

Department of the Army  
 Devens Reserve Forces Training Area  
 Devens, Massachusetts 01434-4424  
 23 February 2006

Environmental Management  
**INSTALLATION SPILL CONTINGENCY PLAN**

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**HISTORY.** This is the second publication of this regulation under the Devens Reserve Forces Training Area (Devens RFTA). Record of Changes section within this publication list changes made from the previous publication.

**SUMMARY.** This regulation identifies the facilities that can be expected to contain hazardous materials and wastes. It covers the policies and procedures for reporting, containing, and cleaning up a release of hazardous material and documents the response agreements established with local support agencies.

**APPLICABILITY.** This regulation applies to all Devens RFTA Directorates, staff activities, and military organizations, and also to government agencies, civilian organizations, contractors, and individual who are training, doing business, conducting research, or otherwise using Devens RFTA facilities. It is both informative and directive in nature.

**SUGGESTED IMPROVEMENTS.** The proponent of this memorandum is the Directorate of Public Works (DPW) Environmental Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Devens RFTA, ATTN: IMNE-DEV-PWE, Devens, Massachusetts 01434-4479.

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**Review of the ISCP**

This Installation Spill Contingency Plan (ISCP) has been compiled in accordance with Federal regulation 40 CFR Part 112, "Oil Pollution Prevention," Federal regulation 40 CFR Part 109, "Criteria for State, Local, and Regional Oil Removal Contingency Plans," Federal regulation 40 CFR Part 264, "Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities," Department of the Army regulation AR 200-1, "Environmental Protection and Enhancement," and Massachusetts regulation 310 CMR 30.520, "Contingency Plan, Emergency Procedures, Preparedness, and Prevention."

**In accordance with Army Regulations 200-1, "Environmental Protection and Enhancement", I, the undersigned, have designated the Chief of the Maintenance Branch as the On-Scene Coordinator, which is responsible for executing spill response at Devens RFTA.**

**The undersigned have read, fully understand, and agree to comply with this INSTALLATION SPILL CONTINGENCY PLAN (ISCP) written for Devens Reserve Forces Training Area, Devens, Massachusetts, attached hereto, and incorporated herein.**

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Commander

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Director, Directorate of Public Works (DPW)

### Change of Command

This page shall be used whenever changes of command occur at the Installation Command, or Directorate of Public Work (DPW). Pages will be attached as needed.

The undersigned, having assumed signatory responsibility, have read, fully understand, and agree to comply with this INSTALLATION SPILL CONTINGENCY PLAN (ISCP) written for Devens Reserve Forces Training Area, Devens, Massachusetts, attached hereto, and incorporated herein.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

RANK: \_\_\_\_\_

TITLE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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TITLE: \_\_\_\_\_

### RECORD OF CHANGES

<b>DATE</b>	<b>DESCRIPTION OF REVISION</b>
July 2005	<ol style="list-style-type: none"><li>1. Added listing of emergency equipment</li><li>2. Added evacuation plan</li><li>3. Added actions to be taken in case of fire/explosion</li><li>4. Minor edits to correct office codes and titles.</li><li>5. Added Emergency Contact "Quick Sheet"</li></ol>

## **CHAPTER 1. INTRODUCTION**

**1-1. Purpose.** The purpose of this Installation Spill Contingency Plan (ISCP) is to provide Devens Reserve Forces Training Area (Devens RFTA) personnel with sufficient information and direction to respond to a release of oil or hazardous material efficiently, and in a manner that protects human health and the environment.

### **1-2. Scope and Objectives.**

a. This ISCP applies to all Devens RFTA garrison facilities, directorates, tenant activities, and individuals working, or doing business, on Devens RFTA owned sites or facilities. The scope of information contained in the ISCP is limited to that which is required to perform response activities.

b. Specific objectives of the ISCP are to do the following.

(1) Identify the locations of hazardous wastes on post.

(2) Authorize standard response actions and specify standard reporting procedures for all hazardous material releases.

(3) Assign responsibility for support and execution of emergency response actions for major hazardous material incidents.

(4) Identify and clarify the coordination expected with the external support agencies that respond to emergencies on the Devens RFTA.

c. The Spill Prevention, Control, and Countermeasure Plan (SPCCP), another document which applies to the same facilities and personnel, contains a broader scope of spill related information. That document presents more detailed facility information, such as location and contents of bulk storage tanks, prediction of potential releases, description of facility drainage patterns, location of containment and diversionary structures, and documentation of spill history.

### **1-3. General Information.**

a. The Devens RFTA is a sub-installation to Fort Dix, New Jersey, under the U.S. Army Installation Management Agency (IMA). Its military mission is to serve as a training area for active and reserve units of all branches of the military, National Guard, and several federal, state, and local police departments.

b. Resources include training areas, firing ranges, motor pools with vehicle wash racks, dining facilities, warehouses, vehicle repair facilities, and building maintenance facilities. Operations at Devens are designed to support the mission on a continuous basis. Hazardous materials and petroleum products at this facility are used primarily to maintain or be consumed as fuel in vehicles, emergency power generators, and heating and cooling systems for buildings

throughout the facility.

c. Members of the Devens RFTA staff who work with oils and hazardous materials on a routine basis are trained and capable of responding to small spills of these materials. For large spills or more complex events, the Devens RFTA has access to the Devens Commerce Center (DCC) Fire Department, which is trained to respond to significant spills, as well as fires and other emergencies.

d. Mitigation of damage to the environment following a significant spill is handled through contracts with environmental firms that have fully trained staff and sufficient resources to completely resolve all environmental concerns.

#### **1-4. Site Specific Information.**

a. Location. The Devens RFTA garrison, known as Main Post, and the training area to the north, known as North Post, is located in Devens, Massachusetts, a tract of land in Middlesex County that is owned by the state of Massachusetts. The training area to the south, known as South Post, is located in the town of Lancaster in Worcester County, Massachusetts. Devens RFTA covers roughly 5000 acres. The installation is approximately 38 miles northwest of Boston, Massachusetts, and 30 miles north of Worcester, Massachusetts. The approximate global coordinates are these:

Longitude— 42 degrees, 32 minutes, 06 seconds north.

Latitude—71 degrees, 37 minutes, 44 seconds west.

b. Water Sources and Protection Priority.

(1) Numerous drainage courses are within the boundaries of the training area, and the Nashua River borders the training area south of State Route 2. The majority of the training area sits atop a Class I drinking water aquifer. The drinking water supply for Devens RFTA Main Post comes from four wells owned and operated by the DCC. These wells are as follows: Sheboken Well located on Sheridan Road, Patton Well located on Patton Road, Grove Pond Well located on the access road to the Water Treatment Plant, MacPherson Well located on MacPherson Road.

(2) Wells are also located on South Post, and are owned by the Devens RFTA. These are D-1 and the Observed Fire Trainer (OFT) Wells located on Dixie Road at E-Range, and Ammunition Supply Point (ASP) Well located off Jackson Road to the right rear of Bldg. 4217 (ASP Admin).

(3) In the event that a spill occurs at a location in which more than one water use area is present, the order of protection to be implemented is first surface water the ground water (drinking water wells).



c. Hazardous Waste Sites.

(1) Specific information regarding building numbers and street addresses of the locations of the hazardous waste generation-sites at Devens and the emergency points of contact appears in Appendix A of this plan.

**1-5. Authority.**

The ISCP satisfies requirements contained in the following laws and regulations:

a. AR 200-1, 1997, "Environmental Protection and Enhancement, Chapter 3 and all laws and associated regulations cited at page 7, paragraph 3-1 a. These include the following.

(1) Comprehensive Environmental Restoration, Compensation, and Liability Act of 1980 (CERCLA).

(2) Emergency Planning and Community Right-to Know Act of 1986 (EPCRA).

(a) 40 CFR 302, Designations, Reportable Quantities and Notification.

(b) 40 CFR 355, Emergency Planning and Notification.

(3) Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), as amended and Oil Pollution Act (OPA) of 1990, as amended.

(a) 40 CFR 109, Criteria for State, Local and Regional Oil Removal Contingency Plans.

(b) 40 CFR 110, Discharge of Oil.

(c) 40 CFR 112, Oil Pollution Prevention.

(4) Resource Conservation and Recovery Act (RCRA).

