

Bowdoin

Oil Spill Prevention, Control, and Countermeasure Plan (Oil SPCC Plan)

**Schiller Coastal Studies Center
240 Bayview Road
Orr's Island, Maine**

PREPARED BY:
Morrison Environmental Engineering, Inc.
16 Pine Meadow Lane
North Yarmouth, ME 04097
(207) 846-9897

ON BEHALF OF:
Bowdoin College
Facilities Management
3800 College Station
Brunswick, Maine 04011

Certification: May 2023
(Next full review & certification due 2028)

TABLE OF CONTENTS

Section 1 - PLAN INTRODUCTION 1

1.1 Purpose [112.1]..... 1

 1.1.1 Using the Plan 2

 1.1.2 SPCC Plan Revisions [112.4 &112.5] 2

1.2 MANAGEMENT APPROVAL & REVIEW [112.7(d)(2)]..... 3

 1.2.1 Management Approval 3

 1.2.2 Management Review..... 4

 1.2.3 Professional Engineer’s Review – [112.3(d)(1) & 112.5(c)]..... 5

1.3 FACILITY DESCRIPTION [112.7(a)(3)]..... 6

 1.3.1 General Facility Identification Information 6

 1.3.2 Primary Internal Emergency Contacts..... 7

 1.3.3 General Emergency Contacts 8

 1.3.4 Location & Use [112.7(a)(3)] 9

 1.3.5 Waterways and Site Drainage [112.8(b)]..... 9

Section 2 - POTENTIAL SPILL SOURCES AND SPCC FEATURES 10

2.1 SPCC COMPLIANCE [112.7(a)(1) & 112.7(a)(2) & 112.8]..... 10

2.2 TABLES [112.7(a)(3)(i-iii) & 112.7(b)]..... 11

Section 3 - SPILL PREVENTION AND RESPONSE 12

3.1 DISCHARGE PREVENTION..... 12

 3.1.1 SPCC Features and Operating Procedures [112.7(a)(3) & 112.8] 12

 3.1.2 Tests and Inspections [112.7(e) & 112.8(c)(6) & (d)(4)] 13

 3.1.2.1 Inspecting Aboveground Storage Tanks & Oil-filled Operational Equipment 13

 3.1.2.2 Testing Tanks 13

 3.1.2.3 Tank Maintenance 13

 3.1.3 Training [112.7(f)] 14

 3.1.4 Security [112.7(g)] 14

 3.1.5 Conformance with State of Maine and Local Requirements [112.7(j)]..... 14

3.2 PLAN ROLES AND RESPONSIBILITIES [112.7(f)(2)] 15

 3.2.1 Roles 15

 3.2.2 Responsibilities 15

3.3 EMERGENCY RECOGNITION [112.7(a)(3) & (a)(5)]	17
3.3.1 Non-Emergency Incident:.....	17
3.3.2 Emergency Incident:.....	17
3.4 EMERGENCY PROCEDURES [112.7(a)(3) & (a)(5)]	19
3.4.1 Immediate Notifications.....	19
3.4.2 First Response.....	19
3.4.3 Evacuation.....	20
3.4.4 Medical Emergency.....	21
3.4.5 Fire/Explosion.....	24
3.4.6 Gas Leaks.....	25
3.4.7 Oil/Chemical Spill.....	26
3.4.7.1 Minor or Incidental Spill.....	26
3.4.7.1.1 Oil.....	27
3.4.7.1.2 Corrosive Liquids (acids or bases).....	28
3.4.7.1.3 Broken or Leaking Battery.....	28
3.4.7.1.4 Flammable Liquids (i.e. gasoline, paint thinner, etc.).....	29
3.4.7.1.5 Metallic Mercury (thermometers, thermostats or fluorescent lamps).....	30
3.4.7.2 Major Spill Response (Spill Emergency).....	33
3.4.8 Recovery.....	34
APPENDIX A – Facility Site Plans	35
APPENDIX B – Spill Notification Forms & Spill Records	43
APPENDIX C – Substantial Harm Criteria Checklist	50
APPENDIX D – AST Inspection Checklist & Inspection Records	52
APPENDIX E – Spill Response Kit List	55

