



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 600.9*

17 April 2006

INSTALLATION SPILL PLAN

1. **PURPOSE:** This Directive prescribes the processes involved in the maintaining, implementing, revising and updating of the Installation Spill Contingency Plan (ISCP) and the Spill Prevention, Control and Countermeasure Plan (SPCCP).

a. The ISCP will be used as the guideline for procedures and policies that will be followed when responding to discharges of petroleum products and/or hazardous substances within the confines or originating from New Jersey Department of Military and Veterans Affairs (NJDMAVA) facilities or activities.

b. The SPCCP will be maintained as the guideline for procedures and policies to prevent and contain discharges of petroleum products and hazardous substances within the confines or originating from specific NJDMAVA installations or activities.

2. **APPLICABILITY:** This Directive applies to all NJDMAVA facilities that have the capability to discharge petroleum products and/or hazardous substances. NJDMAVA requires all facilities under this Directive to implement and maintain an ISCP. The SPCCP is developed only for those facilities that meet specific requirements. The ISCP and the SPCCP will be developed by the Office of Environmental Compliance (ID-OEC), NJDMAVA.

3. **REFERENCES:**

a. 40 Code of Federal Regulations (CFR) §112, Oil Pollution Prevention regulations

b. 40 CFR § 300.33, Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) regulations.

c. 29 CFR § 1810.1209, Hazardous Waste Operations and Emergency Response

d. Army Regulation (AR) 200-1

****This Directive supersedes Departmental Directive 600.9 dated 22 July 1996.***

e. Army Environmental Hygiene Agency (AEHA) Information Paper No. 12, Preparation of Oil and Hazardous Substance Spills, 1990

f. New Jersey Administrative Code, Chapter 7:1E-1.1 et seq., "Discharges of Petroleum and other Hazardous Substances."

4. **DEFINITIONS:**

a. **Discharge:** A term that includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying or dumping of a petroleum product or hazardous substance. Minor releases that occur in the work place and are contained quickly and completely are not considered discharge for the purpose of this regulation.

b. **Environment:** Environment means any one of the following in the United States:

- (1) Navigable waters
- (2) Near-shore and open waters and any other surface water
- (3) Groundwater
- (4) Drinking water supply
- (5) Land surface or subsurface strata
- (6) Ambient air
- (7) Wildlife
- (8) Vegetation

c. **Hazardous Substance:**

(1) Any element, compound or mixture, including oil and petroleum products, that when discharged in any quantity to the environment pose a threat to human health or the environment.

(2) Elements, compounds or mixtures designated as a hazardous substance, and as defined by the following:

- (a) Section 311 of the amended Clean Water Act of 1977 (33 U.S.C. 1251).
- (b) Published by the EPA in 40 CFR 116. Refer to the Facility's ISCP for further explanation.

d. **Hazardous Waste:**

(1) Any solid or liquid waste or combination of solid or liquid wastes, including those that are toxic, corrosive, irritating, sensitizing, radioactive, biologically infectious, explosive or flammable, that when improperly handled, stored or transported, pose a substantial hazard to human health or the environment.

(2) Any solid or liquid waste, or combination of solid or liquid wastes, listed as hazardous in accordance with regulations, policies, standards and procedures set forth in NJAC 7:26-1.1 *et seq.* Refer to the Facility's ISCP for further explanation.

e. **Installation/Facility:** Used intermittently throughout the plan to describe any NJDMAVA Armory, Field Maintenance Shop (FMS), Combined Support Maintenance Shop (CSMS), Motor Vehicle Storage Building (MVSB), Training Sites: Unit Training Equipment Site (UTES), Combined Logistics Training facility (CLTF), Joint Training and Training Development Center (JT2DC), National Guard Training Center (NGTC), Northeast Combat Arms Training Brigade (NE-CATB), Army Aviation Support Facility (AASF), Veterans Home, Veterans Cemetery and any other DMAVA-operated property or building.

f. **Installation Spill Contingency Plan (ISCP):** This plan is used to promptly identify, report, contain and clean up accidental petroleum product discharges and spills of hazardous substances.

g. **Spill Prevention, Control and Countermeasure Plan (SPCCP):** This plan will evaluate the adequacy of petroleum product and hazardous substance storage, transfer and handling facilities for spill prevention, countermeasures and control.

5. **OBJECTIVES:**

a. Ensure compliance with the ISCP and SPCCP.

b. Establish the responsibilities, duties and resources that are to be employed and implemented in order to prevent, contain, mitigate and clean up spills of petroleum products and/or hazardous substances that occur at or near NJDMAVA installations and their associated activities.

c. These plans will also define an organized, planned and coordinated course of action to be followed in case of fire, explosion or discharge of petroleum products, hazardous substances or waste constituents, which could threaten human health or the environment.

6. **RESPONSIBILITIES:**

a. **The Adjutant General, NJDMAVA:**

(1) Issue instruction to prepare and periodically review each Facility's ISCP and SPCCP.

(2) Provide program guidance and budget for personnel, materials and equipment required for petroleum product and hazardous substance spill prevention, countermeasure and control.

b. Installation Division – Office of Environmental Compliance (ID-OEC):

(1) Prepare, implement and distribute to each Facility Commander or CEO the ISCP and SPCCP, if applicable, in accordance with regulations.

(2) Update the ISCP periodically with the submission of NJDMAVA Form 398, 22 Jul 96 (Figure 1), “Installation Spill Contingency Plan Update Request,” and review the plans every three (3) years.

c. Installation/Station Commander/Veterans Homes Chief Executive Officer (CEO):

(1) Ensure adherence to the procedures contained within their Facility’s ISCP and SPCCP.

