is: (1) to act as Oil SPCC



Coordinator whenever the primary Coordinator is unable to perform his/her duties, or (2) to assist the Oil SPCC Coordinator in the event of an actual spill or release event.

The Alternate Oil SPCC Coordinator is familiar with the role and responsibilities of the Oil SPCC Coordinator as listed above, in the event that he/she is called upon to fill this role during an actual spill emergency. The Oil SPCC Coordinator may delegate any of the responsibilities listed above to the Alternate Coordinator.

The Oil SPCC Coordinator and the Alternate Oil SPCC Coordinator periodically review the Oil SPCC Plan and understand their assigned responsibilities. The Coordinators are familiar with the preventative inspection and testing provisions of the Oil SPCC Plan, and are prepared to implement the emergency response provisions of the Plan in the event of an oil release.

## **6.6 DISPOSAL PROCEDURES**

The Oil SPCC Coordinator will ensure that spilled oil and contaminated debris are recovered and properly managed. The Oil SPCC Coordinator will determine what, if any, outside assistance is needed, and identify applicable federal, state, and local regulatory requirements. Released product that cannot be reused must be declared waste. Waste oil and decontamination wastes such as gloves, protective clothing, and absorbent material are classified as hazardous waste in Massachusetts and must be appropriately managed according to applicable regulations. Specifically, these materials should be placed in a closed, compatible container such as a steel or polyethylene 55-gallon drum and labeled with the words "HAZARDOUS WASTE," "OIL CONTAMINATED DEBRIS," and "TOXIC." The Oil SPCC Coordinator will coordinate the transport and disposal of the waste materials at an appropriately licensed off-site facility.

## 7. OIL SPILL NOTIFICATION PROCEDURES

This chapter describes how Regis College notifies federal, state, and local agencies regarding reportable releases at or from the facility, and satisfies the requirements of 40 C.F.R. § 112.7(a)(3)(vi) and (a)(4). The Oil SPCC Coordinator, or his/her designee, is responsible for reporting oil releases to MassDEP, and/or USEPA, as required.

### 7.1 NATIONAL RESPONSE CENTER

If oil is discharged<sup>4</sup> into waters of the state by means of a discharge to a stormwater drainage system or any water body, the Oil SPCC Coordinator or his/her designee will immediately report the incident to:

National Response Center (NRC):

(800) 424-8802

(The NRC Operator will notify U.S. Coast Guard, District 1, and USEPA, Region 1 as appropriate).

### 7.2 MASSDEP

A sudden, continuous or intermittent release of oil to the environment must be immediately reported to MassDEP (within two hours of discovery) if it meets ANY of the following criteria:

- 10 gallons or more is released within any period of 24 consecutive hours or less.
- An unknown quantity is released within any period of 24 consecutive hours or less.
- Any quantity of oil or waste oil that results in the appearance of a sheen on surface water.
- Any release of oil, 10 gallons or more or an unknown quantity within any period of 24 consecutive hours or less, that is indirectly discharged to the environment by means of discharge to a stormwater drainage system or sanitary sewerage system.
- Any release of any oil, in any quantity or concentration, that poses or could pose an Imminent Hazard, as described in 310 C.MR 40.0321 and 40.0950.
- A release to the environment indicated by the measurement of oil in a private drinking water supply well at concentrations equal to or greater than a Category RCGW-1 Reportable Concentration, as described in 310 CMR 40.0360 through 40.0369 and listed at 310 CMR 40.1600.

MassDEP:

(888) 304-1133

(24-Hour Statewide Number to Report a Spill of Oil or Hazardous Material)

The ONLY exception to these release reporting requirements is when the release meets one of the following criteria:

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<sup>4</sup> For the purposes of this notification, “discharge” refers to the definition as found in 40 C.F.R. Part 110, which is a *harmful quantity* of spilled oil which results in:

- 1) Violation of applicable water-quality standards;
- 2) Production of a film, sheen or discoloration on the water surface or adjoining shoreline; or
- 3) Deposition of a sludge or emulsion beneath the water surface or upon the adjoining shoreline.

