



PDHonline Course K130 (3 PDH)

USCG Mobile Marine Transportation Related FRP

Instructor: Tim Laughlin, P.E.

2020

PDH Online | PDH Center

5272 Meadow Estates Drive
Fairfax, VA 22030-6658
Phone: 703-988-0088
www.PDHonline.com

An Approved Continuing Education Provider

USCG Mobile Marine Transportation Related FRP

Timothy Laughlin, P.E.

Course based upon:

**TITLE 33--Navigation and Navigable Waters
CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY
SUBCHAPTER O--POLLUTION**

PART 154--FACILITIES TRANSFERRING OIL OR HAZARDOUS MATERIAL IN BULK

Subpart F—Response Plans for Oil Facilities

“You must prepare and submit a response plan to the US Coast Guard Captain of the Port if you own or operate a mobile facility and transfer oil to or from a vessel with a total oil capacity of 250 barrels (approximately 10,500 gallons) or more. Do not confuse the capacity of the vessel with the amount of oil actually transferred. Whether or not you must submit a plan depends on the oil capacity of vessels you transfer product to or from, not on the amount of product transferred.”

FOR EXAMPLE: A transfer of 100 gallons of oily water from a vessel with a total oil capacity of 12,000 gallons is a regulated transfer. You must have a response plan on file with the Captain of the Port in order to conduct this transfer. However, a transfer of 8,500 gallons of diesel to a vessel with a total oil capacity of 9,000 gallons is not a regulated transfer. You are not required to develop and submit a response plan to the Captain of the Port in order to conduct this transfer.

Facilities that could reasonably be expected to cause "[substantial harm](#)" to the environment by discharging oil into or on navigable waters are required to prepare and submit Facility Response Plans (FRPs).

The [Oil Pollution Prevention regulation](#) includes two methods by which a facility may be identified as posing substantial harm:

- 1) Through a self-selection process; or
- 2) By a determination of the USCG COTP.

The USCG COTP may consider factors similar to the self-selection criteria, as well as other factors, including:

- Type of transfer operations
- Oil storage capacity
- Lack of secondary containment
- Proximity to fish, wildlife, and sensitive environments or drinking-water intakes
- Spill history

USCG Regional Administrator or Captain of the Port (COTP) may determine that a facility poses [significant and substantial harm](#).

Facility Response Plans (FRPs) must:

1. Be consistent with the [National Contingency Plan](#) and applicable [Area Contingency Plans](#)
2. Identify a qualified individual having full authority to implement removal actions, and require immediate communication between that person and the appropriate federal authorities and responders
3. Identify and ensure availability of resources to remove, to the maximum extent practicable, a worst-case discharge
4. Describe training, testing, unannounced drills, and response actions of persons on the vessel or at the facility
5. Be updated periodically
6. Be resubmitted for approval of each significant change

Key elements include:

1. Emergency Response Action Plan, which serves as both a planning and action document and should be maintained as an easily accessible, stand-alone section of the overall plan
2. Facility information, including its name, type, location, owner, operator information
3. Emergency notification, equipment, personnel, and evacuation information
4. Identification and analysis of potential spill hazards and previous spills
5. Discussion of small, medium, and worst-case discharge scenarios and response actions
6. Description of discharge detection procedures and equipment
7. Detailed implementation plan for response, containment, and disposal
8. Description and records of self-inspections, drills and exercises, and response training
9. Diagrams of facility site plan, drainage, and evacuation plan
10. Security (e.g., fences, lighting, alarms, guards, emergency cut-off valves and locks, etc.)
11. Response plan coversheet

LETTER OF INTENT TO COTP

154.110 Letter of intent.

(a) The facility operator of any facility to which this part applies must submit a letter of intent to operate a facility or to conduct mobile facility operations to the COTP not less than 60 days before the intended operations unless a shorter period is allowed by the COTP. Previously submitted letters of intent need not be resubmitted.

(b) The letter of intent required by paragraph (a) of this section may be in any form but must contain:

- (1) The names, addresses, and telephone numbers of the facility operator and the facility owner;**
- (2) The name, address, and telephone number of the facility or, in the case of a mobile facility, the dispatching office; and**

(3) Except for a mobile facility, the geographical location of the facility in relation to the associated body of navigable waters.

(c) The facility operator of any facility for which a letter of intent has been submitted, shall within five (5) days advise the COTP in writing of any changes of information and shall cancel, in writing, the letter for any facility at which transfer operations are no longer conducted.

SAMPLE LETTER of INTENT:

**Attention: Prevention Department
Sector North Carolina
Commanding Officer USCG
Captain of the Port
Captain Ahab
2301 East Ft. Macon Road
Atlantic Beach, NC 28512**

July 22, 2009

RE: USCG Marine Transportation-Related (MTR) Facility Response Plan (FRP) Letter of Intent

Dear Captain Ahab;

This office is providing the following for compliance with Title 33: Navigation and Navigable Waters- Part 154 Facilities Transferring Oil or Hazardous Material in Bulk Subpart A General- §154.110 Letter of Intent. This letter of intent will be followed by USCG FRP Subpart F-Response Plans for Oil Facilities and Subpart B--Operations Manual.

The Mobile MTR information is as follows:

Facility Operator & Owner:

***Mr. Andy Taylor
Mayberry Oil Company
One Main Street
Mayberry, NC 27600
Phone 123-456-7890***

Dispatch Office Information:

***Mr. Opie Taylor, Designated Qualified Individual
Cell Phone 123-456-4567
Operates out of Mayberry Office Location***

The owner and this engineer understands that this is a Mobile MTR under 33 CFR part 154.1015 (2). We also understand that the Captain of the Port may redesignate this FRP at their discretion.

Also please find attached to this letter the MTR Operations Manual in accordance with 154.100 (d) (7) and 154.310.

***Please let me know of any assistance I can provide.
Sincerely;***

OPERATIONS MANUAL 154 Subpart B

You must comply with the following for Mobile Operations Manual

(7) Section 154.310 Operations Manual: Contents. Paragraphs (a)(2), (a)(3), (a)(5) through (a)(7), (a)(9), (a)(12), (a)(14), (a)(16), (a)(17)(ii) through (a)(17)(iv), (a)(18), (a)(20) through (23),(c) and (d).

154.310 Operations manual: Contents.

(a) Each operations manual required by §154.300 must contain:

(2)A physical description of the facility including a plan and/or plans, maps, drawings, aerial photographs or diagrams, showing the boundaries of the facility subject to Coast Guard jurisdiction, mooring areas, transfer locations, control stations, wharfs, the extent and scope of the piping subject to the tests required by §156.170(c)(4) of this chapter, and the locations of safety equipment. For mobile facilities, a physical description of the facility:

(Engineer Note:-You will need a side view print of your tankwagon and/or transports tankers. The print must be labeled in accordance with the regs.)

(3) The hours of operation of the facility;

(5) For each product transferred at the facility:

(i) Generic or chemical name; and

(ii) The following cargo information:

(a) The name of the cargo as listed under appendix II of annex II of MARPOL 73/78, Table 30.25–1 of 46 CFR 30.25–1, Table 151.05 of 46 CFR 151.05–1, or Table 1 of 46 CFR part 153.

(b) A description of the appearance of the cargo;

(c) A description of the odor of the cargo;

- (d) The hazards involved in handling the cargo;
 - (e) Instructions for safe handling of the cargo;
 - (f) The procedures to be followed if the cargo spills or leaks, or if a person is exposed to the cargo; and
 - (g) A list of fire fighting procedures and extinguishing agents effective with fires involving the cargo.
 - (6) The minimum number of persons on duty during transfer operations and their duties;
 - (7) The name and telephone number of the qualified individual identified under §154.1026 of this part and the title and/or position and telephone number of the Coast Guard, State, local, and other personnel who may be called by the employees of the facility in an emergency;
 - (9) A description of each communication system required by this part;
 - (12) A description and the location of each emergency shutdown system;
 - (14) Quantity, type, location, instructions for use, and time limits for gaining access to the containment equipment required by §154.545;
 - (16) The maximum allowable working pressure (MAWP) of each loading arm, transfer pipe system, and hose assembly required to be tested by §156.170 of this chapter, including the maximum relief valve setting (or maximum system pressure when relief valves are not provided) for each transfer system;
 - (17) Procedures for:
 - (ii) Transferring oil or hazardous material;
 - (iii) Completion of pumping; and
 - (iv) Emergencies;
 - (18) Procedures for reporting and initial containment of oil or hazardous material discharges;
 - (20) Procedures for shielding portable lighting authorized by the COTP under §154.570(c); and
 - (21) A description of the training and qualification program for persons in charge.
 - (22) Statements explaining that each hazardous materials transfer hose is marked with either the name of each product which may be transferred through the hose or with letters, numbers, symbols, color codes or other system acceptable to the COTP representing all such products and the location in the Operations Manual where a chart or list of symbols utilized is located and a list of the compatible products which may be transferred through the hose can be found for consultation before each transfer; and
 - (23) For facilities that conduct tank cleaning or stripping operations, a description of their procedures.
- (c) The facility operator shall incorporate a copy of each amendment to the operations manual under §154.320 in each copy of the manual with the related existing requirement, or add the amendment at the end of each manual if not related to an existing requirement.
- (d) The operations manual must be written in the order specified in paragraph (a) of this section, or contain a cross-referenced index page in that order.

The Captain of the Port will review your plan to ensure minimum requirements are met. You are responsible for ensuring that your plan meets applicable regulations. The Captain of the Port will notify you if plan corrections are necessary, and will usually give you 30-60 days to make the corrections. The Captain of the Port may impose operating restrictions on your facility if you do not make timely corrections.

[Guidance form policy manual USCG Marine Safety Office San Francisco Bay dated May 1997](#)

THE RESPONSE PLANNING PROCESS

Your response plan is your document, not the Coast Guard's document. Although you are required by regulation to develop a response plan, you should view the plan development process as a vital part of your company's business plan. The regulations in 33 CFR Part 154 Subpart F were implemented to fulfill the mandates of the Oil Pollution Act of 1990 (OPA 90). OPA 90 recognized that while everyone should strive to prevent pollution, oil spills will occur, and companies should prepare to respond to spills.

Developing and maintaining a response plan will prepare your company to respond to an oil spill. If a spill originates from your mobile transfer facility, you are responsible for cleaning up the spill under federal pollution response laws. The more prepared you are to respond, the better off you will be in the event of a spill. Good preparation may save thousands of dollars in cleanup and liability costs, and will minimize environmental damage.

Plan development includes more than just writing a plan. It includes collecting information, developing training programs, identifying priorities, assigning responsibilities, and making other critical management decisions. This overall process is just as valuable as the written plan itself, and should not stop once a plan is submitted. Regular maintenance of your plan through exercises and annual reviews will keep the process alive and maximize your preparedness.

REVIEWING KEY DEFINITIONS

There are several technical terms used in the response planning field. You should develop a working knowledge of these terms before you begin writing your plan. This section defines the most important terms; make sure you review the complete list of terms and definitions in 33 CFR Part 154.1020.

Area Contingency Plan is a regional plan designed to prepare a local port community to respond to a worst case oil spill from a vessel or facility. Area Contingency Plans are prepared by Area Committees; Area Committees include representatives from federal, state, and local agencies as well as industry and private organizations.

Average most probable discharge is an oil spill of the lesser of 50 barrels or 1 percent of the volume of your worst case discharge.

Captain of the Port zone is an area of responsibility outlined in 33 CFR Part 3 that specifies the extent of the Coast Guard's geographical jurisdiction.

Federal On-Scene Coordinator is the official predesignated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct oil spill response operations.

Fish and wildlife and sensitive environments are areas of environmental or economic importance and are usually identified by a legal designation or in an Area Contingency Plan. Examples include parks, marine sanctuaries, wildlife refuges, recreational areas, and historical sites.

Maximum most probable discharge is an oil spill of the lesser of 1200 barrels or 10 percent of the volume of the worst case discharge.

Oil includes oil of any kind such as petroleum, fuel oil, sludge, oil refuse, oil mixed with wastes, and vegetable oil.

Oil spill removal organization (OSRO) is an organization that provides response resources such as booms, skimmers, boats, and trained personnel.

Substantial harm facility is a facility that could reasonably be expected to cause harm to the environment by discharging oil into or on the navigable waters.

Worst case discharge means the loss of the entire contents of the container in which the oil is transported or stored in adverse weather conditions.

CLASSIFYING YOUR FACILITY

Mobile transfer facilities are normally classified as substantial harm facilities by the Captain of the Port. Substantial harm facilities pose less of a pollution risk than significant and substantial harm facilities, so the planning requirements for these facilities are less stringent. The Captain of the Port may change a facility's classification depending on the type and quantity of oil handled, spill history, and the proximity of transfer locations to water supply intakes or environmentally sensitive areas. Before proceeding with the response plan development process, verify your facility's classification with the Captain of the Port.

IDENTIFYING A QUALIFIED INDIVIDUAL

You must designate a qualified individual and at least one alternate qualified individual. The qualified individual or alternate must be available 24 hours a day and must be able to arrive at a transfer location in a reasonable amount of time. Your qualified individual and alternate must:

- Reside in the United States
- Speak fluent English
- Know the contents of your facility response plan
- Know their responsibilities under your response plan

As a facility owner or operator, you are responsible for ensuring that your qualified individual and alternate have full authority to conduct the following activities:

- Activate and contract with an Oil Spill Removal Organization
- Liaison with the Federal On-Scene Coordinator
- Obligate funds necessary to carry out an oil spill response

ENSURING THE AVAILABILITY OF RESPONSE RESOURCES

You must ensure the availability of oil spill response resources in your plan. Use one or any combination of the following methods to ensure availability:

- A written agreement with an Oil Spill Removal Organization. The agreement must identify and ensure the availability of necessary equipment and personnel within stipulated response times in specified geographic areas. Note: The written agreement may be a contract or other approved means. Refer to 33 CFR Part 154.1028 for further information regarding other approved means.
- Written certification by the facility owner or operator regarding the availability of facility personnel and equipment. The certification must state that applicable personnel and equipment are owned, operated, or under the direct control of the facility owner or operator and are available within stipulated response times in specified geographic areas.
- Active membership in a local or regional oil spill removal organization or cooperative. This organization must identify personnel and equipment that are available to respond to a discharge within stipulated response times in specified geographic areas. Include copies of contracts or similar documents in your response plan.

This information must be available for inspection by the Captain of the Port at all times.

WRITING THE PLAN

This guides you through a step-by-step plan development process. Topics addressed include:

- I. PLAN FORMATTING
- II. INTRODUCTION AND PLAN CONTENT
- III. EMERGENCY RESPONSE ACTIONS
- IV. TRAINING AND EXERCISES
- V. REVIEW AND UPDATE PROCEDURES
- VI. APPENDICES

I. PLAN FORMATTING

Keep the following rules in mind as you write and organize your plan:

- Write the plan in English
- Organize the plan in the order specified in 33 CFR Part 154.1030
- Include easy to find markers that identify each section
- Include sections or information required by other agencies, if applicable

Note: If you add additional information not required by Coast Guard regulations to your plan, you must include a cross reference that identifies the location of the sections required by 33 CFR Part 154 Subpart F.

II INTRODUCTION AND PLAN CONTENT

This section should be the first section in your plan, and should include:

- A table of contents
- A record of changes page
- The facility's name, addresses, city, county, state, ZIP code, telephone number, and FAX number. Note: Include a mailing address if it is different from the street address.
- The name, address, and 24-hour contact information for the facility owner or operator.
- Emergency response actions
- This section of your plan must include the following subsections:
- Notification procedures

III EMERGENCY RESPONSE ACTIONS

List the persons or organizations you must notify in the event of an oil spill from your facility. At a minimum, the list should include.

- 1) Facility response personnel identified in the response plan
- 2) Oil spill removal organization(s)
- 3) Qualified individual and alternate
- 4) Federal, state, or local agencies, as required

Include information on discharge form in this subsection. The form must include notification of the National Response Center and a statement that it is not necessary to wait until all information is available before making initial notifications. Response agencies will request the information on this form during initial and follow-up notifications.

SPILL MITIGATION PROCEDURES

This subsection must identify the volume and group of oil for the following spill scenarios from your facility.

- Average most probable discharge
- Maximum most probable discharge
- Worst case discharge

In addition, this subsection must include procedures that facility personnel will follow to mitigate or prevent a discharge of oil involving the following scenarios:

- Hose failure
- Tank overfill
- Tank failure
- Explosion or fire
- Equipment failure (pumping system failure, relief valve failure, etc.)

Include a list of response equipment and the responsibilities of facility personnel to respond to an average most probable discharge in this subsection as well. Mobile facility operators must, at a minimum, ensure the availability of the following response equipment:

- At least 200 feet of containment boom and the means of deploying and anchoring the boom at the spill site within one hour of detection.
- Adequate sorbent materials for an initial response to an average most probable discharge at the spill site within one hour of detection.
- Oil recovery devices and recovered oil storage capacity at the spill site within two hours of detection.

