Spill Prevention, Control & Countermeasures Plan
(SPCCP)

SITE:

Cascade Campus
705 N. Killingsworth Street
Portland Oregon

FOR:

Portland Community College
P.O. Box 19000
Portland Oregon, 97280

SITE CONTACTS:

Mark Fennell, Safety and Risk Services Manager
Lonn Aldridge, Physical Plant Manager

PREPARED BY:
NW EnviroSearch, Inc.
P.O. Box 1290
Oregon City, Oregon 97045
Chris Ells
Michael W. Gibson
CHMM, WSO-CSS

December 20, 2007

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Approval and Certification

Certification (40 CFR 112)

I hereby certify that I have examined the facility and, being familiar with the provisions of 40 CFR Part 112. Attest that this SPCC Plan has been prepared in accordance with responsible practices, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate and complete.

SPCC Plan Implementer
Mark Fennell: Safety and Risk Services Manager

Signature: Mark Fennell

Date: 12·21·07

Management Approval (40 CFR 112.7 (a)

This SPCC Plan is fully approved by the management of Portland Community College, Cascade Campus and has been implemented as described herein.

Authorized Representative
Lonn Aldridge, Physical Plant Manager

Signature: Lonn R. Aldridge

Date: 1-7-08

Spill Plan Consultants:

NW EnviroSearch, Inc.

Chris Ells, Safety & Environmental
Michael W. Gibson, CHMM, WSO-CSS

Signatures: Chris Ells, Michael W. Gibson

Date: 12/21/07 12/21/07

Spill Prevention, Control and Countermeasure Plan Compliance: Review Page

SPCC Plan Review - 40 CFR 112.5(b)

The plan implementer must complete a review and evaluation of the SPCC plan at least once every year by February. Annual reviews and evaluations are recorded below:

SIGNATURE	DATE	COMMENTS

PCC Cascade Campus
Spill Prevention, Control & Countermeasures Plan
(SPCCP)

1.0 Introduction

Spill Prevention, Control, and Countermeasure (SPCC) plans for facilities are prepared and implemented as required by the U.S. Environmental Protection Agency (U.S. EPA) Regulation contained in Title 40, Code of Federal Regulations, Part 112, (40 CFR 112).

A non-transportation related facility such as the PCC—'Cascade Campus' is subject to SPCC regulations if: the total aboveground storage capacity exceeds 1,320 gallons; or the underground storage (UST) capacity exceeds 42,000 gallons; and if, due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters or adjoining shorelines of the United States.

An SPCC plan is not required to be filed with the EPA or the Oregon DEQ, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours. A copy of the plan and any revised forms of the plan are to be submitted to the City of Portland Fire Marshall. The SPCC plan must be submitted to the Northwest EPA Region and Oregon DEQ along with the other information specified in Section 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single spill event; **or**

2. The facility discharges oil in quantities that may be harmful in two spill events within any twelve month period.

The SPCC plan must be amended within 6 months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The SPCC plan must be reviewed at least once annually and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a spill event and has been proven in the field. All such amendments must be approved and re-certified by a Portland Community College authorized representative and this plan's implementer.

2.0 Facility Information

Name: Portland Community College, Cascade Campus
Mailing Address: P0 Box 19000, Portland Oregon 97280
Street Address: 705 N. Killingsworth Street, Portland, Oregon.
Contact: Mark Fennell (503-533-2809), Lonn Aldridge (503-793-7408).

2.1 Location

The Cascade Campus is located east of Interstate 5 north of N. Killingsworth Street in Multnomah County and is in north Portland, Oregon

2.2 Facility description

PCC Cascade Campus is a Community College Campus that is approximately 15.21 acres in size. There are nine (9) primary buildings and one (1) secondary out-building that is the Department of Public Safety. The buildings are used for instructional, student support, facilities and administration buildings. All of the buildings total approximately 345,484 square feet.

The types of programs are Computer Science, Biology and Science, Chemistry, Industrial Trade training (HVAC), Art and Ceramics, Sculpture, Emergency Medical Technician Program, Fire Science, 911 Dispatcher training, Physical and General Education.

2.3 Site Map (PCC Emergency Map)

Attached in **Appendix A** is the Site Map for this facility. This map includes the layout of property, boundaries, buildings, roads, locations of fixed storage for emergency generators and fuel tanks, chemical storage areas, compressed gas and the spill kit locations for spill cleanup supplies.

