

# APPENDIX F

## Emergency Preparedness & Spill Response

Accidents happen. The best way to lessen environmental impacts from spills and accidental releases is to be prepared.

### Legal Requirements

| Legal Requirements  |   |
|---|---|
| <b>Spill Prevention, Control, and Countermeasure Plan</b> | <p>You need to prepare a spill prevention, control, and countermeasure plan which outlines a facility-wide plan to prevent and clean up oil and gasoline spills (Clean Water Act, 40 CFR 112) if your facility stores gas or oil:</p> <ul style="list-style-type: none"><li>• In an aggregate total of 1,320 gallons or more (not including containers of less than 55 gallons); or</li><li>• In underground storage tanks (USTs) with a total capacity greater than 42,000 gallons (unless the tanks are in compliance with the state requirements for USTs).</li></ul> <p>For further information about spill prevention, control, and countermeasure plans, see Appendix E on pages 111-114.</p> |
| <b>Hazardous Waste Contingency Plan</b>                   | <p>A written hazardous waste contingency plan is required for large quantity generators. Specific information on this requirement can be found under 40 CFR 262.34 and 40 CFR 265 Subparts C and D. Small quantity generators need to comply with the emergency planning requirements found under 40 CFR 262.34(d)(5).</p>  |
| <b>National Fire Protection Association (NFPA)</b>        | <p>For marinas with service or filling stations, they must be managed in a manner to prevent spills, fires, and other dangers as required in NFPA's Automotive and Marine Service Station Code (NFPA 30A). These requirements are adopted locally. Check with your municipal fire marshal for local requirements.</p>   |
| <b>Storage of Hazardous Materials</b>                     | <p>If you store materials in quantities above certain threshold amounts, you must report storage of that substance under the Emergency Planning and Community Right to Know Act of 1986 (see Appendix M on pages 197-202). Keep copies of material safety data sheets for all hazardous substances used at your facility.</p>   |
| <b>Spill Reporting</b>                                    | <p>Any spill or release of petroleum that results in a sheen on the waters of the state or a release of oil onto the ground surface of 42 gallons or more must be reported immediately to the Indiana Department of Environmental Management's Emergency Response Hotline at (888) 233-7745 and the National Response Center Hotline at (800) 424-8802.</p>   |

### Legal Requirements *(continued)*

|                              |  |
|------------------------------|--|
| <b>Emergency Action Plan</b> | If your facility has 10 or more employees, you must have a written emergency action plan. For marinas with 10 or fewer employees, this plan may be communicated verbally (29 CFR 1910.38). |
|------------------------------|--|

### Best Management Practices

| Best Management Practices       |   |
|---------------------------------|---|
| <b>Assess Potential Hazards</b> | Note areas with potential hazards—manmade (e.g., fuel spills, fires, etc.) or natural (e.g., severe weather). Identify high danger or impact areas.   |
| <b>Spill Response Kits</b>      | <p>Store spill containment and control materials in locations close to areas identified as a potential hazard. The materials should be stored in containers that keep them clean and dry and the area should be well marked.</p> <p>Keep a list of equipment that is stored in each kit. The kits should be inspected on a set schedule and replenished immediately after use. The kits should contain:</p> <ul style="list-style-type: none"> <li>• Absorbent pads and booms (small and large);</li> <li>• Empty sandbags;</li> <li>• Sewer pipe plugs;</li> <li>• Dry absorbent;</li> <li>• Square end shovels*;</li> <li>• A curtain boom (long enough to span the mouth of the marina and to encircle the largest vessel in moorage);</li> <li>• A hoe*;</li> <li>• Drain covers;</li> <li>• Fire extinguishers; and</li> <li>• A copy of the facility's spill contingency plan.</li> </ul> <p>* Consider using nonsparking tools in areas where flammable liquids such as gasoline are stored.</p> |
| <b>Emergency Response Plan</b>  | <p>Develop an emergency response plan that includes written procedures for addressing potential situations.</p> <p>Keep the plan in an accessible location.</p> <p>Update the plan as necessary (e.g., personnel, contact number changes, etc.).</p> <p>Review the emergency response plan with employees and train them in the use of response equipment.</p> <p>Share your emergency response plan with local emergency response groups (e.g., fire departments, hospitals, hazardous materials contractors).</p>   |