(a) 40 CFR 280, Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks.

(b) 40 CFR 300, National Oil and Hazardous Substances Pollution Contingency Plan.

(5) Clean Air Act (CAA) Amendments of 1990.

(6) Toxic Substance Control Act (TSCA) as amended.

(7) Occupational Safety and Health Act (OSHA); 29 CFR 1910.120 (q), (p), Occupational Safety and Health.

b. Massachusetts General Law 21E.

(1) 310 CMR 40.00, "Massachusetts Contingency Plan."

(2) 310 CMR 30.00, 10/17/97, "Hazardous Waste Regulations."

(3) 310 CMR 30.520, "Contingency Plan, Emergency Procedures, Preparedness, and Prevention."

c. Devens RFTA Installation Spill Prevention, Control, and Countermeasure Plan (SPCCP).

**1-6. Terminology and Abbreviations.**

a. The following terms are used in this document as defined below.

(1) Discovery is the initial identification of a spill or release to the environment of petroleum, oil, or lubricant (POL) or a hazardous material. A discovery will initiate action under this ISCP.

(2) Immediate Response Action (IRA) includes all the steps taken between discovery and a determination that the spill is under control by the Incident Coordinator (IC) and the Installation On-Scene-Coordinator (IOSC). At that point the incident transitions to a sustained action or termination phase.

(3) Incident Closure is the point at which all required actions have been taken to respond to and clean up the spill; all notifications, forms, and reports have been filed; and the regulatory agencies have officially determined that no further action is needed.

(4) Incident Coordinator is the individual in charge of the spill scene and is responsible for activating the immediate response action. This individual is on-site directing the physical actions necessary to stop the release or clean up the spill. Once the first IC either has the spill under control or, in the case of the IC not having knowledge or training to initiate response actions, has informed the supervisor or DPW Engineering Branch (ENV) of the spill, the IC will initiate any actions required by the IOSC. Any change of IC will be clearly communicated to the IOSC and others involved in the action.

(5) Incident Log is a chronicle maintained by IC that details all the actions taken during the course of the spill response. The incident log will be used to satisfy the written notice requirements of federal and state authorities.

(6) Installation On-Scene Coordinator is the individual who manages the spill response action after the initial response by the IC (see 4 above). For Level 1 spills, the IOSC will be the activity supervisor or this duty may be delegated to the Environmental Coordinator. For Level 2 spills, the IOSC may be the activity supervisor through the Immediate Response phase and will

transition to the ENV Hazardous Waste Manager for sustained actions and termination phases.

(7) Reportable Quantity (RQ) is the threshold amount of material that may be spilled before external authorities must be notified. Reportable quantities for hazardous materials released in Massachusetts are listed at 310 CMR 40. Reportable quantities for CERCLA (hazardous) and SARA Title III (extremely hazardous) substances are listed at 40 CFR 302 and 40 CFR 355 respectively. The reportable quantity for oil on surface water is a visible sheen, and for oil onto land the reportable quantity is 10 gallons.

(8) Spill Level can be one of two categories as defined in this ISCP.

(a) Level 1 is a relatively small (1 gallon or less), low impact spill of a nonhazardous liquid that can be handled effectively by activity personnel. It does not include situations where the integrity of a storage tank (under or above ground) has been compromised. It does not include spills involving an identified hazardous substance, or a spill entering an environmentally sensitive area, such as a wetland, river, storm drain, or sanitary sewer.

(b) Level 2 is any spill that does not meet the criteria for Level 1. It includes any spill of an unknown substance, any spill that exceeds the cleanup capabilities of activity personnel, any spill of a hazardous substance, any spill that might present a human health danger, any spill immediately affecting an environmentally sensitive area, or any spill that must be reported to external authorities. These could be minor spills or major releases.

(9) Sustained Actions are those actions taken once the spill is controlled and the immediate threat to health or the environment has passed. This phase includes residual cleanup, treatment, and disposal of contaminated materials.

(10) Termination is the point at which response actions at the scene are complete.

b. The following abbreviations are used in this document.

<u>Acronym</u>	<u>Term</u>
AEC	Army Environmental Center
AR	Army Regulation
ASP	Ammunition Supply Point
CERCLA	Comprehensive Environmental Response, Compensation and Liability
CFR	Code of Federal Regulations
CMR	Commonwealth of Massachusetts Regulations
DA	Department of the Army
DCC	Devens Commerce Center
DOC	Directorate of Contracting
DOT	Department of Transportation

<b><u>Acronym</u></b>	<b><u>Term</u></b>
DPT	Directorate of Plans and Training
DPW	Directorate of Public Works
EC	Environmental Coordinator
ECS	Equipment Concentration-site
ENV	DPW Environmental Branch
EPA	Environmental Protection Agency
FORSCOM	Forces Command
HAZMAT	Hazardous Material
HWAA	Hazardous Waste Accumulation Area
IAW	In Accordance With
IC	Incident Coordinator
IOSC	Installation On-Scene-Coordinator
IRA	Immediate Response Action
ISCP	Installation Spill Contingency Plan
LAO	Legal Advisors Office
MA DEP	Massachusetts Department of Environmental Protection
MCP	Massachusetts Contingency Plan
MSDS	Material Safety Data Sheets
NLT	No Later Than
OCPA	Office of the Chief of Public Affairs
OSHA	Occupational Safety and Health Administration
PAO	Public Affairs Office
POC	Point of Contact
POL	Petroleum, Oils, and Lubricants
PS	Physical Security
RCRA	Resource Conservation and Recovery Act
RM	Resource Management
RQ	Reportable Quantity
RRT	Regional Response Team
SERC	State Emergency Response Committee
SOP	Standard Operating Procedure
SPCCP	Spill Prevention, Control and Countermeasure Plan
USARC	United States Army Reserve Command
UST	Underground Storage Tanks

## **CHAPTER 2. OPERATIONS RESPONSIBILITIES**

### **2-1. Incident Coordinator (IC).**

a. The senior Devens RFTA employee at the spill scene will act as the first IC. The first IC will use best judgment to decide what physical and personnel resources will be activated for the immediate response. As more senior Devens employees become involved in the spill, the IC may change. For example, the individual who discovers the spill would be the IC during the discovery phase. When the supervisor is called, the IC could change to the supervisor or the Environmental Coordinator.

b. If the DCC Fire Department is called, the senior fire department employee may take charge of operations until the scene is stabilized. This is a fire department's call. The IC would remain at the scene on standby to work with the fire department to retake control of the incident once the emergency has passed and perform sustained response actions as needed.

c. The IC will maintain the Incident Log, recording all response actions, and assembling all available details about the nature of the incident, and the substance that was released.

### **2-2. Installation On-Scene-Coordinator (IOSC)/Emergency Coordinator.**

a. The IOSC functions as the prime point of contact and is responsible for managing the spill after the initial response by the IC and seeing to it that the IC has sufficient resources available to contain, control, and clean up a spill.

b. The activity supervisor or the Environmental Coordinator will be the IOSC for all Level 1 spills (nonhazardous material, low impact, no sustained actions, no long-term cleanup, no agency notifications required). The ENV will function as the IOSC for all Level 2 spills unless relieved by the DCC Fire Department.

c. Immediately after being informed of the spill, the IOSC is to determine the spill level and which notifications are appropriate or required: including local, state, and federal regulatory agencies, the National Response Center, and Army higher headquarters.

d. The IOSC is also responsible for transitioning to the sustained action phase of the response, providing management oversight, and obtaining and coordinating funds for the cleanup. The IOSC will determine when a spill is controlled, what sustained actions are required, and what resources must be retained to achieve the cleanup goal. The IOSC is the sole individual who may release response resources from a spill site. This decision will be based on how the cleanup is progressing and on other conditions specific to the incident.

### **2-3. Installation Commander.**

- a. The Commander is accountable for all oil and hazardous material spill prevention and response actions of the Devens RFTA.
- b. The Commander will delegate to the IOSC sufficient authority over available resources to respond effectively. This may include the authority to call in personnel, authorize overtime payments for spill response activities, and procure contractual services through the Directorate of Contracting (DOC).

### **2-4. Safety Officer.**

- a. It is the Safety Officer's responsibility to evaluate health risks and potential hazards specific to each incident, and modify the general site safety and health plan as required to ensure that health risks during an incident response are minimized.
- b. The Safety Office will determine the initial isolation zone if the fire department is not involved in the response.

