

## SECTION 1 - HAZARDOUS MATERIALS STORAGE

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## Synopsis

**NOTE:** This section ensures hazardous chemicals and materials and equipment containing these materials are properly stored at NWS locations.

The section applies to all NWS facilities and work sites that store corrosive, flammable, combustible, toxic, or reactive materials.

### Initial Implementation Requirements:

- Designate an Individual to Coordinate the Hazardous Material Storage Efforts
- Compare Site/Facility Operations with the Requirements of this Section

For materials stored in small quantities:

- Identify materials that are:
  - flammable
  - combustible
  - corrosive
  - reactive (1.6.2)
- Ensure flammables and combustibles are stored in appropriate storage lockers (1.7.1)
- Ensure corrosives are stored compatibly (1.7.2)
- Ensure reactives are stored compatibly (1.7.3)
- Ensure janitorial supplies are properly stored (1.7.4)
- For Storage in large quantities:
  - If aboveground storage containers are used for petroleum products, determine if an Spill Prevention Control and Countermeasures (SPCC) plan is required (1.8.2)
  - If a Spill Prevention Control and Countermeasures (SPCC) Plan is required (1.8.1), review it to ensure:
    - It has been reviewed at least every 5 years or when changes to equipment or operations occur (1.8.1a.)
    - All identified spill containment structures have not been modified (1.8.1a)
    - All identified spill response equipment is available and operational (1.8.1a)
    - All NWS personnel who maintain the spill containment structures or are responsible for spill response have been trained (1.8.1a)
  - If a SPCC Plan is not required, has a National Oceanic & Atmospheric Administration (NOAA) Best Management Practices (BMP) plan been adopted in accord with Attachment A (1.8.1a)
  - If an underground storage tank is used, ensure:
    - The tank is registered with the State (1.8.3 a)
    - The tank meets the Environmental Protection Agency (EPA) design standards (1.8.3 b)
    - If the tank was an existing tank, it was upgraded to meet the EPA design standards (1.8.3c)
    - The tank has an operating leak detection system (1.8.3 d)
    - The tank has monthly monitoring (1.8.3 d)

- Determine if the facility has hazardous chemicals or extremely hazardous chemicals on hand in a quantity that equals or exceeds the regulatory limits. If so, submit the required Tier II report to the Local Emergency Planning Committee (LEPC), SERS, or Fire Department (1.8.5)

**Recurring and Annual Task Requirements:**

- Review the SPCC Plan annually to determine if any changes to emergency contacts, equipment and/or operations occurred. (1.8.1a)
- Review the SPCC Plan every 5 years by a facility or PE (when required) or when changes to equipment or operations occur (1.8.1a)
- Periodically inspect the facility to ensure small quantities of hazardous materials are properly stored (1.7)

<b>Hazardous Materials Storage Checklist</b>		<b>YES</b>	<b>NO</b>	<b>NA</b>
<b>Hazardous Materials Storage</b>				
1.	Has a Designated Person been appointed? (1.6.1)	—	—	—
2.	Does the facility/work site use or store OSHA hazardous materials (1.6.2) or hazardous substances? (1.6.3)			
	a. If yes, has an MSDS for each regulated material been submitted to the local Fire Department and/or Local Emergency Planning Committee or the State Emergency Response Commission? (1.8.4b)	—	—	—
	b. Has a Tier II form been filed with the Local Emergency Planning Committee, State Response Emergency Committee or Fire Department annually before March 1? (1.8.5)	—	—	—
3.	Does the storage of small quantities of flammable or combustible materials comply with Procedure 16 of NWSM 50-1115? (1.7.1)	—	—	—
4.	Are appropriate eyewash/drenching facilities available to personnel working with corrosive material?	—	—	—
	a. Is the eyewash/drenching facility:	—	—	—
	b. Available within 10 seconds?	—	—	—
	c. Capable of 15 minutes of 0.4 gpm? (1.7.2)	—	—	—
5.	Are materials stored in a compatible manner? (1.7.2, 1.7.3, 1.7.4)	—	—	—
<b>Petroleum Storage (1.8.1a)</b>				
1.	Does the facility/work site store more than a total of 1,320-gallons of petroleum product in containers that are 55-gallons or larger and could it have a discharge into or onto the waters of the U.S. or a resource under the authority of the U.S.?	—	—	—
	a. If so, does the facility have an SPCC Plan?	—	—	—
	b. If so, is the site attended more than 4-hours per day?	—	—	—
	• If so, is the SPCC Plan on-site?	—	—	—
	• Does the associated field office have a copy readily available for personnel and regulators? 40 CFR 112.3 (e) 1	—	—	—
	c. Has the SPCC Plan been thoroughly reviewed at least every 5-years or when major changes to equipment or operations occur? Has the SPCC Plan been reviewed and self-certified by the facility when technical amendments are required unless PE certification is required (e.g., when alternative methods for environmental protection are included in the Plan or tank(s) total capacity exceed 10,000 G)?	—	—	—
	d. Has the SPCC Plan been reviewed to verify that non-technical information (e.g., names, addresses, and phone numbers) is up-to-date?	—	—	—

<b>Hazardous Materials Storage Checklist</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>
e. If an SPCC Plan is not required, has a Best Management Plan (BMP) been completed?	—	—	—
2. Has a Spills Coordinator been appointed? (1.8.1a)	—	—	—
3. Have facility/work site personnel received the required training? (1.8.1a)	—	—	—
4. Are discharge prevention briefings conducted annually? (1.8.1a)			
5. If the petroleum product is stored in an aboveground tank, has the tank undergone integrity testing on a regular schedule and when repairs are done? (1.8.2)			
6. Are records of this testing maintained on-site for 3 years? (1.8.1a)			
<b>Underground Storage Tanks</b>			
1. Does the facility/work site store petroleum in a container that meets the definition of an “underground storage tank”? (1.8.3)	—	—	—
2. If yes, is the UST registered with the State? (1.8.3a)	—	—	—
3. Does the UST meet the design standards in 40 CFR 280.20 or State equivalent? (1.8.3b)	—	—	—
4. Is release detection performed on a periodic basis to detect leaks?	—	—	—
5. Is there a formal spill response plan?	—	—	—
6. If a release has occurred in the past, was corrective action performed?	—	—	—
<b>Clean Air Act</b>			
1. Does the facility or work site store more than 10,000 pounds (with specific gravity 0.86-0.88 for diesel fuel #2) of petroleum products? (1.4.1b; 1.9.1b, and 1.8.4. See note for calculations)	—	—	—
2. Does the facility or work site have more than 10,000 pounds of a Hazardous Air Pollutant (see Appendix B of this manual) or those regulated by NESHAP such as asbestos?	—	—	—
<b>Emergency Planning and Community Right to Know Act</b>			
1. Does the facility or work site store 10,000 pounds or more of an OSHA-defined hazardous substance at any time? (1.8.4a)	—	—	—
<ul style="list-style-type: none"> <li>• If yes, has an MSDS for each regulated material been submitted to the local Fire Department or the Local Emergency Planning Committee or the State Emergency Response Commission? (1.8.4b)</li> </ul>	—	—	—
2. Does the facility store any extremely hazardous substance (EHS) as defined in 40 CFR 355 in a quantity equal to or greater than 500- pounds or the threshold planning quantity (TPQ) listed in 40 CFR 355 for that (EHS) (whichever is less)? (1.8.4a)	—	—	—
a. If yes, has an MSDS for each regulated material been submitted to the	—	—	—

local Fire Department or Local Emergency Planning Committee? (1.8.4a)			
b. Has the Tier II been re-submitted annually? (1.8.5)	–	–	–
<b>Gasoline Storage</b>			
Does the storage of gasoline in small containers comply with Section 16 of NWSM 50-1115 - Occupational Safety & Health? (1.9.1a)	–	–	–
<b>Unused Oil</b>			
1. Is unused oil stored in the original container away from food and beverages? (1.9.2a)	–	–	–
2. Are transfer containers labeled to identify the contents? (1.9.2a)	–	–	–
<b>Used Oil</b>			
1. Is used oil stored in DOT-approved containers? (1.9.2b)	–	–	–
2. Is spill response equipment readily available? (1.9.2b)	–	–	–
<b>Unused Antifreeze</b>			
1. Is unused antifreeze stored in the original container away from food and beverages and in an area that provides containment in the event of a leak or spill? (1.9.3a)	–	–	–
2. Are transfer containers labeled to identify the contents? (1.9.3a)	–	–	–
3. Used Antifreeze			
4. Is the used antifreeze stored in DOT-approved containers? (1.9.3b)	–	–	–
5. Are the containers in good condition, labeled “antifreeze/water mixture” and stored to prevent a release or spill? (1.9.3b)	–	–	–
<b>Rain Gauge Antifreeze/Oil/Water Mixtures (1.9.4)</b>			
• Does the facility currently collect antifreeze/oil/water mixtures from the rain gauges?	–	–	–
a. If yes, is the material separated into oil and antifreeze/water layers?	–	–	–
b. Is the container in good condition; labeled “Oil/Water Mixture-Do Not Drink!”?	–	–	–
c. Has the local POTW been contacted to determine if the antifreeze/water mixture can be discharged to the sewer system?	–	–	–
d. If no, has the used oil contractor been contacted to determine potential for mixing with used oil?	–	–	–
<b>Radiosonde Battery Activation Water</b>			
1. Does the State regulate water solutions containing copper as a hazardous waste?	–	–	–

