



TENANT DIRECTIVE

BWI: 502.1
DATE: July 6, 2007 (Revised)
DISTRIBUTION: A

TITLE: HAZARDOUS FUEL/OIL, MATERIAL & SEWAGE SPILLS

I. REFERENCES:

- A. Federal Aviation Regulations Part 139.321
- B. Airport Emergency Plan (AEP) Part-3 Section-6
- C. Code of Federal Regulations 40 CFR 355.40
- D. Code of Federal Regulations 29 CFR 1910.120
- E. Code of Maryland Regulations 26.10.01.03
- F. This Directive supersedes BWI Tenant Directive 502.1 dated October 17, 1996
- G. MAA Storm Water Pollution Prevention Plan (SWPP) and MAA Integrated Contingency Plan (ICP), Tenant Spill Prevention, Control and Counter Measure (SPCC) Plans or Facility Response Plans (FRP)

II. DIRECTIVE STATEMENT:

- A. This Directive is applicable to all tenants and users at Baltimore/Washington International Thurgood Marshall Airport (BWI).

- B. This Directive establishes general procedures for the following:
 - 1. Hazardous Substance and Material Spills Initial Reporting Responsibilities
 - 2. Tenant & User Responsibilities
 - 3. Maryland Aviation Administration (MAA) Responsibilities
 - 4. Aviation Fuel Spill Procedures within the Air Operations Area
 - 5. Sewage Spill Procedures within the Air Operations Area
 - 6. General Procedures for Other Hazardous Releases and Spills
 - 7. Fuel/Oil Spill Reporting Responsibilities
 - 8. Tenant/Agency Charges
- C. The BWI Fire & Rescue Department will provide emergency response to all hazardous material releases/spills.
- D. The MAA will provide support services on a charge-back basis as indicated in the Procedures Section.
- E. Airport tenants and users are responsible for all containment, decontamination, disposal, and reporting activities for hazardous substance and material spills/situations they create.
- F. Airport tenants and users are responsible for the activities and actions of their employees and contractors.
- G. Airport tenants are responsible for initiating evacuation procedures in accordance with MAA Directive 105.0.1 (attached).

III. HAZARDOUS SUBSTANCES AND MATERIALS SPILLS REPORTING RESPONSIBILITIES:

All releases of hazardous substances and materials shall be reported immediately to the Airport's Consolidated Dispatch Center (CDC) at **410-859-7222** so the appropriate equipment and personnel can be dispatched to investigate and take mitigating action.

IV. TENANT & USER RESPONSIBILITIES:

- A. All tenants and users whose activities involve fuel/oil and/or hazardous materials shall:
1. Furnish the Airport Operations Center with a list of names of responsible persons and their business and non-work telephone numbers to contact for a fuel spill or hazardous material situation.
 2. If properly trained and equipped in accordance with 29 CFR 1910.120 and the situation does not present an immediate threat to life and the environment, contain, collect, and dispose of the spilled material or obtain a commercial organization capable of providing effective mediation.
 3. If not properly trained and equipped or the situation is beyond the tenant's capabilities, obtain a commercial organization licensed in the State of Maryland to perform the containment, remediation/decontamination following the direction from the appropriate MAA section (BWI Fire & Rescue Department, Airport Operations, Airport Maintenance, or Environmental Compliance).
 4. All materials used to clean-up, and contain the spill shall be placed in approved containers, identified, and then disposed of properly by a licensed commercial organization as identified in the paragraph above.

V. MARYLAND AVIATION ADMINISTRATION RESPONSIBILITIES:

- A. Upon receipt of a Hazmat spill, notify the CDC. The CDC will dispatch the appropriate MAA personnel and equipment to the scene of a hazardous substance and material spill.
- B. Fire/Rescue
- Determine if an immediate threat to life, safety, or the environment exists and take appropriate mitigation actions which may include evacuating all personnel from the area, shutting down operations, identification of hazardous material, blanketing, diking, damming, diverting, plugging and patching, etc.

C. Maintenance

Provide heavy equipment, technical support, sand/dirt, barricades, etc. as requested from the appropriate MAA lead personnel.