### **2-5. Physical Security (PS).**

- a. At the request of the IOSC, it is the responsibility of the Physical Security Office to expeditiously carry out the evacuation of personnel during an emergency incident, at the request of the IOSC. At least one Officer will be prepared to respond at the request of the IOSC.
- b. PS will also establish contact with the state police, if necessary, to assist with security and provide barricades to secure the spill site from public access.

### **2-6. Directorate of Public Works (DPW).**

- a. The DPW will dispatch at least one responder from the ENV to the scene of an incident immediately upon notification by a directorate, tenant, fire department, or other response authority. The ENV will assume command of the incident, if required, and the DPW will be prepared to dispatch at least one responder each from the maintenance and engineering divisions to assist if needed.
- b. The DPW will provide Material Safety Data Sheets (MSDS), or other specific knowledge about the material spilled, to local emergency agencies responding to a spill.
- c. The DPW will notify all Devens RFTA personnel if an emergency event requires installation evacuation.

**2-7. DPW Operations and Maintenance Division Chief.** The Maintenance Division Chief will advise as to the location of gas and water lines, sewer and storm drains, and electrical liens during an emergency.

**2-8. DPW Engineering Division Chief.** The Engineering Division Chief will provide access to Devens RFTA buildings and facilities and contact utility providers, as necessary, to shut off power, water, and gas.

**2-9. DPW Environmental Division Chief.**

a. The ENV, when acting as the IOSC, will determine if the handling of a release is within the capability of the generating activity and establish the extent of emergency response required. This includes determining the RQ for the material, deciding whether local, state, federal, and/or DA authorities need to be notified, and coordinating with federal, state, and local regulatory agencies, if necessary.

b. The ENV will advise as to control, containment, cleanup, and/or remediation techniques for the material involved in the incident; the IOSC will oversee sustained actions if needed whether actions are conducted by the responsible party or spill cleanup contractors.

c. ENV personnel will be available, if needed, to function as the IC or IOSC for Level 1 spills, as the incident dictates. The ENV will always assume the responsibility of IOSC for Level 2 spills, unless relieved by the DCC Fire Department, and will be the focal point for all reports and notifications to external agencies and/or higher headquarters, and coordinate with local, state, and federal agencies when sustained actions are required.

d. The ENV is responsible for all required written reports related to a spill incident. ENV approval is required to complete Incident Closure for all spills.

**2-10. Activity Responsible for the Hazardous Material Release.**

a. It is the activity's responsibility to clean up the release or assist response personnel, as required, during an incident to the extent of their capabilities, if it is determined that the material is not acutely hazardous.

b. It is the activity's responsibility to bear the cost of cleanup.

c. It is the activity's responsibility to ensure spill equipment/supplies are purchased and maintained in areas where hazardous material could be released, such as HAZMAT facilities.

**CHAPTER 3. SUPPORT RESPONSIBILITIES**

**3-1. Installation Commander.**

a. Environmental protection and preservation activities will be integrated into the planning and execution of the installation's basic mission. The Commander must cooperate with federal, state, and local authorities to design and execute projects and activities, as required, to maintain

installation compliance with applicable federal, state, and regional laws and regulations.

b. The commander will ensure that the installation has an up-to-date ISCP and that there are sufficient resources available to the Director of Directorate of Public Works and other Directorates who maintain hazardous waste generating facilities to respond to potential spill conditions. It is the responsibility of the installation commander to see that policies and procedures contained in the plan are adhered to.

c. The Commander must be prepared to provide regulatory agencies access to any facility or activity to monitor compliance with applicable laws and regulations under their jurisdiction. Access will be limited only for reasons of national security or safety. For restricted access areas, all efforts will be made to arrange conditions for inspections.

d. The Commander will conduct a public affairs program to support the Army's environmental protection and enhancement activities IAW the policies of the Office of the Chief of Public Affairs (OCPA), United States Army Reserve Command (USARC), and AR 200-1.

### **3-2. Directorate, Activity, Unit, and Tenant Commanders.**

a. Individual commanders within their directorates, activities, or units, at facilities under their control, will assume the responsibilities established for the installation commander at Chapter 3-1, paragraphs A. through C.

b. In consideration of the potential environmental impacts of the activity's operations, Commanders need to appoint an activity Environmental Coordinator to assist in maintaining compliance with this plan

c. Commanders will ensure that all personnel are prepared to execute evacuation of their facilities in the event of an emergency.

### **3-3. Building and Facility Managers.**

a. It is the responsibility of building and facility managers to post an evacuation plan at highly visible locations on each floor of the building or facility. DPW will provide the evacuation plan to the building and facility managers.

b. Building and facility managers will provide to the DPW the name and telephone number of the building/facility manager and, if different, the point of contact and telephone number to be used during off-duty hours.

c. Building and facility managers will comply with environmental guidance and regulations issued by the DPW.



### **3-4. Supervisors of Hazardous Waste Generating Activities.**

a. Supervisors will ensure that all workers involved in the use of hazardous materials or the generation and management of hazardous waste are prepared to act IAW the ISCP. To ensure this capability, the supervisor of the waste generating process will keep a log documenting that each worker has read and understood the plan.

b. To ensure that wastes are managed IAW 310 CMR 30.00 and 40 CFR 260-262, 268, 271.1, and 279, supervisors will follow standard procedures that comply with hazardous waste management guidance and regulations issued by the DPW. These regulations cover identification, packaging, labeling, and accumulation on-site, as well as recycling, recovery, and disposal off-site using licensed transporters and permitted storage and disposal facilities.

### **3-5. Activity Environmental Coordinator.**

a. The Environmental Coordinator will manage environmental programs for the unit or activity, and assist the activity in efforts to comply with environmental guidance and regulations issued by the ENV.

b. The Environmental Coordinator will advise the ENV promptly of any noncompliance situations, environmental hazards, or imminent threats recognized during routine operations, and will coordinate all solid waste (hazardous or nonhazardous) disposal operations with the DPW.

### **3-6. Devens RFTA Employees and Tenant Personnel.**

a. It is the responsibility of all personnel to employ safe practices when handling and using hazardous materials and POLs. Employees should report any unsafe practices or potential causes of spills to the ENV before a response is needed.

b. All personnel are responsible for reporting the observance of any release of liquid, vapor, powder, or other material, which is unexpected, seems unusual, or may be harmful to human life or the environment.

c. It is the responsibility of all personnel to be familiar with the evacuation procedures at their assigned building.

d. Every Devens RFTA employee should be familiar with this plan and be prepared to function as the first IC if a spill is discovered. Before an incident occurs, employees should know where the following items are located.

- (1) Posted telephone numbers for reporting spills and obtaining emergency assistance.
- (2) Posted evacuation route for the assigned building and floor.

- (3) Response and cleanup supplies owned by the employee's activity.

### **3-7. Directorate of Public Works (DPW).**

a. It is the Director's responsibility through the ENV Chief to maintain this plan for the Commander, make training available to Devens RFTA personnel, and to maintain the proper resources to respond to potential spills. Annually, the Director will review the site-specific information in Appendix A of this plan and update it as necessary.

b. DPW will maintain a standing work order for Emergency Spill Response that covers response by Devens RFTA personnel, other Department of the Army (DA) employees, and spill response contractors. Additionally, the DPW will resource each of the DPW Divisions with funds and manpower sufficient to allow each to support its portion of the assigned tasks and responsibilities, and conduct annual spill response training.

c. DPW Operations and Maintenance Division is responsible for providing either pagers or an equivalent means of communication to personnel assigned responsibility for responding to incidents so they may be promptly notified by the IOSC or fire department.

d. ENV is responsible for maintaining the official written record of all reportable spills including the Incident Log, the contract and related correspondence, as well as all written correspondence with Headquarters and other Army, state, federal, or local government agencies.

e. ENV will maintain and update this plan, review the training requirements and evaluate the effectiveness of the training in meeting the obligation for providing incident response as required by federal, state, and Army regulations.

### **3-8. Safety Office.**

a. The Safety Office will prepare a general site health and safety plan for use at all incidents and provide at least one responder if notified by the IOSC.

b. The Safety Office will maintain files of Material Safety Data Sheets (MSDS) for the materials used at the Devens RFTA and will provide the MSDS to DPW for the material involved in an incident if requested by the IOSC.