Important note: It is your responsibility to ensure that your facility has adequate resources on hand to initiate an immediate response. Most mobile facility operators bring containment boom and sorbent materials to each transfer location. Relying on an oil spill response organization to meet the one hour time requirement may be risky depending on the transfer location and the proximity of the organization's equipment to this location. Heavy traffic, especially in the immediate Bay Area, can cause significant delays. Some oil spill response organizations have "on call" programs and can guarantee a one hour response time. Others do not provide guarantees.

The Captain of the Port may conduct unannounced exercises of your facility to verify your average most probable discharge equipment capabilities.

RESPONSE ACTIVITIES

This subsection of your plan must include the following information:

- The responsibilities of facility personnel to initiate and supervise a response pending the arrival of the qualified individual
- The responsibilities and authorities of the qualified individual and the alternate qualified individual
- The identity and capabilities of oil spill removal organizations to respond to a worst case discharge

Tip: Use Appendix C to 33 CFR Part 154 to identify and evaluate required response resources for facility response plans.

SENSITIVE ENVIRONMENTS

Sensitive environments, referred to as "fish and wildlife and sensitive environments" in the regulations, are areas of economic importance and environmental sensitivity. Sensitive environments are identified in the applicable Area Contingency Plan; sensitive environment information in your facility response plan must be consistent with the applicable Area Contingency Plan. Incorporate changes to sensitive environment information in an Area Contingency Plan into your facility response plan when you conduct your annual plan review.

Include the following information about sensitive environments in your plan:

- A list of all potentially affected sensitive environments. Prepare a separate list for each transfer location.
- A description of response actions to protect sensitive environments.
- A map or chart showing the location of all applicable sensitive environments.
- A list of response equipment and personnel available by contract or other approved means to protect sensitive environments.

Important note: Mobile facility operators transferring non-persistent oil such as diesel or oily water must identify sensitive environments 5 miles from a transfer location down current during ebb tide and to the point of maximum tidal influence or 5 miles, whichever is less, during flood tide. To facilitate the development of this section of your plan, you should refer to the recommended response actions and maps included in the applicable Area Contingency Plan.

DISPOSAL PLAN

Describe disposal procedures for recovered oil and oil contaminated debris in this subsection.

IV TRAINING AND EXERCISES

This section of the plan should describe the training and exercise programs in place to meet the requirements of 33 CFR Parts 154.1050 and 154.1055.

V PLAN REVIEW AND UPDATE PROCEDURES

This section should describe the procedures that you will use to review and update your plan.

VI APPENDICES

Include the following appendices in your plan:

APPENDIX 1, FACILITY SPECIFIC INFORMATION

This appendix must contain a description of the facility's principal characteristics, including:

- A physical description of the facility including a plan of the facility showing the mooring areas, transfer locations, control stations, locations of safety equipment, and the location and capacities of all piping and storage tanks

Note: Include a diagram of your mobile transfer facility and a basic description of a typical mooring area in this section.

- A list of the sizes, types, and number of vessels that the facility can transfer oil to or from simultaneously.

A list containing information on the oil handled in bulk. Product information must include

- 1) Generic or chemical name
- 2) Appearance and odor
- 3) Physical and chemical characteristics & handling hazards
- 4) Fire fighting procedures

Tip: You can use a material safety data sheet (MSDS) that meets Occupational Safety and Health Administration (OSHA) regulations in 29 CFR Part 1910.1200 or equivalent to fulfill this requirement. If you have MSDS's in your facility operations manual, you can simply reference the applicable operations manual section in this appendix.

APPENDIX 2, LIST OF CONTACTS

List 24-hour contact information for key individuals and organizations, including:

- The primary and alternative qualified individual
- The primary oil spill removal organization
- The appropriate federal, state, and local officials

APPENDIX 3. EQUIPMENT LISTS AND RECORDS

Include the following information in this appendix:

- A list of equipment and facility personnel required to respond to an average most probable discharge Note: Make sure you list the location of this equipment.
- List all of the major equipment identified in your plan that belongs to an oil spill removal organization(s) that is available, by contract or other approved means, to respond to a maximum most probable or worst case discharge. Include the following information for each piece of equipment:
 - 1) The type, make, model, and year of manufacture listed on the nameplate of the equipment
 - 2) The effective daily recovery rate for oil recovery devices
 - 3) The overall height and type of end connectors for containment boom
 - 4) The applicable spill scenario (worst case discharge, maximum most probable discharge, or average most probable discharge)
- 5) The total daily capacity for storage and disposal of recovered oil
- 6) The primary and secondary radio frequencies for communications equipment
- 7) The location
- 8) The date of last inspection

Tip: You can include this equipment information in a separate document as long as the appendix references that document. If your oil spill removal organization is classified by the Coast Guard and its capacity equals or exceeds the response capability needed by your facility, it is not necessary to list the organization's response equipment in the appendix. In this case, simply note the appropriate Coast Guard classification.

APPENDIX 4. COMMUNICATIONS PLAN

Describe the primary and alternate methods of communication during oil spills. Your communications plan should address all transfer locations identified in the response plan.

Tip: You may refer to communication equipment provided by your oil spill removal organization in the communications plan. This appendix may reference an existing communications plan.

APPENDIX 5. SITE-SPECIFIC SAFETY AND HEALTH PLAN

Describe the safety and health plan that you will implement for any response location. Provide as much detail as is practicable in advance of an actual oil spill.

Tip: You may reference an existing site safety plan prepared to meet OSHA requirements.

APPENDIX 6. LIST OF ACRONYMS AND DEFINITIONS

List and define acronyms used in your response plan that are unique to your company or that are commonly used by response agencies. Include any definitions that are critical to understanding your response plan.

MAINTAINING A PLAN

Just because you finished writing your plan doesn't mean that the response planning process is complete. Plan development is an iterative process.

Properly maintaining your plan will enhance your preparedness to respond to an oil spill and will ensure future compliance with the regulations. This chapter discusses key plan maintenance tasks and highlights common problem areas for plan holders. Topics addressed include:

- I. Response information required during transfers
- II. Training and exercise programs
- III. Inspection and maintenance of response resources
- IV. Plan submission, approval, review, and revision procedures

RESPONSE INFORMATION REQUIRED DURING TRANSFERS

Mobile facility operators must carry certain response plan-related information with them during transfer operations. Required information includes:

- A description of the response activities for a discharge which may occur during transfer operations
- A list of response resources available to respond to a discharge from the facility

A contact list for persons and agencies that must be advised of an oil spill from the facility, including the National Response Center. You should retain the above information at your principal place of business as well.

TRAINING PROGRAM

You must describe your training program for individuals with responsibilities under your response plan. You must also identify the method for training any volunteers or casual laborers used during a response to comply with OSHA requirements in 29 CFR Part 1910.120.

Maintain records to document response plan-related training for facility personnel for 3 years. These records should be available for inspection by Captain of the Port representatives upon request.

Important Note: A common discrepancy observed by Coast Guard facility inspectors during the last 2 years is inadequate response plan training records. Many facility operators have extensive training programs, but neglect to document the training or keep training records on file. The Coast Guard recommends that facility operators maintain a separate file or binder that includes copies of training certificates and other training-related documentation. Make sure this file is available during your annual

COAST GUARD FACILITY INSPECTION.

You should ensure that the oil spill removal organization(s) you identify in your plan maintains records sufficient to document training of the organization's response personnel. These records should be made available to you, your qualified individual and alternate, and the Coast Guard upon request. The oil spill removal organization must maintain these records for 3 years.

Important Note: The Coast Guard does not require specific response plan-related training elements. You should develop a training program based on your employee's needs, OSHA regulations, and employee roles in the response plan. There is a useful reference guide titled *Training Reference for Oil Spill Response*, published by the Coast Guard, the Research and Special Programs Administration, the Environmental Protection Agency, and the Minerals Management Service, which includes recommended response plan training topics.

EXERCISE PROGRAM

Your response plan must describe your company's pollution response exercise program. All exercise programs must include the following exercise types and frequencies:

- Quarterly qualified individual notification exercises
- Annual spill management team tabletop exercises
- Semiannual facility-owned equipment deployment exercises
- Annual oil spill removal organization-owned equipment deployment exercises

Note: Annually, at least one of the exercises listed above must be unannounced. Unannounced means that the people participating in the exercise are not advised in advance of the exact date, time, and scenario of the exercise.

You should design your exercise program so all components of your response plan are exercised at least once every three years.

Tip: For more information on response plan components and exercise types, refer to the National Preparedness for Response Exercise Program (PREP) guidelines. You may obtain a copy of the guidelines by calling the Facility Inspection Branch at (510) 437-3073. Compliance with the PREP guidelines satisfies the exercise requirements in 33 CFR Part 154.1055. The Coast Guard recommends that facility operators at least refer to the PREP guidelines when designing an exercise program, even if they choose not to participate in the PREP program.

Prepare your company to participate in unannounced exercises initiated by the Captain of the Port. Unannounced exercises are designed to test notifications and equipment deployment for a response to an average most probable discharge. Once you participate in a Captain of the Port-initiated unannounced exercise, you are not required to participate in another such exercise for at least 3 years from the exercise date.

You should also prepare your company to participate in Area exercises initiated by the Federal On-Scene Coordinator. Area exercises involve equipment deployment to respond to a scenario designed by a pre-determined exercise design team. Once you participate in an Area exercise, you are not required to participate in another Area exercise for at least 6 years from the exercise date.

You must document all exercises conducted, and ensure records are maintained at the facility for 3 years. Records must be available for inspection by Coast Guard representatives upon request.

Tip: A common discrepancy observed by Coast Guard facility inspectors during the last 2 years is inadequate exercise documentation. Many facility operators have extensive exercise programs, but neglect to document the exercises or keep records on file. The Coast Guard recommends that facility operators use the sample documentation forms provided in the PREP guidelines. You should maintain a separate file or binder that includes copies of exercise records. Make sure this file is available during your annual Coast Guard facility inspection.

INSPECTION AND MAINTENANCE OF RESPONSE RESOURCES

You must ensure that all major facility-owned response equipment, including containment booms, skimmers, and vessels, is periodically inspected and maintained in good operating condition in accordance with manufacturer recommendations and best commercial practices.

Note: You are not required to inspect, maintain or document the maintenance of equipment owned and operated by your contracted oil spill removal organization.

For all facility-owned response equipment, the Coast Guard may:

- Verify that the equipment inventories exist as represented
- Verify the existence of maintenance records
- Verify that the maintenance records reflect the actual condition of the equipment
- Inspect and require operational tests of the equipment
- Ensure you document all equipment inspection and maintenance.

The documentation does not need to be in your response plan; however, it should be readily available for inspection at all times. Maintain these records for 3 years.

PLAN SUBMISSION, APPROVAL, REVIEW, AND REVISION PROCEDURES

The procedures addressed in this section discuss how to properly submit and update a response plan. Ensure your plan review and revision process is consistent with these procedures.

When you finish writing your plan, you should send one copy to the Captain of the Port for review and filing. The Captain of the Port will retain this copy for reference and for use in the event of an emergency involving your facility. The Coast Guard considers facility response plans proprietary information, and will not share information in the plans with private organizations or individuals without your permission.

All plans are valid for 5 years. At a minimum, you must submit a revised plan once every 5 years. The 5 year period commences on the date you submit your first response plan to the Captain of the Port.

In addition to the Coast Guard, the qualified individual and the alternate qualified individual must maintain a current copy of your response plan. You should also maintain a current copy at the facility where it is readily available to persons conducting transfers.

If the Captain of the Port finds significant discrepancies with your plan, he or she will return the plan to you for correction. You must correct the discrepancies and return the plan to the Captain of the Port within a specified period of time.

PLAN REVIEW AND REVISION

You must review your plan annually. This review must occur within 1 month of the anniversary date of submission of the plan to the Captain of the Port.

You must submit any revisions you make to your plan to the Captain of the Port and all other plan holders. Along with the revisions, you should submit a cover letter listing all of the revisions to the plan. Note all plan revisions on your plan's record of changes page.

If, after conducting an annual review, you determine that no revisions are necessary, simply indicate the completion of the annual review on your plan's record of changes page.

In addition to the required annual review, you should submit revisions to your response plan when any of the following scenarios occur:

- Changes in the facility's configuration that significantly affect response plan information
- Changes in the type of oil handled by the facility that affect required response resources
- Changes in the name or capabilities of your oil spill removal organization
- Changes in the facility's emergency response procedures
- Changes in the facility's operating area

Important note: If you add new transfer locations to your operating area, you must update your response plan and submit the updates to the Captain of the Port before conducting transfers at these locations.

Other changes that significantly affect implementation of the plan. The Captain of the Port may require you to revise your response plan at any time as a result of a compliance inspection if the Captain of the Port determines that the plan does not meet applicable requirements or proved inadequate during an actual pollution incident.

EXAMPLE USCG MTR FRP

August 25, 2009

**Section 1: INTRODUCTION AND PLAN CONTENT
UNITED STATES COAST GUARD
FACILITY RESPONSE PLAN COVER SHEET
MOBILE MARINE TRANSPORTATION-RELATED**

GENERAL INFORMATION

Owner/Operator of Facility: Mr. Andy Taylor
Mayberry Oil Company
One Main Street
Mayberry, NC 27600

Main Office Phone: 123-456-7890
Fax 123-456-7890
Web Site <http://www.>

North American Industrial

Classification System (NAICS): **422720**

422710 Petroleum Bulk Stations and Terminals

This industry comprises establishments with bulk liquid storage facilities primarily engaged in wholesaling crude petroleum and petroleum products, including liquefied petroleum gas. Old SIC 5172 and/or 5171

Qualified Individual

Opie Taylor, Regional Manager
Operates out of Mt Pilot and Raleigh Locations
Business Hours Phone Number: 123-456-7890
Mobile Phone Number: 123-333-5822
24 Hour Phone Number: NA
Digital Pager Number: NA
Home Phone Number: 123 445 4179
Email opie@oil.com

1.0 INTRODUCTION AND PLAN CONTENT

Largest Aboveground Oil Storage Tank Capacity: NA
Maximum Oil Storage Capacity: Tanker Truck at 8,200 gallons
Number of Aboveground Storage Tanks: NA
Worst-Case Discharge Amount: 3,000 GALLONS
Facility Distance to Navigable Water: Varies from 100 feet to 25 feet

(Albemarle & Pamlico Sounds and all of its tributaries) See APPENDIX 7

**Regulatory Reference: Federal Regulation CFR TITLE 33--Navigation and Navigable Waters
CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY
SUBCHAPTER O--POLLUTION
PART 154--FACILITIES TRANSFERRING OIL OR HAZARDOUS MATERIAL IN BULK**

**Type of Facility: Mobile Marine Transfer Facilities regulated
Under 33 CFR Part 154 Subpart F**



Management Approval and Designated Person

This facility is committed to preventing discharges of oil to navigable waters and the environment, and to maintaining the highest standards for spill prevention control and countermeasures through the implementation and regular review and amendment to the FRP. This FRP has the full approval of this facilities management. This facility has committed the necessary resources to implement the measures described in this FRP.

The Facility Manager is the Designated Person Accountable for Oil Spill Prevention at the facility and has the authority to commit the necessary resources to implement this Plan.

Authorized Facility Representative (facility response coordinator):

Name: Mr. Andy Taylor Title: President

Signature: _____

Date: _____

ENGINEERING CERTIFICATION

The undersigned certifies and attests that he is: (1) familiar with this Regulation (2) that the Plan has been prepared in accordance with good engineering practice and with the requirements of this regulation and Industry Standards, (3) that procedures for required inspections & testing have been established, (4) the Plan is adequate for the above-named facility. Engineering Certification does not relieve owner/operator of their responsibility of implementing the requirements of this regulation.

