DEPARTMENT OF THE NAVY

NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 5090.2A
N4
10 Jun 2015

NASPAXRIVINST 5090.2A

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NAVAL AIR STATION PATUXENT RIVER COMPLEX (PRC) FACILITY RESPONSE PLAN (FRP) and SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PLANS (SPCC)

Ref: (a) Facility Response Plan NAS Patuxent River, August 2013
(b) Spill Prevention, Control, and Countermeasure Plan NAS Patuxent River, Patuxent River, May 2013
(c) Spill Prevention, Control, and Countermeasure Plan NAS Patuxent River, Solomons Annex, April 2013
(d) Spill Prevention, Control, and Countermeasure Plan NAS Patuxent River, Webster Field Annex, August 2013
(e) Operations Manual, NAS Patuxent River, Supply Department, Fuel Division, March 2014
(f) 40CFR112
(g) 33CFR154
(h) 33CFR156
(i) 49CFR194
(j) OPNAV M-5090.1, Chapter 30 & 39, 10 Jan 2014
(k) NASPAXRIVINST 5090.5, Regulated Waste Management Plan

Encl: (1) Specific Responsibilities Identified by Role

1. Purpose. To establish procedures and define responsibilities for spill prevention and responses associated with operations at the Naval Air Station (NAS) Patuxent River, Webster Field Annex, Solomons Annex, and other locations, hereafter referred to as the Patuxent River Complex (PRC), falling under the Installation Commanding Officer's (ICO) area of responsibility.

2. Cancellation. NASPAXRIVINST 5090.2

3. Scope. This instruction addresses comprehensive planning, spill prevention measures, emergency response actions, and

the roles and responsibilities associated with implementing and keeping references (a), (b), (c), and (d) up to date and in compliance with the applicable driving regulations.

4. Background. The Facility Response Plan (FRP) for Oil and Hazardous (OHS) Substance Spill Prevention and Response, identified as reference (a), is a "complex" FRP. A "complex" FRP must address the regulatory requirements identified within references (f), (g), (h), and (i). The "complex" FRP must also be submitted, reviewed, and approved by both the Environmental Protection Agency (EPA) and the United States Coast Guard (USCG). Reference (a) has been approved by the EPA and USCG as satisfying the emergency planning, notification, and response actions, satisfying both transportation (references (g),(h), and (i)) and non-transportation (reference (f)) related facilities regulatory requirements. In addition to the FRP, Spill Prevention, Control, and Countermeasure Plans (SPCC) have been created for NAS Patuxent River reference (b), Solomons Annex reference (c), and Webster Field Annex reference (d). Each SPCC establishes procedures, methods, equipment, and other requirements to prevent the discharge of oil into or upon the navigable waters in compliance with reference (f) and applicable state and local regulations, which may be more stringent. References (a), (b), (c), and (d) also meet the Navy's requirements as defined in reference (j). The impacts to the environment associated with daily operations are used to identify possible spill response scenarios within reference (a). To prevent, minimize, contain, and effectively clean up spills in a timely and efficient manner, references (a), (b), (c), and (d) are supported by Activity Site-Specific Spill Contingency Plans (ASSSCP) as required by chapter 9 of reference (k).

5. Action. All personnel (civilian, military, and contractor) operating at the PRC, its annexes, and range activities shall implement and comply with references (a) thru (e), (j), and (k). Reference (a) instructs any person discovering an OHS discharge (spill) to promptly report it to their supervisor and the Installation Emergency Service Dispatch Center by calling 911. In addition, reference (k) instructs all commands doing business within the PRC area of responsibility to identify a POC and work with the ICO's Public Works Department's Environmental Division Spill Control and Countermeasures Program Manager to develop and maintain an Activity Site-Specific Spill Contingency Plan (ASSSCP) per reference (k). Activities shall be responsible and

accountable for response and cleanup actions to restore the environment to its condition prior to the spill incident. This includes reimbursement of costs incurred by the host installation due to an activity OHS spill/release to the environment.