- A release inside a building that is completely contained within the building.
- A release of diesel fuel due to the rupture of the fuel tank of a passenger vehicle as a result of an accident involving that vehicle.

When calling MassDEP to report incidents, the Oil SPCC Coordinator will need to provide the following information:

- Name and telephone number of caller;
- Location of release or threat;
- Date and time release occurred;
- Identify type of notification (310 CMR 40.0300);
- Name of oil(s) released or of which there is a threat of release;
- Approximate quantity of oil(s) released or of which there is a threat of release;
- Source of release or threat of release;
- Brief description of the release;
- Name and telephone number of owner/operator of the site where the release occurred or at which there is a threat of release;
- Name and telephone number of the contact person where the release occurred or at which there is a threat of release;
- A description of the Immediate Response Action (IRA) taken or proposed to address the release or threat of release;
- Names of other federal, state, or local government agencies that have been notified and/or have responded to the release or threat of release; and
- Any other information that is relevant to assessing the degree of hazard posed by the release or threat of release of oil.

Note that spills of hazardous materials other than oil, or releases of oil that do not meet the above criteria may also require reporting to the MassDEP under the Massachusetts Contingency Plan (MCP). Because the rules are complex, in the event of any spill of oil or hazardous materials, Weston personnel should notify the Oil SPCC Coordinator or his/her designee for determination of whether additional reporting or actions are required.

### **7.3 WRITTEN NOTIFICATION FOR OIL SPILLS**

Following verbal notification of a spill requiring immediate (two hour) notification, Regis College must make written notification of the discharge within 60 days by submitting a completed Release Notification Form (RNF) to MassDEP. A copy of an RNF is included in Appendix G. It is the responsibility of the Oil SPCC Coordinator to ensure that the proper notifications are made.

In addition, Regis College must make written notification to the USEPA whenever the facility has:

- Discharged more than 1,000 gallons of oil in a single discharge event, or

- Discharged more than 42 gallons (1 barrel) of oil in each of two discharge events to the navigable waters<sup>5</sup> of the United States or adjoining shorelines within any twelve-month period.

If either of the above criteria are met, Regis College must file a written report within 60 days with the Regional Administrator of the USEPA. It is the responsibility of the Oil SPCC Coordinator to ensure that the proper notifications are made. In accordance with 40 C.F.R. § 112.4(a), this written report will contain the following information:

- Name of the facility and the person reporting the event.
- Date, time, and location of release.
- Names, addresses, and telephone numbers of all persons potentially responsible for the release.
- Maximum storage or handling capacity of the facility and normal daily throughput.
- The corrective actions and/or countermeasures taken, including an adequate description of equipment repairs and/or replacements (including any third-party damages and costs).
- Description of the facility including maps, flow diagrams, and topographical maps, as necessary.
- The cause of the discharge, including a failure analysis, and the amount and type of material released.
- Additional preventative measures taken or contemplated to minimize the possibility of recurrence.
- Such other information as the authorities may reasonably require pertinent to the Oil SPCC Plan or discharge.

Information submitted to the Regional Administrator must be sent to:

<b>EPA Region 1 SPCC Enforcement Coordinator</b>
<b>Mail Code OSRR02-2 5 Post Office Square Suite 100 Boston, MA 02109-3912</b>

Regis College will amend this Oil SPCC Plan if amendments are necessary as a result of a discharge. In addition, Regis College will send a duplicate of the above information to oil pollution control personnel at MassDEP, if required by EPA. Except as noted above, no written report is required for an oil spill, generally. However, the agencies notified of the spill may request a written follow-up report of the incident. An accurate record of the incident will be kept by the Primary Oil Spill Coordinator, who will submit a written report if requested to do so.

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<sup>5</sup> The definition of “navigable waters” is complex and subject to interpretation. The Oil SPCC coordinator should coordinate with technical consultants or legal counsel in the event he or she is uncertain whether a release to “navigable waters” has occurred.

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## 8. EMPLOYEE TRAINING PROGRAMS

This chapter describes the Oil SPCC training and discharge prevention briefings that Regis College provides to its oil-handling employees, as required by 40 C.F.R. § 112.7(f).