(2) Ensure prompt reporting, containment and clean-up of accidental discharges of petroleum products and hazardous substances that occur at NJDMAVA installations and activities.

(3) Assign personnel to their ISCP’s Initial Response Team and maintain updated records as these personnel change. Names and numbers will be kept current.

(4) Ensure timely and accurate completion and annual submission of revised NJDMAVA Form 39, 7 Apr 06 (Figure 1) “Installation Spill Contingency Plan Updated Request,” to ID-OEC.

(5) Ensure copies of revised plans received from NJDMAVA, ID-OEC are forwarded to local police and fire departments within their jurisdiction.

d. Installation On-Scene Coordinator (IOSC) and/or Alternate: All installations/facilities will maintain an IOSC and Alternate. This official will be assigned by the Installation/Facility Commander or CEO and will coordinate and direct all efforts at the scene of a spill or discharge.

e. Initial Response Team (IRT): All installations will also maintain an IRT. Personnel assigned to these positions will act in coordination with each other in implementing procedures as set forth in the ISCP. IRT members are listed in the ISCP.

INSTALLATION SPILL CONTINGENCY PLAN UPDATE REQUEST
REQUEST SUBMISSION BY 1 MAY ANNUALLY

TO: ID-OEC _____ DATE: _____
 LOCATION: _____ FACILITY: _____
 SUBMITTED BY: _____ TELEPHONE: _____

SECTION 1 – MEMBERS OF THE INSTALLATION RESPONSE TEAM (IRT)

INSTALLATION ON-SCENE

COORDINATOR (IOSC): _____
 WORK PHONE: _____ HOME PHONE: _____

ALTERNATE IOSC: _____ WORK PHONE: _____
 SECURITY OFFICER: _____ WORK PHONE: _____
 FACILITY ENGINEER: _____ WORK PHONE: _____
 SAFETY OFFICER: _____ WORK PHONE: _____
 FIRE MARSHALL: _____ WORK PHONE: _____

LOCAL FIRE DEPARTMENT: _____
 LOCAL POLICE DEPARTMENT: _____

SECTION 2 – AVAILABLE MATERIAL RESOURCES

A. SPILL CLEAN-UP MATERIAL AND PROTECTIVE EQUIPMENT

ITEM	QUANTITY	BUILDING	ITEM	QUANTITY	BUILDING
SHOVELS			RUBBER GLOVES		
NON-SPARKING SHOVELS			RUBBER BOOTS		
SAND BAGS			FULL FACE SHIELD		
SOLID ABSORBENT (BAGS)			LONG SLEEVE SHIRT		
SODIUM BICARBONATE (FOR ACID SPILLS)			COVERALLS (DISPOSABLE OR REUSABLE)		
OIL SELECTIVE SORBENTS			55-GALLON DRUMS		
A. BLANKETS			GOGGLES		
B. PADS			OTHER (SPECIFY)		
C. BOOMS			OTHER (SPECIFY)		

B. MANPOWER (INDICATE NUMBER OF PERSONNEL):

ARMORY: OMS: _____ CSMS: _____ AASF: _____
 VA HOME: _____ CEMETERY: _____ OTHER: _____

Figure 1

SECTION 3 – LOCATION AND CAPACITY OF POTENTIAL POL/CHEMICAL SPILL SOURCES

PRODUCT	UNUSED QUANTITY (GALLONS)	BUILDING/AREA	WASTE QUANTITY (GALLONS)	BUILDING/AREA
PAINT (ENAMEL; LATEX)				
PAINT THINNER				
HYDRAULIC FLUID				
VEHICLE UNDERCOATING				
METHANOL				
ACETONE				
BATTERY ACID				
ENGINE LUBES AND OILS				
BRAKE FLUIDS				
CLEANING SOLVENTS				
INDUSTRIAL CLEANERS				
SODIUM HYDROXIDE				
GASOLINE				
DIESEL				
JP-4 AND JP-8				
HEATING OIL #2				
HEATING OIL #4				
HEATING OIL #6				
ANTI-FREEZE				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				

NJDMAVA FORM 39 – REVISED 17 APRIL 2006

Figure 1 (continued)

7. **PROCEDURES:**

a. The ISCP will be reviewed by ID-OEC every three (3) years. Upon completion of revisions, ID-OEC will provide a revised plan to the facility and retain a copy on file.

b. Upon receiving the revised plan from ID-OEC, the Installation/Station Commander/Veterans CEO will submit copies to the local police and fire departments within their jurisdiction.

c. The ISCP will be updated every year by the Installation/Facility themselves. This will consist of submitting a completed NJDMAVA Form 39 and revised site plans, if changes occur. No later than 1 May of every year, revisions will be submitted by Installation/Station Commander/Veterans CEO to Installation Division, NJDMAVA, ATTN: ID-OEC. A copy of the NJDMAVA Form 39 and revised site plan will be inserted into the plan annually. Updates will replace previous information found within the ISCP.

d. Upon completion of yearly updates, the Facility/Installation will submit a copy of NJDMAVA Form 39 to the local police and fire departments within their jurisdiction.

e. The SPCCP will be updated and reviewed by ID-OEC in coordination with the applicable facility every five (5) years. SPCCP revisions will be incorporated within the plan. Upon completion of revisions, ID-OEC will submit a revised copy to the facility and retain a copy on file. The facility will then submit a copy of the revised plan to the local police and fire departments within their jurisdiction.

The proponent of this Directive is the Installation Division, Office of Environmental Compliance. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: ID-OEC, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

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The Adjutant General



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