**3-9. Directorate of Contracting (DOC).** The DOC is responsible for providing contracting support and issuing emergency spill response contracts to resolve hazardous material releases as necessary. In support of this function the DOC will provide the IOSC an emergency roster of contracting officers should contracting services be required.

**3-10. Directorate of Plans and Training (DPT).** It is the DPT responsibility to prepare an emergency evacuation plan for South Post and any other training sites that may be established for use by personnel who are training or temporarily using facilities at Devens RFTA. In addition to

this, the DPT will be prepared to provide photographic and video coverage of the incident at the request of the IOSC.

**3-11. Legal Advisors Office (LAO).** The LAO will coordinate with the Environmental Attorney of the Office of the Staff Judge Advocate, Fort Dix, New Jersey to provide legal opinion regarding enforcement actions, support agreements with external agencies, and payment of fees to these agencies. LAO will inform the IOSC of actions that may be required to protect the legal interests of the Department of the Army before, during, and after an incident.

**3-12. Public Affairs Office (PAO).** The PAO of the 94<sup>th</sup> Regional Command (RRC) will inform the workforce of all pertinent incident information in a timely manner as appropriate to allay fear and dispel rumor. PAO will make timely press releases IAW AR 360-5 and provide periodic updates to news media based on information from the IOSC. If the news media sends representatives to the site, the PAO will escort them at all times and arrange interviews with the IOSC and other experts so that the media accurately portrays the Army's response.

**3-13. Military Units on the Devens RFTA.** Under special emergency circumstances, on the recommendation of the IOSC, the Installation Commander may direct active and/or reserve units on Devens RFTA to aid in emergency response. The form of aid requested would be to provide manpower, equipment, equipment operators, and other specialized skills and materials as associated with a particular type of unit.

## CHAPTER 4. PROCEDURES

### 4-1. Discovery.

a. The basic phases of any response are the discovery, initial response actions, sustained actions, and incident closure. Discovery occurs whenever a release has been identified of a POL, hazardous material, suspected hazardous material, or in case of a fire or explosion.

b. Upon such a discovery, the senior employee present will function as the first IC. If the spill/fire or explosion occurred when no one was present, the first IC is the individual discovering the spill/fire. The first important duty of the IC will be to initiate the Immediate Response Action.

### 4-2. Immediate Response Action (IRA).

a. The exact actions taken during spill/fire or explosion response will be incident specific and will ultimately reflect the judgment of the IC and the IOSC. The IC will take necessary actions to achieve the primary goals of the immediate response action, which are to protect personnel, stop the release/fire, contain the release/fire, prevent additional harm, and protect sensitive areas.

b. Protection of personnel. If an employee spills or observes a release (spill, abandoned drum, emission of vapors, etc.) of oil or hazardous material, as the IC he/she should do the

following immediately:

(1) Evacuate personnel from the immediate area of the spill.

(2) In case of a fire/explosion, sound the fire alarm for evacuation of the building. Immediately call the DCC Fire Department. If possible, and without causing harm to oneself, use a fire extinguisher to control the fire until the fire department arrives. If it is not possible to control the fire, immediately exit the building/area until help arrives.

(3) If needed, seek emergency assistance (injuries, fire, explosion, out of control release, etc.), by notifying the DCC Fire Department.

(4) Notify the supervisor, IOSC, and ENV.

c. Stopping and containing the release.

(1) If the IC is familiar with the material and can do so safely, proceed to clean up a Level 1 spill as specified in the standard procedure for cleaning up minor spills listed at Appendix B, paragraph B1.

(2) If the IC is not familiar with the material, or does not have adequate personal protective equipment, or the release is not a Level 1 spill, stay upwind and updrift of the spill, and take only defensive actions as specified in paragraph 4-2 d, "Prevention of additional harm."

d. Prevention of additional harm.

(1) Isolate the general area of non-essential personnel.

(2) Avoid contact with liquid or fumes.

(3) Eliminate sources of ignition.

(4) Evacuate the facility if necessary. See Appendix C, section C-2, "Emergency Evacuation Procedure."

(5) When emergency responders arrive, do the following.

(a) Explain to the responders what you know about the situation.

(b) Let trained personnel handle the incident.

(c) Assist in keeping all other personnel away from the scene.

e. Protection of Sensitive Areas.

(1) The IC or IOSC will determine if highly vulnerable areas, water supplies, waste treatment plants, or recreational waters might be adversely affected.

(2) Steps will be initiated to prioritize and protect these sensitive areas.

f. The IOSC will be responsible for additional significant events that usually take place during this phase including, but not limited to, determining the spill level, notifying authorities within the installation, notifying external authorities (not always necessary), and notifying the owner (when a third party causes the spill).

**4-3. Report of Release Within the Installation.**

a. All spills are reported to the ENV by the discoverer. If you cannot reach ENV, notify the Safety Office. Telephone numbers for assistance with hazardous material incidents are listed below and should be posted near all telephones.

Office	Telephone
Devens RFTA IOSC DPW Environmental Division (ENV)	796-3778 and ext. 3078, 2747, 3665
Devens RFTA Safety Office	796-2440 or 2441
If needed, DCC Fire Department	9-911 or 772-4600
<b>Devens RFTA After Hours</b>	<b>796-3333</b>

b. The following information should be reported.

(1) Who you are: give your name, title, and telephone number at the site.

(2) What spilled: name the material spilled and its toxic nature, if known.

(3) Amount spilled: tell how much was spilled or describe the type and size of container involved so that an estimate of the maximum possible release can be established.

(4) Where the spill is located: state the building number, street address, or other landmark that will identify the location of the spill.

(5) When the spill happened: state the date and time that the spill occurred and when the spill was contained.

#### **4-4. Determination of Spill Level.**

a. The IC will determine the spill level based on screening criteria presented in Chapter 1, at paragraph 1-6 a.(8)(a) and (b). Spill level screening criteria are presented for the sole purpose of protecting Devens' personnel from harm that could be caused either by the spilled material or actions undertaken to clean up the material. All actions will be consistent with the following spill level.

(1) Level 1 Spill.

(a) The IC will determine if safe, effective cleanup can be accomplished with available resources. Many small spills will fall into this category.

(b) Once the IRA to a Level 1 spill is complete, the IC will report it to the ENV.

(2) Level 2 Spill.

(a) In the case of a hazardous material, the IRA should only include actions for which the IC is properly equipped and trained.

(b) If an unknown substance is spilled the IC should assume that it is hazardous, and immediately inform both the supervisor and the ENV.

(c) If the individual discovering a spill is not qualified to initiate containment or clean up, he/she should immediately inform the supervisor and the ENV.

b. The ENV will report the release to the DPW and other Directorates if necessary, such as DOC, DPT, PS, and the Safety Office.

#### **4-5. External Notifications.**

a. Responsibility for Notification.

(1) Required external notifications relate to the identity and quantity of the substance spilled and the affected or potentially affected environments, including the size of the area potentially impacted. The ENV is solely responsible for determining which notifications are necessary and making them in a timely manner.

(2) All spills that are reported to external agencies will also be reported to the U. S. Army Reserve Command (USARC), the Army Environmental Center (AEC), and the Forces Command (FORSCOM) Environmental Operations Center. Telephone numbers for these reports are contained in Appendix B paragraph B4 entitled "Two Hour Notifications."

(3) Oil, hazardous substances, and sewage releases/spills will also reported Installation Management Agency (IMA) Northeast Regional Office (NERO). Commanders should also

include incidents caused as a result of non-government (e.g., contractors, partners) operations on-post or inside support contractor areas, RCI housing areas, and privatized facilities within the installation boundaries. Oil and sewage releases/spills less than 1000 gallons are not required to be reported unless the spill escapes the boundary, causes visible harm, such as a fish kill, or cannot be completely and immediately contained and cleaned up.

b. Reportable Quantity Incidents and/or Reportable Conditions.

(1) When a reportable quantity of a material has been released to the environment the spill must be reported immediately by telephone to the National Response Center, the Massachusetts Department of Environmental Protection, and the fire department.