Section 1 - PLAN INTRODUCTION

1.1 Purpose [112.1]

The purpose of this Oil Spill Prevention, Control, and Countermeasure (SPCC) Plan is to help prevent oil spills from occurring, and to perform safe, efficient and timely response in the event of a spill or leak (both referred to as “spills” herein). In accordance with United States Environmental Protection Agency (EPA) oil pollution prevention regulations (40 CFR 112), an SPCC plan must be prepared and implemented if a facility could reasonably be expected to discharge oil into or upon navigable waters or adjoining shorelines; and, meets one of the following conditions:

- Above-ground oil storage capacity exceeds 1,320 gallons; or
- Underground oil storage capacity exceeds 42,000 gallons, unless the underground tanks are subject to all of the technical requirements of 40 CFR 280 or a state program approved under 40 CFR 281. (Maine’s approved program is Department of Environmental Protection, Chapter 691 – Rules for Underground Storage Facilities.)

As defined by 40 CFR Part 112, oil includes all grades of motor oil, hydraulic oil, lube oil, fuel oil, gasoline and diesel, automatic transmission fluid, waste oil, and transformer oil. The definition of oil also includes non-petroleum oils such as animal or vegetable oils and synthetic oils.

Schiller Coastal Studies Center (SCSC) has an oil storage capacity of approximately 4,200 gallons which is above the Oil SPCC threshold of 1,320 gallons. Therefore, SCSC is required to maintain an SPCC Plan for the storage tanks and equipment at the site.

This plan should be used as the site-specific SPCC guidance to aid in the facility’s response efforts and protect public health, worker safety, the environment, and property at SCSC. A copy of this plan will be maintained at SCSC as well as the Office of Environmental Health and Safety.

(Note: Although SCSC is off-site, it is included in the campus Integrated Contingency Plan (ICP) to reference applicable equipment and oil storage containers owned and operated by Bowdoin College. A complete copy of the ICP is maintained in the Office of Environmental Health and Safety.)

1.1.1 Using the Plan

In addition to satisfying a regulatory requirement, this SPCC plan should be a working document at the facility. The plan should be used frequently in the following ways:

- As a reference for oil storage and containment system information.
- As a tool for informing new employees and refreshing existing employees on practices for preventing and responding to spills.
- As a guide to periodic training programs for employees.
- As a guide to facility inspections.
- As a resource during an emergency response.

1.1.2 SPCC Plan Revisions [112.4 &112.5]

Bowdoin College must revise this SPCC plan for any change in the facility design, construction, operation or maintenance that affects the facility's potential for discharging oil. Revisions must occur as soon as possible, but no later than six months after the change occurs. The Director of Environmental Health and Safety is responsible for initiating and coordinating such revisions.


Additionally, this SPCC plan must be reviewed at least once every five years. Revisions to the plan, if any, must be made within six months of the review. Facility information related to the SPCC plan must be submitted to the United States Environmental Protection Agency (EPA) Regional Administrator whenever the facility discharges more than 1,000 gallons in a single event, or discharges more than 42 gallons of oil in each of two spill events to navigable waters or adjoining shorelines within a 12-month period.

1.2.2 Management Review

A review and evaluation of this SPCC Plan will be conducted at least once every five years. As a result of this review and evaluation, Bowdoin College will amend the SPCC Plan within six months of the review to include more effective prevention and control technology if such technology will significantly reduce the likelihood of a spill event from the facility, and has been field-proven at the time of review.

This SPCC Plan will also be amended within six months after a change in the facility design, construction, operation, or maintenance occurs which materially affects the facility's potential for the discharge of oil into or upon the navigable waters of the United States or adjoining shorelines.

Any technical amendment to the SPCC Plan shall be certified by a Professional Engineer.

