

SPILL PREVENTION AND RESPONSE
ENVIRONMENTAL MANAGEMENT PROCEDURE
(EMP)
JBLE-EUSTIS



25 June 2020

(Revised 17 Dec 2024)



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA**

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEVA ORGS

FROM: 633 ABW/CD

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

1. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to Air Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.

a. EMPs enable our compliance with Federal, State, Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.

b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.

2. JBLE-Eustis personnel may access these EMPs electronically via the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Enviromental/>.

3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).

4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

DILLENBURGER.S
TEVEN.P.12396151
00

Digitally signed by
DILLENBURGER STEVEN P.123
9615100
Date: 2024.10.25 13:15:19 -0400

**STEVEN P. DILLENBURGER, Colonel, USAF
Deputy Installation Commander**

INTENTIONALLY LEFT BLANK

Table of Contents

Environmental Management Procedure (EMP) 4.4.7	1
SUBJECT: Spill Prevention and Response.....	1
PURPOSE	1
DOCUMENT CONTROL	1
REFERENCES	1
SCOPE	1
ROLES AND RESPONSIBILITIES	1
PROCEDURES	2
SECTION: 4.4.7.1	6
SUBJECT: Spill Phone Duty Procedures	6
PURPOSE AND POLICY:.....	6
ROLES AND RESPONSIBILITIES	6
SPILL PHONE DUTY PROCEDURES	7



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIRBASE WING
JOINT BASE LANGLEY-EUSTIS VA**

25-Oct-24

MEMORANDUM FOR ALL 733 MSG UNITS AND FEYA ORGS

FROM: 633 ABW/CD

SUBJECT: JBLE-Eustis Environmental Management Procedures (EMPs)

I. EMPs apply to all JBLE-Eustis activities (including tenants, associated units, and contractors) that impact any environmental resource area on the installation, to include, but not limited to **Air** Quality, Water Quality, Hazardous Waste, Hazardous Materials, Natural Resources, Cultural Resources, Solid Waste and Recycling, Inspections, Training, Tanks, Spill Prevention, Pollution Prevention, and Pest Management.

a. EMPs enable our compliance with Federal, State, -Department of Defense, and Air Force regulations, directives, instructions, and manuals, and are specific to JBLE-Eustis.

b. EMPs assign responsibilities, provide instruction and guidance for appropriate management of environmental programs to ensure the installations regulatory compliance.

2. JBLE-Eustis personnel may access these EMPs electronically via the JBLE-Eustis Environmental website at: <https://www.jble.af.mil/Units/Army/Eustis-Environmental/>.

3. The Office of Primary Responsibility for this document is 733d Civil Engineer Squadron Environmental Element (733 CES/CEIE), and will review all EMPs annually, and update as appropriate. Major revisions require concurrence from the JBLE-Eustis Environmental Management System (EMS) Cross-Functional Team (CFT) and approval by the Environmental Safety and Occupational Health Council (ESOHC).

4. All EMPs are unclassified and will be posted in "Read Only" .pdf format, reviewed, revised and rescinded IAW current directives.

DILLENBURGER.S D,g.,lly s;gnod by
TEVEN.P.12396151 ;:URGER STEVENp ^23
00 Dalt 202<10 U.1510°400'

STEVEN P. DILLENBURGER, Colonel, USAF
Deputy Installation Commander

PURPOSE:

EMP 4.4.7
25 June 2020
(Revised 17 Dec 2024)

Environmental Management Procedure (EMP) 4.4.7

SUBJECT: Spill Prevention and Response

This EMP establishes the procedures assuring the Civil Engineer Squadron, Environmental Element (CES/CEIE) personnel are available to respond to all installation spills on a 24/7/365 basis as required and to spread out the workload of these requirements specifically for weekends and holidays.