(2) Releases that could have effects outside of the installation must be reported by telephone to the local emergency planning committee and the State Emergency Response Commission (SERC).

c. External Response. In the event that the IOSC determines a spill is beyond the response capability of the installation, the DCC Fire Department will respond to the scene.

(1) Fire department personnel will take command of the incident initially.

(2) Unless relieved of the role of IOSC by the fire department, the ENV will continue to act as the IOSC by coordinating with the fire department and providing whatever assistance is needed to complete the response.

(3) In the event that the fire department relieves the ENV of the role of IOSC, the ENV will stand by to reassume command after the emergency is under control.

**4-6. Third Party Spills.**

a. If Devens RFTA personnel or equipment did not cause the spill, the responsible party will be informed of the spill as soon as possible. The ENV will take whatever immediate actions are prudent to control the spread of the spill and minimize damage to the environment until the responsible party can respond.

b. In cases where the responsible party's response is inadequate, the ENV will inform the Commander and be prepared to discuss all available options.

**4-7. Sustained Actions.**

a. Sustained actions are those taken once the spill is under control and the immediate threat to human health or the environment has passed. These actions include clean up, sampling, and accumulation and disposal of waste. The fire department will have transitioned command of the incident back to ENV personnel at this point. A list of emergency equipment normally available at Devens includes the following: shovels, barrels, absorbent pads and pillows, sandbags, and

spill pans.

b. Sustained actions are not always required. The IOSC will determine if sustained actions are necessary, and will specify the nature and extent of those actions. For Level 2 spills, all sustained actions will be coordinated with the ENV Chief. Only workers who are properly trained and have adequate protective equipment will undertake sustained actions.

c. Regulatory Guidance.

(1) For releases from underground storage tanks (USTs), initial abatement measures, site characterization, free product removal, investigations for soil and groundwater cleanup, and corrective action will be IAW EPA Underground Storage Tank regulations 40 CFR 280.60–280.66 and applicable state regulations.

(2) Remedial procedures and cleanup levels for other contaminants in soils or water will be governed by the Massachusetts Contingency Plan, 310 CMR 40.00.

(3) If samples are required to determine the chemical nature, concentration, and extent of the spill, the IOSC will coordinate with the MA DEP, EPA, and/or a Licensed Site Professional (LSP) as appropriate, to ensure that sampling is adequate. Devens RFTA personnel or contractors may perform the sampling.

(4) Contaminated waste resulting from a spill will be accumulated in proper containers and disposed of in accordance with applicable laws and regulations. The ENV will be informed of all hazardous waste generated as a result of spills so that transportation and disposal can be arranged.

d. Resources. Cleanup actions will be initiated using available resources.

(1) If these resources are insufficient, the IOSC will request additional resources through the ENV Chief.

(2) If these resources are exhausted, the ENV Chief will request resources through the USARC.

**4-8. Incident Closure.**

a. Debriefing. ENV will make the decision as to whether a spill incident is eligible for closure. A debriefing will be held as soon after the incident as possible. Discussion should cover all pertinent details of the incident.

b. Permanent Record. ENV will maintain a permanent file of all Reportable Quantity incidents. Each activity should maintain a permanent record of all spills that occur at the activity. The record will include the following information.



(1) Incident Log. The Incident Log is prepared by the IC and should contain all the relevant information concerning the spill including details of all actions taken during the course of the spill response. It should include a timeline and a list of all corrective actions taken at the site. It will become part of the permanent record and be used to satisfy any state or federal written notice requirements.

(2) Cause of the Spill. The IC will document the cause of the spill.

(3) Documentation. In addition to the incident log, the permanent record should contain copies of the following items.

- (a) All required local, state, or federal reports.
- (b) All required notifications.
- (c) All data pertaining to the incident including sampling data.
- (d) All correspondence from regulatory agencies.
- (e) All disposal manifests for hazardous waste generated during the spill incident.

#### **4-9. Training IAW OSHA Standard 29 CFR 1910.**

a. The IOSC must receive 24 hours of initial training equivalent to the first responder operations level (29 CFR 1910.120(q)(6)(v)) and others who support the mission should receive annual training in their area of competency (29 CFR 1910.120(q)(5)).

b. Skilled support personnel who are occasionally called in to use digging or hoisting equipment must be briefed at the site prior to participating in the response (29 CFR 1910.120(q)(4)).

c. Individuals who may discover and attempt to stop the spill must receive 24 hours of initial training at the first responder operations level (29 CFR 1910.120(q)(6)(iii)).

### **CHAPTER 5. ADMINISTRATION**

**5-1. Plan Review.** This plan will be reviewed and evaluated by the DPW and the ENV at least once every three years or whenever the plan fails to meet Devens RFTA needs.


#### **5-2. Changes.**

a. The plan can be changed at any time by the ENV. All changes must be reviewed and approved by the DPW. Once approved, these changes will be noted on the Record of Changes that appears at the front of this document and distributed to all affected facilities. Approved

changes will automatically be incorporated into the document for purposes of scheduled plan reviews.

b. The facility specific information in Appendix A should be reviewed and updated annually. The Record of Changes should be used to record the annual review even if no changes are needed.

OFFICIAL:

  
CARYN SUZANNE HEARD  
LTC, EN  
Commanding

DISTRIBUTION:  
Devens Web Site

**APPENDIX A. FACILITIES**

**A-1. Building List and Point of Contact.**

				POC Telephone	<b>3818</b>
Building 3818	Square Feet 21254	Building Use or Type USAR TNG CNTR	Building Owner RTS Maintenance		Haz Mat Storage Yes
				978-796-2007	
				POC Telephone	<b>4233</b>
Building 4233	Square Feet 8064	Building Use or Type MNT SHOP	Building Owner DPW-MNT		Haz Mat Storage Yes
				978-796-3778	
				POC Telephone	<b>3416</b>
Building 3416	Square Feet	Building Use or Type CMF	Building Owner 94TH RRC		Haz Mat Storage Yes
				978-796-2348	
				POC Telephone	<b>3587</b>
Building 3587	Square Feet 5845	Building Use or Type MNT SH & STG	Building Owner DPW-MNT		Haz Mat Storage Yes
				978-796-3778	
				POC Telephone	<b>604</b>
Building 604	Square Feet 4788	Building Use or Type VEH MNT SH	Building Owner 94TH RRC		Haz Mat Storage Yes
				978-796-2693	
				POC Telephone	<b>612</b>
Building 612	Square Feet 5105	Building Use or Type VEH MNT SH	Building Owner 94TH RRC		Haz Mat Storage Yes
				978-796-2673	
				POC Telephone	<b>616</b>
Building 616	Square Feet 4788	Building Use or Type VEH MNT SH	Building Owner 94TH RRC		Haz Mat Storage Yes
				978-796-2347	
				POC Telephone	<b>601</b>
Building 601	Square Feet 5105	Building Use or Type VEH MNT SH	Building Owner 3/78TH DIV		Haz Mat Storage Yes
				978-796-3143	
				POC Telephone	<b>3574</b>
Building 3574	Square Feet 5000	Building Use or Type WAREHOUSE	Building Owner DOL-SUPPLY		Haz Mat Storage Yes
				978-796-2826	
				POC Telephone	
Building	Square Feet	Building Use or Type	Building Owner		
				POC Telephone	
Building	Square Feet	Building Use or Type	Building Owner		

CMF = Central Maintenance Facility  
CNTR = Center  
MNT = Maintenance  
POC = Point of Contact  
  
RRC = Reserve Resources Command  
SH = Shop  
DPW = Directorate of Public Works  
STG = Storage  
  
TNG = Training  
USAR = United States Army Reserve  
VEH = Vehicle

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## **APPENDIX B. GUIDELINES FOR THE IC AND IOSC**

### **B-1. Minor Spills.**

All Level 1 spills and most Level 2 spills will require minimal support from internal or external sources. These are considered minor spills. The guidelines presented in this section will be appropriate for nearly all spills encountered on the installation.