2. If so, is the activation water managed as a hazardous waste?	–	–	–
3. Does the local sewage treatment plant object to receiving the activation water? If the answer is “yes,” the water must be accumulated and disposed of through the local contractor.	–	–	–
4. If the facility employs a septic system, is the activation water managed to ensure it is not discharged into this system?	–	–	–
<b>Universal Wastes</b>			
• Does the facility or work site recycle batteries (1.9.6), fluorescent tubes (1.9.7), or pesticides (1.9.8)?	–	–	–
a. Are the stored wastes protected from damage? (1.9.6, 1.9.7, 1.9.8)	–	–	–
b. Are the storage/accumulation containers clearly identified and marked with the date the accumulation began?	–	–	–
<b>Paint</b>			
Does the facility or work site store flammable or combustible paint in accord with NWSM 50-1115 - Occupational Safety & Health Procedure 16 - Flammable and Combustible Storage? (1.9.9)	–	–	–
<b>Compressed Gas Cylinders</b>			
Does the facility/work site store compressed gas cylinders in accord with NWSM 50-1115 Occupational Safety & Health Procedure 9 - Compressed Gas Safety? (1.9.10)	–	–	–
<b>Mercury Containing Equipment</b>			
Has the facility surveyed for the devices or part of the devices that could contain elementary mercury? (1.9.12) Some of the various types of MCE are: High Intensity Discharge Lamps Mercury Containing Switches-furnace controls, HVAC controls, laboratory equipment and industrial equipment and Commercial and Industrial Mercury Thermostats Silent Wall Switches (Prior to 1991) Freezer and Flame Sensours – gas fired devices and pilot lights Manometers/Barometers/Thermometers Float Switches – sump pumps and septic tanks Mercury Regulators	–	–	–

**SECTION 1 - HAZARDOUS MATERIALS STORAGE**

**1.1 Purpose and Scope**

To perform its mission, National Weather Service (NWS) facilities and work sites must store and use hazardous materials such as gasoline, propane and other fuels as well as oils, batteries, paints, solvents and mercury containing equipment. This procedure has been promulgated to ensure these materials are safely stored and managed.

**1.2 Definitions**

<b>Container</b>	A device used for storage. It may be a drum, aboveground tank, or other storage device. For calculating storage capacity on-site, only containers with a capacity of 55-gallons or more are counted.
<b>Designated Person</b>	An NWS employee designated by the Facility Manager who is responsible for ensuring all hazardous materials are stored at the work site in accordance with Federal, State and local regulations.
<b>Facility</b>	For purposes of Emergency Planning and Community Right-to-Know Act (EPCRA), all buildings, equipment, structures and other stationary items that are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by or under common control with, such person). Facility will include man-made structures as well as all natural structures in which chemicals are purposefully placed or removed through human means such that it functions as a containment structure for human use. For purposes of emergency release notification, the term includes motor vehicles, rolling stock and aircraft.
<b>Hazardous Air Pollutants</b>	Are chemicals which can cause adverse effects to human health or the environment. A list of chemicals that EPA has identified as airborne containments that are known to be hazardous to human health. There are currently 188 listed chemicals (See Appendix B of this manual).
<b>HVAC</b>	Heating, Ventilation and Air Conditioning Equipment.
<b>Leak Detection</b>	A system used to determine if an underground tank is leaking.
<b>Mercury Containing Equipment</b>	Means a device or part of a device that contains elementary mercury integral to its function. It can be managed as a universal waste. If the mercury is in the device accidentally (the device does not contain mercury in its regular use), or the device was has been contaminated by an external source of mercury, the device cannot be managed as universal waste.
<b>Publicly-Owned Treatment Works (POTW)</b>	A municipal sewage treatment plant.

<b>Reportable Quantity (RQ)</b>	<p>The amount of a hazardous substance as set forth in 40 CFR 302.4, which requires an immediate report to the National Response Center if released into the environment within any 24-hour period</p> <p>-AND/OR -</p> <p>The amount of an extremely hazardous substance, as established in 40 CFR 355, which, when released off-site, requires an immediate report to the Community Emergency Coordinator for the Local Emergency Planning Committee (LEPC).</p>
<b>Secondary Containment</b>	<p>Use of a device or technique such as a berm, dike, culvert, diversion pond, etc. that is designed to prevent the spread of a spill or release of a regulated material.</p>
<b>Spills Coordinator</b>	<p>An individual designated within the SPCC Plan who will be accountable for oil discharge prevention. This individual is responsible for ensuring required maintenance is performed on equipment and structures, response procedures are appropriate, response supplies are on hand, and personnel are trained to prevent and respond to releases.</p>
<b>Threshold Planning Quantity (TPQ)</b>	<p>The quantity of an extremely hazardous substance as identified in 40 CFR 355.</p>
<b>Tier I Form</b>	<p>A reporting form required under the Emergency Planning and Community Right to Know Act that summarizes information on all the hazardous chemicals present at a facility above the threshold levels established by the EPA in 40CFR370.20. Since some states require Tier II instead of Tier I, in order to simplify the process, NWS facilities will use Tier II form.</p>
<b>Tier II Form</b>	<p>A reporting form required under the Emergency Planning and Community Right to Know Act which reports information on specific hazardous chemicals present at a facility above the threshold levels established by the EPA in 40CFR370.20. This form is found in 40CFR370.41 and is available on-line as explained in Appendix C to this section.</p>
<b>Underground Storage Tank (UST)</b>	<p>A tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground and stores either a petroleum product or any hazardous substance listed on the list generated under the Comprehensive Environmental Response, Compensation Liability Act (CERCLA) or Superfund, and published in 40 CFR 302.4.</p>

**1.3 Acronyms Employed in This Section**

BMP	Best Management Practices
CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response Compensation Liability Act
CFR	Code of Federal Regulations
DOT	Department of Transportation
EHS	Extremely Hazardous Substance
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
HAP	Hazardous Air Pollutant
HC	Hazardous Chemical
HSWA	Hazardous and Solid Waste Amendments
HVAC	Heating, Ventilation and Air Conditioning Equipment
LEL	lower explosive limit
LEPC	Local Emergency Planning Committee
MCE	Mercury Containing Equipment
MSDS	Material Safety Data Sheet
NESHAP	National Emissions Standards for Hazardous Air Pollutants
NFPA	National Fire Protection Association
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
NWSH	National Weather Service Headquarters
OSHA	Occupational Safety and Health Administration
OSH Act	Occupational Safety and Health Act
P.E.	Professional Engineer
POTW	Publicly Owned Treatment Works
RECO	Regional Environmental Compliance Officer
RQ	Reportable Quantity
SERC	State Emergency Response Commission
SPCC	Spill Prevention Control and Countermeasures
sp.gr.	specific gravity
TPQ	Threshold Planning Quantity

TCLP	Toxicity Characteristic Leaching Procedure
UEL	upper explosive limit
UST	Underground Storage Tank

## 1.4 Regulatory Requirements

Because of overlapping concerns, storage of hazardous materials is regulated under environmental, worker safety, and transportation regulations. The National Fire Protection Association (NFPA) has created “The National Fire Code, Flammable and Combustible Liquids” (NFPA 30) and “Storage of Propane” (NFPA 58) which is the national standard for the storage of these materials.

### 1.4.1 Federal

#### a. Clean Water Act

The Clean Water Act regulates the storage of oil and petroleum products to prevent their release into the waters of the United States and ensure a proper response should a release occur.

For the storage of larger quantities, the regulations require the creation and implementation of facility-specific Spill Control and Countermeasures (SPCC) Plans. The rules can be found in 40 CFR 112. To ensure spills of hazardous materials are reported and properly managed, the EPA has also created a list of regulated materials and has assigned each a “reportable quantity (RQ).” This list, found in 40 CFR 302.4, requires spills that are larger than the RQ to be reported to the National Response Center and has been incorporated in this manual as Appendix B.

#### b. Clean Air Act

The Clean Air Act requires facilities that store large quantities of petroleum products or volatile organic liquids to obtain permits as stationary emission sources. Because most NWS facilities:

- Store only 1,000 or 2,000-gallons of diesel oil
- Do not store gasoline in tank quantities
- Do not store other volatile organic liquids in tanks

They are not regulated by Title V of the Clean Air Act.

Facilities that store these commodities in tanks with capacities of 10,000-pounds or more must contact the NWS Regional Environmental Coordinator and/or the NOAA Environmental Compliance Officer/RECO for guidance.

**NOTE:** The commodity can be a Hazardous Air pollutant (HAP), which has limit of 10,000 pounds.

#### c. The Comprehensive Environmental Response, Compensation Liability Act

The Comprehensive Environmental Response, Compensation Liability Act (CERCLA) or Superfund was created in 1980 to address the problem of old hazardous waste dump sites. In establishing the regulatory program under this law, the Environmental Protection

Agency (EPA) promulgated a series of regulations that established, among other things, the requirement for the reporting to the National Response Center of all spills, leaks or “releases” into the environment in excess of a “reportable quantity” or RQ for chemicals that were deemed “hazardous substances.”

d. Hazardous and Solid Waste Amendments

The Hazardous and Solid Waste Amendments (HSWA) was enacted in 1984. Subtitle I of the law required the EPA to regulate underground storage tanks that contained the EPA-defined hazardous substances that were created as a result of CERCLA.

e. Emergency Planning and Community Right-to-Know Act

EPCRA was created to ensure local response personnel know what they might be facing when responding to an emergency. The law requires facilities that use and/or store EHS to notify the LEPC of the hazard, presence, location, and quantity of each EHS on an annual basis. The list of extremely hazardous substances is found in 40 CFR Part 355.

If a NWS facility stores at any time any EHS in a quantity greater than the TPQ - see Appendix B to this manual - it will be regulated under EPCRA.