Name: Gomer Pyle, PE#222222
Glenwood Ave., Raleigh, NC 27699: 252-333-1144

Signature:  _____

(SEAL)

Date: August 25, 2009

Introduction and Plan Contents

SECTION 1

PAGE	
	1.0 INTRODUCTION
1-5	
	1.1 PURPOSE AND SCOPE
6	
	1.2 REGULATORY REQUIREMENTS
6	
	1.3 USCG FRP FORMAT
6-7	
	1.4 RECORD OF CHANGE(S) TO RECORD INFORMATION ON PLAN UPDATES
7	

SECTION 2

	PAGE
2.0 EMERGENCY RESPONSE ACTION PLAN	8
2.1 QUALIFIED INDIVIDUAL INFORMATION	8
2.2 EMERGENCY NOTIFICATION TELEPHONE LIST	9
2.3 SPILL RESPONSE NOTIFICATION FORM	11
2.4 FACILITY SPILL MITIGATION PROCEDURES	14
• 2.4.1 MOBILE STORAGE FACILITIES	15
• 2.4.2 LOADING/UNLOADING OF TRANSPORTATION VEHICLES	15
• 2.4.3 DAY-TO-DAY OPERATIONS	15-16
2.5 DISCHARGE RESPONSE EQUIPMENT INVENTORY	16
2.6 FACILITY'S RESPONSE ACTIVITIES	18
• 2.6.1 IMMEDIATE ACTIONS POL	19
• 2.6.2 IMMEDIATE ACTIONS HAZARDOUS SUBSTANCES	20
2.7-MAYBERRY OIL CO. TEAM SPILL RESPONSE PROCEDURES	21-22
• 2.7.1 FACILITY-SPECIFIC SPILL SCENARIOS	23
2.8 FISH AND WILDLIFE AND SENSITIVE ENVIRONMENTS	23-26
2.9 DISPOSAL PLAN	26

SECTION 3

	PAGE
3.1 RESPONSE TRAINING	26-27
3.2 PERSONNEL SPILL RESPONSE TRAINING LOGS	28
3.3 DISCHARGE PREVENTION MEETING LOGS	28
3.4 FACILITY DRILLS/EXERCISES	30
3.5 QUALIFIED INDIVIDUAL NOTIFICATION DRILL	30
3.6 SPILL MANAGEMENT TEAM TABLETOP EXERCISE	30
3.7 EQUIPMENT DEPLOYMENT EXERCISES	30
3.8 UNANNOUNCED EXERCISES	30
3.9 EXTERNAL EXERCISES	30

SECTION 4

	PAGE
4.0 PLAN REVIEW AND UPDATE PROCEDURES	31
4.1 LOCATION OF FRP	31

TABLE OF CONTENTS (continued)	PAGE
4.2 CHANGES IN FACILITY TRANSFER OPERATIONS	31
4.3 SCHEDULED PLAN REVIEWS	32
4.4 RECORD OF PLAN REVIEWS	32

LIST OF TABLES	PAGE
TABLE 1: PLAN UPDATES	7
TABLE 2.1: EMERGENCY RESPONSE AGENCIES FIRE, POLICE, OTHER EMERGENCY RESPONSE AGENCIES	9-10
TABLE 2.2: EMERGENCY RESPONSE CONTRACTORS	10
TABLE 2.3: MAYBERRY OIL CO. DESIGNATED TRAINED EMPLOYEES SPILL RESPONSE TEAM	11
TABLE 2.4: AGENCY NOTIFICATION STANDARD REPORT	12
TABLE 2.5: DISCHARGE NOTIFICATION FORM	13
TABLE 2.6: HAZARD IDENTIFICATION VEHICLES	15
TABLE 2.7: CHEMICALS STORED (DISPENSANTS LISTED PER US EPA)	17
TABLE 2.8: COMMUNICATION EQUIPMENT	17
TABLE 2.9: RESPONSE EQUIPMENT TESTING/DEPLOYMENT	18
TABLE 3-1: SPILL RESPONSE DRILL/EXERCISE LOG	28
TABLE 3-2: PERSONNEL SPILL RESPONSE TRAINING LOG	29
TABLE 3-3: DISCHARGE PREVENTION MEETING LOG	29
TABLE 4.1: PLAN REVIEW LOG	32

APPENDICES	PAGE
Mobile Transfer Facilities Regulations Reference	33-38
APPENDIX 1 Facility-specific information	38
APPENDIX 2 List of contacts	38
APPENDIX 3 Equipment lists and records	39
APPENDIX 4 Communications plan	39
APPENDIX 5 Site-specific safety and health plan	39-40
APPENDIX 6 List of acronyms and definitions	40-41
APPENDIX 7 Geographic-specific operation Areas	41

LIST OF MAPS	PAGE
REGIONAL MAP OF AREA/GENERAL AREA	42
SUNBURY OFFICE MAP	43
COLUMBIA OFFICE MAP	44
PLYMOUTH OFFICE MAP	45
HERTFORD OFFICE MAP	46
AHOSKIE OFFICE MAP	47
ALBEMARLE SOUND & RIVER DETAILS	48-58
FACILITIES TRANSFERRING OIL IN BULK	59

INTRODUCTION

1.1 PURPOSE AND SCOPE

This Facility Response Plan (FRP) is designed to minimize hazards to human health and the environment created by spills involving petroleum, oils, and lubricants (POL) or hazardous substances. The Plan designates responsibilities and procedures for a proper response to spill events.

Implementation of the Plan will be required whenever there is a spill of POL or hazardous substances (including waste materials) which could:

- Threaten human health or welfare
- Cause or threaten to cause pollution of the environment
- Cause a visible sheen upon, or discoloration of, surface waters
- Result in public concern.

Mobile transfer facilities are normally classified as substantial harm facilities by the captain of the Port (COTP). Substantial harm facilities pose less of a pollution risk than significant and substantial harm facilities, so the planning requirements for these facilities are less stringent. The captain of the port may change a facility's classification depending on the type and quantity of oil handled, spill history, and the proximity of transfer locations to water supply intakes or environmentally sensitive areas.

The FRP is designed to complement the Mayberry Oil Co. transport safety/spill programs. The purpose of the FRP is to plan and prepare for the response and impact of a potential spill. Together, these policies and plans provide Mayberry Oil Co. with a comprehensive approach from spill prevention to spill response.

1.2 REGULATORY REQUIREMENTS

TITLE 33--Navigation and Navigable Waters

CHAPTER I--COAST GUARD, DEPARTMENT OF HOMELAND SECURITY

SUBCHAPTER O--POLLUTION

PART 154--FACILITIES TRANSFERRING OIL OR HAZARDOUS MATERIAL IN BULK

For this facility regulations are designed to assist operators of small mobile transfer facilities handling non-persistent oils such as diesel, gasoline, or oily bilge water develop facility response plans that meet U.S. Coast Guard regulations in Title 33 Code of Federal Regulations (CFR) Part 154, Subpart F. Mobile transfer facilities include tank trucks, vacuum trucks, baker tanks, or similar portable containers and associated piping or hoses.

This facility must prepare and submit a response plan to the Coast Guard Captain of the Port because of ownership or operate a mobile facility and transfer oil to or from a vessel with a total oil capacity of 250 barrels (approximately 10,500 gallons) or more.

The Federal Water Pollution Control Act of 1972, as amended by the Clean Water Act (CWA) in 1977 and the Oil Pollution Act (OPA) in 1990, required the United States Environmental Protection Agency (U.S. EPA) to promulgate regulations to protect the surface waters of the United States. Consequently, on December 11, 1973, the U.S. EPA published regulations for the prevention of the pollution of waters of the United States by oil from non-transportation-related onshore and offshore facilities. The regulations are codified as Title 40, Code of Federal Regulations, Part 112 (40 CFR 112), Oil Pollution Prevention, effective January 10, 1974. These regulations were subsequently revised July 17, 2002, effective August 16, 2002.

40 CFR 112.20 provides a detailed description of facilities that must submit an FRP. The "Certification of Applicability of the Substantial Harm Criteria," provided as Appendix C in 40 CFR 112, gives a checklist for facilities to use in determining if they need to submit an FRP. If the facility answers "yes" to any question on this checklist, an FRP must be submitted.

Mayberry Oil Co. is not going to do over water transfers in excess of 42,000 gallons.

1.3 USCG FRP FORMAT

The FRP must include the following elements:

154.1030 General response plan contents.

(a) The plan must be written in English.

(b) A response plan must be divided into the sections listed in this paragraph and formatted in the order specified herein unless noted otherwise. It must also have some easily found marker identifying each section listed below. The following are the sections and subsections of a facility response plan:

- (1) Introduction and plan contents.
 - (2) Emergency response action plan:
 - (i) Notification procedures.
 - (ii) Facility's spill mitigation procedures.
 - (iii) Facility's response activities.
 - (iv) Fish and wildlife and sensitive environments.
 - (v) Disposal plan.
 - (3) Training and Exercises:
 - (i) Training procedures.
 - (ii) Exercise procedures.
 - (4) Plan review and update procedures.
 - (5) Appendices.
 - (i) Facility-specific information.
 - (ii) List of contacts.
 - (iii) Equipment lists and records.
 - (iv) Communications plan.
 - (v) Site-specific safety and health plan.
 - (vi) List of acronyms and definitions.
 - (vii) A geographic-specific appendix for each zone in which a mobile facility operates.
- (c) The required contents for each section and subsection of the plan are contained in §§154.1035, 154.1040, and 154.1041, as appropriate.
- (d) The sections and subsections of response plans submitted to the COTP must contain at a minimum all the information required in §§154.1035, 154.1040, and 154.1041, as appropriate. It may contain other appropriate sections, subsections, or information that is required by other Federal, State, and local agencies.

1.4 RECORD OF CHANGE(S) TO RECORD INFORMATION ON PLAN UPDATES

Table 1: Plan Updates

By	Date	Activity	Comments

SECTION 2: EMERGENCY RESPONSE ACTION PLAN

2.0 The Emergency Response Action Plan (ERAP) co-locates several sections of the Mayberry Oil Co. Companies FRP for easy access by response personnel during an oil or hazardous substance spill. The ERAP contains only as much information as is necessary to combat a spill and is arranged so that response actions are not delayed. The ERAP has the following information:

2.0 EMERGENCY RESPONSE ACTION PLAN

2.1 QUALIFIED INDIVIDUAL INFORMATION

2.2 EMERGENCY NOTIFICATION TELEPHONE LIST

2.3 SPILL RESPONSE NOTIFICATION FORM

2.4 FACILITY SPILL MITIGATION PROCEDURES

- **2.4.1 MOBILE STORAGE FACILITIES**
- **2.4.2 LOADING/UNLOADING OF TRANSPORTATION VEHICLES**
- **2.4.3 DAY-TO-DAY OPERATIONS**

2.5 DISCHARGE RESPONSE EQUIPMENT INVENTORY

2.6 FACILITY'S RESPONSE ACTIVITIES

- **2.6.1 IMMEDIATE ACTIONS POL**
- **2.6.2 IMMEDIATE ACTIONS HAZARDOUS SUBSTANCES**

2.7-MAYBERRY OIL CO. TEAM SPILL

RESPONSE PROCEDURES

- **2.7.1 FACILITY-SPECIFIC SPILL SCENARIOS**

2.8 FISH AND WILDLIFE AND SENSITIVE ENVIRONMENTS

2.9 DISPOSAL PLAN

For additional information on spill mitigation procedures, see Mayberry Oil Co. Operations Manual.

2.1 QUALIFIED INDIVIDUAL INFORMATION

The qualified individual for the Mayberry Oil Co. FRP is the Manager of Regional Facilities in the Northeastern part of North Carolina. Upon notification of an oil or hazardous substance release to a drain or storm ditch, this person, or designee, will be available for technical assistance. Also, NC Manager has full authority to implement removal actions, and in all instances will be responsible for initiating state and federal notification procedures.

QUALIFIED INDIVIDUAL

Emergency Contacts and Response Services

[Primary Emergency Coordinator](#)

[Opie Taylor, Regional NC Manager](#)

Operates out of Plymouth and Ahoskie Locations

Business Hours Phone Number:

Mobile Phone Number:

24 Hour Phone Number

Digital Pager Number:

Home Phone Number:

Email

ALTERNATE EMERGENCY COORDINATOR

Barney Phife

Operates out of Plymouth and Ahoskie Locations

Business Hours Phone Number:

Mobile Phone Number:

24 Hour Phone Number

Digital Pager Number:

Home Phone Number:

Email

2.2 EMERGENCY NOTIFICATION TELEPHONE LIST

Table 2.1 Emergency Response Agencies
Fire, Police, Other Emergency Response Agencies
Date of Last Update: August 25, 2009

Agency Name	<u>EMERGENCY DIAL-911 Phone</u> ¹	Response time	Responsibility during response action	Response training type
Local Fire Department	911	30 Minutes	Control Spills, Fires, Evacuations/Coordination	POL Fires/Spills
National Response Center (NRC)	800-424-8802	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators
USCG COTP 2301 East Fort Macon Road Atlantic Beach, NC 28512-5633	Emergency: 252-247-4570 Primary: 252-247-4501 Response: 252-247-4535 Enforcement: 252-247-4540 Prevention: 252-247-4520 Inspections: 252-247-4524 Investigations: 252-247-4520 Waterways: 252-247-4525 Preparedness/Planning: 252-247-4516 Fax: 252-247-4579	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators
USCG Sector Field Office Cape Hatteras 114 Wood Hill Drive Nags Head, NC 27959	Primary: 252-441-0300 Fax: 252-441-3042	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators
Beaufort County LEPC Washington, NC	252-946-2046	Pone	Control Spills, Fires, Evacuations/Public Safety	POL Fires/Spills/Public Safety
Local Police	911	15 Minutes	Control Evacuations/Public Safety	POL Fires/Spills/Public Safety
NC State Highway Patrol	919-775-7205	15 Minutes	Control Evacuations/Public Safety	POL Fires/Spills/Public Safety
Hospital, Pitt Greenville NC	252-847-4100	45 Minutes	Medical	Medical (Burns-Chemical Exposure)
NC DEM- Div. of Enforcement & Emergency Response (for reporting Oil/ Chemical Spills)	252-946-6481 Washington Regional Office	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators

Agency Name	<u>EMERGENCY DIAL-911 Phone</u> ¹	Response time	Responsibility during response action	Response training type
US EPA Region 4 24 Hour Emergency Number	404 562-8700	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators
NC Emergency Response Committee (SERC)	800-451-1403	Phone	NC Community Right to Know Emergency Response Commission	NC Community Right to Know Emergency Response Commission
OSHA Federal	404-347-2281	Phone	Employee Safety	Employee Safety
OSHA NC (NCDOL)	919-733-2456	Phone	Employee Safety	Employee Safety
Carolina Poison Center	800-222-1222	Phone	Medical	Medical-Poison
NC Solid Waste – Hazardous Waste Management Section	Washington Regional Office (252) 794-2705	Phone	POL Spills Environmental Regulators	POL Spills Environmental Regulators
Bureau of Explosives	800-293-4048	Phone	Explosives	Explosives
NC Dept. of Justice – SBI Hazardous Devices Unit	919-662-4500	Phone	Legal/Criminal	Legal/Criminal
NC Depart of Agriculture – Pesticide Administration	919-733-3556	Phone	Pesticides Contamination	Pesticides Contamination
CHEMTREC	800-424-9300	Phone	US/NC DOT Transport Spills	US/NC DOT Transport Spills

¹Dial 911 for ALL EMERGENCES.

Table 2.2 Emergency Response Contractors
Date of Last Update: August 25, 2009

Contractor	Phone	Response time	Contract responsibility ¹
1.			Spill Control & Clean Up
2.			Spill Control & Clean Up

¹Include evidence of contracts/agreements with response contractors to ensure the availability of personnel and response equipment.

Table 2.3 MAYBERRY OIL CO. DESIGNATED TRAINED EMPLOYEES SPILL RESPONSE TEAM

Date of Last Update: August 25, 2009

Team member/Qualified Individual:	Response time (minutes)	Phone or pager number (day/evening)

Note: If the facility uses contracted help in an emergency response situation, the owner or operator must provide the contractors' names and review the contractors' capacities to provide adequate personnel and response equipment.

2.3 SPILL RESPONSE NOTIFICATION FORM

You must report a spill if:

- Discharges that cause a sheen or discoloration on the surface of a body of water;
- Discharges that violate applicable water quality standards; and
- Discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

Reporting a hazardous substance release or oil spill takes only a few minutes. To report a release or spill, contact the federal government's centralized reporting center, the National Response Center (NRC), at 1-800-424-8802. The NRC is staffed 24 hours a day by U.S. Coast Guard personnel, who will ask you to provide as much information about the incident as possible. (See Next Page)

Table 2.4 Agency Notification Standard Report
Information contained in this report, and any supporting documentation, must be submitted to the USCG COTP, within 60 days of the qualifying discharge incident.