D. Airport Operations

1. Coordinate the activities and requirements as directed by the appropriate MAA personnel and make notifications in accordance with the Airport Emergency Plan (AEP).
2. Determine that the area involved has been returned to satisfactory condition at the completion of cleanup activities.
3. Make notification to a commercial spill contractor for additional assistance if the tenant/agency responsible for the spill fails to call or does not call in a timely manner. The Airport Operations Manager will notify the tenant/agency manager of this action.

E. Airport Police

Assist in evacuation activities, provide escort service from outside assistance, monitor entry/exit area, and maintain a security perimeter.

VI. AVIATION FUEL SPILL PROCEDURES WITHIN THE AIR OPERATIONS AREA:

- A. Immediately contact the Consolidated Dispatch Center at 410-859-7222, and advise size of spill, type of fuel involved, and cause of spill.
- B. Stop the flow of fuel if possible and only if it can be done safely.
- C. Place fire extinguishers upwind of the spill.
- D. Clear the area of personnel.
- E. If the spill is under the wing or fuselage of an occupied aircraft, evacuate the aircraft into the terminal through the loading walkway or bridge.
- F. Notify appropriate company personnel.

- G. Do not move the fuel truck.
 - H. Do not start or turn off any equipment, including ground power units. If a ground vehicle engine is running, leave it running. If an engine is shut off, do not start it. Ignition of the spill is more likely to occur from engines backfiring from start-up or shut-down procedures.
 - I. If you have the proper training, equipment, and absorbent material, you may start to clean up the spill before the Airport Fire & Rescue Department arrives. Do not under any circumstances place personnel in the spilled fuel. Always work from the outside perimeter in. If you have been trained in the proper use of a portable fire extinguisher, stand-by upwind in the event of ignition and evacuate all personnel and traffic from the area.
 - J. The Airport Fire & Rescue Department has the proper equipment and training to deal with the situation safely. Follow the instructions of the Fire & Rescue Department for fuel spill clean-up procedures after they arrive.
 - K. Prevent fuel from flowing into storm drain if possible.
- VII. SEWAGE SPILL PROCEDURES WITHIN THE AIR OPERATIONS AREA:
- A. All releases of hazardous substances and materials shall be reported immediately to the Airport Operations Center at 410-859-7018 so the appropriate equipment and personnel can be dispatched to investigate and take mitigating action, if required.
 - B. The tenant/agency responsible for the spill shall provide personnel and equipment for cleanup, or call in a licensed commercial organization to clean up the spill and dispose of spilled materials.
 - C. The area shall be decontaminated after all cleaning operations are complete. No sewage spills will be flushed so as to contaminate storm drains, surface waters, or streams.
- VIII. HAZARDOUS SUBSTANCES AND MATERIAL SPILLS POST REPORTING RESPONSIBILITIES:

NOTE: This section is only applicable for fuel/oil spills. Sewage must also be reported if it enters a storm drain.

- A. The Code of Maryland Regulations (COMAR 26.10.01.03) requires that spills must be reported verbally to the Maryland Department of the Environment (MDE) by the tenant or user responsible for the spill. To assure compliance with Maryland law, tenants and users must adhere to the following reporting requirements:
1. Notify MDE by phone within two hours of the spill. The MDE 24-hour phone number is 1-866-633-4686. Information to be provided shall consist of the time of discharge, location of discharge, type of facility or vehicle involved, and type and quantity of fuel/oil and/or hazardous material spilled.
 2. Send a report of the spill to MDE at the address indicated at the top of the reporting form within 10 working days after removal and remediation work has been completed. The report can be found at:
<http://www.mde.state.md.us/assets/document/emergency/mdespilreport.pdf>
 3. Any fuel/hazardous materials/sanitary spill that enters a storm drain is considered to have entered waters of the state and must be reported within two hours even if a pollution control device is attached to the storm drain (i.e. oil/water separator).

IX. TENANT/AGENCY CHARGES:

- A. The tenant/agency will be charged the MAA standard rates and fees plus a 50 percent administrative fee for all equipment and materials that MAA may provide to contain the spill.
- B. Should the MAA request the use of a commercial organization and/or the MDE, because the tenant/agency has not promptly and appropriately controlled or rectified conditions constituting an emergency or a hazard, the tenant agency will be charged for the use of these outside services.

**ELECTRONIC COPY
ORIGINAL ON FILE IN
AIRPORT OPERATIONS**

Stephen D. Sheehan, A.A.E.
Deputy Executive Director