### 8.1 OIL SPCC TRAINING

Regis College provides Oil SPCC training to all oil-handling employees and those who play a role in the implementation of this Plan. The Regis College Oil SPCC training program instructs employees involved with the handling of oil and/or oil containment devices, structures, and equipment on:

- Contents of the Oil SPCC Plan;
- The proper operation and maintenance of equipment to prevent discharges and general facility operations;
- Oil discharge procedures, including notification and use of available spill equipment;
- Instructions regarding applicable oil pollution control laws, rules, and regulations; and
- Instructions regarding regular tank inspection procedures.

Oil SPCC training is provided to all new oil-handling employees. A copy of the Oil SPCC training materials and employee training records are maintained in Appendix E of this Plan.

### 8.2 DISCHARGE PREVENTION BRIEFINGS

Regis College conducts discharge prevention briefings at least annually covering the following topics for oil-handling personnel:

- *Oil SPCC Plan Update* – Discuss any Plan changes to ensure that oil-handling employees have an up to date understanding of the Oil SPCC operations.
- *Discharges* – Highlight and describe discharges that have occurred in the past year; discuss response actions; effectiveness of oil spill response and equipment; describe actions taken to prevent recurrence.
- *Failures and Malfunctioning Components* – Discuss any known equipment failures or malfunctioning components related to oil storage.
- *Precautionary Measures* – Brainstorm current or new precautionary measures to prevent oil releases.

Records of Discharge Prevention Briefings are maintained in Appendix F of this Plan.

## **9. SECURITY**

This chapter describes the routine and emergency security measures that Regis College implements for the facility and oil storage locations. This chapter meets the requirements of 40 C.F.R. § 112.7(g).

### **9.1 ROUTINE SECURITY MEASURES**

Several routine security measures are in place to ensure the safety of Regis College personnel and the security of property.

- The College is staffed 24-hours a day, 365 days per year.
- All ASTs are located inside campus buildings in secured areas that are kept locked at all times.
- The hydraulic elevator ASTs are secured within locked rooms and can only be accessed by authorized Regis College employees;
- The fill port for the 15,000 gallon AST remain capped when an oil transfer is not taking place;
- The 1,000-gallon Bioxide® AST is located within a fenced enclosure and fill port remain capped when a chemical transfer is not taking place;
- Tank and containment drain valves are locked in closed position when not operational; and
- All areas of the facility contain adequate lighting to facilitate the discovery of visible oil spills, discourage vandalism, and for safety.

### **9.2 SECURITY DURING EMERGENCIES**

During an emergency, access to the facility would be controlled by the Weston Fire Department, and only emergency response and other authorized responders (e.g., municipal responders, approved contractors, and regulatory authorities) would be allowed access to the emergency area. Communication during an emergency, such as a large oil release, would be coordinated through the Weston Police dispatch. The Oil SPCC Coordinator will be the primary liaison with emergency response agencies.

## **APPENDIX A: EMERGENCY CONTACT INFORMATION**

## EMERGENCY CONTACT PHONE NUMBERS

<b>Facility Personnel</b>	<b>Primary Facility Contact</b> Joe Shaughnessy, Director of Physical Plant  <b>Oil SPCC Coordinator</b> Anthony Downs, Environmental Health & Safety Manager Environmental Health & Safety Compliance	Office Phone: (781) 768-7133 Cell Phone: (781) 820-1571  Office Phone: (781) 768-7671 Cell Phone: (617) 435-3658
<b>Police</b>	Regis College Police Department (Emergency)  Weston Police Department (Emergency)  (Non-Emergency)	(781) 768-7777  911  (781) 786-6200
<b>Fire</b>	Weston Fire Department (Emergency)  (Non-Emergency)	911  (781) 786-6101
<b>Hospital/ Emergency Care</b>	Newton Wellesley Hospital (Emergency)  (Non-Emergency)	911  (617) 243-6000
<b>Agencies</b>	US Coast Guard – Oil Spill National Response Center  USEPA, Region 1 Oil Pollution Prevention Program  USEPA, Region 1 (Boston)  MADEP 24 Hour Spill Hotline  MADEP Western Regional Office	(800) 424-8802  (617) 918-1264  (888) 372-7341  (888) 304-1133  (413) 784-1100
<b>Response Contractor(s)</b>	Tradebe (24 hours)	(800) 914-9111