Review Dates	Description	Pages Revised	Signature	Amendment Required? (Y/N)
May 2023	New Plan	All		Y

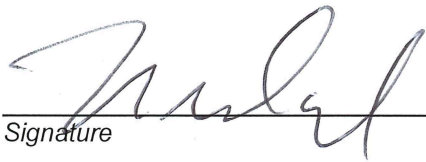
1.2 MANAGEMENT APPROVAL & REVIEW [112.7(d)(2)]

1.2.1 Management Approval

Bowdoin College is committed to the continuous improvement and enhanced performance of environmental programs at the facility including plans for the prevention of discharges of oil, hazardous materials, or hazardous waste to navigable waters or the environment. Bowdoin College maintains the highest standards for spill prevention, control, and countermeasures through periodic review and implementation of this Spill Prevention, Control, and Countermeasure (SPCC) Plan.

Bowdoin College is committed to providing the personnel, equipment, and materials required to establish precautionary measures to prevent a discharge and to expeditiously control and remove any quantity of oil, hazardous materials or hazardous waste discharged in the event of a spill or release.

By signature, I certify that I have reviewed and approve the Schiller SPCC Plan, and I further certify that I have the authority to commit the resources necessary to implement this plan, and that the plan will be implemented as described herein.



Signature

Matthew Orlando

Name

Senior Vice President of Finance and Administration & Treasurer

Title

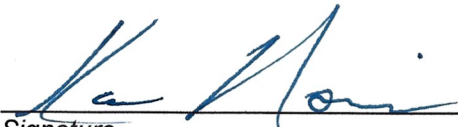
Date

6/1/23

1.2.3 Professional Engineer's Review – [112.3(d)(1) & 112.5(c)]

The undersigned Registered Professional Engineer is familiar with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112) and has supervised examination of the facility. The undersigned Registered Professional Engineer attests that this Oil Spill Prevention Control and Countermeasure Plan has been prepared in accordance with good engineering practices including applicable industry standards, and in accordance with the requirements of Chapter 40 of the Code of Federal Regulations Part 112 (40 CFR 112); that procedures have been established for required inspections and testing; and that the Plan is adequate for the facility.

Professional Engineer Contact Information: Karen Morrison, P.E., President
Morrison Environmental Engineering
16 Pine Meadow Lane
North Yarmouth, ME 04097
Phone: (207)846-9897
meeinc@morrisonenvironmental.com



Signature

May 30, 2023

Date

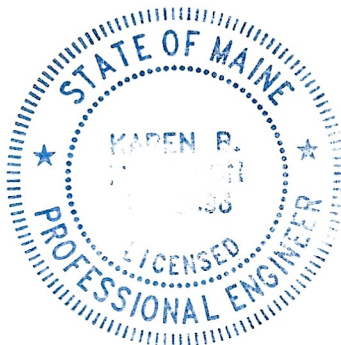
9598

P.E. Registration Number

Maine

State of P.E. Registration

P.E. Stamp or Seal:



1.3 FACILITY DESCRIPTION [112.7(a)(3)]

1.3.1 General Facility Identification Information

Owner Information

Bowdoin College
Trustees of Bowdoin College
82 Federal Street
Brunswick, ME 04011
Phone: 207-725-3000

Dun & Bradstreet: 071749923
NAICS: 611310 (Colleges, Universities, and Professional Schools)
EPA ID#: MED981062615

Facility Information

Schiller Coastal Studies Center
240 Bayview Road
Orr's Island
Harpwell, ME 04066
Phone: 207-721-5906

1.3.2 Primary Internal Emergency Contacts

Director of Schiller Coastal Studies Center, Harpswell (SCSC Emergency Coordinator)*

Holly Parker (207) 208-2912 (w)
(978) 6832724 (c)
email: h.parker@bowdoin.edu

Director of Facilities Operations & Maintenance (Alternate Emergency Coordinator)*

Emil Cuevas (207) 725-3413 (w)
(787) 214-8057 (c)
email: ecuevas2@bowdoin.edu

Executive Director of Safety and Security (Alternate Emergency Coordinator)*

Randy Nichols (207) 725-3458 (w)
(207) 837-1151 (c)
email: rnichols@bowdoin.edu

Director of Environmental Health & Safety (Alternate Emergency Coordinator)*

Charly Wojtysiak (207) 798-4132 (w)
(207) 385-7993 (c)
email: cwojtysi@bowdoin.edu

Security Officer First Class, (SCSC Nights/Weekends Emergency Coordinator)*

Dan Matson (207) 844-9206 (c)

Marine Operations Manager (Alternate Emergency Coordinator)*

Paul Joyce (207) 721-5904 (w)
(207) 837-2426 (c)
email: pjoyce@bowdoin.edu

Schiller Coastal Studies Caretaker, Harpswell (SCSC Alternate Emergency Coordinator)*

Joe Tourtelotte (207) 721-5900 (w)
(207) 837-5422 (c)

Security Communications Center

Comm Center (207) 725-3500

*Emergency Coordinators (ECs) under the SPCC Plan, with authority to commit resources.