For example, a NWS facility will be regulated if it stores a total of:

- 1) 500 pounds of battery acid - the contents of about 92 batteries, because it is listed as an EHS (EHS is 500 pounds or the TPQ whichever is less), or
- 2) 10,000 pounds of diesel fuel, heating oil or gasoline - about 1,300-1,500-gallons, because these are OSHA hazardous substances, or
- 3) 10,000 pounds of propane - about 2,500-gallons, or
- 4) 10,000 pounds of hydrogen.

If the TPQ for any EHS is exceeded, a number of reports must be filed in preparation for an emergency event. Section 1.8.4 explains the EPCRA reporting requirements.

f. Occupational Safety & Health Act

The Occupational Safety & Health Act (OSH Act) has empowered the Occupational Safety and Health Administration (OSHA) to create regulations for the storage of hazardous chemicals. The rules cover broad classes of chemicals such as flammable or corrosive as well as many specific chemicals. These rules are found in 29 CFR 1910.

g. Hazardous Materials Transportation Act

Although the Hazardous Materials Transportation Act legally deals with hazardous materials while in transport by specifying containers, markings and labels, the regulations in 49 CFR 172 have the additional effect of specifying containers, markings and labels that should be used while in storage.

### 1.4.2 National Fire Code

The National Fire Protection Association (NFPA) has created “The National Fire Code, Flammable and Combustible Liquids NFPA 30 and Storage of Propane NFPA 58” which is the national standard for the storage of these materials.

## 1.5 Spill Reports

Because the amount of a hazardous material or extremely hazardous material that is spilled or released will often determine the risks to human health and the environment, the EPA has created two separate lists of these materials and assigned each a “Reportable Quantity” or RQ. Should a hazardous material be spilled or released into the environment in an amount equal or greater than the RQ, a report must be filed with the National Response Center.

If an extremely hazardous substance is released and the amount that goes off-site is equal to or greater than the RQ in 40 CFR 355, the Community Emergency Coordinator for the Local Emergency Planning Committee must be notified immediately.

The RQs range from 1 pound to 5,000 pounds depending on the dangers presented by the released material. The list of hazardous materials and their RQs are found in 40 CFR 302.4 and the list of extremely hazardous substances and their RQs are found in 40 CFR 355 which are reproduced in Appendix B to this manual as the List of Hazardous and Extremely Hazardous Substances. A detailed discussion on the procedure for the reporting of spills or releases of hazardous materials is found in Section 4 of this manual.

Although diesel or lubricating oils are not found on the list of hazardous substances on Table 302.4, the EPA does require the reporting of spills of petroleum products. For these spills, the National Response Center must be notified if the release or discharge may violate applicable water quality standards or may cause a film, sheen, or discoloration of the surface of the water, or the formation of sludge below the surface of the water. It is important to note that the oil does not have to actually contact the water to require a report to the National Response Center - it only has to be possible that it could contact water to trigger the reporting requirement.

Normally a spill of 42-gallons of oil in an uncontained area will necessitate a call to the National Response Center; however, it is important to note that some States have reporting requirements for oil and hazardous materials at higher or lower levels. SPCC plan will be checked for respective state requirements.

<p><b>NOTE:</b> EPA’s limit is 42 gallons of oil and some States’ limit is 25 gallons of oil.</p>
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Appendix C is a listing of the Web sites of the State environmental agencies. It can be used to determine who needs to be called and when. If this information is not available on-line, contact the NWS Regional Environmental Coordinator and/or the NOAA RECO to determine if state or local requirements exist. Section 4 of this manual provides a detailed discussion for the reporting of oil spills.

## 1.6 Implementation of a Storage Program for Hazardous Materials

### 1.6.1 The Station Manager

Appoints an individual who will be responsible for the day-to-day implementation of the hazardous material storage program

### 1.6.2 The Designated Person

Reviews the list of hazardous materials and the associated MSDSs used at the facility or work site. This list is required as part of NWSM 50-1115, Procedure 7 - Hazard Communication

Standard. The purpose of this review will be to identify and quantify the materials considered flammable, combustible, corrosive, and/or reactive.

The Designated Person reviews Appendix B to this manual to determine:

- If the materials are considered a hazardous substance under 40 CFR 302.4 or an extremely hazardous substance under 40 CFR 355 or both, and
- The reportable quantity for each substance, and
- The threshold planning quantity (TPQ) if the material is considered an extremely hazardous substance.

The Designated Person also determines the type and size of storage container(s) used for each hazardous material and/or petroleum product as well as the typical and maximum volume stored at any one time.

## **1.7 Storage of Small Quantities of Hazardous Materials**

Because even small quantities (i.e., less than 55-gallons) of hazardous materials can create major problems, they must be stored to minimize their hazards. Flammable and combustible materials must be isolated from ignition sources. Corrosives must be containerized to prevent reaction and incompatibles must be kept separated.

### **1.7.1 Storage of Flammable and Combustible**

The Designated Person will review Procedure 16 - Flammable and Combustible Liquid Storage in NWSM 50-1115. This procedure describes the equipment and techniques required to safely store flammable and combustible materials including:

- Storing
- Using
- Controlling sources of ignition
- Grounding
- Housekeeping

For these materials designated as flammable or combustible, the Designated Person will ensure appropriate storage space is available. If the volume of current material on-hand exceeds on-site capacity, additional storage cabinets must be obtained or the inventory must be reduced.

The storage of flammable or combustible materials in areas not in conformity with NWSM 50-1115 will not be allowed.

### **1.7.2 Corrosive Materials**

The term corrosive is applied to any material that dissolves or destroys metal or human skin. Normally, the pH scale is used to describe a corrosive material. If the pH is less than 7.0, the material is deemed acidic. If the pH is greater than 7.0, the material is deemed alkaline or basic.

In addition to the need to use the appropriate personal protective equipment (i.e., gloves, aprons, goggles, etc.) when handling these materials, all corrosive materials also must be stored so as not to react.

While the need to keep acids and bases separated is widely understood, it is also important to use a compatibility system to determine if two acidic or two alkaline materials can be stored together.

As a rule, because of its ability to react with a large number of other materials, a common NWS corrosive material, battery acid (sulfuric acid), must be kept segregated from all other acids.

In addition, ANSI Standard Z358.1 - 2004 requires an eyewash/drenching facility be available to personnel working with corrosive materials that are capable of providing 15-minutes of continuous flushing at 0.4 gpm. The facilities will be available within 10 seconds of unobstructed travel time from point of use or storage.

### 1.7.3 Storage of Reactives

Because commercial products containing hazardous materials are normally composed of several different chemicals, the potential for a chemical reaction when two or more products are commingled (for example, when the shelving collapses in a fire or earthquake) can be high. To minimize the potential for adverse incompatible reactions, all NWS facilities and work sites must segregate hazardous materials into appropriate categories.

#### a. Compatibility Systems

Several compatibility systems are available in the literature and on-line. One widely used system is the EPA/NOAA Reactivity Worksheet. This system is available on-line at <http://response.restoration.noaa.gov/chemaids/react.html>. Once downloaded and installed, this worksheet determines the potential for reaction when different materials combine. Because the database includes over 6,600 different chemical records, it usually contains data on common materials used by the NWS.

#### b. Storage Techniques for Reactives

To prevent incompatible materials from adversely reacting, two techniques - distance and containerization - are normally employed.

*Distance* is based on the assumption that if two materials are kept apart, it is unlikely they will commingle and react. Using this principle, incompatible hazardous materials are stored in different storage areas or are widely separated within an area. For example, because battery acid (sulfuric acid) tends to react with many other materials, it must be stored away from all other chemicals - especially cleaning solvents.

*Containerization* attempts to isolate reactive materials by placing them into secondary containment units. For example, a quart bottle can be placed into a wide-mouth gallon jar and the top secured or, a number of small containers of compatible material can be placed into a plastic dish pan to prevent contact with other materials stored in the same cabinet.

### 1.7.4 Storage of Janitorial Supplies

Whether purchased by the NWS, a lessee or a contractor, all janitorial supplies must be stored in accord with this section.

These products are often flammable, combustible, reactive, or corrosive, hence, proper storage is important to the safety of all facility or work site personnel.

**Special Note:** If NWS employees have access to janitorial supplies provided by a lessee or contractor, the lessee or contractor must make copies of the MSDS for each product available to the facility. The Designated Person will use these sheets to determine the hazards presented by these supplies.

## 1.8 Large Quantity Storage

The requirements for the storage of large quantities of hazardous materials depend on the material (i.e., is it a hazardous substance, an extremely hazardous substance or a petroleum product?), the quantity stored (i.e., more than 1,320-gallons), the type of container and its design (55-gallon drum, aboveground tank or underground storage tank) and the location of the facility.

A Spill Prevention Control and Countermeasures Plan (SPCC) will be required (see Section 1.8.1) if:

- a. The hazardous material is a petroleum product
- b. More than a total of 1,320-gallons is stored in 55-gallon containers or larger
- c. A release of oil could reach the navigable waters of the U.S. or adjoining shorelines or the waters of the contiguous zone (defined as nine miles seaward from U.S. borders) or natural resources.

If the material is a petroleum product or an extremely hazardous substance as listed in 40 CFR Part 355 (See Appendix B), and the quantity at any time exceeds the threshold planning quantity, a notification to the LEPC will be required under EPCRA (see Section 1.8.4).

If the material is stored in an aboveground tank (i.e., the ConVault fuel tank), the tank must be operated and maintained in accordance with the requirements of 40 CFR Part 112 (see Section 1.8.3).

If the material is stored in an underground tank or an aboveground tank that has 10% of its total volume underground (including all attached piping), the tank must be registered with the State and operated in accordance with the requirements of 40 CFR Part 280 (see Section 1.8.2).