### Best Management Practices *(continued)*

| Best Management Practices                  |  |
|--|--|
| <b>Emergency Response Plan (continued)</b> | <p>The emergency response plan should include:</p> <ul style="list-style-type: none"> <li>• A site plan of the facility showing pipes, valves, structures, roads, hydrants, docks, power and fuel shutoffs, telephones, spill kits and locations of hazardous materials; A description of the type, amount, location and potential hazards of stored materials;</li> <li>• Roles and responsibilities of staff members;</li> <li>• A copy of the facility's spill contingency plan (a description of preplanned actions to be taken, based on likely threats, and what equipment should be used);</li> <li>• Stipulations for each planned response, including when additional or outside resources should be deployed; and</li> <li>• A list of emergency response phone numbers (see the Emergency Response Phone Directory on pages 121-122), including:               <ul style="list-style-type: none"> <li>• Fire and police</li> <li>• Facility owner</li> <li>• Harbor master</li> <li>• Spill response contractor</li> <li>• IDEM's Emergency Response Hotline</li> <li>• National Response Center Hotline</li> </ul> </li> </ul> |
| <b>Spill Contingency Plan</b>              | <p>Develop a spill contingency plan even if you are not required by law. The spill contingency plan and emergency response plan can be combined into one document.</p> <p>The plan should include:</p> <ul style="list-style-type: none"> <li>• Potential spill sources;</li> <li>• A list of oil and hazardous materials kept in the area;</li> <li>• Prevention measures such as security, inspection, training, containment and equipment; and</li> <li>• Emergency procedures for spills, including:               <ul style="list-style-type: none"> <li>• Contact information for entities who will initiate containment and cleanup; and</li> <li>• Instructions on state and federal agencies to contact, the type of information to provide and when such notification is required (see table on pages 118-120).</li> </ul> </li> </ul>   |
| <b>Severe Weather Checklist</b>            | <p>Develop an action checklist for severe weather. The checklist should include:</p> <ul style="list-style-type: none"> <li>• Prepare to reduce environmental risks by securing waterside sewage pumpouts, dump stations and dumpsters.</li> <li>• Remove or secure objects that could blow or wash away.</li> <li>• Consider shutting off and locking out fuel pumps and oil tanks.</li> </ul>  |

### Notification Requirements

| Law   | Potential Situations  | Agencies to Notify & When Notification is Required   |
|---|---|--|
| <p><b>Water Quality Standards</b><br/>327 IAC 2-6.1</p> | <ul style="list-style-type: none"> <li>• Spills that damage the waters of the state so as to cause death or acute injury or illness to humans or animals.</li> <li>• Spills from a facility that has been notified in writing by a water utility that it is located in a delineated public water supply wellhead protection area.</li> <li>• Spills that damage waters of the state.</li> <li>• Spills to surface waters.</li> <li>• Spills of hazardous substances or extremely hazardous substances when the amount spilled exceeds 100 pounds or the reportable quantity, whichever is less.</li> <li>• Spills of petroleum of such quantity as to cause a sheen upon the waters.</li> <li>• Spills of objectionable substances.</li> <li>• Spills to soil beyond the facility boundary.</li> <li>• Spills to soil within the facility boundary.</li> <li>• Any spill for which a spill response has not been done.</li> </ul> | <p>Call IDEM's Emergency Response Spill Reporting Hotline at (888) 233-7745 within 2 hours.</p> <p>Follow-up as required by agency.</p>  |
| <p><b>Clean Water Act</b><br/>40 CFR 110.6</p>          | <p>Oil discharge (film/sheen/discoloration) to water surface or shoreline, or violation of water quality standards.</p>   | <p>The person in charge of the vessel or facility should call the National Response Center (federal spill reporting) at (800) 424-8802 <u>immediately</u>. If not practical, then call the U.S. Environmental Protection Agency's Region 5 24-hour emergency hotline at (312) 353-2318 or the U.S. Coast Guard's Marine Safety Office in Louisville, Kentucky at (502) 582-6825.</p> <p>Follow-up is not required.</p> |

### Notification Requirements *(continued)*

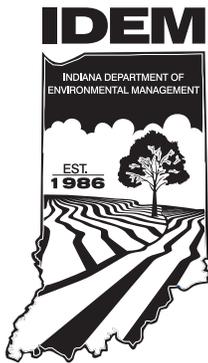
| Law  | Potential Situations   | Agencies to Notify & When Notification is Required   |
|--|--|--|
| <p><b>Clean Water Act</b><br/>40 CFR 117.21</p>  | <p>Discharge of hazardous substance (equal to or above the reportable quantity).</p>   | <p>The person in charge of the vessel or facility should call the appropriate government agency immediately.</p> <p>Follow-up is not required.</p>   |
| <p><b>Clean Water Act</b><br/>40 CFR 122.41</p>  | <p>Noncompliance which may endanger health and environment (above permit allowance).</p>   | <p>The permittee should call the appropriate government agency within 24 hours.</p> <p>Follow-up is required in five days.</p>   |
| <p><b>Comprehensive Environmental, Response, Compensation, and Liability Act</b><br/>40 CFR 302.6(a)</p> | <p>Hazardous substance release (equal to or greater than the reportable quantity).</p>   | <p>The person in charge of the vessel or facility should call the National Response Center (federal spill reporting) at (800) 424-8802 within fifteen minutes.</p> <p>Follow-up is not required.</p>   |
| <p><b>Emergency Planning and Community Right-to-Know Act</b><br/>40 CFR 355.40</p>                       | <p>Release of an extremely hazardous substance under the Superfund Amendments and Reauthorization Act or a hazardous substance under the Comprehensive Environmental Response, Compensation, and Liability Act equal to or greater than the reportable quantity.</p> | <p>The owner/operator should call the local emergency planning committee, the Indiana Emergency Response Commission at (317) 232-3830, or local emergency response personnel (911 in cases of transportation-related release) within fifteen minutes.</p> <p>Follow-up is required within seven calendar days.</p> |