1.3.3 General Emergency Contacts

Emergency Services	911
CAMPUS SECURITY EMERGENCY	(207) 725-3500
Campus Security (non-Emergency)	(207) 725-3314
DEP Reporting	
State Police (Chemical Spills).....	(800) 452-4664
State Police (Oil Spills)	(800) 482-0777
Portland Office.....	(207) 822-6300
National Response Center (Federally Reportable Spill)	(800) 424-8802
Maine Emergency Management Agency.....	(800) 452-8735
Cumberland County Emergency Management Agency	(207) 892-6785
Harpswell Sheriff (non-emergency)	(800) 501-1111
Harpswell Fire Department (non-emergency).....	(207) 833-5405
Maine State Police (non-emergency)	(207) 532-5400
Mid Coast Hospital.....	(207) 373-6000
Mid Coast Primary Care (non-emergency)	(207) 373-6848
Poison Control Center.....	(800) 222-1222
Environmental Projects, Inc. (Chemical/Oil Spill Clean-up Contractor)	(877) 846-0447
Central Maine Power (CMP) (Power Outage)	(800) 696-1000
Maine Natural-Gas (Natural Gas Provider).....	(877) 532-5636
Downeast Energy (Propane Gas and Fuel Oil Supplier).....	(207) 373-0465

1.3.4 Location & Use [112.7(a)(3)]

The Schiller Coastal Studies Center is located in Harpswell, Maine and is owned and operated by Bowdoin College. The facility has an oil storage capacity of approximately 4,200 gallons which is above the Oil SPCC threshold of 1,320 gallons. Therefore, SCSC is required to maintain an SPCC Plan for the storage tanks and equipment at the site.

Appendix C provides a United States Geological Survey (USGS) Topographic Map showing the location of the facility and a site plan showing the layout of the facility.

The oil storage on site includes #2 heating oil used for boilers in the farm house, diesel fuel for use in three separate emergency generators, and transformer oil. There are also several propane tanks that are listed in this plan for inventory purposes only but are not subject to the SPCC rules.

1.3.5 Waterways and Site Drainage [112.8(b)]

The Schiller Coastal Studies Center is located on a relatively hilly area on a point of land near the ocean. Due to the proximity of the facility to the ocean, it is imperative that the storage tanks and secondary containment are inspected regularly and maintained in good working condition.

The potential for overland flow would increase during periods of wet weather. Personnel at the facility must be made aware that spills leaving the site can impact the environment and the nearby water resources.

Section 2 - POTENTIAL SPILL SOURCES AND SPCC FEATURES

2.1 SPCC COMPLIANCE [112.7(a)(1) & 112.7(a)(2) & 112.8]

Bowdoin College is committed to compliance with applicable environmental laws, regulations, and public policies dealing with the responsible use and preservation of natural resources. It is the policy of Bowdoin College to conduct operations in an environmentally safe and responsible manner by minimizing the potential for an oil discharge and minimizing the threat to the environment and human health in the event of a spill emergency.

Bowdoin College has oil storage including two #2 heating oil bulk tanks in the farm house, diesel fuel tanks for use in three separate emergency generators, and non-PCB transformer oil. The following provides a description of the storage tanks, and details the location, size, construction, and spill preventative measures.

Heating Oil Tanks

There are two heating oil tanks with a capacity of 275 gallons each located in the basement of the farmhouse. These tanks are both double walled and equipped with a fuel gauge and a vent whistle for overfill protection.

