



# TENANT DIRECTIVE

BWI: 502.1  
DATE: Revised October 17, 1996  
DISTRIBUTION: A

TITLE: AIRPORT FUEL/OIL AND HAZARDOUS MATERIAL SPILL PROCEDURES AND LEGAL REPORTING RESPONSIBILITIES.

I. REFERENCES:

- A. Code of Federal Regulations 40 CFR 355.
- B. Code of Maryland Regulations 26.10.01.
- C. Article 48 §181 and §183 of the Annotated Code of Maryland.
- D. This Directive supersedes BWI Tenant Directive 502.1, dated October 7, 1993.

II. DIRECTIVE STATEMENT:

- A. This Directive is applicable to all tenants and users at Baltimore/Washington International Airport (BWI).
- B. This Directive establishes procedures applicable for the following:
  - 1. Fuel/oil and hazardous material response and reporting responsibilities.
  - 2. Containment and decontamination activities.
  - 3. Collection and disposal of contaminated materials.
  - 4. Reimbursement of Maryland Aviation Administration (MAA) for support services.
- C. This Directive explains the reporting requirements required by Maryland law.
- D. Airport tenants and users are responsible for all containment, decontamination and disposal activities for oil/fuel and hazardous materials spills/situations they create.
- E. MAA will provide limited spill containment support services on a charge-back basis.

- F. Airport tenants and users are responsible for the activities and actions of their employees and contractors.

III. PROCEDURES:

- A. All tenants and users whose activities involve fuel/oil and/or hazardous material shall:
  - 1. Furnish the Airport Operations Center with a list of names of responsible persons and their business and non-work telephone numbers to be contacted for a fuel spill or hazardous material situations.
  - 2. Report all fuel spills and hazardous material situations, regardless of size, immediately to the Airport Operations Center (859-7018).
  - 3. Contain, collect, and dispose of the spilled material or obtain a commercial organization capable of providing effective remediation.
  - 4. Obtain a commercial organization to perform the containment and remediation/decontamination when BWI Fire Rescue Service determines that outside assistance is needed to contain and remediate the spilled material.
  - 5. Dispose of all contaminated sorbent material, fuel-soaked rags, and other materials must be properly disposed of. The spilled material and materials used for cleanup must be placed in approved containers with lids and disposed of by the tenant or user responsible for the spill.
  - 6. Submit copy of the Report of Spill report provided to Maryland Department of Environment (MDE) to the MAA Environmental Section of the Division of Maintenance.
- B. All tenants/users who create sewage spills shall:
  - 1. Provide manpower and equipment for cleanup or obtain a commercial organization to clean up spill and remove and dispose of spilled materials.
  - 2. Not flush spilled sewage into storm drains.

3. Decontaminate all affected equipment.
  4. Dispose of all contaminated materials used to clean area.
- C. MAA Imposed Charges For Fuel Spills and Hazardous Material Situations.
1. Airport tenant will be charged the MAA standard rates and fees for all equipment, and materials that MAA may provide to contain the spill plus a 50 percent administrative fee.
  2. Should the MAA request the MDE's assistance because the Airport tenant has not promptly and appropriately controlled or rectified conditions constituting an emergency or a hazard, the MDE will charge the tenant for its services.

IV. Legal Requirements

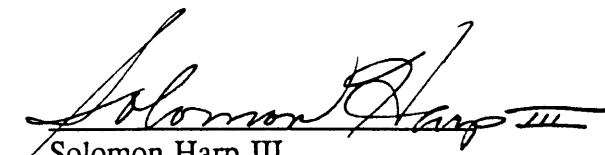
- A. Maryland law (COMAR 26.10.01.03) requires that spills must be reported to MDE by tenant or user responsible for spill. To assure compliance with Maryland law, tenants and users must adhere to the following reporting requirements:
1. Notify MDE by phone within two hours of a spill. The MDE phone number is 333-2950 (days) and 974-3551 (evenings and week-ends). Airport tenant must report time of discharge; location of discharge; type of facility or vehicle involved; type and quantity of fuel/oil and/or hazardous material spilled.
  2. Send a report of spill to the MDE Oil Pollution Control Division, 2500 Broening Highway, Baltimore MD 21224 within ten (10) working days after the removal and remediation work has been completed. The report must be on the attached Report of Spill form or on company letterhead and include the following information: date, time, and place of spill; amount

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and type of oil spilled; a complete description of circumstances contributing to the spill; a complete description of containment, removal, and cleanup operations including disposal sites and costs of the operations; procedures, methods, and precautions instituted to prevent reoccurrence of an oil spill from the facility involved; and a certification that the information provided is true and correct to the knowledge of the person signing the report.

A handwritten signature in cursive script, reading "Solomon Harp III". The signature is written in black ink and is positioned above the typed name.