Facility:	
Owner/operator:	
Name of person filing report:	
Location:	
Maximum storage capacity:	
Daily throughput:	
Nature of qualifying incident(s):	
Description of facility (attach maps, flow diagrams, and topographical maps):	
Cause of the discharge(s), including a failure analysis of the system and subsystems in which the failure occurred:	
Corrective actions and countermeasures taken, including a description of equipment repairs and replacements:	
Additional preventive measures taken or contemplated to minimize possibility of recurrence:	
Other pertinent information:	

**Table 2.5
Discharge Notification Form
(Fill in ASAP after Spill-See Pages 8, 9, 10 for Contact Information)**

Part A: Discharge Information		
General information when reporting a spill to outside authorities: Name: Address: Telephone: Owner/Operator: Primary Contact: Work Phone : Cell (24 hrs):		
Type of Oil:	Discharge Date and Time:	
Quantity released:	Discovery Date and Time:	
Quantity released to a waterbody:	Discharge Duration:	
Location/Source:		
Actions taken to stop, remove, and mitigate impacts of the discharge:		
Affected media: Air/Water/Soil	Storm water sewer/POTW dike/berm/oil-water separator other: _____	
Notification person:	Telephone contact: Business: 24-hr:	
Nature of discharges, environmental/health effects, and damages:		
Injuries, fatalities or evacuation required?		
Part B: Notification Checklist		
	Date and time	Name of person receiving call
Discharge in any amount		
Discharge in amount exceeding 25 gallons and <i>not affecting a waterbody or groundwater</i>		
Local Fire Department		
State Agency of Environmental Management		
Discharge in any amount and affecting (or threatening to affect) a waterbody		
Local Fire Department		
State Agency of Environmental Management		
Part B: Notification Checklist		
	Date and time	Name of person receiving call
County LEPC		
National Response Center (800) 424-8802		

2.4 FACILITY SPILL MITIGATION PROCEDURES

This subsection must identify the volume and group of oil for the following spill scenarios from your facility.

- (A) Average most probable discharge from the MTR facility;
- 200 gallons at 1 minute flow rate (200 gpm)
- (B) Maximum most probable discharge from the MTR facility;
- 600 gallons at 3 minute flow rate (200 gpm)
- (C) Worst case discharge from the MTR facility; and
- 3,000 gallons which the total capacity of the tanker compartmental volume. Total failure of hose and shut off valves.

In addition, this subsection must include procedures that facility personnel will follow to mitigate or prevent a discharge of oil involving the following scenarios:

- Hose failure
- Tank overfill
- Tank failure
- Explosion or fire

Equipment failure (pumping system failure, relief valve failure, etc.)

- A) Hose failure
1. Stop the transfer operation.
 2. Disconnect and remove the hose (if safe).
 3. Notify coworker and ship personnel.
 4. Notify Crossroads dispatch; dispatch will notify response contractor, NRC, etc.
 5. Place absorbent pads on and around the spill.
 6. If feasible, use a vacuum truck to collect spilled product.
- B) Tank overfill
1. Stop the transfer operation.
 2. Notify coworker and ship personnel.
 3. Notify Toad's Oil dispatch; dispatch will notify response contractor, NRC, etc.
 4. Place absorbent pads on and around the spill.
 5. If feasible, use a vacuum truck to collect spilled product.
- C) Tank failure
1. Stop the transfer operation.
 2. Stop the flow (if possible).
 3. Notify coworker and ship personnel.
 4. Notify Crossroads dispatch; dispatch will notify response contractor, NRC, etc.
 5. Place absorbent pads on and around the spill.
 6. Place boom around tank/spill area.
 7. If feasible, use a vacuum truck to collect spilled product.
- D) Explosion or fire
1. Stop the transfer operation.
 2. Notify coworker and ship personnel.
 3. Notify the fire department.
 4. Notify Crossroads dispatch.
 5. Attempt fire fighting with extinguishers if safe.
 6. Place absorbent pads on and around the spill.
- E) Equipment failure
1. Stop the transfer operation.
 2. Notify coworker and ship personnel.
 3. Notify Crossroads dispatch.
 4. Place absorbent pads on and around the spill.

Table 2.6
Hazard Identification - Inventory of Mayberry Oil Co. Tanker Trucks and Tank Wagons
Used at MTR

Site/Facility	Make & Model#	TANKER SIZE Gallons	PRODUCT Transported	US DOT Rating
#18	1996 International	1,900 gals.	Motor Gasoline and Distillate Fuels	
#34	1998 Inter.	2,000 gals.	Motor Gasoline and Distillate Fuels	
#36	1998 Inter.	1,800 gals.	Motor Gasoline and Distillate Fuels	MC-306
#12	2003 Freightliner	2,700 gals.	Motor Gasoline and Distillate Fuels	MC 406
#14	1998 Ford	2,500 gals.	Motor Gasoline and Distillate Fuels	
#19	2002 GMC	2,700 gals.	Motor Gasoline and Distillate Fuels	MC-306
#46	1998 Inter.	2,700 gals.	Motor Gasoline and Distillate Fuels	MC-406
#61	2000 Inter.	2,700 gals.	Motor Gasoline and Distillate Fuels	MC-306
#71	2007 Freightliner	2,700 gals.	Motor Gasoline and Distillate Fuels	MC-306
#15	1995 Ford	2,000 gals.	Motor Gasoline and Distillate Fuels	MC-306
#63	1994 GMC	2,400 gals.	Motor Gasoline and Distillate Fuels	MC-306
#66	1998 GMC	2,400 gals.	Motor Gasoline and Distillate Fuels	MC-306
#22	1999 Inter.	2,800 gals.	Motor Gasoline and Distillate Fuels	MC-306
#23	2004 Chevy	2,800 gals.	Motor Gasoline and Distillate Fuels	MC-306
#39	1994 Inter.	2,500 gals.	Motor Gasoline and Distillate Fuels	MC-306
#69	2006 Freightliner	2,800 gals.	Motor Gasoline and Distillate Fuels	MC-306

2.4.1 MOBILE STORAGE FACILITIES

To prepare for national security obligations and train for military readiness, mobile fuel tankers are often sited for a short duration during training exercises. At these times, spill mitigation devices will be kept in the vehicles and all personnel operating the vehicles will be trained in spill mitigation procedures. When the mobile fuel tankers return to the home facility, the volume of fuel stored in the tankers will be minimized to the greatest extent practicable. If these mobile fuel tankers are regularly parked with significant amounts of fuel, general secondary containment will be provided. A list of facilities at Mayberry Oil Co. where mobile units are temporarily parked is provided in Table 2.6.

2.4.2 LOADING/UNLOADING OF TRANSPORTATION VEHICLES

Because Mayberry Oil Co. receives bulk fuel shipments by tank truck and /or rail road cars, specific unloading procedures for tank trucks/rail cars have been implemented as required by Federal and State regulations. These procedures meet the regulations and requirements established by the U.S. Department of Transportation.

The delivery vehicle must employ practices for preventing transfer spills or accidental discharges, and must verify that sufficient capacity is available in the tank prior to filling. They shall be in attendance during all filling operations and monitor all aspects of the delivery, taking immediate action to stop the flow of petroleum in the event of an overfill, equipment failure, or an emergency. Trucks must not move until appropriate valves have been closed, connections have been removed, and all valves, lines, etc., have been secured. Trucks should be examined for leaks prior to departure from the unloading area.

In addition to the unloading of bulk fuels from transportation vehicles, described above, daily operations also include refueling of motor vehicles and marine craft. Fleet motor fuel dispensing is available for refueling private/fleet vehicles owned by Mayberry Oil Co. These facilities have been upgraded to reduce/eliminate spills during refueling operations.

2.4.3 DAY-TO-DAY OPERATIONS

Daily operations conducted at Mayberry Oil Co. primarily involve

- Vehicle maintenance for transport and tank wagon vehicles.
- Petroleum transfers from bulk tanks to tank wagons.
- Petroleum transfers from transport tankers to bulk tanks.

2.5 DISCHARGE RESPONSE EQUIPMENT INVENTORY.

Include a list of response equipment and the responsibilities of facility personnel to respond to an average most probable discharge in this subsection as well. Mobile facility operators must, at a minimum, ensure the availability of the following response equipment:

- 1. at least 200 feet of containment boom and the means of deploying and anchoring the boom at the spill site within one hour of detection.**
- 2. Adequate sorbent materials for an initial response to an average most probable discharge at the spill site within one hour of detection.**
- 3. Oil recovery devices and recovered oil storage capacity at the spill site within two hours of detection.**

The discharge response equipment inventory is verified during the monthly inspection and must be replenished as needed.

Date of Last Update: August 25, 2009

In an emergency, equipment may become necessary to help rescue and treat victims, to protect Mayberry Oil Co. response personnel and to mitigate hazardous conditions (e.g. - to contain the release or fight fires). Some regular equipment can double for emergency equipment (e.g. vacuum trucks, pumps, forklift, etc). All staged equipment should be in working order, fueled and in good repair at all times.

Personal Protective Equipment (PPE) should be in a state of readiness and available at all times. For example, a dedicated stock level of PPE should be available and medical first-aid kits should be well stocked and easily assessable.

The following list is representative of the type equipment that should be available within 30 minutes at Mobile MTR:

Backhoe	PPE
Tracked Excavator	Hard Hats
Forklift	Respirators
Vacuum Trucks	Chemical Suits
Vacuum Tanker	Gloves
Skid Loader	Boots
Pressure Washers	Eye Protection
Oil Transfer Trucks	
Transport Tankers	

Additionally, as Mayberry Oil Co. is an Oil-Dri® distributor, there is a stock of oil sorbent booms and pads located in the warehouse. There are also one to two pallets of Oil-Dri® absorbent in 40-lb bags located onsite at any one time.

TANK TRUCK LOADING/UNLOADING AREA

Skimmers/Pumps—Number & Operational Status: _____

Type, Model, and Year: _____

Capacity: _____ gal. /min., Daily Effective Recovery Rate: _____

- Empty 55-gallons drums to hold contaminated material _____
- Loose absorbent material _____ pounds
- Absorbent pads _____ boxes
- Nitrile gloves _____ pairs
- Neoprene gloves _____ pairs
- Vinyl/PVC pull-on overboots _____ pairs
- Non-sparking shovels _____
- Brooms _____
- Drain seals or mats _____
- Sand bags/hay bales _____
- Booms _____

Table 2.7
Chemicals Stored (Dispersants listed on EPA's NCP Product Schedule)

Type	Amount	Date purchased	Treatment capacity	Storage location

Were appropriate procedures used to receive approval for use of dispersants in accordance with the NCP (40 CFR 300.910) and the Area Contingency Plan (ACP), where applicable? _____ (Y/N).

Name and State of On-Scene Coordinator (OSC) authorizing use: _____

Date Authorized: _____.

Table 2.8

**Communication Equipment (include operating frequency and channel and/or cellular phone numbers)—
Operational Status:**

Type and year	Quantity	Storage location/number

Table 2.9

Response Equipment Testing/Deployment

Date of Last Update: August 25, 2009

RESPONSE EQUIPMENT TESTING AND DEPLOYMENT DRILL LOG

Response Frequency	Equipment Last Inspection	Inspection Date	Frequency Last Deployment	Deployment Date

2.6 FACILITY'S RESPONSE ACTIVITIES

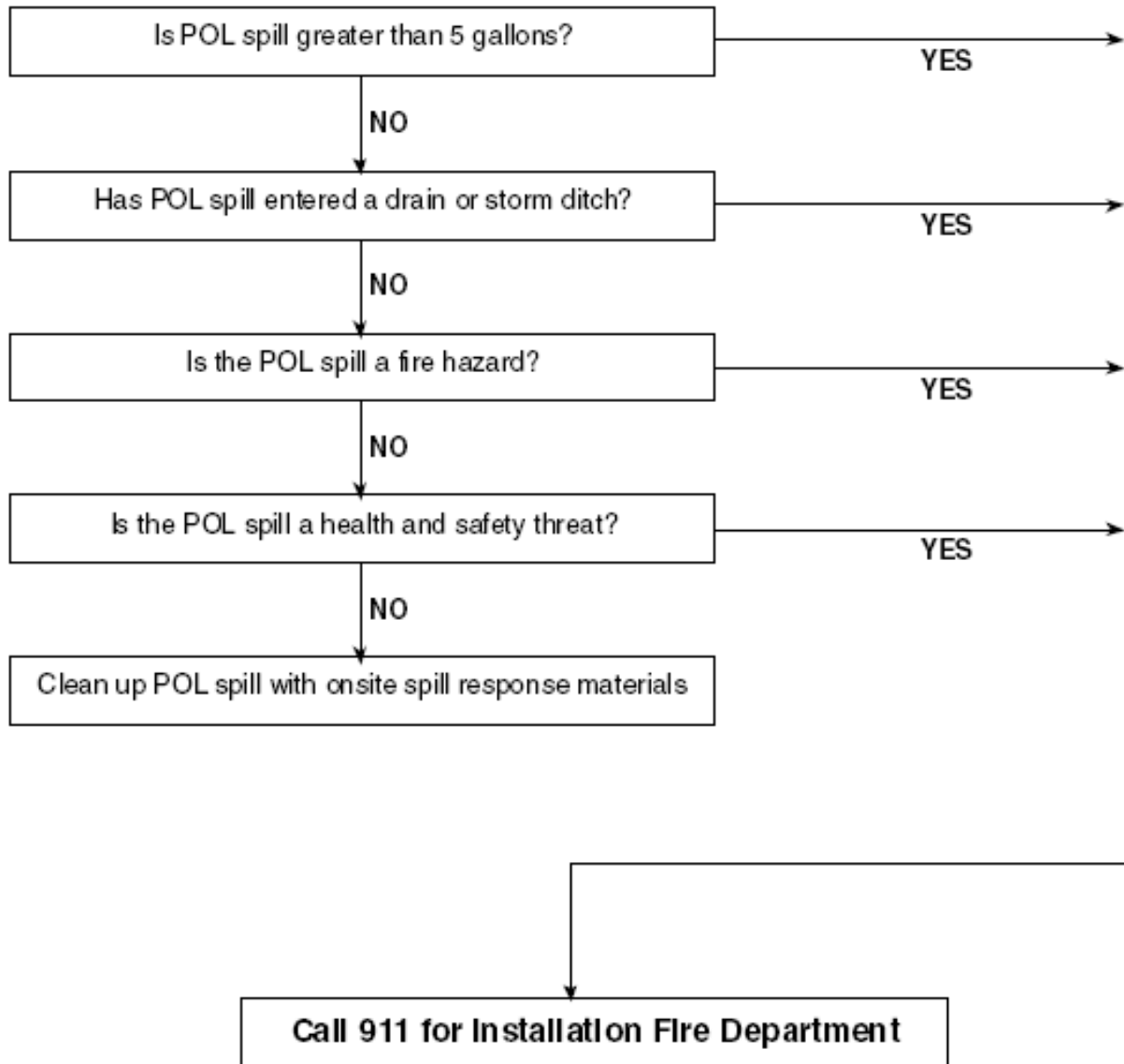
This subsection must contain a description of the facility personnel's responsibilities to initiate a response and supervise response resources pending the arrival of the qualified individual.

SEE PAGES 19 & 20 for Flow Chart Spill Actions

IMMEDIATE ACTIONS

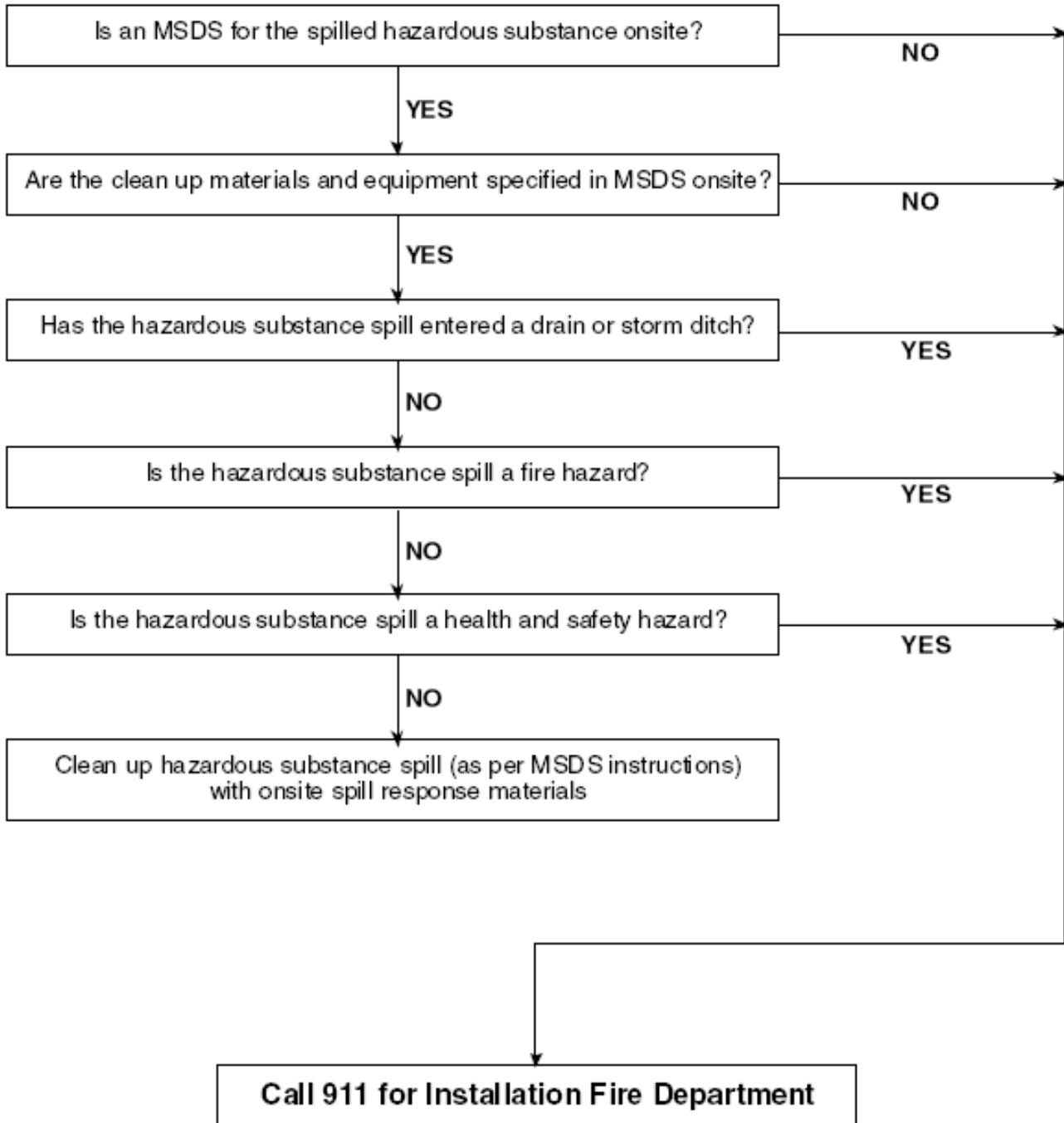
2.6.1 POL

1. Stop the product flow. Without endangering personnel health and safety, prevent any further POL spillage.
2. Use onsite spill response materials to minimize or prevent the POL spill from entering a drain or storm ditch.