### Notification Requirements *(continued)*

| Law  | Potential Situations   | Agencies to Notify & When Notification is Required   |
|--|--|--|
| <p><b>Resource Conservation and Recovery Act</b><br/>                     40 CFR 262.34<br/>                     40 CFR 263.30<br/>                     40 CFR 264.56<br/>                     40 CFR 264.196<br/>                     40 CFR 265.56<br/>                     40 CFR 265.196<br/>                     40 CFR 270.14<br/>                     40 CFR 270.30<br/>                     40 CFR 273.17<br/>                     40 CFR 273.37<br/>                     40 CFR 273.54<br/>                     40 CFR 279.43<br/>                     40 CFR 279.53<br/>                     40 CFR 280.50<br/>                     40 CFR 280.52<br/>                     40 CFR 280.53<br/>                     40 CFR 280.60<br/>                     40 CFR 280.61</p> | <p>Release, fire, or facility explosion that threatens health outside the facility.</p>  | <p>The emergency coordinator or owner/operator should call the National Response Center (federal spill reporting) at (800) 424-8802, IDEM's emergency response coordinator at (888) 233-7745 (toll-free in Indiana) or (317) 233-7745, your local environmental agency (e.g., Hammond Dept. of Environmental Management) and the U.S. EPA regional administrator at (312) 353-2318 immediately.</p> <p>Follow-up varies from five to 30 days. Report to the on-scene coordinator, the National Response Center, and the U.S. EPA regional administrator.</p> |
| <p><b>Toxic Substance Control Act</b><br/>                     40 CFR 761.120<br/>                     40 CFR 761.125</p>  | <p>Polychlorinated biphenyls (PCBs) spill (equal to or greater than 50 parts per million) with release to surface water/drinking water supplies/sewers/grazing lands, etc.</p> | <p>The person in charge should call the Pesticides and Toxics Compliance Section of U.S. EPA Region 5 at (312) 886-7061 within 24 hours.</p> <p>Follow-up as required by agency.</p>   |

A list of reportable quantities can be found at 40 CFR 302.4, and a list of extremely hazardous substances can be found at 40 CFR 355, Appendices A and B. Both lists are available on the Web at [www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html).

Source: [www.epa.gov/region07/toxics/factsht.htm](http://www.epa.gov/region07/toxics/factsht.htm)



# Emergency Response Phone Directory

## & Techniques for Evaluating Environmental Threats ►

**Personal safety,  
especially yours,  
is always the  
first priority.**

- Do not endanger yourself by entering hazardous environments.
- Stay upwind of spills and air releases.
- Never taste or inhale spilled materials to identify them.
- Never touch unknown materials without proper personal protective equipment.
- Be aware of highway, water, nighttime safety and weather conditions.

The burden of reporting information and performing spill responses ALWAYS falls on the spiller.

Call the Indiana Department of Environmental Management's Emergency Response Spill Reporting Line on a 24-hour basis at (888) 233-7745 or (317) 233-7745 if you need additional guidance.

### State Agencies

#### Indiana Department of Environmental Management (IDEM)

- Emergency response & spill reporting ..... (888) 233-7745
- General information (business hours only) ..... (800) 451-6027
- Air complaints & burn permits (business hours only) ..... (317) 233-0178

#### Indiana Department of Homeland Security (IDHS) ..... (800) 669-7362

- Fire and Building Safety Division (business hours only)..... (317) 232-2222
- Fire and Emergency Medical Services Certification and Training (business hours only)..... (800) 666-7784

#### Indiana State Department of Health (ISDH) ..... (317) 233-1325

#### Indiana Department of Natural Resources (IDNR)

- North Region Headquarters (7 a.m. to midnight)..... (765) 473-9722
- South Region Headquarters (7 a.m. to midnight) ..... (812) 837-9536