Diesel Storage

Bowdoin College operates three diesel-fueled emergency generators at Schiller to provide backup power in the event of a power outage or emergency situation. The two fixed generators are each equipped with a double-walled sub-base storage tank including an interstitial sensor to detect the presence of liquids in the containment. The tanks also each have a fuel gauge and vent whistle for overfill protection. A spill bucket is attached to the tanks surrounding the fill pipes to prevent incidental drips from reaching the environment. The spill bucket is locked for added security.

The portable generator is trailer mounted to allow the unit to be moved to different areas around the site. The fuel system is designed with secondary containment to hold 110% of the tank capacity, and is equipped with leak detection. The generator and fuel fill are contained in a locked enclosure for added security.

Transformer Oil

There are also two transformers on the site: one near the laboratory and one near the residence buildings. These units are considered oil-filled electrical equipment under the SPCC rules. The oil-filled transformers are self-contained and in locked enclosures, utilizing varying amounts of non-PCB transformer oil. Each transformer is mounted on a concrete pad for added stability. Inspections are conducted monthly to check for corrosion or any visible leaking or spills. Maintenance is provided by electrical contractors as necessary.

Lastly, there are ten propane tanks ranging from 120 to 1,000 gallons in various locations at Schiller. These tanks are serviced by Downeast Energy and provide fuel to operate water heaters and heating units. These tanks are exempt from the SPCC requirements but are listed here for inventory purposes.

2.2 TABLES [112.7(a)(3)(i-iii) & 112.7(b)]

ABOVEGROUND STORAGE TANKS & CONTAINERS

Location	Type	Capacity (gal)	Product	Hi-level Alarm	Containment & Spill Control Features
Farmhouse Basement	AST	275	#2 heating oil	Yes	Double wall, indoors, concrete floor, vent whistle, fuel gauge
Farmhouse Basement	AST	275	#2 heating oil	Yes	Double wall, indoors, concrete floor, vent whistle, fuel gauge
Living & Learning Ctr Generator	AST	1,517	Diesel oil	Yes	Double wall with interstitial sensor, concrete pad, vent whistle, fuel gauge, locked spill bucket
Wet Lab Generator	AST	1,517	Diesel oil	Yes	Double wall with interstitial sensor, concrete pad, vent whistle, fuel gauge, locked spill bucket
Portable Generator	AST	165	Diesel oil	N/A	Double wall with leak detection
Wet Lab Transformer	OFEE	157	Transformer oil	N/A	Concrete pad, bollards
LLC & Cabins Transformer	OFEE	215	Transformer oil	N/A	Concrete pad, bollards

AST - Aboveground Storage Tank
 OFEE - Oil Filled Electrical Equipment
 N/A – Not Applicable

Section 3 - SPILL PREVENTION AND RESPONSE

3.1 DISCHARGE PREVENTION

3.1.1 SPCC Features and Operating Procedures [112.7(a)(3) & 112.8]

Bowdoin College employees are trained to implement spill prevention practices for work with and around oil sources. Bowdoin College personnel shall use the following spill prevention guidelines at all times to minimize the potential for a release of oil.

Tank Control Features

The tanks and oil-filled equipment at Schiller are equipped with control features and monitoring devices to help prevent leaks or spills. The aboveground oil storage bulk tanks are equipped with fuel gauges, vent whistles, and secondary containment for protection. The following spill prevention practices are recommended:

- Keep tank surroundings clear to allow for easy inspection or detection of leaks
- Do not store anything on tanks or in containment
- Protect oil sources from damage by moving equipment

Supplier Approval

Bowdoin College endeavors to ensure that the fuel supplier(s) meet(s) the minimum requirements and regulations for tank truck unloading as established by the United States Department of Transportation. These procedures also ensure that the vendor understands the site layout, knows the protocols for entering the site and unloading product, and has the necessary spill equipment on board to respond to a spill from the vehicle or fuel delivery hose.

Spill prevention during oil deliveries (offloading) is the primary responsibility of the supplier until the product is safely in the tank or vessel.

Observation of Deliveries

The Director of Environmental Health and Safety or designee will supervise deliveries for all new suppliers and will periodically observe deliveries for existing, approved suppliers. Delivery observations include ensuring the driver:

- Inspects vehicle and tank prior to delivery and departure (e.g., to make sure the driver does not drive away with the hose in the fill pipe and cleans up any drips from filling);
- Ensures the truck contains the right product for the tank;
- Ensures that the tank can hold what the supplier intends to deliver and the driver takes every precaution to ensure that the tank or equipment is not overfilled; and
- Maintains adequate spill response equipment on board the vehicle.