## **APPENDIX B: RECORD OF CHANGES AND REVIEW LOG**



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## OIL SPCC PLAN REVIEW LOG

### Review #1

"I have completed a review and evaluation of this Oil SPCC Plan on April 11, 2017 and [~~will~~/will not] amend the Plan as a result."

Name: Brian McGrath, CHMM, CPEA

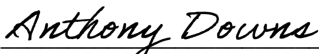
Signature: 

Title: Senior Project Manager

### Review #2

"I have completed a review and evaluation of this Oil SPCC Plan on August 11, 2022 and [~~will~~/will not] amend the Plan as a result."

Name: Anthony Downs

Signature: 

Title: Environmental Health & Safety Manager

### Review #3

"I have completed a review and evaluation of this Oil SPCC Plan on May 23, 2023 and [~~will~~/will not] amend the Plan as a result."

Name: Anthony Downs

Signature: 

Title: Environmental Health & Safety Manager

### Review #4

"I have completed a review and evaluation of this Oil SPCC Plan on \_\_\_\_\_ and [will/will not] amend the Plan as a result."

Name: \_\_\_\_\_

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

Title: \_\_\_\_\_

**APPENDIX C: CERTIFICATION OF THE APPLICABILITY OF THE  
SUBSTANTIAL HARM CRITERIA CHECKLIST**

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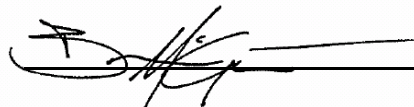
**CERTIFICATION OF THE APPLICABILITY  
OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST**

1. **FACILITY NAME:** Regis College.
2. **FACILITY ADDRESS:** 235 Wellesley Street, Weston, Massachusetts 02493
3. 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: X
2. Does the facility have a total oil storage capacity greater than or equal to one 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 oil storage tank area?  
Yes: \_\_\_\_\_ No: X
3. Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish, wildlife, and sensitive environments.  
Yes: \_\_\_\_\_ No: X
4. Does the facility have a total oil storage capacity of greater than or equal to one million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?  
Yes: \_\_\_\_\_ No: X
5. Does the facility have a total oil storage capacity greater than or equal to one 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 five years?  
Yes: \_\_\_\_\_ No: X

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.

Brain McGrath, CHMM, CPEA

Senior Project Manager

  
\_\_\_\_\_  
Signature

April 11, 2017  
Date

## **APPENDIX D: MONTHLY INSPECTION FORMS AND INSPECTION RECORDS**

## REGIS COLLEGE MONTHLY ABOVEGROUND TANK INSPECTION REPORT

Inspection Parameter	Power Plant 15,000-Gal Tank		Power Plant Waste Oil Drums		Fire Pump 140-Gal Tank		Alumnae Hall Grease Trap Tank	
	YES	NO	YES	NO	YES	NO	YES	NO
Is the tank or drum clean and free of drip marks, leaks, signs of discoloration, or damage to the exterior?	YES	NO	YES	NO	YES	NO	YES	NO
Is the area around the tank or drum clean with no evidence of leakage on the ground or in the secondary containment?	YES	NO	YES	NO	YES	NO	YES	NO
Is the tank or drum structurally sound with no signs of corrosion, thinning, cracking, dents, or areas of wear?	YES	NO	YES	NO	YES	NO	YES	NO
Are all tank, drum, and piping system openings properly sealed and secured (e.g., fill port, drain valves, inspection ports)?	YES	NO	YES	NO	YES	NO	YES	NO
Are the tank supports structurally sound with no signs of weakness on the supports or underlying concrete pad?	YES	NO			YES	NO	YES	NO
Is the piping in good working order, free of discoloration or any signs of leakage?	YES	NO			YES	NO	YES	NO
Are the valves and piping connections in good condition, free of cracks, corrosion, damaged bolts, or gaskets?	YES	NO			YES	NO	YES	NO
Are transfer pipes properly supported with no bowing between supports?	YES	NO			YES	NO	YES	NO
Are the vent pipes free of debris and ice?	YES	NO			YES	NO	YES	NO
Is the tank level gauge readable and in good working condition?	YES	NO			YES	NO	YES	NO
Are spill containment and cleanup supplies available and adequately stocked?	YES	NO			YES	NO	YES	NO