DOCUMENT CONTROL:

This EMP is a controlled document. Controlled documents are updated as required, reviewed at least annually, and re-dated if changed. Any documents to include blank forms appearing in paper form are not controlled and are checked against the file version before use on the:

JBLE – Eustis Environmental website: <http://www.jble.af.mil/Units/Army/Eustis-Environmental/>

REFERENCES:

- A. AFI 32-7001, *Environmental Management*
- B. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

SCOPE:

This EMP applies to all activities and personnel, including military, civilians, vendors, suppliers, and contractor personnel who enter JBLE-Eustis.

ROLES AND RESPONSIBILITIES:

- A. Civil Engineer Squadron (CES) will designate the Chief of Fire & Emergency Services as the Incident Commander.
- B. The Environmental Element will develop and implement the JBLE - Eustis Integrated Contingency Plan.
 - (1). Provide spill training for Unit Environmental Coordinators (UEC), Tank Custodians (TC), and Hazardous Waste Coordinators (HWC).
 - (2). Coordinate oil spill response exercises.
 - (3). Provide documentation of spill prevention and response training.

(4). Maintain a spill history file.

C. All Directors, Commanders, and Leaders of activities that generate Hazardous, Universal, or Non-Hazardous Wastes. In addition, if they store/handle hazardous materials, petroleum products, non-petroleum oils, and other hazardous substances and maintain military vessels or vehicles will:

(1). Ensure all personnel knows what to do in the event of an oil or hazardous substance spill.

(2). Will brief Site-Specific Contingency Plan procedures to new employees within two weeks of employment.

(3). Prepare a written activity Site-Specific Contingency Plan for hazardous and non-hazardous waste sites and hazardous material storage sites.

(4). Maintain a supply of spill response equipment and supplies (such as spill kits) as appropriate to handle the volume of the largest storage container.

(5). Document and track all spills that is an activity's responsibility.

(6). Utilize serviceable drip pans for all tactical military vehicles.

D. Harbormaster will:

(1). Ensure vessels involved in external fuel transfer and bilge pumping are boomed.

(2). Ensure the harbor boom is maintained in serviceable condition.

PROCEDURES:

A. Immediately report ALL spills (no matter how small) to JBLE - Eustis Fire & Emergency Services at 911 or 878-1008.

B. Remember, the safety & protection of life and limb take precedence over environmental protection.

C. The Activity's Site-Specific Contingency Plan (SSCP) must include:

(1). SSCP must be:

(a). Reviewed annually and updated as required.

(b). Disseminated within two weeks of the change.

(c). Briefed new employees within two weeks of employment.

- (d). Provide a copy of the site-specific contingency plan for TSSs to the Civil Engineer Environmental Element (CEIE) each time it is modified or after the annual review.
- (2). The SSCP shall provide for the following:
- (a). Actions to be taken by activity personnel in response to emergencies.
 - (b). Procedures for immediate notification of Fire & Emergency Services.
- (3). The plan should list the following personnel's names and office telephone numbers. The following notification order is recommended:
- (a). Supervisor or manager in charge of the area, or UEC, TC or HWC.
 - (b). Individual appointing UEC, TC or HWC.
 - (c). UEC
- (4). The plan should list all required emergency equipment to include the following:
- (a). Fire extinguisher(s).
 - (b). Spill kit(s) compatible with the type of hazardous substance, waste, or petroleum product.
 - (c). Shovels, rakes, hoes, etc.
- (5). The plan should include a site-specific evacuation plan for activity personnel, including primary assembly points, to ensure personnel is evacuated to a safe area. Appropriate supervisors should account for all site personnel.
- (6). Whenever there is an imminent or actual emergency, the person discovering the emergency will:
- (a). Notify the HWC, TC, UEC, or supervisor in charge
 - (b). Activate internal alarms or signaling devices
 - (c). Order an evacuation as required
 - (d). Call **911 or 878-1008**.
- (7). The plan shall include a description of measures taken to prevent spills and control potential incidents. Specifications shall consist of best management practices with

the use of secondary containment or dikes, protection of drains, prevention of stormwater runoff, good housekeeping, routine inspection and monitoring for leaks (of tanks, piping, hoses, secondary containment systems, and containers related to watercraft, vehicles, and containers), deployment of a boom during external fuel transfer, management of containers, proper operation of bilge pumping by trained personnel with appropriate supervision.