2.6.2 Hazardous Substances

1. Stop the product flow. Without endangering personnel health and safety, prevent any further hazardous substance spillage.
2. Use onsite spill response materials (if appropriate as per MSDS instructions) to minimize or prevent the hazardous substance spill from entering a drain or storm ditch.



2.7-MAYBERRY OIL CO. TEAM SPILL RESPONSE PROCEDURES

The moment a release is identified; response actions should be immediately implemented.

Three priorities must be observed in any emergency situation:

- Safety of human health
- Protection of the environment
- Notification of appropriate personnel

Each employee must be made aware of these points. Initial response requires evaluation and corrective action. Personnel must be taught the proper use of equipment, their capabilities and limitations.

Response procedures can be outlined in the following formats but may not apply to every situation.

- Recognition of the release
- Notification of coordinator(s)
- Activation of alarms, if necessary
- Evacuation of all non-essential personnel
- Evaluation of the release
- Notification of local authorities and response centers, if necessary
- Corrective actions
- Clean up and disposal of waste materials, if necessary
- Report preparation, completion and submittal

RESPONSE ACTION PROCEDURE

In the event there is an oil release within the facility, the following procedures shall be followed:

1. In the event of a spill/ release, contact one or more of the listed Emergency Coordinators (*Table 2.1*) and be prepared to provide the following information:
 - Your Name and Location
 - Location and Direction of the Release
 - Identification and Amount of Oil Involved
 - Individual(s) at the Scene and Action(s) Taken

The Emergency Coordinators have the responsibility for coordinating emergency response measures in the event of a release, which could threaten human health or the environment.

2. The Mayberry Oil Co. Emergency Coordinator shall determine whether the release is reportable to outside regulatory agencies by following criteria:
 - Oil release greater than 10 gallons (reportable quantity)
 - Oil release of any quantity that has reached surface water or into a sewer, ditch, or culvert leading off the property

NOTE: Any release that results in exposure to persons solely within the boundaries of the facility does not require notification.

3. If the released material is identified as being reportable, immediate notification must be made to the following:
 1. **County Local Emergency Planning Committee (LEPC)**
 - **Phone: Various Counties**
 2. **State Emergency Response Commission (SERC) of the North Carolina Solid and Hazardous Waste**
 - **Phone: 919-733-2178**
 3. **National Response Center**
 - **Phone: 800-424-8802**

The Emergency Coordinator is responsible for immediate notification of reportable spills to the above authorities and agencies.

4. This initial notification should be verbal (via telephone or in person) and should include:

- Identity of the caller and the company (i.e., Mayberry Oil Co.)
- Contact phone number
- Location of the release
- Type of product that was released
- Quantity of the product released
- Extent of actual and/ or potential water pollution
- Date and time of the release
- Cause of the release

5. If required, the Emergency Coordinator shall order the area around the spill, or even the entire facility, evacuated. The Emergency Coordinator may shut down operations in and around the release site upon evaluation.

6. As dictated by the chemical and physical hazards present, the following precautions may be taken:

- Secure the immediate area
- Response personnel should wear appropriate protective clothing (e.g., respirators, gloves, boots, tyveks, etc.)
- Plastic sheeting shall be used to prevent soil contamination, if necessary
- Isolation and containment of the material
- If flammable materials are also involved, appropriate fire extinguishers should be made available

7. If the Emergency Coordinator determines that the release threatens the safety and health of personnel and/ or threatens the environment other than the facility, he shall contact the Lee County LEPC and/ or Emergency Management to determine if evacuation is required.

8. Containment of materials can be accomplished by the following ways (especially for releases outside of secondary containment):

- Diking, using suitable materials and ensuring that the release do not escape to storm drains, sewers, etc.
- Use of sorbent materials to act as diking material

There are two storm drains on the facility property. These drains, however, are located outside the operating areas of the plant and would not be impacted if there were any type of release within the facility. Nevertheless, these drains will be observed and protected during any spill event.

9. Clean-up operations may include the following:

- Pumping free standing liquids (oil, oil and water)
- Skimming oil/ oil and water
- Solidification/ fixation of free standing liquids (Use of sorbent pads and absorbent powders)
- Solids, semi-solids and fixation medias shall be placed in appropriate containers for disposal
- Excavation of contaminated soils

10. The Emergency Coordinator may choose to sample and analyze the soil, water, etc. to determine contamination level(s).

11. All containers will be manifested, labeled, placarded and handled in accordance with State, EPA, DOT and Company guidelines.

“SPILL REPORTING DOCUMENTATION ON SITE SPILLS WITHIN THE LAST 12 MONTHS”

Once the release has been brought under control and established, a written report must be submitted to the USCG.

SEE TABLES 2.4 & 2.5.

The written report should include the following information:

- Identity of the caller and the company (i.e., Mayberry Oil Co.)
- Contact phone number
- Location of the release
- Type of product that was released
- Quantity of the product released
- Extent of actual and/ or potential water pollution
- Date and time of the release
- Cause of the release
- Actions taken to respond to and contain the release
- Any known or anticipated acute or chronic health risks associated with the release
- Where appropriate, advice regarding medical attention necessary for exposed individuals

NOTE: If a reportable Quantity of any Hazardous substance, identified on the CERCLA list, is released in a 24-hour period, immediately notify the National Response Center (NRC 1-800-424-8802). A report can also be filed by the Manager of EHS or Emergency Coordinator online via the US Department of Transportation website.

2.7.1 FACILITY-SPECIFIC SPILL SCENARIOS

Facility-specific spill scenarios that could result in a small or medium discharge of oil or hazardous substances at Mayberry Oil Co. include:

- Discharge during oil or hazardous substance resupply
- Discharge during vehicle refueling
- Discharge due to fire/explosion of equipment near oil or hazardous substance storage equipment
- Discharge due to age and condition of storage equipment
- Discharge due to vehicle collision with on site structures.

The first four scenarios are situations most likely to occur at Mayberry Oil Co., and would **generally be a result of inattentive operators or faulty equipment. The last two scenarios are less likely to occur** Mayberry Oil Co. provides **AGGRESSIVE MAINTENANCE AND VEHICLE COLLISION PROTECTION.**

2.8 FISH AND WILDLIFE AND SENSITIVE ENVIRONMENTS

2.8 Fish and wildlife and sensitive environments. (i) This section of the plan must identify areas of economic importance and environmental sensitivity, as identified in the ACP, which are potentially impacted by a worst case discharge. ACPs are required under section 311(j)(4) of the FWPCA to identify fish and wildlife and sensitive environments. The applicable ACP shall be used to designate fish and wildlife and sensitive environments in the plan. Changes to the ACP regarding fish and wildlife and sensitive environments shall be included in the annual update of the response plan, when available.

Sensitive environments, referred to as "fish and wildlife and sensitive environments" in the regulations, are areas of economic importance and environmental sensitivity. Sensitive environments are identified in the applicable ACP. Sensitive environment information in your facility response plan must be consistent with the applicable Area Contingency Plan. Incorporate changes to sensitive environment information in an Area Contingency Plan into your facility response plan when you conduct your annual plan review.

Sensitive environment information is available on line from the Area Contingency Planning Webpage

Include the following information about sensitive environments in your plan:

- A list of all potentially affected sensitive environments. Prepare a separate list for each transfer location.
- A description of response actions to protect sensitive environments.
- A map or chart showing the location of all applicable sensitive environments.
- A list of response equipment and personnel available by contract or other approved means to protect sensitive environments.

IMPORTANT NOTE: Mobile facility operators transferring non-persistent oil such as diesel or oily water must identify sensitive environments 5 miles from a transfer location down current during ebb tide and to the point of maximum tidal influence or 5 miles, whichever is less, during flood tide. To facilitate the development of this section of your plan, you should refer to the recommended response actions and maps included in the applicable Area Contingency Plan.

ALBEMARLE SOUND

Albemarle Sound is surrounded by ten North Carolina counties with Croatan and Roanoke Sounds to the southeast. The Roanoke, Chowan, Alligator, Perquimans, Little, Pasquotank, and North Rivers, along with many other smaller tributaries, drain over 2,600 square miles in North Carolina and Virginia and flow into Albemarle Sound. River basin is located in the northeastern coastal plain of North Carolina and southeastern Virginia.

TAR-PAMLICO RIVER SUBBASIN

The Tar-Pamlico River basin is the fourth largest river basin in North Carolina and is one of only four river basins whose boundaries are located entirely within the state. The Tar River originates in north central North Carolina in Person, Granville and Vance counties and flows southeasterly until it reaches tidal waters near Washington and become the Pamlico River. The Pamlico River is a tidal estuary that flows into the Pamlico Sound. Major tributaries of the Tar River include Fishing Creek, Swift Creek, Little Fishing Creek, Town Creek, Conetoe Creek, Chicod Creek, Tranters Creek and the Pungo River.

PASQUOTANK RIVER SUBBASIN

This subbasin consists of the Pasquotank River and its tributaries in Camden, Pasquotank and Gates counties. The headwaters of the Pasquotank River include freshwater in the Great Dismal Swamp. Southward, a significant portion of the waters in this subbasin is brackish estuarine, including Albemarle Sound and the Pasquotank River below Elizabeth City. This subbasin contains the Alligator River and several tributaries. Most streams are of low relief and often swampy. Channelized ditches are common. Most waters in this subbasin are brackish estuarine, including Albemarle, Croatan and Roanoke Sounds, and the Alligator River to the Intracoastal Waterway (ICWW). Ecologically, the subbasin contains characteristics of the Chesapeake-Pamlico lowlands and tidal marshes, as well as non riverine swamps and peatlands. Land cover generally consists of evergreen forests, mixed forests, forested wetlands and marshes.

LOWER CHOWAN RIVER

Small tributaries including Salmon Creek, Edenton Bay and Pembroke Creek. It also includes a small northwest portion of the Albemarle Sound.

Along the East Coast of North Carolina, five geographical area types are routinely encountered during a response. The strategies outlined are recommendations and should not be adhered to in a strict manner because the variables involved in the proper mitigation of a spill are different from case to case. The greatest effect on controlling a spill comes from good decision-making of the person(s) in charge. In the event of a worst-case discharge, quick, decisive actions are the key to a successful response.

THE FIVE GEOGRAPHICAL AREA TYPES IN THE COTP ZONE ARE:

1. MARSHEs, TIDAL FLATS AND SEA GRASS BEDS.

These are high sensitivity areas where cleanup is not generally recommended because heavy equipment and laborers may cause more damage than good. Since a complete cleanup is nearly impossible, the best strategy is to protect the area prior to contamination. Considerations on whether a cleanup should be carried out would depend, in part, upon seasonal variations such as migrating bird patterns. The most effective procedure, if indeed a cleanup is carried out, would be skimmers along the water's edge and the deployment of deflection boom in order to shield the area from any recontamination. Tidal fluctuations are a prime concern. Another is the shallow depth of water making access by water more difficult. Strict avoidance of land contact should be made. The area should only be accessed via waterways. Booming or skimming operations would be difficult if not impossible during maximum flood or ebb tide. These areas are home to sea grasses, and numerous fauna, aquatic and fowl. Most often these are the sensitive areas requiring special attention.

2. SAND BEACHES.

Cleanup along sandy beach depends on the amount and type of fuel involved. If a sandy shoreline has heavy and extensive fuel coverage the use of heavy industrial equipment such as bulldozers or road graders could be utilized (this would be followed by the replacement of the sediment). In the case of minor ecological damage, a manual cleanup may be performed, if possible, which would eliminate the removal of sediment and the overall effect on the ecological balance of a particular beach. Cleanup efforts must include effective measures to protect nesting sea turtles and shore birds.

- Different types of cleanup methods may involve rock-washing, use of sorbent equipment, harbor boom for corralling a product against land and vacuum trucks to pick up the product.
- Given the economic aspects of the tourist trade on the local economy, beach contamination and cleanup is very visible to the public and the press.

3. BAYS AND WATER INLETS

The most effective weapon to combat an inlet-waterway spill is a quick response. The prompt, proper placement of deflection booming or corralling oil in boom for open water pockets can help reduce the spread of a product. Deflection boom should be used to guide the leading edge of a spill into a natural collection point where the product can be skimmed, vacuumed or absorbed with sorbent equipment.

4. OFFSHORE AREAS.

In-areas offshore, the use of dispersant materials may be beneficial depending on on-scene weather, product type, and quickness of application after spill, proper application and current patterns. The proper use of dispersants offshore can minimize shoreline impact. A combination of unmanageable seas and wind conditions could impede the use of other forms of mitigation such as skimmers, booms or sorbents. A spill out at sea may not be as bad as a near shore spill because the effects of nature affect mitigation process as the product can be broken up or dissipate long before it creates a problem along the coastline. Refer to Section 9730.1 Dispersants for more information regarding to dispersant use.

5. ISLANDS.

Along the coast, there are many barrier islands, which are inhabited by people and various species of wildlife. An oil spill in these areas could have a devastating impact on the ecological balance of a particular habitat. The use of protective booming placed along the shoreline of islands as well as skimmer usage is the most effective means in reducing the effects of a spill.

2.9 DISPOSAL PLAN

2.9 Describe disposal procedures for recovered oil and oil contaminated debris in this subsection.

This subsection must describe any actions to be taken or procedures to be used to ensure that all recovered oil and oil contaminated debris produced as a result of any discharge are disposed according to Federal, state, or local requirements.

If water has perceptible contamination it will be transferred to a holding tank for subsequent treatment or it will be transferred to the oil-water separator when such facility is installed.

The unloading transport areas must be kept clean and any small spills must be cleaned up immediately. Any spillage resulting from these areas, which have secondary containment, must be controlled under the provisions of this regulation and NC laws. All on site storm drain catch basins and trench drains must be sealed in the event of a petroleum spill. Contaminated wastewater drainage from the unloading areas must be pumped into containers for storage and shipped to proper wastewater handling facilities

Wastes resulting from a minor discharge response will be containerized in impervious bags, drums, or buckets. The facility manager will characterize the waste for proper disposal and ensure that it is removed from the facility by a licensed waste hauler within two weeks.

Wastes resulting from a major discharge response will be removed and disposed of by a cleanup contractor.

Once a release has been contained and the material collected, plans must be made to dispose of any contaminated waste. Disposal of all spill-related wastes will be coordinated through the QUALIFIED INDIVIDUAL Hazardous Waste Management Branch and conducted by specialists in that area in accordance with Federal, State, local, and Mayberry Oil Co. regulations. If temporary storage of spill related wastes is required, the materials will be stored at the designated tanks at the facility. The following identifies usual disposal actions for the materials listed:

- Recovered Product - Turned over to QUALIFIED INDIVIDUAL and disposed of as a hazardous waste (often incinerated or recycled).
- Contaminated Soil - Depending upon material spilled, either turned over to QUALIFIED INDIVIDUAL or disposed of as a hazardous waste or air stripped as per Mayberry Oil Co. air permit.
- Contaminated Equipment and Materials - Decontaminated on site by cleaning (cleaning liquid contained and disposed of as a hazardous waste) or disposed of in an approved landfill (i.e., brooms, filters, etc.)
- Personal Protective Equipment - Turned over to QUALIFIED INDIVIDUAL and disposed of as a hazardous waste.
- Decontamination Solutions - Turned over to QUALIFIED INDIVIDUAL and disposed of as a hazardous waste.
- Adsorbents - Depending upon material spilled, either disposed of as a hazardous waste or taken to landfill and air stripped as per Nobel Oil Service air permit.
- Spent Chemicals - Turned over to QUALIFIED INDIVIDUAL and disposed of as a hazardous waste.