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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



## **APPENDIX E: OIL SPCC TRAINING PROGRAM AND TRAINING RECORDS**

## **APPENDIX F: ANNUAL DISCHARGE PREVENTION BRIEFING RECORDS**



## **APPENDIX G: MASSDEP RELEASE NOTIFICATION FORM**



RELEASE NOTIFICATION & NOTIFICATION  
RETRACTION FORM

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

A. RELEASE OR THREAT OF RELEASE LOCATION:

- 1. Release Name/Location Aid: \_\_\_\_\_
- 2. Street Address: \_\_\_\_\_
- 3. City/Town: \_\_\_\_\_ 4. ZIP Code: \_\_\_\_\_
- 5. Coordinates: a. Latitude: N \_\_\_\_\_ b. Longitude: W \_\_\_\_\_

B. THIS FORM IS BEING USED TO: (check one)

- 1. Submit a **Release Notification**
- 2. Submit a **Revised Release Notification**
- 3. Submit a **Retraction of a Previously Reported Notification** of a release or threat of release including supporting documentation required pursuant to 310 CMR 40.0335 (Section C is not required)

(All sections of this transmittal form must be filled out unless otherwise noted above)

C. INFORMATION DESCRIBING THE RELEASE OR THREAT OF RELEASE (TOR):

- 1. Date and time of Oral Notification, if applicable: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm
- 2. Date and time you obtained knowledge of the Release or TOR: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm
- 3. Date and time release or TOR occurred, if known: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM  
mm/dd/yyyy hh:mm

Check all Notification Thresholds that apply to the Release or Threat of Release:  
(for more information see 310 CMR 40.0310 - 40.0315)

- |  |  |  |
|--|--|--|
| <p>4. 2 HOUR REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Sudden Release</li> <li><input type="checkbox"/> b. Threat of Sudden Release</li> <li><input type="checkbox"/> c. Oil Sheen on Surface Water</li> <li><input type="checkbox"/> d. Poses Imminent Hazard</li> <li><input type="checkbox"/> e. Could Pose Imminent Hazard</li> <li><input type="checkbox"/> f. Release Detected in Private Well</li> <li><input type="checkbox"/> g. Release to Storm Drain</li> <li><input type="checkbox"/> h. Sanitary Sewer Release (Imminent Hazard Only)</li> </ul> | <p>5. 72 HOUR REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/2 Inch (.04 feet)</li> <li><input type="checkbox"/> b. Underground Storage Tank (UST) Release</li> <li><input type="checkbox"/> c. Threat of UST Release</li> <li><input type="checkbox"/> d. Release to Groundwater near Water Supply</li> <li><input type="checkbox"/> e. Substantial Release Migration</li> </ul> | <p>6. 120 DAY REPORTING CONDITIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Release of Hazardous Material(s) to Soil or Groundwater Exceeding Reportable Concentration(s)</li> <li><input type="checkbox"/> b. Release of Oil to Soil Exceeding Reportable Concentration(s) and Affecting More than 2 Cubic Yards</li> <li><input type="checkbox"/> c. Release of Oil to Groundwater Exceeding Reportable Concentration(s)</li> <li><input type="checkbox"/> d. Subsurface Non-Aqueous Phase Liquid (NAPL) Equal to or Greater than 1/8 Inch (.01 feet) and Less than 1/2 Inch (.04 feet)</li> </ul> |
|--|--|--|



**RELEASE NOTIFICATION & NOTIFICATION  
 RETRACTION FORM**

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

**C. INFORMATION DESCRIBING THE RELEASE OR THREAT OF RELEASE (TOR): (cont.)**

7. List below the Oils (O) or Hazardous Materials (HM) that exceed their Reportable Concentration (RC) or Reportable Quantity (RQ) by the greatest amount.