### 1.8.1 Spill Prevention Control and Countermeasures Plan (SPCC)

To prevent the discharge of petroleum products into the environment, an SPCC Plan may need to be prepared to meet regulatory requirements set forth at 40 CFR 112, Oil Pollution Prevention.

The SPCC Plan can be self-certified by facility owner or operator if facility:

- Has an aggregate aboveground storage capacity of 10,000 gallons or less
- Has had no single discharge exceeding 1,000 U.S. gallons or no two discharges each exceeding 42 U.S. gallons within any 12 months period in the three years prior to SPCC self certification date.

If the owner and operator chooses to self-certify the Plan, the following requirements must be met:

- a. She/he is familiar with the requirements of the SPCC regulations (40 CFR 112) and has visited and examined facility

- b. The Plan has been prepared in accordance with accepted and sound industry practices and standards
- c. The Plan is being fully implemented
- d. The Plan and individual(s) responsible for implementing Plan have the full approval of management and the facility owner and operator has committed the necessary resources to fully implement the Plan.

**NOTE:** Self-certified Plan may not include alternative methods which provide environmental equivalency unless each alternative method has been reviewed and certified in writing by PE. Any determinations that the secondary containment is impracticable and alternative provisions must be reviewed and certified by PE.

Professional Engineer (PE) certification is required if:

- Facility has an aggregate aboveground storage capacity more than 10,000 gallons and/ or
- Facility has aggregate capacity of 10,000 gallons or less and alternative measures for environmental protection are included in the Plan. (Professional Engineer must describe the reason for nonconformance and describe the alternative method and how it provides equivalent environmental protection)

**NOTE:** The SPCC regulations allow an agent of the PE to inspect the facility in place of the PE, but the PE must review the agent's work, and certify the Plan.

Those NWS facilities or work sites that store more than a total of 1,320-gallons in containers that are 55-gallons or larger and are entirely above ground and could have a discharge into or onto the waters of the U.S. or a resource under the authority of the U.S. are required to have a SPCC Plan. In calculating the volume stored on-site, remember that the definition of a container includes drums, tanks or other storage devices that are 55-gallons or more. If the site is attended at least 4-hours per day, a copy of the plan must be on-site and the associated field office should have a copy readily accessible to personnel or regulators.

The Station Manager has overall responsibility for ensuring that the procedures, equipment and structures specified in the SPCC Plan are maintained and operational. He/she will ensure that the plan is reviewed annually to determine if any changes to emergency contacts, equipment and/or operations occurred. Otherwise, the plan must be thoroughly reviewed and amended, if necessary, at least once every five (5) years by a facility or PE (for facilities with total aboveground oil storage capacity more than 10,000 gallons or when alternative methods for environmental protection are used) to include more effective prevention and control, if applicable. The plan must also be reviewed and amended within 6 months when major changes to equipment or operations occur. Completion of the review must be documented by signing a statement as to whether the Plan will or will not be amended. When technical amendments are required, the Plan can be self-certified unless PE certification is required as described in

paragraphs above. Examples of changes that may require technical amendment of the Plan include, but are not limited to: commissioning or decommissioning tanks; replacement, reconstruction, or movement of tanks; reconstruction, replacement, or installation of piping systems; construction or demolition that might alter secondary containment structures; changes of product or service; or revision of standard operation or maintenance procedures at a facility.

If needed, the Regional Environmental Coordinator and/or NOAA RECO should be contacted for assistance in securing the services of a registered PE or to address any technical issues and questions.

Under SPCC regulations, the EPA requires the designation of a person at the facility who will be accountable for oil discharge prevention (a Spills Coordinator). The Spills Coordinator will be assigned and report to the Station Manager. He/she is required to arrange for the required maintenance on the equipment and structures specified in the SPCC Plan as well as ensure all specified response procedures are appropriate and that the spill response supplies are on-hand. The Spills Coordinator is also responsible for ensuring all NWS employees that handle oil have received training in:

- Operation and maintenance of the equipment to prevent discharges
- Applicable pollution control laws, rules and regulations
- General facility operations
- The contents of the SPCC Plan
- Their role in the event of a release

The discharge prevention briefings shall be conducted once a year to assure adequate understanding of SPCC Plan. Such briefings must highlight and discuss known spills, discharges, or malfunctioning equipment, and any recently developed precautionary measures.

OSHA also has a training requirement for NWS employees who respond to releases of petroleum products under the Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements in 29 CFR 1910.120q. Employees that only respond in a defensive fashion (i.e. use sorbent to absorb a spill) without actually trying to stop the release are deemed First Responder Operations Level. These employees must receive at least eight hours of training or be certified by the employer (i.e. the Station Manager) that they “have sufficient experience to objectively demonstrate competency” in the following areas:

- Knowledge of the basic hazard and risk assessment techniques
- Know how to select and use proper personal protective equipment provided to the first responder operational level
- An understanding of basic hazardous materials terms
- Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit
- Know how to implement basic decontamination procedures
- An understanding of the relevant standard operating procedures and termination procedures

**NOTE:** For employees who only respond to releases of diesel oil, successful completion of the EPA-required SPCC training will allow the Station Manager to make the necessary certification negating the need for the OSHA 8-hour training course.

In addition, operating personnel must frequently inspect the outside of the “containers” for signs of deterioration, leaks, or accumulation of oil inside diked areas. Inspection checklists are normally included in the SPCC Plan for monthly and yearly inspections. The EPA requires these records be maintained for at least three years and used for comparison in future tests.

Before August 16, 2002, the EPA required a SPCC Plan if a facility or work site had 660-gallons or more of oil in one container. As a result, NWS facilities that have the 1,000-gallon ConVault storage tank used for storage of diesel fuel for the emergency generator were required to have a SPCC Plan. This plan was provided for each regulated facility when it was built and should be available on-site. Although the SPCC Plan is not required if the total volume stored in above ground containers is fewer than 1,320-gallons, NWS facilities should adopt a Best Management Plan (BMP) in accord with Attachment A to this section, as an alternative. Facilities that store other materials over the reportable quantity (see Appendix B of this manual) should develop the Best Management Plan to communicate emergency responsiveness to possible spills (e.g., mercury spill exceeding one pound).

### **1.8.2 Aboveground Storage Tanks**

Storage tanks that store petroleum or a hazardous substance and are aboveground are regulated by the Oil Pollution Prevention requirements in 40 CFR Part 112 and/or State equivalent.

For NWS facilities, some of the techniques allowed to contain a spilled material from an aboveground tank include:

- Dikes, berms, or retaining walls
- Curbing
- Culverts, gutters or other drainage systems
- Weirs, booms or other barriers
- Spill diversion ponds
- Retention ponds
- Sorbant materials
- Tank spill and overflow devices.

Effective August 16, 2002, aboveground tanks and containers that are required to have a SPCC Plan must undergo integrity testing on a regular schedule and whenever material repairs are done. Although EPA requires combining visual inspection with non-destructive testing technique such as hydrostatic testing, radiographic testing, ultrasonic testing, acoustic emissions testing, etc., in some cases, the EPA has allowed visual integrity inspection for both shop-built double-walled and single-walled tanks. For both types of tanks, the EPA recommends that the SPCC Plan explains why the visual integrity inspection is sufficient. The following should be included:

- A statement that the tank is built to ASTM Standards
- A statement that the tank is visible on all sides
- A description of the visual inspection and recording requirements
- An explanation that the visual integrity protocol provides equivalent environmental

protection

- A statement that facility personnel are regularly trained in pollution prevention and tank inspection requirements.

To explain equivalent environmental protection, the following should be included:

*For single-walled tanks:*

- The tank is single-walled,
- The tank has secondary containment and is visible on all sides, and
- There is an on-going monitoring of the tank.

*For double-walled tanks:*

- The tank is double-walled
- There is on-going monitoring of the tank (interstitial monitoring for leaks and visual inspection)

To assist in determining what and how to inspect, the EPA has created a set of reduced testing requirements for Ashop-built double walled tanks. For these tanks, the EPA recommends the inspection to include:

- Visual inspection of outer walls for signs of deterioration, discharges or accumulation of oil inside the dike area,
- Visual inspection of the inner wall and interstitial spaces (EPA understands that this is not possible with ConVault tank design),
- An operational check on all automatic devices that monitor the interstitial space
- Visual check of all piping, equipment and connected devices to ensure they are not leaking.

**NOTE:** If visual inspection indicates that tank is leaking or has otherwise failed, the facility should preferably replace the tank. If tank repairs are conducted instead, non-destructive integrity testing will be conducted to verify that repairs were completed properly.

The specific method to be used for the integrity testing and the “regular schedule” will be established and incorporated into the SPCC Plan.

**NOTE:** Some States still require additional measures such as periodic testing of the wall thickness or structural integrity testing of the storage tank. These State-specific requirements will be verified during the SPCC Plan development or update.

For example, the State of Florida an annual function test for the leak detection device for AST.

For the aboveground tanks that do not require an SPCC Plan, visual inspections should be included in the BMP Plan.

### 1.8.3 Underground Storage Tanks (USTs)

With the modernization of the NWS, it has been assumed that all underground tanks have been located and moved. Unfortunately, this may not be the case. The definition of an underground storage tank is “a tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground that stores either petroleum or any hazardous

substance listed on the list generated under CERCLA (or Superfund) and published in 40 CFR 302.4.”

The definition does not include:

- Tanks used for storing heating oil for consumptive use on the premises where stored
- Septic tanks
- Surface impoundment, pit, pond or lagoon
- Storm water or wastewater collection systems, or
- A storage tank located in an underground area (such as a basement, cellar or mine) if the tank is situated upon or above the surface of the floor

Based on this definition, a petroleum tank that is entirely aboveground but has an extensive underground piping system may meet the legal definition of an underground tank and be subject to the EPA and State regulations.

