Spill Prevention, Control & Countermeasures Plan
(SPCCP)

SITE:

Sylvania Campus
12000 SW 49th Ave.
Portland Oregon 97219

FOR:

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

SITE CONTACTS:

Mark Fennell, Safety and Risk Services Manager
Bill Stauffer, 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, Sylvania Campus and has been implemented as described herein.

Authorized Representative
Bill Stauffer, Physical Plant Manager

Signature:

Date: 7 JAN 08

Spill Plan Consultants:

NW EnviroSearch, Inc.

Chris Ells, Safety and 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 August 1. Annual reviews and evaluations are recorded below:

SIGNATURE	DATE	COMMENTS

PCC Sylvania 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—'Sylvania 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 and the Lake Oswego Fire Department. 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, Sylvania Campus
Mailing Address:	P.0. Box 19000, Portland Oregon 97280
Street Address:	12000 SW 49th Ave. Portland Oregon 97219
Contact:	Mark Fennell (503-533-2809), Bill Stauffer (503-969-4817)

2.1 Location

The Sylvania Campus is located in the SW area of the City of Portland, Oregon. It is located east of interstate I-5, off of the Capital Highway exit.

2.2 Facility description

PCC Sylvania Campus is a Community College Campus that is approximately 123 acres in size. There are twelve (12) primary buildings that consist of instructional, student support, facilities and administration buildings. All of the buildings total approximately 889,230 square feet. The types of programs are Computer Science, Biology and Science, Machine Shop, Automotive maintenance Training, Art and Ceramics, Sculpture and General Education.

2.3 Site Map (Emergency Procedures, Spill Plan and Critical Shutdown Map)

Attached in **Appendix A** is the Site Map for this facility. This map includes the layout of property, boundaries, buildings, fixed storage areas, nearby waterways, roads, locations of fixed storage for emergency generators and fuel tanks, above ground waste oil tanks (AST), underground storage tanks (UST), hazardous waste storage area, chemical storage areas, compressed gas and the spill kit locations for spill cleanup supplies.

2.4 Fixed Storage: (See Site Map, Appendix A).

a. Emergency Generator building locations with above ground diesel tanks.
   i. PAC/CT Bldg's. Caterpillar generator; 200 gallons fuel
   ii. HT Bldg, Caterpillar generator; 100 gallons fuel
   iii. CC Bldg, Caterpillar generator; 8,000 gallons fuel
   iv. AM/TCB Bldg, Caterpillar generator; 100 gallons
   v. HP/CSB Bldg's, Caterpillar generator; 2,000 gallons fuel

b. AST: Above ground 'used oil' tank associated with the Automotive Maintenance Program, located in the NE corner of P-4; 500 gallons when full. Inside the College Services Building (CSB), level 1 grounds maintenance department there is a 125 gallon used oil tank located in the equipment maintenance shop.

c. UST: Below ground fuel tanks located in the SW corner of P-4, one 1000 gallon tank of unleaded gasoline and one 1000 gallon tank of #2 diesel motor fuel. These fuels are used for college support vehicles, maintenance equipment and vehicles and student shuttle buses. Dispensing and off-loading of these fuels occur on a regular basis in this area. Two Heating Oil tanks, estimated to be 7,000 gallons each, are adjacent to and east of the Boiler Room, B level (*Heat Plant Building*); each tank contains PS 300 Heating Oil that is a "stand-by" fuel used occasionally as a backup to the use of Natural Gas.

d. Variable stock of 55 or 30 gallon drums: Drums of waste anti-freeze and PCB ballasts are stored in the Service Yard near the HP and CSB buildings. In addition, oil, spent oil filters and brake fluid drums are stored inside or just outside of the AM building, B level near the SE corner.