- a. Keep unauthorized personnel well away from the containment area.
- b. If you have not already done so, make notification to the ENV at 796-3078, 796-2747, or 796-3665.
- c. Identify the substance and contain the spill.
  - (1) Determine from the Material Safety Data Sheet the proper safety equipment for handling the material, as well as the proper spill response actions.
  - (2) Perform these tasks as required to contain and minimize the effect of the spill:
    - (a) Stop the source of the spill either by tipping the container up, placing putty in the leak, or putting the leaking item in a clean empty container.
    - (b) Surround the spill with absorbent material or containment booms.
    - (c) Cover sewer and storm drains that could be affected.
    - (d) If raining, place booms around drains to filter out oil based liquids.
    - (e) Divert the liquid away from drains, culverts, or drainage ditches if possible.
- d. Clean up the spill unless directed by ENV to do otherwise.
  - (1) Using proper personal protective equipment specified for the material, do the following.
    - (a) Work loose absorbent or pads into the liquid to assure adequate absorption of the liquid.
    - (b) After absorbent has thoroughly picked up the spill, gather up contaminated debris/soil into a container and cover the container.
    - (c) If the amount of debris is too great for drumming, shovel all contaminated soil onto a plastic tarp and cover with plastic to prevent leaching and release of vapors.

(2) Remove contaminated clothing, decontaminate personnel thoroughly, and determine if contaminated personnel should seek medical attention.

e. Prepare debris for disposal.

(1) Label all containers with the following information:

(a) Date of the spill.

(b) Name of the substance spilled.

(c) The hazard associated with the material spilled such as flammable, toxic, corrosive, or reactive.

(2) Remove containers to a nearby Hazardous Waste Accumulation Area if the material is a hazardous waste or to another secure area if the material is not a hazardous waste.

(3) Submit a DD Form 1348-1 to the ENV that states the amount of debris generated, and the name of the material with which it is contaminated. Include the MSDS for the material with the 1348-1.

f. Document the Spill.

(1) File a written spill report with the ENV which includes the following information:

(a) Commander's name and the unit address which generated the spill.

(b) Date, time, and location of the spill.

(c) Name and amount of material spilled.

(d) Who found and reported the spill.

(e) Description of the accident that caused the spill.

(f) Corrective actions taken.

(g) Amount of spill debris generated, location of the debris, and the serial number of the 1348 turned in to ENV.

(2) Maintain a copy of the spill report with your hazardous waste records.

## **B-2. Major Releases.**

Spills that require substantial support from internal or external sources are to be considered major releases. A Level 2 spill may occasionally fall into this category. These are neither common nor predictable occurrences; therefore the guidelines presented here are less prescriptive in nature than those for a minor release.

- a. The IOSC directs the emergency response for a major release.
- b. The installation's technical staff supports the IOSC by executing specific tasks or managing aspects of the response effort for which each has appropriate knowledge, skills, and/or training.
- c. The installation must take certain actions if a major release is reportable to local, state or federal regulatory authorities. Two checklists are used and modified as needed to keep track of response details. These are the IOSC Checklist and the RQ Release Checklist (see Figures B-1 and B-2).
- d. The IOSC may need to exercise the following authorities to execute the emergency response.
  - (1) Authority to gain entry to all buildings, areas, or compounds during an emergency.
  - (2) Authority to order evacuation of any facility, building, or area, when the risk of exposure is possible.
  - (3) Authority to commit funds, personnel, and resources as necessary to control and clean up a hazardous material incident through a standing work order in place at the DPW.
  - (4) Authority to request support from external response agencies such as the DCC Fire Department, EPA Regional Response Team, or MA DEP.
- e. Responsibilities. The IOSC should be prepared to perform the following duties.
  - (1) Respond to the scene and maintain authority for the incident response until either the incident is resolved or control is turned over to the ENV for site remediation.
  - (2) Coordinate with the ENV to determine the severity of the hazardous material/waste release, select an appropriate containment option, and develop a cleanup plan that will satisfy regulatory requirements and use resources effectively.
  - (3) Notify Devens RFTA personnel from Safety, PS, PAO, LAO, or other directorates, units, or tenants as needed to respond to the incident.



- (4) Notify the DOC, if contract assistance is necessary.
- (5) Notify the DCC Fire Department under any of the following conditions:
  - (a) Medical assistance is required or a medical threat is imminent.
  - (b) Fire is present or the potential for fire or explosion exists.
  - (c) In the opinion of the IOSC, the fire department assistance is needed.
- (6) To turn command of the incident over to the DCC Fire Department if the IOSC and the Fire Chief agree that emergency or other circumstances warrant this transition.
- (7) To represent the installation when the fire department or other authority is in command.
- (8) To accept the return of command from the fire department when the event no longer presents an immediate threat to human health or safety, or the environment.
- (9) To submit Purchase Request and Commitment forms for emergency contracts through the Resource Management Office (RM) to the DOC within 48 hours.
- (10) To maintain a roster of all persons called in or responding to an incident, authorize overtime, and verify hours.

### **B-3. Contracts for Response and Remediation.**

- a. A contract may be required for either a minor or major release.
- b. A Licensed Site Professional (LSP) will be required for all Reportable Quantity Spills regardless of the size or severity of damage.
- c. Many Level 2 spills will require some form of contract support.
- d. General Requirements.
  - (1) The Devens RFTA DOC is the procurement agent for spill contracts.
  - (2) A Purchase Request and Commitment for an emergency contract must be submitted through RM to the DOC for each incident that requires contract support.
  - (3) The ENV Hazardous Waste Manager is the Contracting Officer's Representative for spill cleanup contracts.
  - (4) The contract should provide for on-site response within two hours following notification by a DOC Contracting Officer.

e. Emergency contract services required for RQ spills.

(1) Cleanup operations that may need to be performed by a licensed spill cleanup contractor include the following.

- (a) Collection of spilled liquid.
- (b) Soil removal or remediation.
- (c) Transportation and disposal of wastes.

(2) Laboratory services may be required to determine the following.

- (a) The presence of hazardous substances.
- (b) The identity of unknown substances.
- (c) Cleanup levels have been met.
- (d) The character of the wastes generated.

(3) An LSP must be retained for all RQ spills per 310 CMR 40.00 (Massachusetts Contingency Plan (MCP)).

(a) The LSP will initiate certain actions that must be taken within specific timeframes following the guidelines set forth in the MCP.

(b) He/she will also determine when the cleanup goals have been met and write an official opinion that will become part of the state closure record for the release.

**B-4. Two-Hour Notifications.**

a. The following agencies must be notified within 2 hours of the discovery of a reportable quantity release of oil or hazardous material. See Massachusetts Department of Environmental Protection (MA DEP) regulation 310 CMR 40.000 for a complete listing of these materials and their reportable quantities.

(1) The National Response Center (NRC)

U.S. Coast Guard Duty Office  
Washington, D.C. (9-1-800-424-8802) 24 hours/day

(2) Environmental Protection Agency (EPA)

Oil and Hazardous Material Section/Regional Response Center  
Lexington, MA (9-1-617-223-7265) 24 hours/day

(3) Massachusetts Department of Environmental Protection (MA DEP)

Central Region  
275 Grove Street  
Worcester, MA (9-1-508-792-7653)  
After hours: Massachusetts State Police at Devens, MA (9-772-8800)

b. Other local agencies may also need to be notified if the spill leaves the installation.

c. Any spill that is reportable to a regulatory authority must also be reported to the following agencies as soon as possible, but absolutely no later than the timeframe listed with each agency.

(1) DCC Fire Department - immediately (Business telephone: 9-772-4600).

(2) AEC - within 48 hours (9-1-410-671-1691).

(3) FORSCOM Environmental Operations Center within 48 hours (9-1-404-669-7513).

(4) USARC within 48 hours (9-1-800-359-8483).

(5) IMA NERO within one working day ([NEROWATCH@monroe.army.mil](mailto:NEROWATCH@monroe.army.mil) using Notification of Reportable Spill/Pollution Event Form).