6. Responsibilities. More specific responsibilities identified by role to be accomplished are provided as Enclosure (1).

7. Review Authority. This instruction shall be reviewed annually by the Public Works Environmental Division.

H. A. FLEMING

Distribution:
Online via https://homepages.navair.navy.mil/directives.

Specific Responsibilities Identified by Role

1. Installation Commanding Officer shall:

a. Per reference (a), be the Facility Incident Commander and ensure that the Facility Response Plan (FRP) is implemented.

b. Review reference (a) and sign the Certification statement within.

c. Review references (b), (c), and (d) and sign the Certification statements for Management Approval within.

d. Ensure that the FRP is reviewed annually within one month of the anniversary date of the approval of the original plan.

e. That Post Discharge Reviews are being conducted on all reportable spills. A review is also to be conducted for hazardous substance releases exceeding reportable quantities.

f. Review references (a), (b), (c), and (d) whenever technical amendments are made that require change submissions to the regulatory agencies and/or Professional Engineer review and certification of technical amendments and re-sign the Certification Statement for the FRP and the Management Approval form within the Spill Prevention, Control, and Countermeasure Plans (SPCC).

2. Installation Public Works Officer shall:

a. Ensure that there is a licensed Professional Engineer available to review technical amendments to references (b), (c), and (d) and complete, sign and stamp the Licensed Professional Engineer Form.

b. Per reference (a), ensure that response resources beyond the capabilities of the installation can be obtained through a

Coast Guard-certified Oil Spill Response Organization upon the request of the Qualified Individual (QI).

3. Installation Supply Officer shall:

a. Create, implement, and maintain an Operations Manual (reference (e)) that meets the requirements as defined by reference (f), (g), and (h).

b. Review reference (e) as changes are needed or at a minimum every six months. All updates or amendments to reference (e) are to be recorded and captured on the record of changes page and ensure the Installation's Environmental Compliance Spill Control and Countermeasure Program Manager is notified of needed changes and/or amendments.

c. Follow the Operations Manual amendment procedures identified within reference (e), appendix C. Note that amendments to the Operations Manual could require the approval of the USCG Captain of the Port of Baltimore.

d. Ensure that at least two persons are present during fuel deliveries and defueling events to or from installation fuel tanks.

e. Ensure that Fuels Division personnel are being trained and training records are being maintained as required by reference (a).

f. Ensure that the required resources are being identified and captured from all responsible parties to keep the Fuels Division operations in compliance.

4. Installation Emergency Manager shall:

a. Per reference (a), be the QI and perform all the responsibilities associated with the position, most notably to assess the incident, make all applicable notifications, and interface with regulatory agency representatives during a spill response event.

b. Per reference (a), ensure that Response Equipment Inspections are being accomplished.

c. Per reference (a), ensure that Facility Drills/ Exercises are being completed as required and records of these events are properly maintained.

d. Work with the Installation's Environmental Compliance Spill Control and Countermeasure Program Manager and provide the required records of completed checklists, dates of inspection and deployment drills, and training logs for inclusion into the National Preparedness Response Exercise Program (PREP) binder.

5. Installation Environmental Program Manager shall:

a. Complete and sign the Applicability of Substantial Harm Determination Form within reference (a).

b. Complete and sign the Applicability of Substantial Harm Determination Form within references (b), (c), and (d).

c. Review references (a), (b), (c), and (d) whenever technical amendments are made that require change submissions to the regulatory agencies and/or Professional Engineer review and certification of technical amendments and re-sign the Applicability of Substantial Harm Determination Form.