In addition there are approximately 400-500 gallons of custodial cleaning products located in the Health Technology building storeroom, Room HT 01 which is a basement storeroom. Also the Machine shop located in AM 113, has 55 and 35 gallon drums of cooling oil, metal working fluid and soluble oils that total approximately 850 gallons of material.

e. Hazardous Waste Storage and Pesticide storage (two compartments): Located just SW of the HP building. All waste and/or pesticide products (Grounds Department) are stored inside this building.
This building is self contained and has a spill prevention/collection compartment under the floor grates to contain spills. The capacity is approximately 500 gallons.

Total site storage of fuel (above & below ground tanks) and miscellaneous chemicals/products is approximately 27,650 gallons.

3.0 Past Spill Experience - 40 CFR 112.7(a)

Written Description of Spill	Corrective Actions Taken	Plan for Preventing Recurrence
In June 2003 a #2 Diesel fuel tank servicing a generator leaked approximately 250 gallons of fuel through the fuel line which was pumping fuel to the primary tank from the auxiliary tank. The fuel flowed down into a storm drain to the campus storm water Outfall A. The fuel then flowed through Ball Creek that flowed to the south to areas down stream, through a residential neighborhood.	The malfunction at the emergency generator was shut off and corrected as soon as discovered. A boom and absorbent was placed at the catch basin, Outfall A and Ball Creek immediately after the spill was discovered and a response team arrived. Diesel fuel was cleaned up according to DEQ and State of Oregon Requirements or levels, using absorbents. Contaminated materials and soils were removed.	The equipment that malfunctions at the generator was repaired by the contractor that was testing and installing the equipment. This unit and equipment had not been turned over to PCC because all testing of this new installation was not done yet by the contractor. Once turned over, PCC conducts regular inspections and maintenance and testing. This includes leak alarms and equipment trouble sensors.

4.0 Potential Equipment Failures - 40 CFR 112.7(b)

Potential Event	Spill Description	Potential Volume Released	Spill Rate
Complete failure of a full tank.	South or South West to oil/water separator, to Outfall A or B and to Ball Creek or to storm drains.	10,000 gallons	Instantaneous
Partial failure of a full tank	South or South West to oil/water separator, to Outfall A or B and to Ball Creek or to storm drains.	1 to 10,000 gallons	Gradual to instantaneous

Tank overfill	South through storm drain system to the oil/water separator to Outfall A or B and to Ball Creek.	1 to 16,000 gallons	Up to 50 gallons per minute
Pipe failure	South or South West to the oil/water separator through Outfalls A & B to Ball Creek	Up to 10,000 gallons	Up to 50 gallons per minute
Miscellaneous drums leaking in storage	South to drains and to oil/water separator	1 to 55 gallons	Gradual to instantaneous
Tank truck leak or failure	South to drains to oil/water separator/Outfall A to Ball Creek	1 to 2,000 gallons	Gradual to instantaneous
Hose leak during truck loading	South to drains to oil/water separator/Outfall A to Ball Creek	1 to several gallons	Up to 1 gallon per minute
Fuel pump rupture or failure	South to drains to oil/water separator/Outfall A to Ball Creek	1 to several gallons	Up to 1 gallon per minute
Oil/water separator malfunction	Depending upon which separator; either Outfall A or B	1 to 5 gallons	Up to 1 gallon per minute

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

a. Cleanup spill materials are provided in emergency spill equipment poly drums located strategically throughout the site. Poly drum kits are labeled 'Spill Kits". See **Appendix B** for complete list of supplies available in these kits and on site. These kits are inspected annually.
b. Weirs, booms, or other barriers are available from the contracted Environmental Response Contractor. See **Appendix C**, Hazardous Materials Spill Response, Containment and Cleanup procedure.
c. The Used Oil AST as well as the larger standby generator fuel tanks utilizes a double wall design as secondary containment.
d. Where possible, 55 gallon drums are stored inside or under cover where the appropriate monitoring and inspections for leaks is practiced. Any spill in a building is directed away from all floor drains and doorways with spill materials and cleanup supplies. Staff is instructed not to use hazardous materials near floor drains.