Should a previously unknown UST be discovered, contact the NWS Regional Environmental Coordinator and/or the NOAA RECO for assistance in establishing the UST compliance program.

If a NWS facility or work site uses an UST, or an aboveground tank is found to meet the definition of an underground storage tank because of buried piping, or an old, forgotten tank is uncovered, the Facility Manager must:

- Ensure it is registered with the appropriate State authority
- Ensure the tank meets the design standards in 40 CFR 280.20 or State equivalent or upgrade or replace
- Perform release detection to determine if it is leaking
- Ensure there is a proper response to any spills
- Perform corrective action (clean-up) if a release has occurred
- Properly close when taken out of service
- Maintain UST-required records.

a. UST Registration

As required by the Hazardous and Solid Waste Amendments, owners or operators of USTs that were in existence on or after January 1, 1974 were required to document the existence and location of the tank as well as its contents by notifying the State or local agency designated to manage this program. Because this notification was due in 1985, contact the NWS Regional Environmental Coordinator and/or NOAA RECO before contacting the State.

b. Design Standards for new USTs

The EPA design standards for USTs and their associated piping are found in 40 CFR Part 280.20. These regulations require:

- 1) The material of construction must be:
  - a) Fiberglass reinforced plastic
  - b) Cathodically protected steel
  - c) Steel-fiberglass-reinforced plastic composite

- d) Metal without corrosion protection if a corrosion expert determines the site is not corrosive enough to cause the tank to have a leak during its operating life and the tank is maintained as required by the corrosion expert
  - e) The tank construction and corrosion protection is determined by the implementing agency to be appropriate.
- 2) The piping must be designed, constructed, and protected to prevent releases
  - 5) The tank has spill and overflow prevention equipment
  - 6) The installation must be certified by the installer or a Registered Professional Engineer
- c. Upgrading Existing USTs

By December 22, 1998, all existing USTs were required to be upgraded to meet the design standards for new USTs. If it is determined that an existing tank has not been upgraded, contact the NWS Environmental Coordinator and/or NOAA RECO immediately.
  - d. Operation of a UST
    - 1) Release (leak) Detection

As required by 40 CFR 280.40(a), every UST must have a release detection system that can detect a leak from any part of the tank or its piping that routinely contains petroleum. This system must be installed, calibrated, operated, and maintained in accord with the manufacturer's specifications. In 40 CFR 280.43, the EPA defines several methods for release detection and the requirements for each. Some of the acceptable methods include inventory control, manual gauging, tank tightness testing, automatic tank gauging, vapor monitoring, groundwater monitoring, and interstitial monitoring of the space between the double walls.
    - 2) Monthly Monitoring

Every UST must be inspected monthly by:

      - a) Monitoring the interstitial space between the inner and outer tank walls (interstitial monitoring)
      - b) Using a device to continuously monitor the level of the liquid in the tank (automatic tank gauging)
      - c) Using sensors to monitor the soil surrounding the tank for petroleum vapors
      - d) Using a system to sample and check the groundwater downstream of the tank
      - e) Using a statistical program to reconcile the inventory
      - f) Or any method approved by the regulatory agency (usually the State)

#### **1.8.4 EPCRA Reporting Requirements**

- a. Determine the list of regulated materials

EPCRA requires community notification if any HC regulated by the OSHA Hazard Communication Standard in 29 CFR 1910.1200 because it is a physical or chemical

hazard is present at any one time in a quantity equal to or greater than 10,000 pounds OR is an EHS identified in 40 CFR Part 355 which is present at the facility in a quantity equal to or greater than 500 pounds or the TPQ whichever is less.

The EPCRA rules regulate the amount of OSHA-defined hazardous chemical or extremely hazardous substance that is present at a facility. While the definition of a facility can vary from state-to-state, in 40 CFR 370.20, the EPA defines the term “facility” to mean all buildings, equipment, structures and other stationary items that are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by or under common control with, such person). Facility will include manmade structures as well as all natural structures in which chemicals are purposefully placed or removed through human means such that it functions as a containment structure for human use. For purposes of emergency release notification, the term includes motor vehicles, rolling stock and aircraft.

By definition, a “facility” must be “located on a single site or on contiguous or adjacent sites.” Because a Weather Forecast Office facility and radar facility are normally separated by a public road, by definition, they are considered as two facilities on two distinct and separate sites. Therefore, the 10,000 lb. Rule for Tier II reporting of diesel fuel would be applicable to each of the two facilities, but their accumulative store of diesel fuel would not be considered.

To determine the HCs used at the facility, review the inventory of hazardous chemicals prepared in accordance with Procedure 7 of NWSM 50-1115 “Occupational Safety and Health.”

To determine the EHS used at the facility, review Appendix B to this manual, “The List of Hazardous and Extremely Hazardous Substances.” The EHS can be identified by entries under the column heading “40 CFR 355 EHS RQ” and/or “40 CFR 355 EHS TPQ.”

**NOTE:** To determine the total amount of a chemical on-site, find the sp.gr. as listed on the Material Safety Data Sheet for the product. Multiply the sp.gr. by 8.345 pounds per gallon to obtain the weight per gallon of the HC or EHS. Divide the appropriate quantity limitation (10,000 pounds for an HC, the TPQ or 500 pounds for an EHS) by the weight per gallon of the HC or EHS. The result is the maximum amount of the material, in gallons, that the facility can store and not be regulated by EPCRA.

- b. For each regulated material, a copy of the MSDS must be sent within 3 months of the facility becoming active to the local Fire Department and/or the LEPC or SERC – whichever has jurisdiction over the facility. It should also be provided upon request from a Fire Department, LEPC, or SERC.

**NOTE:** Contact the NWS Regional Environmental Coordinator or NOAA RECO to determine which agency has jurisdiction.

In lieu of a MSDS for each EHS, the NWS facility may submit:

- 1) A list of hazardous chemicals for which a MSDS is required

- 2) The chemical or common name of each hazardous chemical
  - 3) Any hazardous component of each hazardous chemical
- c. If a NWS facility is regulated by EPCRA, as required by 40 CFR 355.30(c), the Facility Manager must appoint a representative to serve on the LEPC. To the extent practicable, each regulated NWS facility will provide any emergency information requested by the LEPC.

**NOTE:** Even if a NWS facility is not required to join the LEPC, it is highly recommended that each facility send a representative. In the event of an emergency involving a hazardous material (i.e. fire, explosion, release, etc.), the LEPC will usually call the NWS to obtain pertinent weather information. Each NWS facility should work with the LEPC to ensure the needed information is provided without delays. In return, the NWS will rapidly learn that the LEPC is comprised of local experts in the management of hazardous materials, substances or wastes - experts who are normally more than willing to provide assistance to the NWS at no charge.

### 1.8.5 EPCRA Reporting

Under EPCRA, NWS facilities must submit a Tier I or Tier II inventory report to the LEPC, SERC, or Fire Department that has jurisdiction over the facility. Some States require only the Tier II form instead of the Tier I form. In order to standardize the process, NWS facilities will use the Tier II form only.

The Tier II form provides information about individual EHSs on-site. The Tier II form is found in 40 CFR 370.41 and included here as Attachment C to this section.

A SERC, LEPC or Fire Department that has jurisdiction can request a Tier II at any time, and, the NWS facility must submit the required form within 30-days.

**NOTE:** If the SERC, LEPC or Fire Department that has jurisdiction over a specific NWS facility has the capability to receive the Tier II electronically, the Tier II form can be downloaded at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm>.

Submit the Tier II form annually on or before March 1 of each year to the SERC, LEPC, or Fire Department that has jurisdiction over the NWS facility.

## 1.9 Storage of Specific Materials Used by the NWS

### 1.9.1 Gasoline

#### a. Small Quantities

Gasoline is a Class 1A flammable liquid. Small quantities must be stored in accordance with Section 16 of NWSM 50-1115 - Occupational Safety & Health that details the specific requirements for flammable and combustible liquid storage. This section details the containers, storage cabinets, locations, and procedures that must be used.

#### b. Large Quantities

NWS facilities do not typically store large amounts of gasoline in tanks. If the storage of more than 55 gallons of gasoline is contemplated, consult with the NWS Regional

Environmental Coordinator and/or NOAA RECO.

### 1.9.2 Oil

NWS facilities and work sites store two types of oil:

- New, unused oil
- Spent, used oil

Although the hazards of new and used oil are the same, used oil is regulated by the EPA and the States differently from the unused oil - hence the two are stored differently.

#### a. Unused Oil

While there are no EPA rules for the storage of small quantities of unused oil (less than 1,320-gallons), to minimize the possibility of a spill, best management practices require that unused oil be stored in the original container. It must be stored away from food and beverages and the storage location must provide containment to minimize the potential release to the environment in the event of a leak or spill. If the oil is transferred to another container to be used at the work site, the container must be labeled to identify the contents as oil.

#### b. Used Oil

Because the used oil requirements vary from state-to-state, the NWS Regional Environmental Coordinator and/or NOAA RECO should be contacted to determine if specific rules exist. To meet the EPA requirements, used oil generated from the maintenance of the emergency generator and other NWS equipment must be stored in DOT-approved containers (typically 5, 10 or 55-gallon drums - but not a gasoline can) that are:

- a) In good condition (no dents or rust)
- b) Labeled "Used oil" or equivalent (i.e., used dielectric fluid)
- c) Stored in a contained area that will prevent any releases or spills from reaching the "waters of the U.S."
- d) Dated to show when the oil was placed in the container

Spill response equipment such as spill sorbant, booms or pillows, shovels, plastic tarps and bags must be readily available and NWS personnel must be trained in how to respond.