2.4 Fixed Storage: (See Map Appendix A).

a. Emergency Generator location with Diesel above ground fuel tanks. There are no auxiliary AST (above ground storage tanks) for these units. The tanks are built into these units.
   i. PSEB Building Caterpillar generator; 150 gallons fuel.
   ii. Jackson Hall/Technology Buildings, Caterpillar generator; 65 gallons fuel.
   iii. Physical Education Building, Caterpillar generator; 65 gallons fuel.
   iv. Student Services building, Kohler generator; 100 gallons fuel.
   v. Arts and Humanities building, Caterpillar generator; 100 gallons capacity.
   vi. Terrell Hall building, Caterpillar generator; 150 gallons capacity.

b. In the Science Building, 'Jackson Hall' there are quantities of program lab chemicals and minor quantities of Hazardous Waste that is generated and stored due to the generation of materials from the labs in Chemistry, Biology and Medical Lab Technology. These wastes are stored in the building on the second level in the Science preparation room. Waste is packed and transported off campus two times or more per year by an environmental contractor. There is minimal risk that this material could enter the exterior storm system. All departments have building spill kits and safe controls in these areas.

c. The primary Department that stores some quantities of hazardous material that are used for campus maintenance and cleaning is the Physical Plant. These areas are stored in the Custodial storeroom in the PSEB building, room 114. Quantities of liquid material in 5 gallon containers average between 50-200 gallons total depending on their usage. They are floor sealer, and floor finish. In addition the department also stores approximately 1000-2000 pounds of granular ice melt that is used for de-icing walk ways in the winter. Spill kits are located in each area in order to clean up any accidental spill.

Total maximum site storage of diesel fuel and miscellaneous chemicals/products is approximately 2,850 gallons.

3.0 Past Spill Experience - 40 CFR 112.7(a)

Written Description of Spill	Corrective Actions Taken	Plan for Preventing Recurrence
NONE	N/A	N/A

4.0 Potential Equipment Failures - 40 CFR 112.7(b)

Potential Event	Spill Description	Potential Volume Released	Spill Rate
Interior complete failure of a full tank (100 gallon diesel fuel) in either buildings (TH & SSB).	Leak in the building penthouse down into floor and lower levels. If spill did reach a floor drain then the spill would enter sanitary sewer	100 gallons each building	Instantaneous
Exterior failure of a full tank: Failure of a full tank (100 gallon) of diesel fuel. From any of the Emergency Generator located at ground level just inside or enclosed in open area next to the building at PSEB, Arts and Humanities, Technology or the PE buildings.	1. Arts & Humanities building generator would enter into CB-29 located near this unit that drains to a sedimentation unit into a drywell. 2. PSEB building generator would be contained in the room (outside storage room) it is housed in. If the fuel did leak under the door, the material would possible travel to the street curb (N. Jessup Street) and enter the City storm system. 3. Technology building generator would possible leak into the CB (catch basin) or Bio-Swale near by. These units drain into a sedimentation manhole and then into a drywell. 4. PE building generator would leak into a CB and/or a Storm filter unit near by into a sedimentation manhole which drains into a drywell.	100 gallons each individual building generator	Instantaneous
Generator tank or pipe failure.	Spills into CB to sedimentation manhole and possible drywells	Up to 100 gallons each	Up to 50 gallons per minute

5.0 Containment and Diversionary Structures - 40 CFR 112.7(c) (1)

a. Spill cleanup materials are provided in emergency spill equipment poly drums located strategically throughout the site. Poly drum kits are labeled 'Spill Kits".

9.0 Transfer Operations, Pumping and Campus Operations - 40 CFR 112.7(e) (3)

a. There are no 'active' tanks at this site where transfer or loading operations occur on a regular basis.

   The only tanks are those above ground tanks related to the stand-by generators and they are only expected to be 'filled' on very rare occasions, in the event of an emergency and use of the fuel, and as such no ongoing 'transfer and filling' procedures are expected to be necessary for this site.

10.0 Inspections and Records - 40 CFR 112.7 (e) (8)

Visual inspections consist of a complete walk through of the facility property to check for tank damage or leakage, stained or discolored soils and visual inspection of the areas where diesel fuel (generators) and other chemicals are stored.

The checklist provided in **Appendix D** is used during the quarterly and annual inspection. These inspections are performed in accordance with written procedures developed for the facility on behalf of PCC. Written inspection procedures and inspections are signed by the inspector and maintained with this plan for three years in the Risk & Safety Department files.