**B-5. DEVENS RESERVE FORCES TRAINING AREA SPILL QUICK REFERENCE**

**ONLY THE INCIDENT ON-SCENE COORDINATOR OR DPW ENVIRONMENTAL DIVISION WILL MAKE EXTERNAL NOTIFICATIONS OF SPILLS/RELEASES.**

<b>POINTS OF CONTACT</b>	<b>TELEPHONE NUMBERS</b>
Incident On-Scene Coordinator (IOSC) – DPW Maintenance Branch Chief	978-796-3778 978-580-0061
Range Control	978-796-2723 978-796-2155
DoD Police	978-796-3333 978-796-3221
Ambulance/Fire Department	9-911
DPW Environmental Division	978-796-3078 978-796-2747 978-796-3665
Safety Office	978-796-2159 978-796-2441 978-360-2553 978-796-2534 (Range Control)
DPW Director	978-796-3665 978-857-2698

**OILS & HAZARDOUS MATERIALS SPILLS/RELEASES**

- If it can be done safely, contain, identify, and quantify the spill/release.
- If it **cannot** be done safely, relocate to a safe area.
- Contact the Incident On-Scene Coordinator (IOSC) ASAP, providing
  - Identity and quantity of what was released,
  - Location of the spill/release, and
  - What was it spilled on (earth, water, or impervious surface)
- The IOSC will verify if responsible party or contractor should cleanup the spill/release.
- Contact the DPW Environmental Division. If no answer, contact Safety Office.
- DPW Director shall be contacted **only** for information purpose or if the DPW Environmental Division or the Safety Office cannot be reached.

**OILS & HAZARDOUS MATERIALS SPILLS/RELEASES AT SOUTH POST**

- If it can be done safely, contain, identify, and quantify the spill/release.
- If it **cannot** be done safely, relocate to a safe area.
- Contact Range Control ASAP, providing
  - Identity and quantity of what was released,

- Location of the spill/release, and
- What was it spilled on (earth, water, or impervious surface)
- Range Control will contact the Incident On-Scene Coordinator (IOSC) to notify of the spill and verify if responsible party or contractor should cleanup the spill/release.
- IOSC will contact the DPW Environmental Division. If no answer, contact Safety Office.
- DPW Director shall be contacted **only** for information purposes or if the DPW Environmental Division or the Safety Office cannot be reached.

**OILS & HAZARDOUS MATERIALS SPILLS/RELEASES DURING OFF-DUTY HOURS**

- If it can be done safely, contain, identify, and quantify the spill/release.
- If it **cannot** be done safely, relocate to a safe area.
- If spill/release is located at South Post, follow above steps.
- Otherwise, contact the DoD Police ASAP, providing
  - Identity and quantity of what was released,
  - Location of the spill/release, and
  - What was it spilled on (earth, water, or impervious surface)
- The DoD Police will contact the Incident On-Scene Coordinator (IOSC) and DPW Environmental Division.
- The IOSC will verify if responsible party or contractor should cleanup the spill/release.
- DPW Director shall be contacted **only** for information purposes or if the DPW Environmental Division or the Safety Office cannot be reached.

**MEDICAL EMERGENCIES**

- If there is an injury or medical emergency, call for an ambulance.
- If emergency is located at South Post, contact Range Control ASAP.
- Otherwise, contact the DoD Police ASAP.
- If environmental-related, contact the Incident On-Scene Coordinator and the DPW Environmental Division.
- DPW Director shall be contacted **only** for information purposes or if the DPW Environmental Division or the Safety Office cannot be reached.

<b>ON-SCENE-COORDINATOR CHECKLIST</b>	
Done Who/When	ACTION AND NOTES
<input type="checkbox"/>	<p>Activate internal facility alarms to notify personnel.</p>
<input type="checkbox"/>	<p>Notify Fire Department/Police for assistance, if needed. Call 9-911</p> <p>For business calls: Fire: 772-4600                      Central Dispatch: 772-4500                      Ambulance: 772-8909                      Police: 772-8800</p> <p style="text-align: center;">If the Fire Chief needs to take charge, continue to standby.                      The following steps will still need to be addressed.</p>
<input type="checkbox"/>	<p>ID the character, area of extent, and amount of material released.</p> <p>The owner should have material safety data sheet to identify specific hazards.</p>
<input type="checkbox"/>	<p>Thoroughly assess hazards to health and safety or the environment.</p> <ol style="list-style-type: none"> <li>1. Toxic fumes.</li> <li>2. Surface water runoff from fire suppression.</li> <li>3. All other direct and indirect effects.</li> </ol>
<input type="checkbox"/>	<p>Prevent Spread of Release. Take steps to ensure the release does not spread, recur, or cause fires etc:</p> <ol style="list-style-type: none"> <li>1. Halt processes and operations if necessary.</li> <li>2. Monitor for leaks, pressure buildup, or ruptures in valves, pipes, or equipment while the operations are stopped.</li> <li>3. Before restarting halted processes:                             <ul style="list-style-type: none"> <li>Ensure that all emergency equipment is fully operational.</li> <li>Provide for proper treating, storing and or disposing of recovered waste.</li> <li>Notify DEP, and local authorities that the facility is operating in compliance with 310 CMR 30.524 (6) (c) (3).</li> </ul> </li> </ol>

Figure B-1 page 1

Done Who/When	ACTION
<input type="checkbox"/>	<p>Notify government officials if the ENV determines that the facility has had a release which could have effects outside of the facility.</p> <ol style="list-style-type: none"> <li>1. Immediately notify the local authorities and remain available to assist if evacuation is necessary.</li> <li>2. Notify the governmental official designated as the on-scene-coordinator for the geographical area or the NRC.</li> <li>3. Include in verbal report:               <ol style="list-style-type: none"> <li>a. Name and telephone # of reporter:</li> <li>b. Name and address of Facility:</li> <li>c. Time and type of incident:</li> <li>d. Name and quantity of release:</li> <li>e. Extent of injuries:</li> <li>f. Potential hazards to human health or the environment outside facility:</li> </ol> </li> </ol>
<input type="checkbox"/>	<p style="text-align: center;">HANDLE WASTE PROPERLY.</p> <ol style="list-style-type: none"> <li>1. Collect and contain released waste.</li> <li>2. Remove and isolate containers.</li> <li>3. Follow turn-in procedures outlined in Appendix B paragraph B1.f.</li> </ol>
<input type="checkbox"/>	<p>Submit Required Reports. The written report to all above agencies within 7 days should include:</p> <ol style="list-style-type: none"> <li>a. Name, address, and phone # facility and of owner or operator.</li> <li>b. Date, time, and type of incident.</li> <li>c. Name and quantity of materials.</li> <li>d. Extent of injuries and assessment of actual or potential hazards to human health or environment.</li> <li>e. Estimated quantity and disposition of recovered material.</li> <li>f. Proposal to prevent future incidents.</li> <li>g. Explain any differences between actions taken and those specified in the plan.</li> </ol>

Figure B-1 page 2

Reportable Quantity Release Checklist				
DPW Environmental Division			Update: 16-Jul-98	
Location:	Substance:	Amount:	Date/Time:	RTN#
ACTION, COORDINATION, PLANS			NOTES, COMMENTS, RESULTS	
<b>I. Take the telephone spill report</b>				
<input type="checkbox"/>	time that you got the call,			
<input type="checkbox"/>	when the spill happened, and			
<input type="checkbox"/>	when it was first discovered			
<b>II. Determine if the spill is reportable. NOTE: Only 2 hours are allowed from the time of discovery to report the condition.</b>				
If the amount that the caller reports is greater than the reportable quantity (10 gallons see MADEP list for other hazardous wastes) or if another reportable condition has been triggered (sheen on surface water, imminent hazard, reportable concentration in soil, detected in private well, entry to storm drain, entry to sanitary sewer), determine how much time is left of the 2 hour reporting limit. Time begins when the first person on post becomes aware of the release.				
<input type="checkbox"/>	not enough time, call it in to the DEP (Refer to section IV.)			
<input type="checkbox"/>	time to visit, visit the site (Refer to section III.)			
<input type="checkbox"/>	if caller reported less than the RQ, respond to site to confirm (Refer to section III.)			
<input type="checkbox"/>	If caller estimate was inaccurate, you are certain that a RQ exceeded, call it in to the DEP. (Refer to section IV.)			
<input type="checkbox"/>	If caller estimate was accurate, RQ not exceeded, . . . no call to DEP. Oversee the clean-up and document it in an MFR.			
<b>III. Inspect spill site</b>				
<b>1. Confirm quantity estimate.</b>				
<input type="checkbox"/>	Reportable, report to the MADEP. (Refer to section IV.)			
<input type="checkbox"/>	Not reportable			
<b>2. Get spill under control:</b>				
<input type="checkbox"/>	Source of spill is stopped,			
<input type="checkbox"/>	Drains or other water bodies are protected from the spill path,			
<input type="checkbox"/>	Spill is confined to the smallest area possible,			
<input type="checkbox"/>	Spill is being absorbed or picked up			
<input type="checkbox"/>	Enough cleanup materials are available (drums, speedi-dri, pads)			
<b>3. Determine level of response required.</b>				
<input type="checkbox"/>	Fire Dept			
<input type="checkbox"/>	Spill Contractor			
<input type="checkbox"/>	LSP (Refer to section V. after notifying DEP)			
<b>IV. Notify the Massachusetts Department of Environmental Protection</b>				
Notify DEP (Nick Childs, Larry Scangas, Bill Phillips) 792-7653. The spill must be reported to a live person within the 2 hour time limit. If the Spill Response Section is not in yet, call the 24 hour call in number in Boston which is 617-292-5500. Do not just leave a message on the answering machine because it doesn't count toward time. Be sure to accomplish the three objectives listed below (approval, tracking no., DEP required actions.)				
<input type="checkbox"/>	Obtain verbal approval to continue the response action	DEP Contact for approval:		
<input type="checkbox"/>	Ask for the release tracking number. (eg. RTN# 2-11065)	RTN#:		
<input type="checkbox"/>	Check off below the actions that the DEP expects you to take, and write down specific details as needed.			
<input type="checkbox"/>	Actions Specified by the DEP			
<input type="checkbox"/>	RTN required.	LSP: (name, company, phone/fax, address etc.)		
<input type="checkbox"/>	LSP required (Refer to section V.).			
<input type="checkbox"/>	Specific course of action required.	Explain:		
<input type="checkbox"/>	DEP site visit requested.	DEP personnel expected:		

