

SPILL PREVENTION, CONTROL AND COUNTERMEASURES QUICK REFERENCE GUIDE

CONTINGENCY MEASURES FOR RELEASE OF OIL

**UNIVERSITY OF HOUSTON – CLEAR LAKE
2700 BAY AREA BLVD
HOUSTON, TEXAS 77058**

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40 CFR 112.7(a)(3)(iv) - Address Countermeasures for discharge discovery, response, and cleanup (both the facility's capability and those that might be required of a contractor);

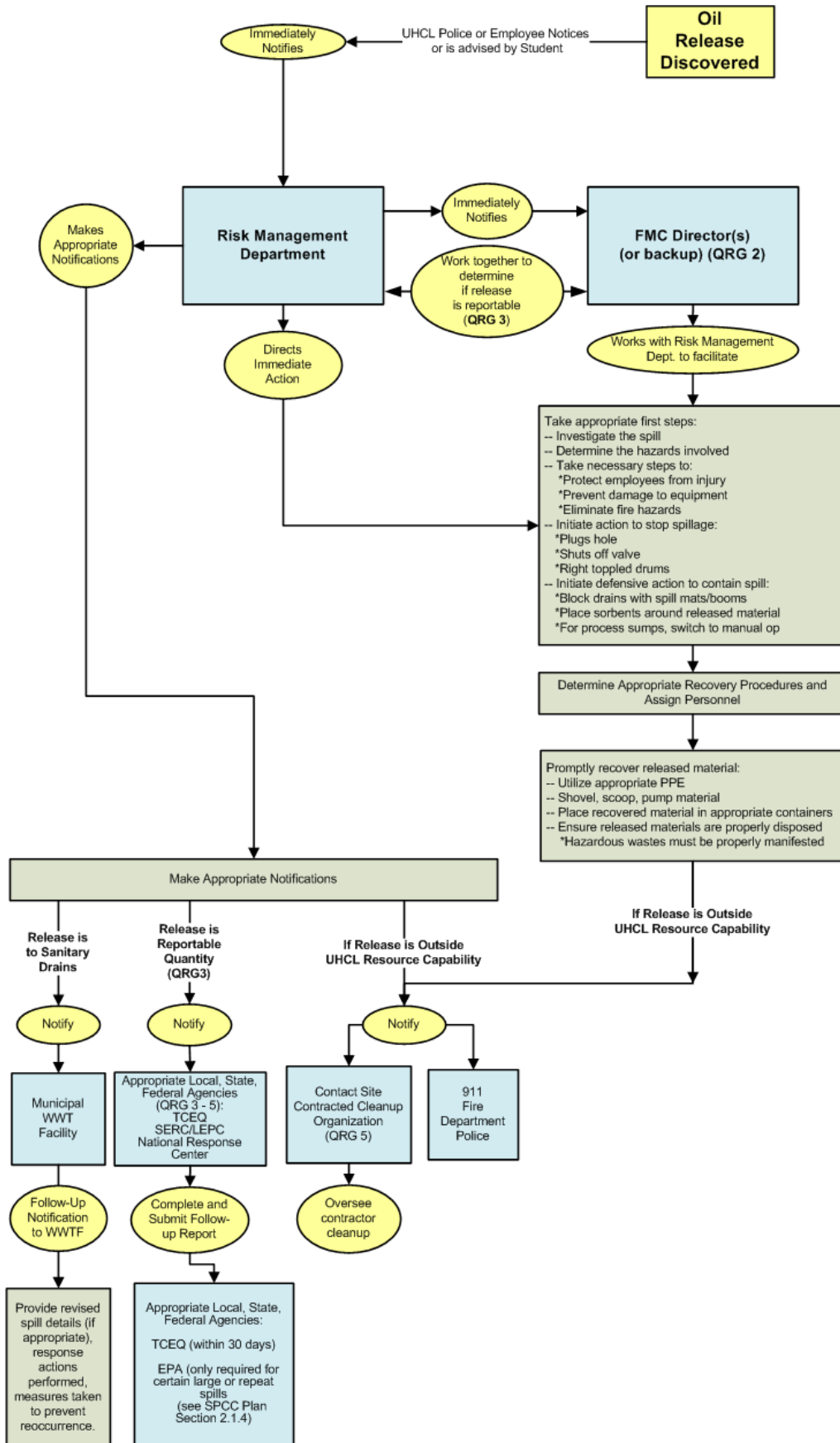
40 CFR 112.7(a)(3)(v) - Address methods of disposal of recovered materials in accordance with applicable legal requirements;

40 CFR 112.7(a)(3)(vi) – Provide contact list and phone numbers for the facility response coordinator, National Response Center, cleanup contractors with whom you have an agreement for response, and all appropriate Federal, State, and local agencies who must be contacted in case of a discharge as described in 40 CFR 112.1(b).