Solomon Harp III  
Director of Operations  
BWI Airport

SH/tmb

Attachment

# REPORT OF SPILL

013938

STATE OF MARYLAND  
DEPARTMENT OF THE ENVIRONMENT  
HSWMA - EMERGENCY RESPONSE PROGRAM  
2103 ANNAPOLIS ROAD  
BALTIMORE, MARYLAND 21230

24 Hour TELEPHONE:  
(410) 974-3551  
OFFICE TELEPHONE:  
(410) 333-2950

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION (COMAR 26.10.01.03) A PERSON WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL SHALL REPORT THE INCIDENT IMMEDIATELY AND PREPARE A COMPLETED WRITTEN REPORT OF THE OCCURRENCE AND PROMPTLY SUBMIT IT TO THE ADMINISTRATION. THE WRITTEN REPORT MAY NOT BE USED IN ANY CRIMINAL CASE, EXCEPT AS A PROSECUTION FOR PERJURY OR FOR GIVING FALSE STATEMENT. THE ADMINISTRATION RESERVES THE RIGHT TO OBTAIN ANY FURTHER INFORMATION AS NEEDED.

ANSWER ALL QUESTIONS AND GIVE APPROPRIATE DETAILS. IF ADDITIONAL SPACE IS REQUIRED, ATTACH PAGES WITH THIS REPORT NUMBER INDICATED. RETURN TO THE ABOVE ADDRESS WITHIN 10 DAYS OF THE COMPLETION OF CLEANUP. PLEASE PRINT FIRMLY. USE A BALL POINT PEN. THIS REPORT MAY ALSO BE USED FOR MATERIALS OTHER THAN OIL.

A. Date of Spill: Mo. \_\_\_ / Day \_\_\_ / Yr. 19 \_\_\_

Time of Spill: \_\_\_ (Use 24-Hour Clock)

Fire Department Report No.: \_\_\_\_\_

Police Department Report No.: \_\_\_\_\_

B. Location of Spill (circle only one):

- 1) Contained on land
- 2) Entered surface waters (name stream, river, etc.): \_\_\_\_\_
- 3) Is below ground
- 4) Entered storm drain
- 5) Entered sanitary sewer

6) Street Address: \_\_\_\_\_

City: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

County: \_\_\_\_\_

C. Total Amount on Vehicle, Vessel or Tank:

Amount Spilled: \_\_\_\_\_ (estimate)

(indicate drums, gals., lbs., tons)

D. RESPONSIBLE PARTY:

1. PERSON(S) RESPONSIBLE FOR SPILL:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

2. COMPANY RESPONSIBLE FOR SPILL:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

3. Oil Operations Permit No.: \_\_\_\_\_

E. Type of Substance Spilled (circle one or more):

- 1) Gasoline
- 2) Jet Fuel
- 3) No. 2 Oil
- 4) IF Oil (No. 5)
- 5) Mineral Oil
- 6) Waste Oil
- 13) Hazardous Material (name & UN no.) \_\_\_\_\_
- 14) Other (must identify): \_\_\_\_\_
- 7) Kerosene
- 8) Diesel Oil
- 9) No. 4 Oil
- 10) No. 6 Oil
- 11) Bunker
- 12) Asphalt

F. Source of Spill (circle one):

- 1) Automobile
- 2) Truck
- 3) Tank Truck
- 4) Locomotive/Rail Car
- 5) Service Station
- 6) Watercraft (ship, barge, etc.) type: \_\_\_\_\_
- 7) Aviation
- 8) Drums
- 9) Transformer
- 10) Above Ground Tank
- 11) Underground Tank
- 12) Vehicle Tag #: \_\_\_\_\_ State: \_\_\_\_\_
- 13) Trailer Tag #: \_\_\_\_\_ State: \_\_\_\_\_
- 14) Other: \_\_\_\_\_

G. Cause of Spill (circle one or more):

- 1) Accident
- 2) Vandalism
- 3) Tank/Pipe Leak
- 4) Personnel Error
- 5) Mechanical Failure
- 6) Transfer Accident
- 7) Unknown
- 8) Other (explain): \_\_\_\_\_

H. Materials Used by You to Contain/Cleanup Spill:

- 1) Sorbent \_\_\_\_\_ bags
- 2) Sorbent Booms \_\_\_\_\_ booms
- 3) Sorbent Pads \_\_\_\_\_ pads
- 4) MDE Spill Trailer \_\_\_\_\_ tag #
- Other (specify): \_\_\_\_\_

I. Identify all Groups That Participated in Spill Mitigation:

- 1) State Agency: \_\_\_\_\_
- 2) County or City Agency: \_\_\_\_\_
- 3) Petroleum Industry: \_\_\_\_\_
- 4) Private Industry: \_\_\_\_\_
- 5) Cleanup Contractor: \_\_\_\_\_
- 6) Other: \_\_\_\_\_

Where were Waste Materials Disposed? (name landfill, contractor, etc.) \_\_\_\_\_

Person(s) Completing Report:

Name: \_\_\_\_\_ Company/Fire Dept.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Signature: \_\_\_\_\_