3.0 TRAINING AND EXERCISES DRILLS/EXERCISES, AND RESPONSE TRAINING

3.0 This section presents the procedures for facility inspections and spill response training at Mayberry Oil Co. MTR Facilities. This section of the plan describes the training and exercise programs in place to meet the requirements of 33 CFR Parts 154.1050 and 154.1055.

All figures referenced within this section are presented at the end of this section.

154.1050 Training

(a) A response plan submitted to meet the requirements of §§154.1035 or 154.1040, as appropriate, must identify the training to be provided to each individual with responsibilities under the plan. A facility owner or operator must identify the method to be used for training any volunteers or casual laborers used during a response to comply with the requirements of 29 CFR 1910.120.

(b) A facility owner or operator shall ensure the maintenance of records sufficient to document training of facility personnel; and shall make them available for inspection upon request by the U.S. Coast Guard. Records for facility personnel must be maintained at the facility for 3 years.

(c) Where applicable, a facility owner or operator shall ensure that an oil spill removal organization identified in a response plan to meet the requirements of this subpart maintains records sufficient to document training for the organization's personnel and shall make them available for inspection upon request by the facility's management personnel, the qualified individual, and U.S. Coast Guard. Records must be maintained for 3 years following completion of training.

(d) The facility owner or operator remains responsible for ensuring that all private response personnel are trained to meet the Occupational Safety and Health Administration (OSHA) standards for emergency response operations in 29 CFR 1910.120.

154.1055 Exercises.

(a) A response plan submitted by an owner or operator of an MTR facility must include an exercise program containing both announced and unannounced exercises. The following are the minimum exercise requirements for facilities covered by this subpart:

(1) Qualified individual notification exercises (quarterly).

(2) Spill management team tabletop exercises (annually). In a 3-year period, at least one of these exercises must include a worst case discharge scenario.

(3) Equipment deployment exercises:

(i) Semiannually for facility owned and operated equipment.

(ii) Annually for oil spill removal organization equipment.

(4) Emergency procedures exercise (optional).

(5) Annually, at least one of the exercises listed in §154.1055(a)(2) through (4) must be unannounced. Unannounced means the personnel participating in the exercise must not be advised in advance, of the exact date, time and scenario of the exercise.

(6) The facility owner or operator shall design the exercise program so that all components of the response plan are exercised at least once every 3 years. All of the components do not have to be exercised at one time; they may be exercised over the 3-year period through the required exercises or through an Area exercise.

(b) A facility owner or operator shall participate in unannounced exercises, as directed by the COTP. The objectives of the unannounced exercises will be to test notifications and equipment deployment for response to the average most probable discharge. After participating in an unannounced exercise directed by a COTP, the owner or operator will not be required to participate in another COTP initiated unannounced exercise for at least 3 years from the date of the exercise.

(c) A facility owner or operator shall participate in Area exercises as directed by the applicable On-Scene Coordinator. The Area exercises will involve equipment deployment to respond to the spill scenario developed by the Exercise Design Team, of which the facility owner or operator will be a member. After participating in an Area exercise, a facility owner or operator will not be required to participate in another Area exercise for at least 6 years.

(d) The facility owner or operator shall ensure that adequate records of all required exercises are maintained at the facility for 3 years. Records shall be made available to the Coast Guard upon request.

(e) The response plan submitted to meet the requirements of this subpart must specify the planned exercise program. The plan must detail the exercise program, including the types of exercises, frequency, scope, objectives and the scheme for exercising the entire response plan every 3 years

TRAINING PROCEDURES

3.1 RESPONSE TRAINING

Mayberry Oil Co. has developed a spill response training program to ensure that all spill response personnel are trained in accordance with AR 200-1, OSHA CFR 1910-120, and NFPA 472. Personnel must successfully complete a program of formal classroom instruction and supervised on-the-job training to prepare them to operate and maintain the facility. Each service member and employee learns about the POL or hazardous materials typically stored or generated at their work site and the storage requirements for that substance.

On-the-job training, as applicable to their position, includes:

- Location and use of emergency equipment
- Basic hazardous material/waste storage policies
- Inspections and procedures for correcting inadequacies
- Emergency procedures specified in the this FRP, such as spill response, fire response, or explosives response
- Inspection of emergency and monitoring equipment
- Replacement of equipment (if necessary) after an exercise or emergency is over
- Communications and alarm systems; emergency telephone numbers to be used.

The training frequency and techniques utilized at Mayberry Oil Co. ensure that personnel are fully trained in emergency response. Records documenting the employee names and completed training programs (both introductory and review) are kept at the facility.

3.2 PERSONNEL SPILL RESPONSE TRAINING LOGS

The Manager of Environmental, Health and Safety maintains personnel spill response training records on a Personnel Spill Response Training Log, such as presented in [Table 3-1](#) and [Table 3-2](#).

3.3 DISCHARGE PREVENTION MEETING LOGS

Mayberry Oil Co. conducts discharge prevention meetings at least annually and the Manager of Environmental, Health and Safety records the results of the meetings on the Discharge Prevention Meeting Log ([Table 3-2](#)). Meeting attendees include safety personnel, environmental personnel, and representatives from individual facility operators, as appropriate.

**Table 3-1
Spill Response Drill/Exercise Log
Qualified Individual Notification Drill Log**

Date:

Qualified Individual(s)	Attending Firms/Companies	Emergency Scenario	Evaluation:	Changes to be Implemented

**Table 3-2
Personnel Spill Response Training Log**

NAME	DATE	TRAINER

**Table 3-3
Discharge Prevention Meeting Log**

NAME	Subject/issue identified	Required action & Implementation date(s)

EXERCISES

3.4 FACILITY DRILLS/EXERCISES

Mayberry Oil Co. has developed a facility response drill/exercise program to test the effectiveness of the FRP. At a minimum, one simulated spill is conducted each year to test the effectiveness and response of company personnel. The Mayberry Oil Co. response drill/exercise program consists of internal drills/exercises, including qualified individual notification drills, spill management team tabletop exercises, equipment development exercises, and unannounced exercises, as well as external exercises. During a drill, the local Fire Department Training Department and senior members of the response team watch and critique procedures/actions. Following the drill, an evaluation is conducted with drill participants. Company Personnel meet monthly or more often if needed, to discuss training objectives and to evaluate training and operational goals.

3.5 QUALIFIED INDIVIDUAL NOTIFICATION DRILL

Mayberry Oil Co. conducts a Qualified Individual Notification Drill at least annually to ensure that the Qualified Individual is able to be reached in a spill response emergency to carry out his/her duties. The Qualified Individual randomly selects a unit to simulate an oil or hazardous substance release and to test the facility's response up to and including notification of the Qualified Individual. The Qualified Individual notes the results of the drill on the Mayberry Oil Co. Spill Response Drill/Exercise Log (Figure 8-4).

3.6 SPILL MANAGEMENT TEAM TABLETOP EXERCISE

Mayberry Oil Co. conducts a Spill Management Team Tabletop Exercise at least annually to develop improved coordination within the QUALIFIED INDIVIDUAL. The QUALIFIED INDIVIDUAL consists of appropriate representatives from management and the facilities Manager of Environmental, Health and Safety. The exercises consist of evaluating facilities spill scenarios and appropriate responses to each spill scenario to ensure the QUALIFIED INDIVIDUAL is familiar with the response plan and is able to use it effectively to conduct a spill response. The Manager of Environmental, Health and Safety records the results of the exercise on the Mayberry Oil Co. Spill Response Drill/Exercise Log (Table 3-1).

3.7 EQUIPMENT DEPLOYMENT EXERCISES

The QUALIFIED INDIVIDUAL conducts an equipment deployment exercise at least annually, scheduled immediately following the response equipment inspection. The equipment deployment exercise ensures that personnel who normally operate or supervise the operation of response equipment demonstrate their ability to deploy and operate the equipment. It also ensures the equipment is in good operating condition and is appropriate for the intended operating environment. Performance of the equipment deployment exercise will be noted on the Mayberry Oil Co. Spill Response Drill/Exercise Log (Table 3-1).

3.8 UNANNOUNCED EXERCISES

Mayberry Oil Co. conducts unannounced exercises at least annually to test facility spill response procedures. The QUALIFIED INDIVIDUAL will randomly select a unit to simulate an oil or hazardous substance release and to test facilities response to the spill. Results of the exercise are recorded on the Mayberry Oil Co. Spill Response Drill/Exercise Log (Table 3-1).

3.9 EXTERNAL EXERCISES

Mayberry Oil Co. will conduct an external spill response exercise at least once every three years to test spill response coordination between Mayberry Oil Co. and State & Local emergency management agencies. The QUALIFIED INDIVIDUAL will record results of the exercise on the Mayberry Oil Co. Spill Response Drill/Exercise Log (Table 3-1).

4.0 PLAN REVIEW AND UPDATE PROCEDURES

This section must address the procedures to be followed by the facility owner or operator to meet the requirements of §154.1065 and the procedures to be followed for any post-discharge review of the plan to evaluate and validate its effectiveness.

- (a) A facility owner or operator must review his or her response plan(s) annually. This review shall incorporate any revisions to the plan, including listings of fish and wildlife and sensitive environments identified in the ACP in effect 6 months prior to plan review.
- (1) For an MTR facility identified in §154.1015(c) of this subpart as a “significant and substantial harm facility,” this review must occur within 1 month of the anniversary date of COTP approval of the plan. For an MTR facility identified in §154.1015(b) of this subpart, as a “substantial harm facility” this review must occur within 1 month of the anniversary date of submission of the plan to the COTP.
- (2) The facility owner or operator shall submit any revision(s) to the response plan to the COTP and all other holders of the response plan for information or approval, as appropriate.
- (i) Along with the revisions, the facility owner or operator shall submit a cover letter containing a detailed listing of all revisions to the response plan.
- (ii) If no revisions are required, the facility owner or operator shall indicate the completion of the annual review on the record of changes page.
- (iii) The COTP will review the revision(s) submitted by the owner or operator and will give written notice to the owner or operator of any COTP objection(s) to the proposed revisions within 30 days of the date the revision(s) were submitted to the COTP. The revisions shall become effective not later than 30 days from their submission to the COTP unless the COTP indicates otherwise in writing as provided in this paragraph. If the COTP indicates that the revision(s) need to be modified before implementation, the owner or operator will modify the revision(s) within the time period set by the COTP.
- (3) Any required revisions must be entered in the plan and noted on the record of changes page.
- (b) The facility owner or operator shall submit revisions to a previously submitted or approved plan to the COTP and all other holders of the response plan for information or approval within 30 days, whenever there is—
- (1) A change in the facility's configuration that significantly affects the information included in the response plan;
- (2) A change in the type of oil (petroleum oil group) handled, stored, or transported that affects the required response resources;
- (3) A change in the name(s) or capabilities of the oil spill removal organization required by §154.1045;
- (4) A change in the facility's emergency response procedures;
- (5) A change in the facility's operating area that includes ports or geographic area(s) not covered by the previously approved plan. A facility may not operate in an area not covered in a plan previously submitted or approved, as appropriate, unless the revised plan is approved or interim operating approval is received under §154.1025; or
- (6) Any other changes that significantly affect the implementation of the plan.
- (c) Except as required in paragraph (b) of this section, revisions to personnel and telephone number lists included in the response plan do not require COTP approval. The COTP and all other holders of the response plan shall be advised of these revisions and provided a copy of the revisions as they occur.
- (d) The COTP may require a facility owner or operator to revise a response plan at any time as a result of a compliance inspection if the COTP determines that the response plan does not meet the requirements of this subpart or as a result of inadequacies noted in the response plan during an actual pollution incident at the facility.

4.1 LOCATION OF FRP

In accordance with 154.1065, a complete copy of this FRP is maintained at the main dispatch facility in the office building. The front office is attended whenever the facility is operating, i.e., 8:00 AM to 5:00 PM, 5 days per week.

4.2 CHANGES IN FACILITY TRANSFER OPERATIONS

In accordance with 154.1065, this facility annually reviews and evaluates this FRP for any change in the facility design, construction, operation, or maintenance that materially affects the facility's potential for an oil discharge, including, but not limited to:

- A change in the facility's configuration that significantly affects the information included in the response plan;
- A change in the type of oil (petroleum oil group) handled, stored, or transported that affects the required response resources;
- A change in the name(s) or capabilities of the oil spill removal organization required by §154.1045;
- A change in the facility's emergency response procedures;
- A change in the facility's operating area that includes ports or geographic area(s) not covered by the previously approved plan. A facility may not operate in an area not covered in a plan previously submitted or approved, as appropriate, unless the revised plan is approved or interim operating approval is received under §154.1025; or
- Any other changes that significantly affect the implementation of the plan.

Non-technical amendments can be done (and must be documented in this section) by the facility owner and/or operator. Non-technical amendments include the following:

- change in the name or contact information (i.e., telephone numbers) of individuals responsible for the implementation of this Plan; or
- change in the name or contact information of spill response or cleanup contractors.

This facility must make the needed revisions to the FRP as soon as possible, but no later than six months after the change occurs. The Plan must be implemented as soon as possible following any technical amendment, but *no later than 30 days* from the date of the amendment. The QUALIFIED INDIVIDUAL is responsible for initiating and coordinating revisions to the SPCC Plan.

4.3 SCHEDULED PLAN REVIEWS

In accordance with 154.1065, this facility will review this FRP at least once every year. Revisions to the Plan, if needed, are made within 30 days of the annual review. Owner/operator documentation to review shall state: *"I have completed review and evaluation of the FRP for this facility and will (will not) amend Plan as a result."*

4.4 RECORD OF PLAN REVIEWS

Scheduled reviews and Plan amendments are recorded in the Plan Review Log (Table 4.1). This log must be completed even if no amendment is made to the Plan as a result of the review. Unless a technical or administrative change prompts an earlier review of the Plan, the next scheduled review of this Plan must occur by *August 25, 2010.*

Table 4.1: Plan Review Log

By	Date	Update Required	PE certification required?	Comments

APPENDICES

Mobile Transfer Facilities Regulations Reference

154.100 Applicability.

(d) The following sections of this part apply to mobile facilities:

- (1) Section 154.105 Definitions.
- (2) Section 154.107 Alternatives.
- (3) Section 154.108 Exemptions.
- (4) Section 154.110 Letter of Intent.
- (5) Section 154.120 Facility examinations.
- (6) Section 154.300 Operations Manual: General.
- (7) Section 154.310 Operations Manual: Contents. Paragraphs (a)(2), (a)(3), (a)(5) through (a)(7), (a)(9), (a)(12), (a)(14), (a)(16), (a)(17)(ii) through (a)(17)(iv), (a)(18), (a)(20) through (23), (c) and (d).
- (8) Section 154.320 Operations Manual: Amendment.
- (9) Section 154.325 Operations Manual: Procedures for examination.
- (10) Section 154.500 Hose assemblies. Paragraphs (a), (b), (c), (d)(1) through (3) and (e)(1) through (3).
- (11) Section 154.520 Closure devices.
- (12) Section 154.530 Small discharge containment. Paragraphs (a)(1) through (3) and (d).
- (13) Section 154.545 Discharge containment equipment.
- (14) Section 154.550 Emergency shutdown.
- (15) Section 154.560 Communications.
- (16) Section 154.570 Lighting. Paragraphs (c) and (d).
- (17) Section 154.700 General.
- (18) Section 154.710 Persons in charge: Designation and qualification. Paragraphs (a) through (c), (d)(1) through (3), (d)(7) and (e).
- (19) Section 154.730 Persons in charge: Evidence of designation.
- (20) Section 154.735 Safety requirements. Paragraphs (d), (f), (g), (j)(1) through (2), (k)(1) through (2), (m), (o) through (q), (r)(1) through (3), (s) and (v).
- (21) Section 154.740 Records. Paragraphs (a) through (f) and (j).
- (22) Section 154.750 Compliance with Operations Manual.