40 CFR 112.7(a)(5) – Organize portions of the Plan describing procedures you will use when a discharge occurs in a way that will make them readily usable in an emergency, and include appropriate supporting material.

This Quick Reference Guide (QRG) provides the steps the University of Houston - Clear Lake (UHCL) personnel take in the event of a release of oil at the UHCL campus. Persons should refer to the campus Spill Prevention Control and Countermeasures Plan for specific information regarding oils stored, oil volumes, and spill prevention measures.

**QRG 1
EMERGENCY PROCEDURES – FLOW DIAGRAM**



QRG-2

CAMPUS CONTACTS

Risk Management Department Contacts

In the event of any release of oil, the person who notices the spill must immediately notifies the Director of Risk Management, the designated person responsible for spill control (or his backup/alternate):

Harry Stenvall , Director of Risk Management (Primary contact)	UHCL phone: 281-283-2110 Cell (24-hr contact): 832-276-8957
Niki Pearce , EHS Coordinator (Alternate contact)	UHCL phone: 281-283-2109 Cell (24-hr contact): 713-922-1178
Lisa Coen , EHS Coordinator (Alternate contact)	UHCL phone: 281-283-2107 Cell (24-hr contact): 832-260-6975
Celina Gauthier , EHS Coordinator (Alternate contact)	UHCL phone: 281-283-2104 Cell (24-hr contact): 979-299-7656

The Director of Risk Management along with the Environmental, Health and Safety (EHS) Coordinators act as a technical resource to the Director of Facilities, Maintenance, and Construction (FMC) and FMC personnel during response actions, and are responsible for determining if the UCHL personnel are capable of responding to the release, conducting the actual response, determining if the release requires reporting to any required Federal, State or Local government agency, and making such reports.

Facility, Maintenance, and Construction (FMC) Contacts

FMC is responsible for maintaining all oil storage facilities, generators, elevators, and transformers, or the contracts associated with them. The Associate Vice President (AVP) of FMC will be notified for all releases, along with the FMC personnel responsible for the respective equipment where the release occurred.

Pam Groves , Director of Building Maintenance, Systems Operations (Primary contact)	UHCL phone: 281-283-2250 (business hrs) Cell (24-hr contact): 713-858-6252
Ward Martaindale , AVP of FMC (Alternate contact)	UHCL phone: 281-283-2250 Cell (24-hr contact): 713-297-1455

Municipal Wastewater Treatment Contact

In the event of a release of oil to the facility's sanitary drains that discharge to the local publicly owned treatment facilities, the Director of Risk Management will contact the treatment facility.

Clear Lake Water Authority 900 Bay Area Blvd Houston, TX 77058	Phone (24-hr): 281-488-1164 Fax: 281-488-3400
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QRG-3

Risk Management Regulatory Agency Immediate Notification Requirements Agency Contacts and Reportable Quantities [40 CFR 112.7(a)(3)]

In the event of a release of a hazardous material, immediate notification to local, state, and federal agencies are required under certain circumstances.

AGENCY	PHONE NUMBER	WHEN
OIL RELEASED ABOVE REPORTABLE QUANTITIES (RQ):		
<i>To satisfy Texas requirements, one of the following:</i>		
TCEQ Spill Reporting (24-Hour) ¹	800-832-8224	Upon the determination that a RQ spill has occurred, notify TCEQ as soon as possible but not later than 24 hours after discovery.
TCEQ Region 12 Office	713-767-3500 (Houston)	
State Emergency Response Center (SERC)	800-832-8224	
<i>To satisfy National/Federal Requirements for RQ release of Oil:</i>		
National Response Center ²	800-424-8802	Upon the determination that a RQ spill has occurred, notify NRC as soon as possible but not later than 24 hours after discovery.
RELEASES CREATING AN IMMINENT THREAT, FIRE, AND HAZARDOUS MATERIALS:		
Fire Department	911	If the discharge or spill creates an imminent health threat, immediately notify and cooperate with local emergency authorities
Police Department	911	
Southeast Regional LEPC	911 713-475-4996	
OTHER LOCAL REQUIRED RELEASE NOTIFICATION		
Harris County Pollution Control Services, Emergency Response Services Section Harris County Pollution Control Service Department	713-920-2831 (24-hr spill phone) 713-274-6356 (non-emergencies) 713-274-6300 (main) 713-274-6475 (fax)	All oil discharges or spills
City of Houston Water Quality Control – Bureau of Public Health Engineering (BPHE)	713-920-2831 (HCPHES, see above)	All oil discharges or spills to the storm sewer from the Arbor or Delta Buildings to storm sewer
<i>(continued on next page)</i>		

¹ The 24-hour Spill Reporting line is supported by several Texas agencies and is answered 24 hours a day. It serves as the TCEQ spill reporting line during the day and the State Emergency Response Commission (SERC) line at night.