(8). Copies of the site-specific contingency plans will be kept on-site where materials are stored or wastes are accumulated for the Activity's personnel use.

D. Owners and operators of bulk fuel container systems (ASTs, tank & pump units, HEMTTs, fuel tanker trucks) shall include an inspection plan of the container(s) and the secondary containment system. Inspections must be performed at least monthly and documented in the Storage Tank Accounting and Reporting System (STAR).

E. Spill responses:

(1). The Incident Commander:

(a). Emergencies: situations that could potentially become emergencies, large spills, fires, explosions, or discharges to water. The IC assumes control and takes appropriate action to stop the source of the spill. The IC will ensure the prevention of further migration, protect the health & safety of personnel, protect water and other resources, and implement a clean-up plan. Additional information can be obtained from the ICP.

(b). Non-emergency situations: small spills, spills onto shop floors, and hardstands resulting in the generation of a limited quantity of easily containerized wastes. The IC will make this determination and accomplish one of the following:

- i. Direct the responsible activity to clean up the spill and properly manage the generated wastes.
- ii. Clean up the spill, containerize the wastes and turn the wastes over to the responsible activity for proper disposal.
- iii. Direct the responsible activity to assist with the cleanup and containerization of wastes and to manage the wastes properly.
- iv. When the responsible activity is not identified, clean-up the spill, containerize the wastes, label containers, and either transport the wastes to HWAF or leave wastes on-site and coordinate with the HWAF for later pick-up.

F. Reporting:

- (1). The IC ensures that all internal and external notifications are made to local, state, federal, and Joint Base Langley-Eustis authorities per environmental regulations. Detailed reporting requirements are contained in the ICP.
- (2). The IC (or his designated representative) will complete a Spill Report Form as part of its response actions and will forward this report to Environmental Element (CEIE) by the next working day.
- (3). CEIE prepares all follow-up written reports based on the information provided in the Spill Report Form:
 - (a). **VDEQ 5 Day Letter** when required.
 - (b). Enter information into the Enforcement Actions, Spills, and Inspections Environmental Reporting (**EASIER**) database **within 1 Business Day of the spill**.
 - (c). **AF/A7CAN by telephone/Email immediately not to exceed 1 Business Day if any of the following occur:**
 - i. Results in injury or loss of life.
 - ii. Loss of aircraft or facility.
 - iii. It causes interruption of flying operations.
 - iv. It causes environmental contamination extending beyond installation boundaries.
 - v. Spill creates the potential of a financial impact exceeding \$50,000.
 - vi. Results may result in litigation, publicity, or media coverage.
 - (d). **Disposal:** Whenever practical, the spilled substance will be recovered. All non-recoverable material will be disposed of per Hazardous Waste Management Plan (HWMP).
 - (e). **Post-incident actions:** The IC ensures that all response equipment and supplies used for spill response are cleaned, maintained or replenished. An after-action review with response personnel, CEIE, other installation activities, and the responsible party is conducted to determine the effectiveness of response actions, identify any additional equipment or supply needs, and whether revision of the ICP is needed.
 - (f). **Additional support:** The IC may request additional support during spill response. Support may include manpower and equipment from other installation activities.

When response resource requirements exceed the installation capabilities, the IC may request contract support in dealing with an incident.