### 1.9.3 Antifreeze

Antifreeze (ethylene or propylene glycol) is also usually stored in two forms - unused concentrated propylene glycol and a used mixture of propylene glycol and water. Ethylene glycol (usually from cooling systems) is toxic to humans and animals. Only propylene glycol must be used in NWS rain gages. More details about antifreeze can be found in 2.11.2. Again, because of State authority in this area, the rules for storage of used antifreeze can vary significantly from the requirements for unused antifreeze.

## a. Unused Antifreeze

Like unused oil, best management practices require that unused antifreeze be stored in its original container in a location away from food and beverages and if possible, the storage location must provide containment of the antifreeze in the event of a spill or leak.

If antifreeze is transferred to another container for use at the work site, the transfer container must be labeled to identify the contents as propylene glycol.

## b. Used Antifreeze Solution

A used antifreeze and water mixture is generated from the maintenance of the emergency generator and other NWS equipment and it must be stored in DOT-approved containers (typically 5, 10 or 55-gallon drums) which are:

- 1) In good condition
- 2) Labeled "Antifreeze/Water Mixture"
- 3) Stored in a contained area that will prevent any release or spills from entering the soil or water

Spill response equipment must be readily available and NWS personnel must be trained in its use.

#### 1.9.4 Rain Gauge Antifreeze/Oil/Water Mixtures

To prevent evaporation, a small amount of mineral oil is often added to rain gauges. The oil blankets the collected rainwater from the air and hence minimizes the evaporation loss.

Likewise, in colder climates, a small amount of propylene glycol is also added to the rain gauge to prevent the collected water from freezing. The result is that the collected rainwater is also a mixture of water, mineral oil, and/or propylene glycol.

Because this mixture either can be disposed as a mixture or separated into oil and water/propylene glycol portions, storage can vary.

If the mixture is to be disposed as a mixture, it normally can be added to the used oil drum. The used oil contractor must be contacted prior to mixing with the used oil to determine if this procedure will create any problems in recycling the oil.

If the mixture is to be separated, it can be temporarily stored in a collection vessel with a bottom valve (such as a plastic picnic jug). The vessel must be clearly marked with the words "Oil/Water Mixture - Do NOT Drink!"

Periodically empty the vessel using the bottom valve to drain off the water/propylene glycol mixture and discharge to the sewer system - if allowed by the POTW. If this solution cannot be discharged to the sewer system, add to the antifreeze/water mixture collected from servicing the diesel generator.

As the oil layer drains from the collection vessel, either:

- Filter it using a paper towel or coffee filter and funnel and collect for reuse in the rain gauges, or
- Collect it and add to the used oil collected from servicing the diesel generator.

### 1.9.5 Radiosonde Battery Activation Water

Prior to use, radiosonde batteries must be soaked in a container of water to activate the battery. In the process, small amounts of dissolved copper “leaks” from the battery into the water bath. After many battery activations, the water usually contains a small amount of copper.

However, because copper is a biocide (it kills bacteria), this may not be a good idea if the facility uses a septic system to treat its wastewater. Additionally, some States regulate this wastewater as a hazardous waste and some publicly owned treatment plants (POTW or sewage treatment plant) are concerned that the dissolved copper might disrupt their biological treatment systems and thus forbid or restrict its disposal into their system.

To ensure safe disposal of this fluid, site personnel need to contact the local POTW to determine how battery activation wastewater is regulated. If the POTW does not object to accepting this wastewater, it can be poured down the drain. A letter from the POTW verifying this approval must be obtained, or the water should not be disposed down drain. If the POTW objects to the discharge of activation water, the local waste disposal company must be contacted and arrangements must be made for collection, storage, and disposal of wastewater.

Sites with septic systems must also arrange for off site disposal since the copper in the wastewater can kill the bacteria.

**NOTE:** The guidance for radiosonde activation water disposal will be included in WSOH-10, Appendix D (Radiosonde Preparation Instructions).

### 1.9.6 Batteries

Typically, NWS work sites will employ a contractor to service the lead acid batteries. As a result, the vendor will bring in new batteries as needed and immediately remove the spent batteries, eliminating the need to store these batteries. Some work sites cannot use a contractor and thus must create a storage area for both new and used batteries.

#### a. Lead Acid Batteries

Whether new or spent, the storage of lead acid batteries is the same. Because they contain sulfuric acid, these batteries must be stored so that:

- 1) They are protected from physical damage to the casing
- 2) Spills and other releases will be contained
- 3) Contact with other materials is minimized
- 4) Temperature variation is controlled

To ensure all leaks are contained, lead acid batteries should be stored on a battery tray.

#### b. Alkaline/Nickel Cadmium/Lithium Batteries

Depending on the recycling vendor selected, storage of smaller batteries (A, C, D, AA, AAA, 6v, etc.) may vary. Some battery recyclers prefer the nickel cadmium batteries to be segregated from all others but this is not a universal rule. While any non-conductive container can be used, it is recommended that a plastic tub with an easily removable lid be used to collect these batteries. The container must be marked “Used Batteries for Recycling” and be located in an area accessible to facility employees to encourage its

use.

Additionally, the marking must include a point of contact (in case there are questions or problems) and the accumulation start date (which begins when the first battery is placed into the container). There is a one-year on-site storage limit from the accumulation start date.

### 1.9.7 Fluorescent Tubes

Most NWS facilities generate used fluorescent bulbs. Because these tubes normally contain enough mercury to fail the EPA TCLP test for mercury, the bulbs are hazardous waste unless recycled.

The GE fluorescent tubes with green ends (Ecolux) can be disposed in the garbage. These tubes have over 85% less mercury than the standard tubes and as a result, they pass the EPA TCLP for mercury. The test results can be found at [www.gelighting.com](http://www.gelighting.com). As a result, these tubes can be disposed with the garbage.

**NOTE:** GE warns that although these tubes pass the Federal TCLP test, State and/or local regulations may still regulate their disposal. GE has posted the state regulations and a list of recyclers at [www.lamprecycle.org](http://www.lamprecycle.org)

As the spent tubes are accumulated, the outer box should be marked with the words “Spent Fluorescent Tubes” or “Universal Wastes - Fluorescent Tubes” as well as the accumulation start date. Remember that these tubes can only be kept on-site for one year from the accumulation start date.

### 1.9.8 Pesticides

Typically, NWS facilities or work sites contract with a vendor to apply pesticides around the property. These vendors normally bring to the site the pesticides they are going to use and take all residual materials when they leave. Some facilities, however, augment these applications with the use of commercially available ant or wasp killing agents on a spot basis. Although these commercial containers are relatively small in volume, they can represent a serious health threat to NWS employees.

#### a. Small, Over-the-Counter Containers

Small containers of pesticides must be stored:

- 1) Away from food or beverage handling areas
- 2) Near a ventilation system which could remove vapors, if necessary
- 3) Near personal protective gear which could be used to clean-up releases or spills.

#### b. Larger Containers

For NWS facilities or work sites that mix and use pesticides for use at the facility or work site, review the requirements of Section 10 of this manual. Accordingly, the pesticides must be stored:

- a) In the original container if possible or if mixed for use, in a container labeled to identify the contents

- b) In a well-ventilated area if possible
- c) Near personal protective gear which could be used to clean-up releases or spills
- d) Near an emergency deluge shower and eyewash station.

The storage area must be inspected quarterly by a certified applicator.

### **1.9.9 Paints**

While latex paint poses little or no threat to human health or the environment, oil-based paint and spray cans present a different level of risk and must be stored appropriately.

Most oil-based paint and spray paint are either flammable or combustible material as defined in NWSM 50-1115 - Occupational Safety and Health, Procedure 16, Flammable and Combustible Storage. As a result, these materials must be stored in accordance with 16.3.1 that describes storage considerations for these materials.

In general, paint containers must be kept closed and stored away from high temperatures. Original labels must be maintained if possible or the container clearly marked to identify the contents.

### **1.9.10 Compressed Gas Cylinders**

The safe storage of compressed gas cylinders is described in NWSM 50-1115 Occupational Safety and Health, Procedure 9 - Compressed Gas Safety.

The section details general storage rules in 9.3.1 for all compressed gases but also provides specific rules for:

- Oxygen in 9.3.2
- Acetylene in 9.3.3
- Liquefied Petroleum Gas in 9.3.4
- Hydrogen in 9.3.5.

### **1.9.11 Cleaning Solvents and Degreasers**

While many cleaning solvents and degreasers used by the NWS previously contained chlorinated solvents, international agreements to reduce the damage to the ozone layer have greatly decreased the production and use of these materials. Chlorinated solvents are usually toxic and harmful, are heavily regulated by environmental agencies, and therefore, never mix chlorine bleach and ammonia together. Toxic fumes potentially lethal vapors can be produced if chlorine and ammonia are mixed together. Current cleaning materials tend to be either flammable materials or corrosives.

To determine the appropriate storage method, review the MSDS for each material and determine:

- Does it have a flash point?

OR

- Does it have an LEL and UEL?

If so, the solvent or degreaser is considered either a flammable material (flash point less than 100 F) or combustible material (flash point greater than 100 F or there is no flash point but

there is a LEL and UEL). The requirements for storage in Section 16 of NWSM 50-1115 would then apply.

If the material has a pH below 6.0 or above 8.0, it is considered corrosive. This will require the use of plastic containers (such as a dishpan or trays) to maintain proper segregation from other materials and provide secondary containment in the event of a leak.