6.0 Demonstration of Practicability - 40 CFR 112.7(d)

PCC'S Sylvania Campus management have determined that the use of secondary containment, readily available spill equipment and employee training (including practice drills) will be the most effective method for preventing spills from reaching navigable waters (Storm water Outfalls A & B).

7.0 Facility Drainage - 40 CFR 112.7(e) (1)

a. Spills from AST's will be restrained by secondary containment.
b. Spills during transfer operations will be contained with absorbent materials until cleaned up.
c. Petroleum spills that flow by gravity into the oil water/separator will be retained in the separator unit until it can be pumped out.
d. Special care will be taken to protect storm water drainage basins at the site, which flow to Outfall A and B, which are the headwaters for Ball Creek.

8.0 Bulk Storage Tanks - 40 CFR 112.7(e) (2)

a. Each aboveground tank is of UL listed construction and is compatible with the oils or fuels it contains and conditions of storage.

b. The underground storage motor fuel tanks are fiberglass double lined. They have the required monitor sensors and alarms. They are tested annually. Each tank is equipped with a direct-reading level gauge. The two 1,000-gallon tanks are equipped with high-level alarms. Venting capacity is suitable for the fill and withdrawal rates.

c. There are no internal heating coils at this facility.

d. Oil leaks which result in a loss of oil from tank seams, gaskets, rivets, and bolts are promptly corrected, if detected.

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

a. Underground UST piping (motor fuel tanks) is double lined and catholically protected to protect against corrosion. If corrosion or damage is detected, additional examination, testing and corrective action will be taken as indicated by the magnitude of the damage.

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 discharge from the oil/water separator via inspection of Outfall A.

The checklist attached 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 are secured.

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 hazardous materials pollution prevention, equipment and supplies used and general pollution control laws and regulations.

b. The facility Managers, Bill Stauffer and Mark Fennell are responsible for spill prevention, response and cleanup at the PCC, Sylvania 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, Sylvania 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's 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 are three sizes of spill kits located on this site. Listed below is a description of each kit, size, contents, container color and the kind of potential spill the particular kit is placed near. Spill kits are inspected annually by the Campus Safety Committee or after a spill event if the kit has been used.

1. Yellow poly 95 gallon drum. This spill kit is located at the UST dispensing location in P-4 SE of the AM building on the 2nd level and at the Hazardous waste storage unit located near the HP building. Listed below are the contents.
   2 PPE protective cover all suits
   2 pairs of splash goggles
   2 pair lab safety protective gloves (# 14655)
   2 pair Silver Shield protective gloves (# 0120)
   1 warning sign, "spill, keep away"
   50 absorbent pads (24x24")
   5-10'long sock booms
   12-4' long sock booms
   20 absorbent pillows (18"x18")
   4 Hazardous materials plastic storage bags
   1 Emergency response Guide book
   Magnetic drain cover

2. Blue poly 50 gallon drum. This size of spill kit is located at Outfall A, the Emergency Generator (8,000 gallon diesel fuel capacity) located west of the CC building by the loading dock, and at the Emergency Generator (2,000 gallon fuel capacity) located on the south side of the HP building. 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
   4-10' long boom socks
   2-50 gallon plastic bags
   1-50 lb. bag of dry absorbent
   Magnetic drain cover

3. Blue poly 30 gallon drum. This size of Spill Kit is located at each emergency generator where the fuel capacity is 100 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 (if present, not in all kits)

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. Bill Stauffer, Physical Plant Manager: Mobil, 503-969-4817
    b. Mark Fennell, Manager Risk and Safety: Mobil, 503-793-7407.
    c. NW EnviroSearch, Inc. (Environmental Responder Contractor): Mike Gibson 503-632-6661 (Mobil, 503-680-7454).
    d. Secondary Response 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 'c' &'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 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	☐	☐	_____
Loading/unloading fittings are damaged or deteriorated	☐	☐	_____
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, Sylvania campus
Facility Address: 12000 SW 49th Ave
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__