154.500 Hose assemblies.

Each hose assembly used for transferring oil or hazardous material must meet the following requirements:

- (a) The minimum design burst pressure for each hose assembly must be at least four times the sum of the pressure of the relief valve setting (or four times the maximum pump pressure when no relief valve is installed) plus the static head pressure of the transfer system, at the point where the hose is installed.
- (b) The maximum allowable working pressure (MAWP) for each hose assembly must be more than the sum of the pressure of the relief valve setting (or the maximum pump pressure when no relief valve is installed) plus the static head pressure of the transfer system, at the point where the hose is installed.
- (c) Each nonmetallic hose must be usable for oil or hazardous material service.
- (d) Each hose assembly must either have:
 - (1) Full threaded connections;
 - (2) Flanges that meet standard B16.5, *Steel Pipe Flanges and Flange Fittings*, or standard B.16.24, *Brass or Bronze Pipe Flanges*, of the American National Standards Institute (ANSI); or
 - (3) Quick-disconnect couplings that meet ASTM F 1122 (incorporated by reference, see §154.106).
- (e) Each hose must be marked with one of the following:
 - (1) The name of each product for which the hose may be used; or
 - (2) For oil products, the words "OIL SERVICE"; or
 - (3) For hazardous materials, the words "HAZMAT SERVICE—SEE LIST" followed immediately by a letter, number or other symbol that corresponds to a list or chart contained in the facility's operations manual or the vessel's transfer procedure documents which identifies the products that may be transferred through a hose bearing that symbol.

154.520 Closure devices.

(a) Except as provided in paragraph (b) of this section, each facility to which this part applies must have enough butterfly valves, wafer-type resilient seated valves, blank flanges, or other means acceptable to the COTP to blank off the ends of each hose or loading arm that is not connected for the transfer of oil or hazardous material. Such hoses and/or loading arms must be blanked off during the transfer of oil or hazardous material. A suitable material in the joints and couplings shall be installed on each end of the hose assembly or loading arm not being used for transfer to ensure a leak-free seal.

(b) A new, unused hose, and a hose that has been cleaned and is gas free, is exempt from the requirements of paragraph (a) of this section.

154.530 Small discharge containment.

(a) Except as provided in paragraphs (c), (d), and (e) of this section, each facility to which this part applies must have fixed catchments, curbing, or other fixed means to contain oil or hazardous material discharged in at least—

(1) Each hose handling and loading arm area (that area on the facility that is within the area traversed by the free end of the hose or loading arm when moved from its normal stowed or idle position into a position for connection);

(2) Each hose connection manifold area; and

(3) Under each hose connection that will be coupled or uncoupled as part of the transfer operation during coupling, uncoupling, and transfer.

(d) A mobile facility may have portable means of not less than five gallons capacity to meet the requirements of paragraph (a) of this section.

154.545 Discharge containment equipment.

(a) Each facility must have ready access to enough containment material and equipment to contain any oil or hazardous material discharged on the water from operations at that facility.

(b) For the purpose of this section, “access” may be by direct ownership, joint ownership, cooperative venture, or contractual agreement.

(c) Each facility must establish time limits, subject to approval by the COTP, for deployment of the containment material and equipment required by paragraph (a) of this section considering:

(1) Oil or hazardous material handling rates;

(2) Oil or hazardous material capacity susceptible to being spilled;

(3) Frequency of facility operations;

(4) Tidal and current conditions;

(5) Facility age and configuration; and

(6) Past record of discharges.

(d) The COTP may require a facility to surround each vessel conducting an oil or hazardous material transfer operation with containment material before commencing a transfer operation if—

(1) The environmental sensitivity of the area requires the added protection;

(2) The products transferred at the facility pose a significant threat to the environment;

(3) The past record of discharges at the facility is poor; or

(4) The size or complexity of the transfer operation poses a significant potential for a discharge of oil or hazardous material; and

(5) The use of vessel containment provides the only practical means to reduce the extent of environmental damage.

(e) Equipment and procedures maintained to satisfy the provisions of this chapter may be utilized in the planning requirements of subpart F and subpart H of this part.

154.550 Emergency shutdown.

(a) The facility must have an emergency means to enable the person in charge of the transfer on board the vessel, at that person's usual operating station, to stop the flow of oil or hazardous material from the facility to the vessel. The means must be—

(1) An electrical, pneumatic, or mechanical linkage to the facility; or

(2) An electronic voice communications system continuously operated by a person on the facility who can stop the flow of oil or hazardous material immediately.

(b) The point in the transfer system at which the emergency means stops the flow of oil or hazardous material on the facility must be located near the dock manifold connection to minimize the loss of oil or hazardous material in the event of the rupture or failure of the hose, loading arm, or manifold valve.

(c) For oil transfers, the means used to stop the flow under paragraph (a) of this section must stop that flow within—

(1) 60 seconds on any facility or portion of a facility that first transferred oil on or before November 1, 1980; and

(2) 30 seconds on any facility that first transfers oil after November 1, 1980.

(d) For hazardous material transfers, the means used to stop the flow under paragraph (a) of this section must stop that flow within—

(1) 60 seconds on any facility or portion of a facility that first transferred hazardous material before October 4, 1990; and

(2) 30 seconds on any facility that first transfers hazardous material on or after October 4, 1990.

154.560 Communications.

(a) Each facility must have a means that enables continuous two-way voice communication between the person in charge of the vessel transfer operation and the person in charge of the facility transfer operation.

(b) Each facility must have a means, which may be the communications system itself that enables a person on board a vessel or on the facility to effectively indicate the desire to use the means of communication required by paragraph (a) of this section.

(c) The means required by paragraph (a) of this section must be usable and effective in all phases of the transfer operation and all conditions of weather at the facility.

(d) A facility may use the system in §154.550(a)(2) to meet the requirement of paragraph (a) of this section.

(e) Portable radio devices used to comply with paragraph (a) of this section during the transfer of flammable or combustible liquids must be marked as intrinsically safe by the manufacturer of the device and certified as intrinsically safe by a national testing laboratory or other certification organization approved by the Commandant as defined in 46 CFR 111.105–11. As an alternative to the marking requirement, facility operators may maintain documentation at the facility certifying that the portable radio devices in use at the facility are in compliance with this section.

154.570 Lighting.

(c) For small or remote facilities, the COTP may authorize operations with an adequate level of illumination provided by the vessel or by portable means.

(d) Lighting must be located or shielded so as not to mislead or otherwise interfere with navigation on the adjacent waterways.

154.700 General.

No person may operate a facility unless the equipment, personnel, and operating procedures of that facility meet the requirements of this part.

154.710 Persons in charge: Designation and qualification.

No person may serve, and the facility operator may not use the services of a person, as person in charge of facility transfer operations unless:

(a) The facility operator has designated that person as a person in charge;

(b) The person has had at least 48 hours of experience in transfer operations at a facility in operations to which this part applies. The person also has enough experience at the facility for which qualification is desired to enable the facility operator to determine that the person's experience is adequate;

(c) The person has completed a training and qualification program established by the facility operator and described in the Operations Manual in accordance with §154.310(a)(21), that provides the person with the knowledge and training necessary to properly operate the transfer equipment at the facility, perform the duties described in paragraph (d) of this section, follow the procedures required by this part, and fulfill the duties required of a person in charge during an emergency, except that the COTP may approve alternative experience and training requirements for new facilities; and

(d) The facility operator must certify that each person in charge has the knowledge of, and skills necessary to—

(1) The hazards of each product to be transferred;

(2) The rules in this part and in Part 156 of this chapter;

(3) The facility operating procedures as described in the operations manual;

(7) Follow local discharge reporting procedures; and

(e) Training conducted to comply with the hazard communication programs required by the Occupational Safety and Health Administration (OSHA) of the Department of Labor (DOL) (29 CFR 1910.1200) or the Environmental Protection Agency (EPA) (40 CFR 311.1), or to meet the requirements of subpart F of this part may be used to satisfy the requirements in paragraphs (c) and (d) of this section, as long as the training addresses the requirements in paragraphs (c) and (d) of this section.

154.730 Persons in charge: Evidence of designation.

Each person in charge shall carry evidence of his designation as a person in charge when he is engaged in transfer operations unless such evidence is immediately available at the facility.

154.735 Safety requirements.

Each operator of a facility to which this part applies shall ensure that the following safety requirements are met at the facility:

(d) A sufficient number of fire extinguishers approved by an independent laboratory listed in 46 CFR 162.028–5 for fighting small, localized fires are in place throughout the facility and maintained in a ready condition.

(f) Each piece of protective equipment is ready to operate.

(g) Signs indicating that smoking is prohibited are posted in areas where smoking is not permitted.

(j) All equipment with internal combustion engines used on the facility—

(1) Does not constitute a fire hazard; and

(2) Has a fire extinguisher attached that is approved by an independent laboratory listed in 46 CFR 162.028–5, unless such a fire extinguisher is readily accessible nearby on the facility.

(k) Spark arresters are provided on chimneys or appliances which—

(1) Use solid fuel; or

(2) Are located where sparks constitute a hazard to nearby combustible material.

(m) Heating equipment has sufficient clearance to prevent unsafe heating of nearby combustible material.

(o) There are no open fires or open flame lamps.

(p) Electric wiring and equipment is maintained in a safe condition so as to prevent fires.

(q) Electrical wiring and electrical equipment installed after October 4, 1990, meet NFPA 70.

(r) Electrical equipment, fittings, and devices installed after October 4, 1990, show approval for that use by—

(1) Underwriters Laboratories;

(2) Factory Mutual Research Corporation; or

(3) Canadian Standards Association.

(s) Tank cleaning or gas freeing operations conducted by the facility on vessels carrying oil residues or mixtures shall be conducted in accordance with sections 9.1, 9.2, 9.3, and 9.5 of the OCIMF International Safety Guide for Oil Tankers and Terminals (ISGOTT), except that—

(1) Prohibitions in ISGOTT against the use of recirculated wash water do not apply if the wash water is first processed to remove product residues;

(2) The provision in ISGOTT section 9.2.10 concerning flushing the bottom of tanks after every discharge of leaded gasoline does not apply;

(3) The provision in ISGOTT section 9.2.11 concerning that removal of sludge, scale, and sediment does not apply if personnel use breathing apparatus which protect them from the tank atmosphere; and

(4) Upon the request of the facility owner or operator in accordance with §154.107, the COTP may approve the use of alternative standards to ISGOTT if the COTP determines that the alternative standards provide an equal level of protection to the ISGOTT standards.

(v) Warning signs shall be displayed on the facility at each shoreside entry to the dock or berth, without obstruction, at all times for fixed facilities and for mobile facilities during coupling, transfer operation, and uncoupling. The warning signs shall conform to 46 CFR 151.45–2(e)(1) or 46 CFR 153.955.

154.740 Records.

Each facility operator shall maintain at the facility and make available for examination by the COTP:

(a) A copy of the letter of intent for the facility;

(b) The name of each person designated as a person in charge of transfer operations at the facility and certification that each person in charge has completed the training requirements of §154.710 of this part;

(c) The date and result of the most recent test or examination of each item tested or examined under §156.170 of this chapter;

(d) The hose information required by §154.500 (e) and (g) except that marked on the hose;

(e) The record of all examinations of the facility by the COTP within the last 3 years;

(f) The Declaration of Inspection required by §156.150(f) of this chapter;

(j) If they are not marked as such, documentation that the portable radio devices in use at the facility under §154.560 of this part are intrinsically safe.

154.750 Compliance with operations manual.

The facility operator shall require facility personnel to use the procedures in the operations manual prescribed by §154.300 for operations under this part.

APPENDIX 1

Facility-Specific Information.

Please see Mayberry Oil Co. Operations Manual.

1. See Truck Tanker Tank Wagon Print showing, transfer locations/valves, control stations, locations of safety equipment.
2. Only one marine vessel can transfer oil to or from simultaneously.
3. Please see Material Safety Data Sheet(s) MSDS(s) under the Mayberry Oil Co. Operations Manual. The Operations Manual contains information on the oil(s) and hazardous material handled, stored, or transported at the facility in bulk. This includes gasoline's' distillate fuels, hydraulic and lubrication oils.

APPENDIX 2

List of contacts.

Emergency Contacts and Response Services

[Primary Emergency Coordinator](#)

[Opie Taylor, Regional NC Manager](#)

Operates out of Plymouth and Ahoskie Locations

Business Hours Phone Number:

Mobile Phone Number:

24 Hour Phone Number

NA

Digital Pager Number:

NA

Home Phone Number:

Email

[Alternate Emergency Coordinator](#)

SEE SECTION --2.2 EMERGENCY NOTIFICATION TELEPHONE LIST (pages 8, 9, 10)
Table 2.1 Emergency Response Agencies
Fire, Police, Other Emergency Response Agencies

APPENDIX 3

Equipment lists and records.

SEE SECTION --2.5 Discharge Response Equipment Inventory.

APPENDIX 4

Communications plan.

The primary method of communication during discharges, including communications at the facility and at remote locations within the areas covered by the response plan will be by telephone and/or mobile telephone-digital communications. Alternative methods of communication will be by fax, digital or by communications systems provided by the oil spill removal organization.

APPENDIX 5

Site-specific safety and health plan.

See MAYBERRY OIL CO., INC., STANDARD OPERATING PROCEDURES MANUAL.

See MAYBERRY OIL CO., INC., OSHA 29 CFR 1910.120.

THE NORTH CAROLINA HAZARD COMMUNICATION STANDARD UNDER OSHA ("EMPLOYEE RIGHT TO KNOW")

OSHA's 1910.38 EMPLOYEE EMERGENCY PLANS AND FIRE PREVENTION PLANS

I) Emergency Action Plan: The plan shall be in writing except with 10 or fewer employees (per Facility) the plan may be communicated orally and the employer need not maintain a written plan on site. The elements of a plan shall be: (A) Emergency escape procedures and escape routes. (B) Procedures for employees who must remain behind to operate critical plants operations before they evacuate. (C) Procedures to account for all employees after emergency evacuation. (D) Rescue and medical duties for those employees designated to perform them. (E) The preferred means of reporting fires and other emergencies. (F) Names or regular job titles of persons, departments who can be contacted for other information or explanation of the plan.

1) Employer alarm system that complies with 1910.165: For convenience stores this can be designated employee visual site of emergency.

2) Evacuation: The employer must establish in the plan the types of evacuation to be used in emergencies.

3) Training: The employer shall designate and train a sufficient number of persons to assist in the safe and orderly evacuation of other persons. The employer must review the plan with each employee before the plan is initially developed, whenever the employee's responsibilities change, whenever the plan is changed.

II) Fire Prevention Plan: The fire prevention plan shall be in writing and kept at the workplace except when 10 or fewer employees (per Facility) are involved. The plan can then be orally communicated to employees and the employer need not maintain a written plan. The elements of the fire prevention plan are; (A) A list of major workplace fire hazards and their proper handling and storage procedures, potential ignition sources, and the type of fire protection equipment or systems which can control a fire. (See OSHA Hazard Employee Communication Standard for Compliance). (B) Names or job titles of employees who are responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and responsible for control of fuel hazards.

1) Housekeeping: The employer shall control the accumulation of flammable and combustible waste materials so that they do not contribute to a fire emergency. Housekeeping procedures shall be incorporated in the fire prevention plan.

2) Training: The employer shall apprise employees of the fire hazards of the materials and fire hazards to which they are exposed. The employer shall review with each employee the parts of the plan which the employee must know to protect the employee in the event of a fire emergency

3) Maintenance: The employer shall regularly and properly maintain all equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be part of the written plan.

APPENDIX 6

List of acronyms and definitions.

ACP: Area Contingency Plan

ASTM: American Society of Testing Materials

bbbls: Barrels

bpd: Barrels per Day

bph: Barrels per Hour

COTP: Captain of the Port

CHRIS: Chemical Hazards Response Information System

CWA: Clean Water Act

DESR: Designated Employee Spill Response Team

DOI: Department of Interior

DOC: Department of Commerce

DOT: Department of Transportation

EPA: Environmental Protection Agency

FEMA: Federal Emergency Management Agency

FR: Federal Register

gal: Gallons
gpm: Gallons per Minute
HAZMAT: Hazardous Materials
LEPC: Local Emergency Planning Committee
MMS: Minerals Management Service (part of DOI)
NAICS: North American Industrial Classification System
NCP: National Oil and Hazardous Substances Pollution Contingency Plan
NOAA: National Oceanic and Atmospheric Administration (part of DOC)
NRC: National Response Center
NRT: National Response Team
OPA: Oil Pollution Act of 1990
OSC: On-Scene Coordinator
POL: Petroleum, Oils, and Lubricants
PREP: National Preparedness for Response Exercise Program
RA: Regional Administrator
RCRA: Resource Conservation and Recovery Act
RRC: Regional Response Centers
RRT: Regional Response Team
RSPA: Research and Special Programs Administration
SARA: Superfund Amendments and Reauthorization Act
SERC: State Emergency Response Commission
SDWA: Safe Drinking Water Act of 1986
SI: Surface Impoundment
SPCC: Spill Prevention, Control, and Countermeasures Plan
USCG: United States Coast Guard

APPENDIX 7

Circle Radius 15 Miles

A geographic-specific appendix for each zone in which a mobile facility operates.