Check here if an amount or concentration is unknown or less than detectable.

O or HM Released	CAS Number, if known	O or HM	Amount or Concentration	Units	RCs Exceeded, if Applicable (RCS-1, RCS-2, RCGW-1, RCGW-2)

Check here if a list of additional Oil and Hazardous Materials subject to reporting, or any other documentation relating to this notification is attached.

**D. PERSON REQUIRED TO NOTIFY:**

1. Check all that apply:  a. change in contact name  b. change of address  c. change in the person notifying

2. Name of Organization: \_\_\_\_\_

3. Contact First Name: \_\_\_\_\_ 4. Last Name: \_\_\_\_\_

5. Street: \_\_\_\_\_ 6. Title: \_\_\_\_\_

7. City/Town: \_\_\_\_\_ 8. State: \_\_\_\_\_ 9. ZIP Code: \_\_\_\_\_

10. Telephone: \_\_\_\_\_ 11. Ext.: \_\_\_\_\_ 12. Email: \_\_\_\_\_

13. Check here if attaching names and addresses of owners of properties affected by the Release or Threat of Release, other than an owner who is submitting this Release Notification (required).

**E. RELATIONSHIP OF PERSON TO RELEASE OR THREAT OF RELEASE:**

Check here to change relationship

1. RP or PRP  a. Owner  b. Operator  c. Generator  d. Transporter

e. Other RP or PRP Specify: \_\_\_\_\_

2. Fiduciary, Secured Lender or Municipality with Exempt Status (as defined by M.G.L. c. 21E, s. 2)

3. Agency or Public Utility on a Right of Way (as defined by M.G.L. c. 21E, s. 5(j))

4. Any Other Person Otherwise Required to Notify Specify Relationship: \_\_\_\_\_



**RELEASE NOTIFICATION & NOTIFICATION  
RETRACTION FORM**

Release Tracking Number

-

Pursuant to 310 CMR 40.0335 and 310 CMR 40.0371 (Subpart C)

**F. CERTIFICATION OF PERSON REQUIRED TO NOTIFY:**

1. I, \_\_\_\_\_, attest under the pains and penalties of perjury (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this transmittal form, (ii) that, based on my inquiry of those individuals immediately responsible for obtaining the information, the material information contained in this submittal is, to the best of my knowledge and belief, true, accurate and complete, and (iii) that I am fully authorized to make this attestation on behalf of the entity legally responsible for this submittal. I/the person or entity on whose behalf this submittal is made am/is aware that there are significant penalties, including, but not limited to, possible fines and imprisonment, for willfully submitting false, inaccurate, or incomplete information.

2. By: \_\_\_\_\_ 3. Title: \_\_\_\_\_  
Signature

4. For: \_\_\_\_\_ 5. Date: \_\_\_\_\_  
(Name of person or entity recorded in Section D) mm/dd/yyyy

6. Check here if the address of the person providing certification is different from address recorded in Section D.

7. Street: \_\_\_\_\_

8. City/Town: \_\_\_\_\_ 9. State: \_\_\_\_\_ 10. ZIP Code: \_\_\_\_\_

11. Telephone: \_\_\_\_\_ 12. Ext.: \_\_\_\_\_ 13. Email: \_\_\_\_\_

**YOU ARE SUBJECT TO ANNUAL COMPLIANCE ASSURANCE FEES FOR EACH BILLABLE YEAR FOR TIER CLASSIFIED DISPOSAL SITES. YOU MUST LEGIBLY COMPLETE ALL RELEVANT SECTIONS OF THIS FORM OR DEP MAY RETURN THE DOCUMENT AS INCOMPLETE. IF YOU SUBMIT AN INCOMPLETE FORM, YOU MAY BE PENALIZED FOR MISSING A REQUIRED DEADLINE.**

Date Stamp (DEP USE ONLY:)

[Large empty rectangular box for date stamp]