11.0 Security- 40 CFR 112.7(e) (9)

a. Area lights are located so as to illuminate the facility and storage areas. Consideration in the location of the lights was given in order to discover spills at night and prevent spills occurring through vandalism.
b. Public Safety (Security Staff) are present and on patrol while the facility is open and in the evenings and weekends when regular staff are not present. Campus gates are locked when classes are not in session or when the campus is closed.
c. Equipment and storage of hazardous materials is locked and secured at all times.

12.0 Personnel, Training and Spill Prevention Procedures - 40 CFR 112.7(e) (10)

a. Facility designated Physical Plant personnel have been instructed by management in the operation and maintenance of oil and product pollution prevention, equipment and supply use and pollution control laws and regulations.

b. The facility Managers, Lonn Aldridge and Mark Fennell are accountable for oil spill prevention, response and cleanup at the PCC, Cascade Campus.

c. Yearly spill prevention briefings are provided by management for Physical Plant personnel to ensure adequate understanding of the SPCC plan. These briefings highlight any past

spill events or failures and recently developed precautionary measures. Training has been held on petroleum spill prevention, containment and retrieval methods.

Practice and hands-on training of a spill is conducted annually and future exercises shall be periodically held to prepare for possible spill response. Records of these briefings and spill prevention training are kept on the form shown in **Appendix E.**

d. Emergency notification and instruction procedures, emergency phone numbers to contact spill response staff, and instructions for reporting a spill to the State of Oregon, DEQ are listed and have been publicized and posted throughout this Campus. See **Appendix C.**

12.1 Notification Information

Portland Community College, Cascade Campus has for many years practiced and required that designated staff be trained to respond, contain and cleanup spills, per the required PCC and DEQ spill prevention standards. PCC also requires the designated staff to be informed and knowledgeable of these procedures and to know who and where to call to get help regarding a spill release on campus.

The following information is available and provided to all employees and trained staff by posting this information near telephones or available through the **"Communication Network"** on the PCC computer system's Intranet.

a. Emergency Guide. This brochure is disseminated information that assists all management, faculty and staff in responding to emergencies. This guide is posted in all classrooms, departments and workstations.
b. Emergency Action Plan, including spill response procedures. This document is Chapter 7 of the PCC Health and Safety Manual. This document is included in all staff's initial and annual training, at a level according to their job and responsibilities.
c. Physical Plant Emergency Notification List. This list has been developed and distributed to assist the Department of Public Safety (DPS) and Physical Plant Service Request Center (SRC) to provide up-to-date information on notifying the appropriate staff or contracted emergency responder.
d. Spill Prevention, Control, and Counter Measure Plan (SPCCP) This plan will be available to all staff and the public through PCC communication network and the PCC intranet and internet home pages (My PCC).

APPENDIX A

Site Map

PCC Emergency Map

APPENDIX B

Spill Kit Information & Inventory
(See Site Map, Appendix A for Spill Kit Locations)

Spill Kit Description. There is one size of spill kits located on this site. Listed below is a description of the kit, size, contents, container color and the kind of potential spill the particular kit is placed near. Spill kits are inspected annually by the safety committee or after a spill event if the kit has been used.

1. Blue poly 30 gallon drum. This size is located at each emergency generator where the fuel capacity is 100-150 gallons. The contents are;

   2 pair of protective gloves (Ansell chemi-pro # 204)
   1 pair of splash goggles (Starlite GS Z 87+) # 4680
   50 absorbent pads 2x2
   10-4' long boom socks
   2-50 gallon plastic bags
   Magnetic drain covers (some kits, not all)

APPENDIX C

Hazardous Materials Spill Response, Containment and Cleanup Procedures

1. Upon discovering a chemical spill and the employee is trained or not trained in handling a spill or the spill is a significant release:

    a. Immediately notify hazardous material responders or HAZMAT teams by calling the college dispatch at 503-977-4444 or for TTY 503-977-8888 and tell the dispatcher the type, volume and location of the spill emergency.
    b. If known, communicate what the contents of the spill are so the emergency responders can obtain the Material Safety Data Sheet (MSDS).

2. If trained in the spill response and cleanup plan, and notification of the spill is done, immediately begin procedures to contain and control the spill/release.