Regional Map ALBEMARLE SOUND & RIVER DETAILS

Figure 4 Chowan River Subbasin 03-01-02

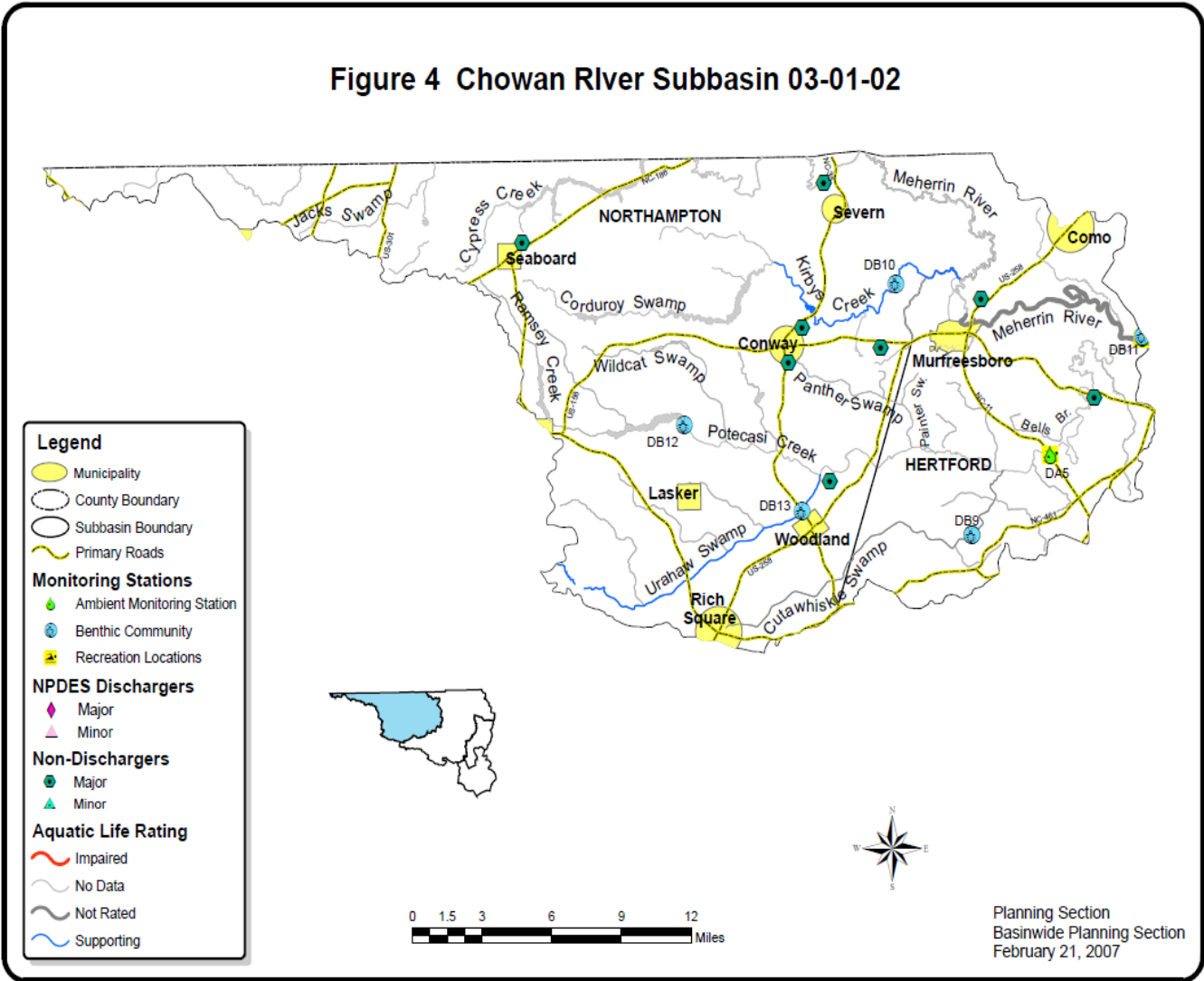
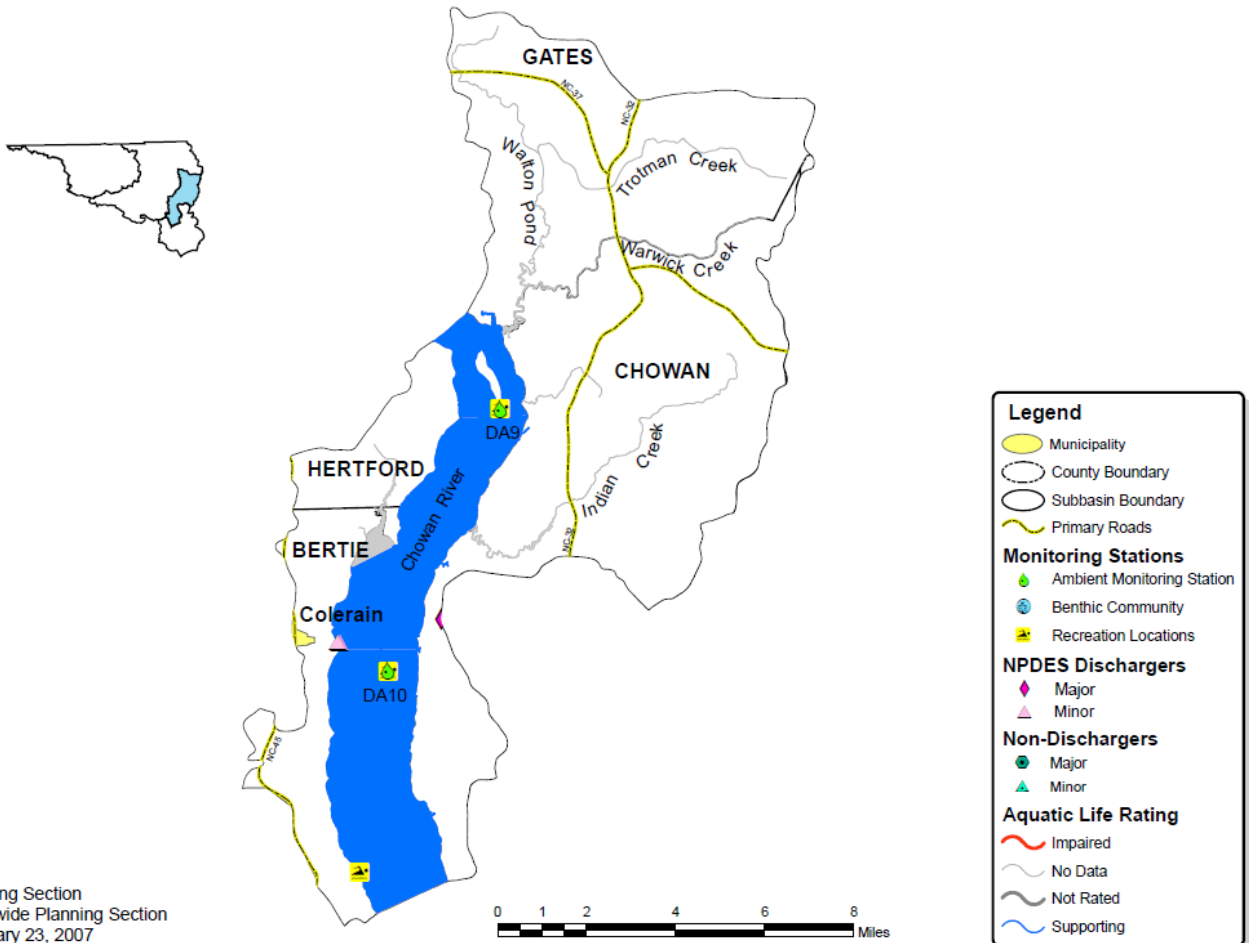


Figure 5 Chowan River Subbasin 03-01-03



Planning Section
Basinwide Planning Section
February 23, 2007

Figure 6 Chowan River Subbasin 03-01-04

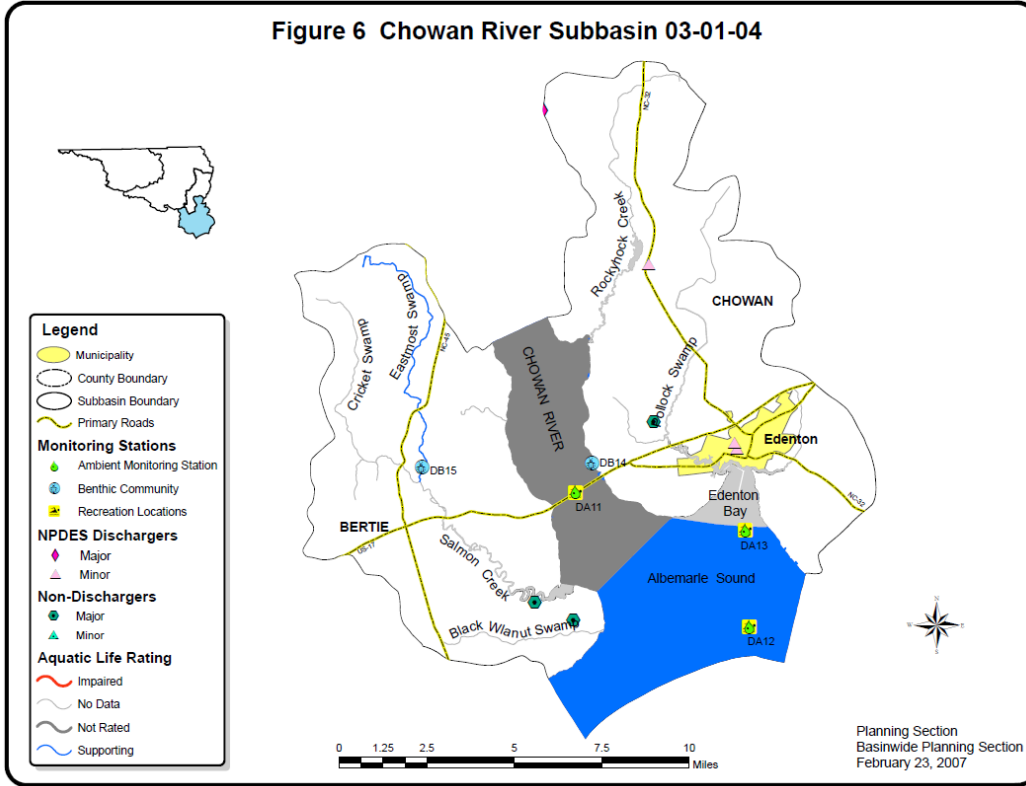


Figure 3 Pasquotank River Subbasin 03-01-50

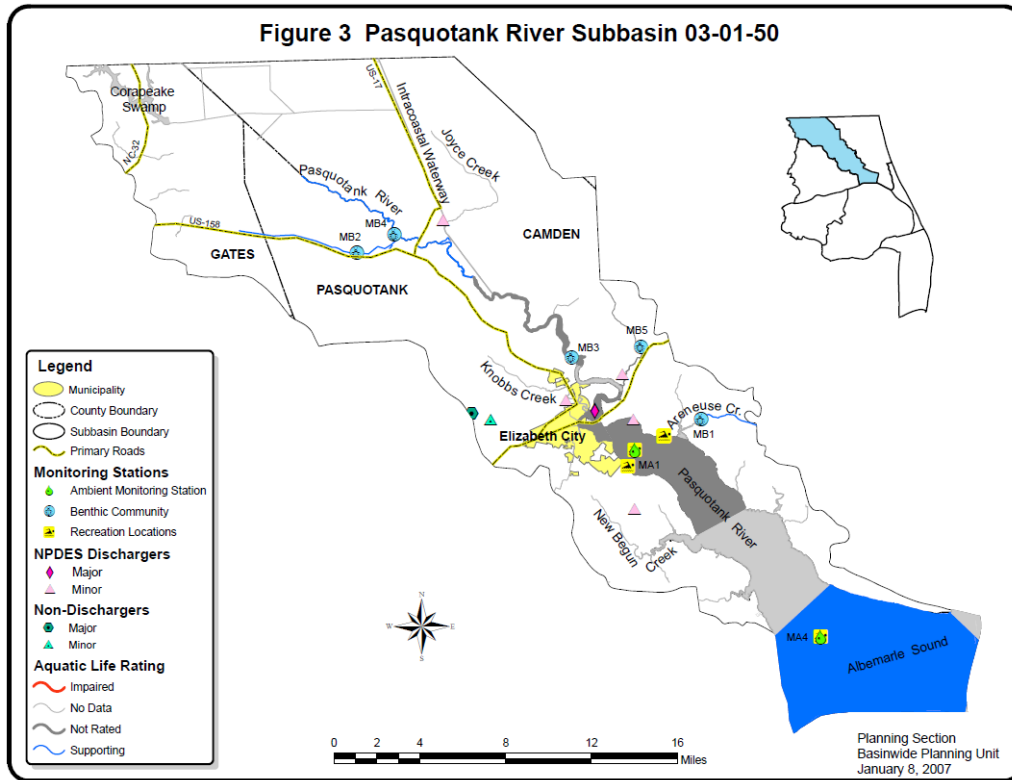
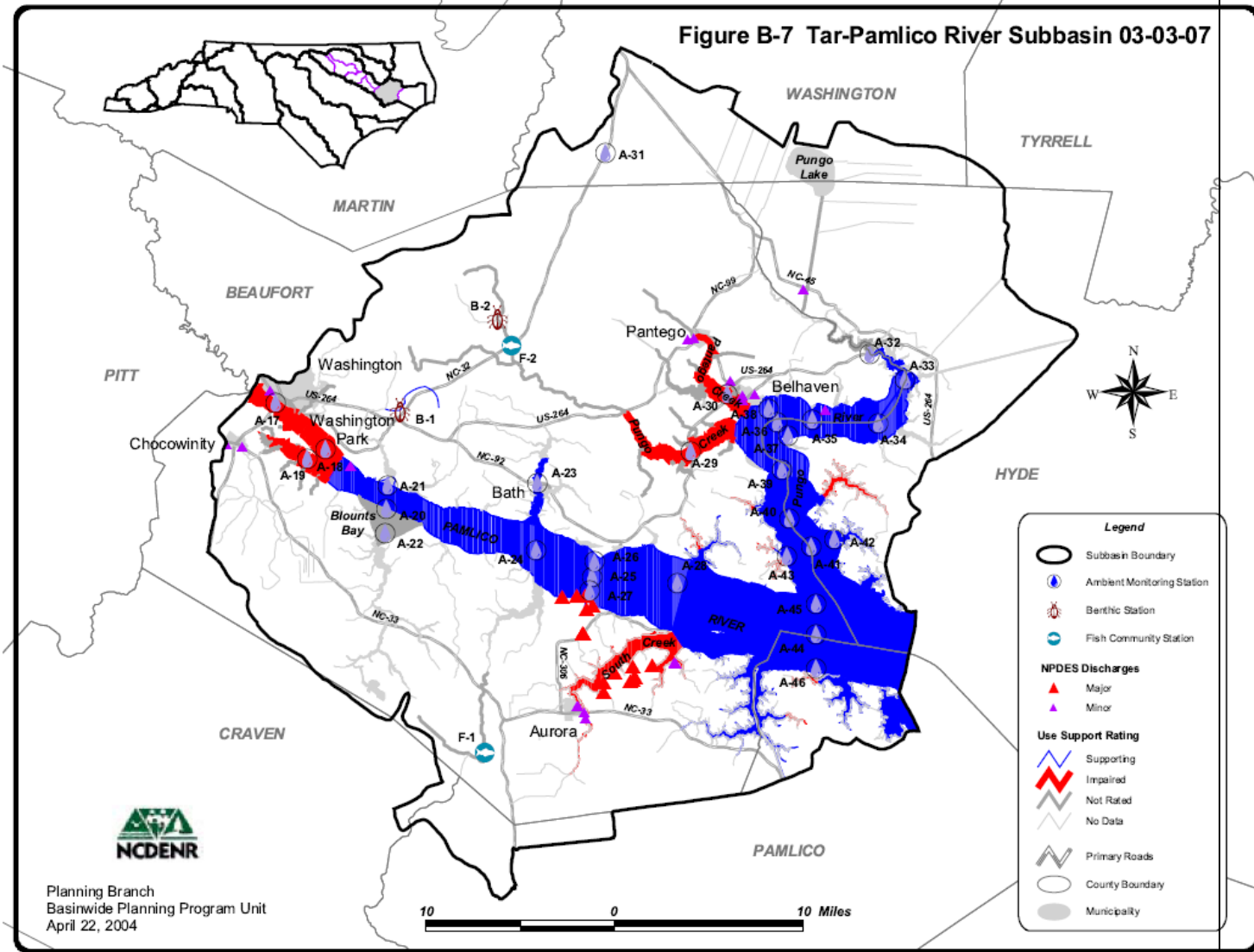


Figure B-7 Tar-Pamlico River Subbasin 03-03-07



Planning Branch
Basinwide Planning Program Unit
April 22, 2004

PART 154--FACILITIES TRANSFERRING OIL OR HAZARDOUS MATERIAL IN BULK