² The NRC is the sole federal point of contact for reporting all spills to water, or releases of hazardous materials exceeding their reportable quantity.

AGENCY	PHONE NUMBER	WHEN
OTHER LOCAL REQUIRED RELEASE NOTIFICATION <i>(continued)</i>		
City of Pasadena Office of Emergency Management	911 713-475-7800 (24-hr dispatcher) 713-475-5588 (main)	All oil discharges or spills to the storm sewer from the Bayou/SSCB/FMC/NOA Buildings
Clear Lake Water Authority	281-488-1164 (24-hr)	All oil discharges or spills to the sanitary sewer system

Determining Reportable Quantities:

TCEQ and NRC Spill Notification

Oil Spills onto Land:

- **24 gallons** or more of used oil or petroleum products³,
- 210 gallons or more of crude oil, unused (new) oil, or oil that is not a petroleum product, or
- The quantity designated as the RQ in 40 CFR 302.4 Table 302.4.

Oil Spills into Waters of the State or Navigable Waters of the U.S.:

- **Discharges that cause a sheen** or discoloration on the surface of a body of water;
- Discharges that violate applicable water quality standards; and
- Discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

QRG-4 provides a list of the information to report to State and Federal agencies.

³ Petroleum product – **In Texas, a petroleum product is defined as a petroleum substance** obtained from distilling and processing crude oil that is liquid at standard conditions of temperature and pressure, and **that is capable of being used as a fuel for the propulsion of a motor vehicle** or aircraft, including but not necessarily limited to motor gasoline, gasohol, other alcohol blended fuels, aviation gasoline, kerosene, distillate fuel oil, and #1 and #2 diesel. The term does not include naphtha-type jet fuel, kerosene-type jet fuel, or a petroleum product destined for use in chemical manufacturing or feedstock of that manufacturing. 30 TAC 327.2

QRG-4

State and Federal Regulatory Agency **Spill Reporting Information** Requirements
[40 CFR 112.7(a)(4) and 30 TAC 327]

In the event a release is required to be reported, copy this page, and be prepared to provide agency the following information:

1. Address/location of the facility: _____
2. Phone number of the facility: _____
3. Date and time of the discharge: _____
4. Type of material discharged: _____
5. Estimates of the total quantity discharged: _____
6. Estimates of the quantity discharged to navigable waters or adjoining shorelines: _____
7. The source of the discharge: _____
8. Description of all affected media: _____
9. Cause of the discharge: _____
10. Any damages or injuries caused by the discharge: _____
11. Actions being used to stop, remove, and mitigate the effects of the discharge: _____

12. Whether an evacuation is needed: _____
13. Names of individuals and/or organizations who have also been contacted: _____

14. A description of the extent of actual or potential water pollution or harmful impacts to the environment and an identification of any environmentally sensitive areas or natural resources at risk: _____

15. Any known or anticipated health risks: _____

IMPORTANT:

Record the information you provided to the agency in the blanks, above. Use more pages if necessary. Also record the following:

Agency Contacted: _____ Case No: _____

Any additional information: _____

QRG-5

CAMPUS CLEANUP CONTRACTORS [40 CFR 112.7(a)(3)]

In the event UHCL determines that an oil release exceeds UHCL's resources for cleanup, the following cleanup organizations will be contacted as appropriate:

Contractor Name:	Clean Harbors Environmental Services Inc.
Phone Number:	800-645-8265 (24-hr) 281-910-7684 (non-emergency)
Addresses:	P.O. Box 859048 Braintree, MA 02185-9046
Contractor Resources:	Trained response personnel Containment materials Absorbent materials Drums/Totes/rolloff and vacuum boxes, vacuum trucks Vehicles for hauling contaminated material
Contractor Name:	SWS Environmental Services (formerly Eagle Construction & Environmental Services, LP)
Phone Number:	877-742-4125 (24-hr) 281-867-9131 (non-emergency)
Addresses:	1700 North E Street La Porte, TX 77571
Contractor Resources:	Trained response personnel Containment materials Absorbent materials Drums/Totes Vehicles for hauling contaminated material
Contractor Name:	Garner Environmental Services
Phone Number:	800-424-1716
Addresses:	1717 W. 13 th Street Deer Park, TX, 77536
Contractor Resources:	Trained response personnel Containment materials Absorbent materials Drums/Totes Vehicles for hauling contaminated material A full listing of Garner resources is available on their website: http://garner-es.com/
Contractor Name:	Allied International Emergency, LLC
Phone Number:	817-595-0100 (24-hr) or 800-980-7911 (24-hr) 817-595-0125 (fax)

Addresses:	2416 Gravel Drive Fort Worth, TX 76118
Contractor Resources:	Trained response personnel Containment materials Absorbent materials Drums/Totes Vehicles for hauling contaminated material