3. Immediately retrieve the spill materials from the nearest spill kit (see the **Site Map, APPENDIX A**).
    a. Put on the required personal protective equipment; at a minimum that should include safety glasses and appropriate gloves. Protect yourself.
    b. Place absorbent materials around the spill to contain and absorb the spill.
    c. If present in the kit, install the sheet of 'drain blocker' material (magnetic sheet) over the nearest down-gradient catch basin. Verify that the cover has full contact with the rim of the inlet. Use additional absorbent material prior to the drain as needed.
    d. Add additional absorbents until all the spilled material is absorbed. Do not use any liquids to cleanup the spill, only dry absorption procedures.
    e. Place all used spill cleanup supplies into a sealed drum and label the drum accordingly, pending proper disposal off-site.

4. Contact PCC Management through the Emergency Dispatcher and Emergency Notification List by calling 503-977-4902 (non emergency number) or 503-977-4444 (emergency number).
    a. Lonn Aldridge, Physical Plant Manager: 503-793-7408 (mobile #)
    b. Mark Fennell, Manager Risk and Safety: 503-793-7407 (mobile #).
    c. NW EnviroSearch, Inc. (Environmental Responder Contractor): Mike Gibson 503-632-6661 (503-680-7454).
    d. Secondary Contractor; NRC Environmental, Bill Annen: 503-283-1150
    e. Campus Dean or President.

5. Upon completion of the containment and cleanup activities; ensure that the down-gradient storm water system is thoroughly inspected by a qualified contractor (see'd' above) to insure there is no environmental impact or additional contamination concerns.

6. Document the spill and cleanup activities. Some spills are considered 'reportable' to DEQ and other agencies. The Manager of Safety and Risk Services will evaluate this issue and respond accordingly to Oregon Emergency Response System. Per the Department of Environmental Quality, this Agency will notify DEQ and EPA. Call 1-800-452-0311.

APPENDIX D

FACILITY INSPECTION CHECKLIST

Instructions: This inspection record will be completed for required quarterly and annual inspections. Place an 'X' in the appropriate box for each item. If any response requires elaboration, do so in the Descriptions & Comments space provided. Further descriptions or comments should be attached on a separate sheet of paper if necessary.

Area/Item of Inspection	Yes	No	Descriptions & Comments
Tank surfaces show signs of leakage	☐	☐	_____
Tanks are damaged, rusted or deteriorated	☐	☐	_____
Bolts, rivets, or seams are damaged	☐	☐	_____
Tank supports are deteriorated or buckled	☐	☐	_____
Tank foundations have eroded or settled	☐	☐	_____
Level gauges or alarms are inoperative	☐	☐	_____
Vents are obstructed	☐	☐	_____
Valve seals or gaskets are leaking	☐	☐	_____
Pipelines or supports are damaged or deteriorated	☐	☐	_____
Buried pipelines are exposed	☐	☐	_____
Connections are not capped or blank-flanged	☐	☐	_____
Secondary containment is damaged or stained	☐	☐	_____
Fencing, gates, or lighting is non-functional	☐	☐	_____

Remarks: _____

_____

Signature: _____ Date: _____

APPENDIX E

RECORD OF SPILL PREVENTION BRIEFINGS AND TRAINING

Instructions: Briefings will be scheduled and conducted by the Manager or Operators for operating personnel at intervals frequent enough to assure adequate understanding of the SPCC plan for this facility. These briefings should also highlight and describe known spill events or failures, mal-functioning components, and recently developed precautionary measures.

Personnel will also be instructed in operation and maintenance of equipment to prevent the discharges of oil or other chemicals, and in applicable pollution control laws, rules, and regulations. During these briefings there will be an opportunity for facility operators and other personnel to share recommendations concerning communication, health, safety and environmental issues encountered during operation of the facility.

Date: _____

Attendees: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Subjects and Issues: _____

_____

_____

Recommendations and Suggestions: _____

_____

APPENDIX F

CERTIFICATION OF NO SUBSTANTIAL HARM DETERMINATION FORM

Facility Name: PCC, Cascade campus
Facility Address: 705 N. Killingsworth
Portland Oregon 97219

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

   Yes _____ No __X__

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground storage tank area?

   Yes _____ No __X__

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

   Yes _____ No __X__

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using an appropriate formula) such that a discharge from the facility would shut down a public drinking water intake?

   Yes _____ No __X__

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

   Yes _____ No __X__