6. Installation Environmental Compliance Spill Control and Countermeasure Program Manager shall:

a. Ensure timely written notification is provided to agencies, as appropriate, following the release of oil or chemical hazardous substance (CHS) to the environment.

b. Develop and update the Annual Oil Handlers Training as required or at a minimum once a year.

c. Ensure that Annual Oil Handlers Training is being completed by all who are identified as handling oil.

d. Ensure that the monthly spill report and the annual spill comparison report are being completed. Per Maryland Oil Operations Permit no later than 15 days after the end of the month submit a report for all spills greater than 6 gallons and less than 60 gallons. Annually per references (f) and (g) generate an annual spill comparison report with a 5 year history to update Table 4-13 of reference (a).

e. Update reference (a) as changes are identified after its implementation or based on the required annual review that must occur annually within one month of the anniversary date of the date of the approval of the original plan. Document all changes using the Record of Change Form within reference (a).

f. Update references (b), (c), and (d) as changes require the incorporation of administrative or technical amendments. This review should be as needed or at a minimum occur at six month intervals. For technical amendments, ensure notifications and certifications are completed as regulatory required. Document all changes using the Owner / Operator Record of Review and Plan Amendment forms for references (b), (c), and (d).

g. After every change of the ICO, update the signed Certification statement for the FRP and the Management Approval statements for the three SPCC plans. After changes are made to references (a), (b), (c), and (d) determine if the changes are defined as technical amendments. Submit the change to the regulatory agencies when required to for reference (a) and for references (b), (c), and (d) have a Professional Engineer review and certify the plan for any technical amendments. Review changes with the ICO prior to their re-signing of the Certification Statement for the FRP and the Management Approval form within the SPCC.

h. Ensure that the Master copies of references (a), (b), (c), (d), and (e) within the Environmental Management System (EMS) web are kept current and that change pages are provided to the owners of all printed version.

i. Per reference (a), ensure that the required Preparedness for Response Exercise Program (PREP) binder remains updated and available for regulatory review upon request.

7. Installation Training and Readiness Manager shall:

Support the QI in the set up and accomplishment of the annual Spill Management Team's table top exercise and Incident Command System refresher training.

8. Host and Tenant Organizational Environmental Coordinators shall:

a. Submit the Activity's Site Specific Spill Contingency Plan (ASSSCP) for approval. The submission shall include a signed certification statement signifying the Activity's Commanding Officer has endorsed the plan as having been reviewed and meeting the requirements of reference (k).

b. Ensure that all tanks and associated piping used by their organization is inspected monthly and properly labeled and marked.

c. Ensure that all containment structures are drained per secondary containment standard operating procedures (at a minimum after every rain event).

d. Maintain a log book for each containment structure per secondary containment standard operating procedures.

e. Ensure all spills of oil/CHS are recorded within the ASSSCP and reported as required per the Field Spill Event Decision Tree.

f. Identify all employees within your organization that require annual oil handlers training and work with the Installation Environmental Compliance Spill Control and Countermeasure Program Manager to complete the training. Upon completion, add it as an Appendix to the ASSSCP.

g. Annually, cover spill prevention and response responsibilities with organizational personnel and post procedures in the event of a spill.

h. After every change of the Activity Commanding Officer obtain signed Certification for the ASSSCP. Update the ASSSCP with the newly signed certification statement and provide a copy to the Installation Environmental Compliance Spill Control and Countermeasure Program Manager.

i. Identify all fluid containing equipment and/or containers that could be involved in an uncontrolled release of oil / CHS within the ASSSCP.

j. Ensure that the items identified in paragraph 8(i) are being inspected at a frequency that will minimize the impact of a release. Based on the frequency established, record and maintain documentation of the inspection.

k. Ensure that annually, all operating personnel are provided with spill prevention briefings to assure adequate understanding of the ASSSCP. In addition, personnel identified as oil handlers must be provided with annual Oil Handlers Training. Work with the Installation Environmental Compliance Spill Control and Countermeasure Program Manager to receive and document the briefs and oil handlers training.

l. Ensure that all plans, records, documents are being captured and recorded within EMSweb.