Figure B-2 page 1





ENVIRONMENTAL RELEASE REPORT OIL - HAZARDOUS MATERIAL - ABANDONED WASTE

Report all spills to the DPW Environmental Division: 796-2393 Fax: 2557. For Immediate Assistance, Call the Devens Fire Department: 772-4500

DATE/TIME DISCOVERED	LOCATION (Building, Range, Training Area)	SUBSTANCE	AMOUNT RELEASED

I. Unit Identification.

UNIT OR ACTIVITY: ADDRESS: CITY, STATE, ZIP:	COMMANDER:  TELEPHONE/FAX:
--	----------------------------------

II. Water Body Affected. Contact Range Control or Environmental Division immediately if any waterbody, wetland, etc. has been impacted! Name the wetland, pond, drain, wildlife sanctuary or other water affected by this incident.

III. Injuries. Describe any injuries resulting from this incident.

IV. Harm to Health, or Environment. Describe actual or potential harm due to this incident.

V. Control & Containment. Describe actions taken to control and contain the spill. Include dates and times.

VI. Materials Recovered. List amount and type of liquids recovered, sorbents used, and soil excavated. List the total number of drums of each item generated. If soil is on plastic, state the location of the pile. State the location of drums (bldg #).

VII. Incident Description. Name the vehicle, equipment, how, why, & what happened.

VIII. Prevention Plan. Describe actions or procedure changes that may help prevent this incident from happening again.

DATE:

SIGNATURE / TITLE:

Retain original and return a copy of this report to:

DEVENS RFTA, DPW ENVIRONMENTAL DIVISION, ATTN: AFRC-FAD-PW-A Box 10 (GAIL MILLER), DEVENS, MA 01432-4429

ENVIRONMENTAL RELEASE REPORT OIL - HAZARDOUS MATERIAL - ABANDONED WASTE

TELEPHONE REPORT AND CLEAN UP LOG

DATE/TIME DISCOVERED	LOCATION (Building, Range, Training Area)	SUBSTANCE	AMOUNT RELEASED

I. Caller Identification.

PERSON REPORTING SPILL:	IF KNOWN TO CALLER: IDENTITY OF SPILL GENERATOR:
TELEPHONE:	ADDRESS:
RELATIONSHIP TO OWNER OF SPILL:	TELEPHONE/FAX:

II. Water Body Affected. Contamination of wetland, pond, drain, wildlife sanctuary or other waterbody reported.

--

III. Injuries. Injuries reported.

--

IV. Harm to Health, or Environment. Actual or potential harm reported.

--

V. Cleanup. Actions taken to control, contain, and cleanup the spill. Dates and times.

Date/Time:	Action:

VI. Materials Recovered. Amount and type of liquids recovered, sorbents used, and soil excavated. Total number of drums of each item generated. If soil is on plastic, location of the pile. Location of drums (bldg #). 1348 Serial numbers.

Total # of Drums:	HWAA Bldg Location:
1348 Serial No./Description:	

VII. Samples. If samples were taken, sample ID and laboratory sent to, due date, summary of results.

Were samples necessary?	If so, Sample ID	Description	Date	Lab

DATE: DPW ENVIRONMENTAL PROTECTION SPECIALIST SIGNATURE :

DEVENS RFTA, DPW ENVIRONMENTAL DIVISION, ATTN: AFRC-FAD-PW-A Box 10 (GAIL MILLER), DEVENS, MA 01432-4429

## **APPENDIX C. STANDARD PROCEDURES**

### **C-1. Report of a Hazardous Substance Release.**

a. Upon discovery of a hazardous release notify appropriate response agencies as follows:

(1) If immediate emergency response is needed due to injuries, fire, explosions, out of control release, etc., call the DCC Fire Department at (978) 772-7200 or 9-911, and follow procedures listed at C-2, "Emergency Evacuation."

(2) Immediately after dealing with any emergencies, notify the Devens RFTA ENV at (978) 796-3078.

(a) If there is no answer at 796-3078, dial any one of these extensions: 2747 or 3665. The after hours number to call for any Devens RFTA extension is 796-3333.

(b) If you are unable to notify the ENV, notify the Safety Office at 2440/2441 to identify the immediate health risk.

(3) Be prepared to give the following information to the fire department and/or ENV:

(a) Who you are: give your name, title, and phone number at the site.

(b) What spilled: name the material spilled and its toxic nature, if known.

(c) Amount spilled: tell how much was spilled, or describe the type and size of container involved so that an estimate of the maximum possible release can be established.

(d) Where the spill is located: state the building number, street address, or other landmark that will identify the spill location.

(e) When the spill happened: state the date and time that the spill occurred and when the spill was contained.

b. Proceed with caution to minimize the effect of the spill.

(1) If you have already identified the material, and you can do so without risk to your safety or the safety of other personnel, attempt to contain the spill following the procedures listed at B-1, "Minor Spills" in the guidelines for the IC and IOSC in Appendix B.

(2) If you are unfamiliar with the material, stay upwind of and upgradient of the spill, and take only defensive actions as follows:

(a) Evacuate the immediate area.

(b) Avoid contact with liquid or fumes.

(c) Eliminate sources of ignition.

(d) Initiate, if necessary, the procedures listed at C-2, "Emergency Evacuation Procedures."

c. When emergency responders arrive, do the following.

(1) Explain to the responders what you know about the situation.

(2) Let trained personnel handle the incident.

(3) Assist in keeping all other personnel away from the scene.

### **C-2. Emergency Evacuation Procedures.**

a. Immediately evacuate the facility if an emergency occurs that you cannot handle with readily available emergency equipment, such as a spill of a hazardous material, POL, or a fire/explosion.

(1) On your way out, warn others in nearby areas to leave on your way out.

(2) Use the fire alarm to warn personnel in other buildings. Upon exiting the building/area, all personnel should travel in an upwind direction.

(3) If you or others have been exposed to a hazardous substance, remove contaminated clothing, and decontaminate personnel if possible.

(4) If first aid or medical attention is needed, call from ambulance at 978-772-7200 or 9-911.

b. Call the fire department at 978-772-7200 or 9-911 to respond to the hazardous material incident/fire/explosion, if they have not arrived.

(1) Immediately tell emergency responders what you know about the situation.

(2) Let trained personnel handle the incident, and keep all other personnel away from the scene. All personnel will assemble for accountability purposes at a predestinated location at least 50 feet away from the evacuated facility. Do not assemble in fire lanes or access roads.

(3) If time and conditions permit, all windows and doors shall be closed while evacuating the facility. If the proper level of training in portable, fire-extinguishing equipment usage has been achieved, an attempt may be made to extinguish small fire conditions.

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