While the NWS has reduced or eliminated the use of thermometers, barometers, sling psychrometers and thermometers that contain elemental mercury at most facilities, these devices may still be used or stored in a historic display. Additionally, facilities use mercury switches to control the operation of certain HVAC and electrical equipment. If these devices are discarded, they are classified as hazardous waste due to the mercury content and must be sent to a permitted hazardous waste facility for treatment, disposal or recycling. EPA has finalized the modification of the Hazardous Waste Program, Mercury Containing Equipment (MCE) on Aug 5, 2005 and included MCE 40 CFR 273.4 in the Universal Waste Rule (waste that is recyclable) If the State the NWS facility is located has adopted the rule, the accumulation, packaging, labeling, manifesting of these wastes will be easier if managed as universal waste.

Prior to disposal, it is necessary to check with the NWS Regional Environmental Coordinator and/or the NOAA RECO to determine if there are any State-specific requirements

### **1.9.12 Mercury Containing Equipment**

Mercury –containing equipment has been used in hundreds of devices at levels ranging from less than a gram up to several pounds.

Some of the various types of MCE are:

- High Intensity Discharge Lamps
- Mercury Containing Switches – furnace controls, HVAC controls, laboratory equipment and industrial equipment
- Mercury Thermostats
- Silent Wall Switches (Prior to 1991)
- Freezer and Flame Sensors - gas fired devices and pilot lights.
- Manometers/Barometers/Thermometers.
- Float Switches - sump pumps and septic tanks
- Mercury regulators

Each field office should assess the facility and equipment to determine if they are likely to contain mercury. See Section 2.10.4 for MCE management. All mercury-containing equipment to be discarded should be placed inside a larger container with a tight fitting lid that is designed to prevent the escape mercury into the environment during storage and transport. For example secure the device in a container with electrician's tape or place the housing in sealed zipper storage bag and then in a secondary container. Kitty litter or oil-absorbent matter should be placed around the sealed MCE product to protect it from breaking or sudden shocks.

Each MCE or container of devices should be marked with one of the following phrases:

- Universal Waste – Mercury Containing Equipment
- Waste – Mercury Containing Equipment
- Used Mercury Thermostats

- Waste Mercury Thermostats
- Universal waste – Mercury thermostats

It is recommended to add additional label storage container: “Mercury-DO NOT OPEN.” MCE can be kept on site only for one year from the date they are generated.

For transportation requirements, see Section 3.11.9.

### 1.9.13 Electronic Equipment

Electronic Equipment such as Computer Equipment and Monitors: Cathode Ray Tubes (CRT) glass typically contains enough lead to be classified as hazardous waste when it is being recycled or disposed of. In addition, circuit boards can contain many heavy metals used in the manufacturer of the boards. These items cannot be thrown away in ordinary solid waste disposal.

Field offices must follow the NOAA personal property disposal. Excess electronic equipment is normally handled through GSA. This usually relieves field offices from handling the computer equipment as waste. Documentation of the equipment transfer should be kept in accordance with the personal property excess rules but at least three years. NOAA personal property handbook and information about disposal can be found on:

[http://www.pps.noaa.gov/New\\_menu/PropertyMenu.html](http://www.pps.noaa.gov/New_menu/PropertyMenu.html)

**Special Note:** When disposal through GSA is not feasible, NWS Environmental Focal Points or personal or Personal Property Managers should check out:

<http://www.recyclingforbreastcancer.com> or the web sites with the lists of electronic equipment recyclers:

[http://dmoz.org/Business/Energy\\_and\\_Environment/Waste\\_Management/Recycling/Electronics](http://dmoz.org/Business/Energy_and_Environment/Waste_Management/Recycling/Electronics)

<http://mainegov->

[images.informe.org/dep/rwm/hazardouswaste/pdf/uwrecyclingcompanies.pdf](http://images.informe.org/dep/rwm/hazardouswaste/pdf/uwrecyclingcompanies.pdf)

## 1.10 Responsibilities

### 1.10.1 NWS Headquarters (NWSH)

- The NWSH Environmental/Safety Office will perform an annual assessment of the NWSH facilities to ensure that the facilities comply with this section.
- The NWSH Environmental/Safety Office will periodically perform an assessment of the regional headquarters and field offices to ensure compliance with this section. The frequency of these regional and field office assessments will be determined by the NWSH Environmental/Safety Office.
- Requests for clarification concerning this section will be directed to the NWSH Environmental/Safety Office.

### 1.10.2 Regional or Operating Unit Environmental/Safety Coordinator

- Will monitor and coordinate to promote compliance with the requirements of this procedure for the regional headquarters and field offices or operating units.

- b. Will ensure flammable, combustible, corrosive, and reactive liquids are used and stored according to the requirements of this section.
- c. Will assist in procuring the services of a Professional Engineer to review facility or work site SPCC Plans.
- d. Will assess the Regional Headquarters' facility or operating unit to monitor and promote compliance with this section.
- e. Will perform assessments or designate personnel to perform assessments of all field offices to monitor and promote compliance with the requirements of the section every two years.

### **1.10.3 Station Manager**

- a. Will have oversight over the implementation of this section and ensure that the requirements of this section are followed by individuals at the NWS facility.
- b. Will ensure sufficient personnel and funding are available to enable compliance with all applicable requirements of this section.
- c. Will ensure flammable, combustible, corrosive and reactive liquids are used and stored according to the requirements of this section.
- d. Will ensure that procedures are developed at NWS field offices for reporting all releases, compatibly storing all flammable, combustible or corrosive liquids.
- e. Will ensure the SPCC Plan is reviewed at least annually to determine if any changes to emergency contacts, equipment and/or operations occurred. In addition, Station Manager will ensure that the plan must be thoroughly reviewed and amended if necessary every five (5) years by a facility or Professional Engineer (for facilities with total aboveground oil storage capacity more than 10,000 gallons or when alternative methods for environmental protection are used) to include more effective prevention and control, if applicable. NOAA RECO and Regional Environmental/Safety Coordinator should be contacted if assistance is needed in obtaining the services of a registered Professional Engineer or to address any technical issues and questions.
- f. Will ensure the Tier II report is submitted to the SERC, LEPC or local Fire Department on an annual basis (if applicable).
- g. Will ensure NWS employees are following the requirements of this section.
- h. Will review or delegate review of this section on an annual basis to ensure that the facility is complying with its requirements. Confirmation of this review will be forwarded to the Regional or Operating Unit Environmental/Safety Coordinator.

### **1.10.4 Environmental or Environmental/Safety Focal Point or Designated Person**

- a. Will ensure any tasks delegated to them by the Station Manager are implemented in accordance with the requirements of this section.
- b. Will ensure a reporting procedure is in place for reporting all releases of a hazardous substance in excess of the Reportable Quantity or petroleum in a quantity capable of discoloring surface water.

**1.10.5 Employees**

- a. Individual employees affected by this section are required to read, understand, and comply with the requirements of this section.
- b. Report all violations of the requirements of this section to their supervisor or Environmental or Environmental/Safety Focal Point.
- c. Report all spills or releases to their supervisor or Environmental or Environmental/Safety Focal Point.

**1.11 References**

**Incorporated References**

The following list of references is incorporated as a whole or in part into this section. These references can provide additional explanation or guidance for the implementation of this section.

**1.11.1 American National Standards Institute**

ANSI, Z358.1-2004	<i>Emergency Eyewash and Shower Equipment</i>
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**1.11.2 National Fire Protection Association**

NFPA 30	<i>Flammable and Combustible Liquids Code (2003 Edition)</i>
NFPA 58	<i>Liquefied Petroleum Gas Code (2004 Edition)</i>

**1.11.3 NWS**

Manual 50-1115, Occupational Safety and Health	Procedure 7	<i>Hazard Communication</i>
	Procedure 9	<i>Compressed Gas Safety</i>
	Procedure 16	<i>Flammable and Combustible Liquids.</i>

**1.11.4 U.S. Department of Labor, Occupational Safety and Health Administration**

29 CFR 1910.106	<i>Flammable and Combustible Liquids</i>
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**1.11.5 U.S. Department of Transportation**

49 CFR	172	<i>Hazardous Materials Table, Special Provisions, Hazardous Materials Communication Emergency Response Information, and Training Requirements</i>
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**1.11.6 U.S. Environmental Protection Agency**

	273	<i>Standards for Universal Waste Management</i>
	279	<i>Standards for the Management of Used Oil</i>
	280	<i>Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (USTs)</i>
	302.4	<i>Designation of Hazardous Substances</i>
	355	<i>Emergency Planning and Notification</i>
	370.41	<i>Tier II Emergency and Hazardous Chemical Inventory Form <a href="http://www.epa.gov">http://www.epa.gov</a></i>

**ATTACHMENT A - SPILL PREVENTION, CONTROL AND COUNTERMEASURES  
BEST MANAGEMENT PLAN**

(Facility Specific Data:  
Name and Address)

Sample:  
NOAA NATIONAL WEATHER SERVICE  
Rainbow Weather Forecast Office  
2001 Snow Road  
Blizzardville, TN

Designated Person Responsible for Spill Prevention (DRO): \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_

The Regional Environmental Compliance Officer (RECO) has reviewed the facility and determined that an SPCC Plan is not required per 40 CFR 112. This Plan is developed strictly as a Best Management Plan. The determination is based on :

\_\_\_\_\_ The facility does not exceed capacity.

\_\_\_\_\_ The facility meets capacity requirements but, a discharge will not reach navigable waterways.

RECO Printed Name \_\_\_\_\_

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

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

PART I - GENERAL INFORMATION

A. GENERAL

This section of the Best Management Practices plan provides general information about the facility.