#### Indiana State Police (ISP)..... 911

#### Indiana Department of Transportation (INDOT)

- Traffic Management Center..... (317) 899-8690

#### Office of Indiana State Chemist (OISC) (business hours only) ..... (800) 893-6637

#### Indiana Occupational Safety and Health Administration (IOSHA)

- (business hours only) ..... (317) 232-2693

### Neighboring State Agencies

#### Illinois Emergency Management Agency ..... (217) 782-7860

#### Michigan Department of Environmental Quality ..... (800) 292-4706

#### Ohio Environmental Protection Agency ..... (800) 282-9378

#### Kentucky Department for Environmental Protection ..... (800) 928-2380

### Federal Agencies

#### National Response Center..... (800) 424-8802

#### U.S. Environmental Protection Agency, Region 5 (U.S. EPA) ..... (312) 353-2318

#### Agency for Toxic Substances and Disease Registry (ATSDR)..... (770) 488-7100

#### U.S. Coast Guard

- Sector Ohio Valley, Louisville, KY..... (800) 253-7465
- Marine Safety Unit, Chicago (business hours only)..... (630) 986-2155

#### Federal Motor Carrier Safety Administration

- (free, online commercial vehicle information by DOT number, MC/MX number or company name) ..... [www.safersys.org/companysnapshot.aspx](http://www.safersys.org/companysnapshot.aspx)

### Other Information

#### Holey Moley (locates underground utilities free of charge; call before you dig) ..... 811

#### Chemtrec (chemical information from industry representatives) ..... (800) 424-9300

#### Operation Respond® Emergency Information System

- [free, online information by rail car number, including car, tanker and valve schematics (one-time preregistration to get software by mail)] ..... [www.oreis.org](http://www.oreis.org)

**(Unless noted, the above phone numbers are accessible 24 hours a day.)**

# Techniques for Evaluating Environmental Threats

► *To report an environmental spill, call IDEM's Emergency Response Spill Reporting Line on a 24-hour basis at (888) 233-7745. Be prepared to provide the following:*

## ► **Points of Contact:**

1. Identify the name, address and phone number(s) of the spiller, the property owner (if different) and related parties, such as lease holders, contractors and response agencies.
2. Provide the address and directions to the spill location (if different). Include the facility name and phone number, if applicable.

## ► **Circumstances of the Spill:**

3. Describe the spilled material and its intended use. Refer to material safety data sheet, if available.
4. State the date and time of the spill, when and how it was discovered and the cause of the spill.
5. Explain whether the spill led to threats to human safety, evacuations and/or injuries.
6. Determine if the release has stopped. If it has not stopped, can it be stopped without compromising public safety and/or the environment?
7. According to the Indiana Spill Rule found in the Indiana Administrative Code under Title 327, Article 2, Rule 6.1, Section 4 (327 IAC 2-6.1-4), available on the Web at [www.IN.gov/legislative/iac](http://www.IN.gov/legislative/iac), a spill response means the spill is contained and free material is removed or neutralized. Describe the spill response actions.

## ► **Spill Characteristics:**

8. Describe the affected area. Estimate spill area(s) in square feet. If the spill affected a waterway, estimate the span of the affected area.
9. Determine the amount of spilled product, the amount of contained product, and the capacity of the product containers or vessels.
10. Determine the amount recovered or why there was no recovery (very few exceptions).

## ► **Spills to Water:**

11. Explain if surface waters, ground water, roadside ditches, streams, drainage tiles and/or ponds are nearby or involved, or likely to be involved.
12. Determine if surface waters are stagnant, flowing and/or discharging and where waters are flowing and/or discharging.
13. Observe if fish or other animals are in or near the water and whether they are alive, stressed and/or dead.
14. Determine if there are ditches, low areas, suspected field tiles, field tile risers and/or storm drains and identify them.

## ► **Spills to Soil:**

15. Determine if sandy or gravelly native soils, backfill areas and/or dry wells are nearby and involved or likely to be involved.
16. Determine and identify drinking water wells, pipelines, utilities and any conduits that the spill might follow.

## ► **Spills to Tiles, Sewers and/or Storm Drains:**

17. Inspect whether spilled material has entered manholes or catchment basins.
18. Locate the storm drain outfalls/discharge point and sewer outfall.
19. Determine if spilled material can be safely contained and collected from catchment basins or storm drain outlets.
20. For impacted combined or sanitary sewer systems, immediately notify the wastewater utility.
21. Check bypass outfalls for spilled material.
  - For non-emergency wastewater treatment plant questions, call IDEM's Office of Water Quality, Compliance Evaluation, at (800) 451-6027, ext. 2-8694.

Hazardous Material Releases



# REPORT ENVIRONMENTAL EMERGENCIES

*Immediately!*

24 hours-a-day, 7 days-a-week

**(317) 233-7745**

Toll-Free Nationwide:

**(888) 233-7745**

Fish Kills



Oil Spills



### To Report Radiological Incidents:

Call Indiana State Department of Health at (317) 233-1325.



Indiana Department of Environmental Management

**[www.idem.IN.gov](http://www.idem.IN.gov)**

For general IDEM information, call (800) 451-6027 (business hours)

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