- (g). **Responsible parties:** Activities/organizations, which cause an incident, are referred to as the responsible party. Responsible parties are overall responsible for the incident. They are responsible for all response, remediation, clean-up, disposal, and related costs. Typically includes costs for excavation of contaminated media, containerization, and disposal of contaminated sorbents, materials, and media, reimbursement of Fire & Emergency Services Division for consumable spill response supplies, and replacement of durable response equipment damaged during the response, remedial actions, and any related contract support.
- (h). **Unidentified responsible party:** Spills where the accountable activity is not readily identifiable may be investigated by military police authorities to determine the responsible activity. If the responsible activity cannot be identified, the installation will be responsible for costs associated with clean-up.
- (i). **Resources available for all spill responses:** Installation spill response equipment and supplies and where located that are available for handling discharges are listed in the ICP.

SECTION: 4.4.7.1

SUBJECT: Spill Phone Duty Procedures

POLICY:

- A. Policy: The Installation must be able to respond to all spills in a timely and orderly manner. Fire & Emergency Services is the Installation's First Responder and is supported by various Installation Activities, including CES/CEIE as required.

ROLES AND RESPONSIBILITIES:

- A. Chief, CES/CEIE will:
 - (1). Provide overall guidance and direction for Spill Phone Duty Procedures.
 - (2). Approve the annual Outlook calendar CEIE Spill Duty Roster based on a calendar year.
- B. Spill Program Manager will:
 - (1). Develop an annual CEIE Spill Duty Roster.
 - (2). Monitor and ensure the accuracy of the CEIE Spill Duty Roster.
 - (3). Provide training on spill phone use.

(4). Facilitate spill response training to each person on the CEIE Spill Duty Roster, and keep records of training.

(5). Review and update this EMP on an annual basis.

C. Environmental Spill Program Manager will:

(1). Establish CEIE Spill Duty Roster open to all CES/CEIE personnel assigned spill response duties.

(2). Post changes to the CEIE Spill Duty Roster.

D. CES/CEIE Personnel Assigned Spill Response Duties will: (1).

Comply with all requirements and procedures in this EMP.

(2). Coordinate with other CES/CEIE personnel to resolve scheduling conflicts based on the CEIE Spill Duty Roster.

(3). Complete training as required.

SPILL PHONE DUTY PROCEDURES:

A. Spill Phone and Response duties:

(1). The Spill Manager's regular responsibilities include the spill phone and response duties during normal business days; this excludes weekends and holidays.

(2). All CES/CEIE personnel designated by the CES/CEIE Chief will rotate these duties IAW the published CEIE Spill Duty Roster.

(3). All CES/CEIE personnel are responsible for coordinating substitutes with other CES/CEIE personnel to resolve conflicts due to scheduled leave, RDO, telework, training/TDY, etc. If this cannot be accomplished, then the CES/CEIE Chief will make the final resolution.

B. Spill Program Manager:

(1). Will coordinate with the CES/CEIE to develop a list of CES/CEIE personnel designated for spill response duties each calendar year.

(2). Will schedule CES/CEIE personnel for the upcoming year by 1 December. Known absences such as RDOs will be factored into the scheduling.

(3). Facilitate spill phone and response training to all CES/CEIE personnel.

C. CES/CEIE Spill Response Personnel:

- (1). It is the responsibility of spill response personnel to be aware of spill duty by checking the **CEIE Spill Duty Calendar** to determine when scheduled for duty.
- (2). Spill response personnel will ensure you have received training on the spill phone and response procedures.
- (3). Must be available to respond during your scheduled rotation IAW with the published CEIE Spill Duty Roster.
- (4). Key to the CES compound gate will be centrally located to ensure whoever responds will have access to CEIE vehicles.
- (5). Know the spill “backpack” location and spill response clipboards.
- (6). Ensure the spill phone is cleaned and sanitized in accordance with CDC guidelines before transferring the phone to on-coming duty personnel. Cleaning can be accomplished by using of disinfectant wipes or a 70% alcohol solution applied to a cloth or cotton ball. NEVER spray any liquid directly onto the phone.

D. Compensation:

- (1). Recalled to the Installation – Responding personnel will get either overtime or comp time for the number hours worked or a minimum of 4 hours for the response.