1. Name:

National Weather Service (NWS) Weather Forecast Office (WFO)

2. Date of Initial Operation:

3. Location:

Street:

City:

State/Zip Code:

Latitude:

Longitude:

4. Name and phone number of Owner (POC)

5. Facility Contacts (e.g., Environmental/Safety or Environmental Focal Point, Station Manager)

Name \_\_\_\_\_ Title/EC Role \_\_\_\_\_ Telephone Number \_\_\_\_\_

B. SITE DESCRIPTION AND OPERATIONS

The facility is located in \_\_\_\_\_ County, \_\_\_\_\_ (state), approximately \_\_\_\_\_ miles of (list major city). The Aboveground Storage Tanks (AST) are used to store diesel fuel for generators used for emergency backup power to the WFO. This Facility has (specify number) \_\_\_\_\_ (specify capacity) generator tank(s) and \_\_\_\_\_ (specify capacity) day tank.

Fuel usage for the weather station is estimated at \_\_\_\_\_ gallons per month based on fuel records for a 6-month period. WFO generator is tested \_\_\_\_\_ (specify frequency). Fuel consumption would increase based on the frequency and duration of any power outages.

In addition to the diesel fuel used for emergency power generator, this facility also stores chemicals, e.g., paint, solvents, antifreeze, bulk mercury, and pesticides for \_\_\_\_\_ e.g., O&M, Testing activities. These are stored/used in the following location(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART II - SPILL COUNTERMEASURES AND REPORTING

### A. SPILL COUNTERMEASURES

This section presents countermeasures to contain, clean up, and mitigate the effects of an oil spill that impacts navigable waters or adjacent shorelines.

A spill containment and cleanup activity will never take precedence over the safety of personnel. No countermeasures will be undertaken until conditions are safe for workers. The **SWIMS** procedure should be implemented as countermeasures:

**S** -Stop the leak and eliminate ignition sources.

- 1) Attempt to seal or some how stop leak if it can be done safely.
- 2) Attempt to divert flow away from the drainage ditch with a spill barrier or the contents of spill kit. The spill kit is located at \_\_\_\_\_.
- 3) Eliminate all ignition sources in the immediate area.

**W** - Warn others.

- 1) Yell out "SPILL". Inform the person in-charge at your facility.
- 2) Account for all personnel and ensure their safety.
- 3) Notify contacts and emergency response contractor as described in the following section for assistance in control and cleanup.

**I** - Isolate the area.

- Rope off the area

**M** - Minimize your exposures. Stay upwind

**S** - Standby to assist the emergency response contractor.

B. SPILL REPORTING

General Notification Procedures For All Spills

1. Local responder (Usually a “911” call) if release is off site, fire or medical emergency.
2. LEPC and SERC (in most communities the 911 call is transferred to LEPC).
3. Spill Contractor  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. Station Manager (if not on site when release occurred)
5. NOAA Safety and Environmental Compliance Office (SECO) at (301) 713-2870, who will call the National Response Center, if required, and the State to report the release and provide follow up assistance. If SECO personnel cannot be reached within 2 hours, Station Manager or his/her designee should call the National Response Center (800-424-8802).
6. NWS Regional Environmental/Safety Coordinator  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
7. NWS HQ Environmental and Safety Office at 301-713-1838.

C. Spill Report

Complete a spill report form using the format provided in Appendix “C.” Send this report to the RECO.

D. Training

The Environmental/Safety or Environmental Focal Point and an alternate should be trained in spill countermeasures. The alternate should be designated in case the primary person is offsite at the time of a spill.

E. Attachments

- |              |                                    |
|--------------|------------------------------------|
| APPENDIX A-1 | TANK ULLAGE AND FUELING LOG        |
| APPENDIX A-2 | FUEL UNLOADING PROCEDURE CHECKLIST |
| APPENDIX B   | INSPECTION CHECKLISTS              |
| APPENDIX C   | SPILL REPORTING FORM               |



**APPENDIX A-2 FUEL UNLOADING PROCEDURE CHECKLIST**

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

Tank: \_\_\_\_\_

NWS Representative: \_\_\_\_\_

Supplier: \_\_\_\_\_

√	ITEM	DESCRIPTION	COMMENT
<b>The following six items must be completed prior to fuel unloading:</b>			
		Move spill containment equipment, such as booms or spill barriers, into the unloading area.	
		Ensure the automatic shutoff valve is functioning properly (if applicable).	
		Determine the available capacity (ullage) of the tank by converting the reading on the fuel gauge to gallons (see Appendix A-1). The ullage should then be marked in the fueling log and communicated to the tank truck unloading contractor.	
		Block the wheels of the tank truck.	
		Place drip pans under all pump hose fittings (if applicable) after the hose is hooked up to the tank and before unloading.	
		Ensure the fill nozzle is placed in the appropriate tank appurtenance.	
<b>During unloading</b>			
		Ensure that the NWS representative and the tank truck operator remain with the vehicle at all times during unloading.	
		Monitor the gauges on the tank and the truck continuously to ensure the ullage is not exceeded.	
<b>After fuel unloading is completed</b>			
		Record the amount of fuel unloaded in the log (Appendix A-1).	
		Before removing the fill hose from the tank, ensure that it is drained and that all drain valves are closed (if applicable).	
		Any fuel accumulated in the drip pans or spill container on the fill pipe should be poured into the tank (if it has the capacity) or disposed of appropriately (describe how it was disposed of, if applicable).	
		Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the tank.	
		Remove the blocks from the tank truck wheels.	
		Place a copy of this fuel unloading procedure checklist in the Best Management Plan.	

**APPENDIX B - Monthly Inspection Checklist**

Date of Inspection:	Tank Name or No.:					
Date of Last Inspection:	Inspected by:	Signature:				
<b>A. TANKS</b>				YES	NO	NOTES
1. Are tanks marked properly?						
2. Is area atop and around tank and within berm free of combustible materials, debris, and stains?						
3. Is there any oil on the ground, concrete, or asphalt around the tank?						
4. Are there any visible cracks or indications of corrosion on the tank, at fittings, joints, or seals (such as paint peeling or rust spots)?						
5. Are there any raised spots, dents, or cracks on the tank?						
6. Does it appear that the foundation has shifted or settled?						
7. Is the fuel gauge working properly?						
8. Are all vents clear so they may properly operate?						
9. If rainwater is present within containment, does capacity remain for spill control (if applicable)?						
<b>B. PIPING</b>						
1. Is there any oil on the outside of or under any aboveground piping, hoses, fittings, or valves?						
2. Are aboveground piping, hoses, fittings, or valves in good working condition?						
<b>C. SECURITY/SAFETY/SPILL COUNTERMEASURES</b>						
Are lights working properly to detect a spill at night?						
1. Are all locks in the "lock" position?						
2. Are all warning signs properly posted and readable?						
3. Are vehicle guard posts in place and properly secured (if applicable)?						
4. Are spill kits easily accessible, protected from the weather, complete, and replenished if necessary?						
Corrective Actions Required:						

<b>ANNUAL INSPECTION CHECKLIST</b>			
Date of Inspection:	Tank Name or No.:		
Date of Last Inspection:	Inspected by:	Signature:	
<b>A. MONTHLY CHECKLIST</b>	YES	NO	NOTES
Have monthly inspection checklists been completed?			
<b>B. TANKS</b>			
1. Are all alarms and automatic shutoff devices working properly?			
2. Is interstitial monitor functioning properly (if applicable)?			
<b>C. OTHER</b>			
Corrective Actions Required:			

**APPENDIX C - SPILL REPORTING FORM**

<b>GENERAL</b>		
Name of Facility:	Address:	
Completed By:	Organization: National Weather Service	
Position:	Phone:	
<b>SPILL INFORMATION</b>		
Date:	Time:	
Location at Facility:	Quantity:	
Substance Spilled:	Other:	
<b>OUTSIDE NOTIFICATIONS</b>		
Agencies/Organizations	Recorder at Outside Agency	Date and Time
Call 9-1-1 if there is an immediate emergency (Call 9-9-1-1 if "9" is required for an outside telephone line)		
NWS/NOAA:		
<b>INFORMATION ON SOURCE AND CAUSE</b>		
<b>DESCRIPTION OF ENVIRONMENTAL DAMAGE</b>		
<b>CLEANUP ACTION(S) TAKEN</b>		
<b>CORRECTIVE ACTION(S) TO PREVENT FUTURE SPILLS</b>		

Note: All information must be filled in. If something is unknown, write "unknown."  
 Copies must be sent, preferably by e-mail, to the NWS/NOAA personnel listed above.

**ATTACHMENT B - Tier II Reporting Form**

The Tier II Form is available on-line at:

<http://www.epa.gov>

This is an electronic version of the form. If the Local Emergency Planning Committee is equipped to receive these forms electronically, a hard printed copy need not be prepared.

<p><b>Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b></p> <p><i>Specific Information by Chemical</i></p>		<p><b>Facility Identification</b></p> Name _____ Street _____ City _____ County _____ State _____ Zip _____ SIC Code _____ Dun & Brad Number _____		<p><b>Owner/Operator Name</b></p> Name _____ Phone ( ) _____ Mail Address _____																		
		<p>FOR OFFICIAL USE ONLY</p> ID # _____ Date Received _____		<p><b>Emergency Contact</b></p> Name _____ Title _____ Phone ( ) _____ 24 Hr. Phone ( ) _____ Name _____ Title _____ Phone ( ) _____ 24 Hr. Phone ( ) _____																		
<p><i>Important: Read all instructions before completing form</i></p>		Reporting Period From January 1 to December 31, 20 ____		<input type="checkbox"/> Check if information below is identical to the information submitted last year.																		
<p><b>Confidential Location Information Sheet</b></p>				Container Type Pressure Temperature	Storage Codes and Locations (Confidential) <i>Storage Locations</i>	Optional																
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<p><b>Certification (Read and sign after completing all sections)</b></p> I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.				<p><b>Optional Attachments</b></p> <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguards measures																		
Name and official title of owner/operator OR owner/operator's authorized representative _____		Signature _____		Date signed _____																		