3.1.2 Tests and Inspections [112.7(e) & 112.8(c)(6) & (d)(4)]

The personnel at the facility shall perform testing, inspection, and maintenance of all petroleum equipment and storage tanks to keep it performing in an efficient and environmentally sound manner. The tests and inspections shall be performed as discussed in the following subsections.

3.1.2.1 Inspecting Aboveground Storage Tanks & Oil-filled Operational Equipment

Facility personnel periodically observe the aboveground storage tanks (ASTs) and oil-filled operational equipment during operating hours. The ASTs and other oil-filled containers and equipment shall be inspected monthly. These inspections are completed in the TMA workorder program using the Monthly Inspection Report Form, as included in Appendix E. Spill response kits kept on site shall also be checked during the monthly tank inspections, and restocked as necessary. Inspections include observations of the exterior of the tank for signs of deterioration or spills (leaks), observations of the tank foundation and supports for signs of instability, and observations of the vent, fill and discharge pipes for signs of poor connection, that could cause a spill. Industry standards from the Steel Tank Institute's *Standard for Inspection of Aboveground Storage Tanks STI SP-0001* requires monthly visual inspections, in conjunction with a more thorough annual inspection. These inspection reports shall be kept for at least three years in the TMA workorder system.

3.1.2.2 Testing Tanks

The tanks at Schiller are smaller tanks with spill controls which places them in "Category 1 or 2" per *STI SP-0001*. Category 1 and 2 tanks require periodic visual inspections as described above, and periodic verification of the integrity of the tank as deemed necessary by the inspection results and in accordance with manufacturer recommendations.

3.1.2.3 Tank Maintenance

All petroleum tank and piping problems shall be immediately reported to the Emergency Coordinator or alternate. Visible oil spills (leaks) that cause a loss of oil from tank walls, piping or other components shall be repaired and cleaned up immediately and faulty equipment replaced as soon as possible to prevent the potential for a major spill from the source.

3.1.3 Training [112.7(f)]

Bowdoin College provides SPCC spill training for all personnel involved with handling petroleum products. The Director of Environmental Health and Safety shall arrange annual training, which includes the following training topics:

- An introduction to pollution control laws;
- Rules and regulations pertaining to the use and storage of petroleum products;
- Inspection, operation and maintenance of spill equipment, and petroleum storage and dispensing equipment;
- Spill response and cleanup;
- Spill notification and record keeping; and
- Spill prevention practices.

The annual SPCC training shall be documented to include the instructor's name, course outline, date and duration of training, attendant's names and signatures, and corrective action list for areas in need of improvement, if any. This information is filed and maintained for at least 3 years at the Environmental Health and Safety office.

3.1.4 Security [112.7(g)]

The tanks at Schiller are all either located inside buildings or equipped with locks on the generator fill pipes or transformer cabinets which minimize the threats of tampering. Exterior tanks have bollards in place to provide protection from moving vehicles. Facility personnel are typically on-site from 7:00 a.m. to 3:30 p.m. Monday through Friday. There is a Security Officer who resides at that site and provides emergency response after hours and weekends, when present.

3.1.5 Conformance with State of Maine and Local Requirements [112.7(j)]

Bowdoin College obtains building permits from the town as needed. Aboveground storage tanks that store #2 fuel oil and supply boilers/heaters are regulated by the Maine Oil and Solid Fuels Board and do not require a permit. Generator diesel tanks are exempt from permitting if they are sub-base tanks and integral to the generator. Oil-filled electrical equipment, i.e. transformers, are also exempt from permitting.

3.2 PLAN ROLES AND RESPONSIBILITIES [112.7(f)(2)]

Every type of imminent or actual emergency including fire, explosion, medical emergency, spill, or chemical incident, will require the Emergency Coordinators and facility management to proceed in accordance with the type and severity of the situation.

3.2.1 Roles

Emergency Coordinator (EC): Responsible for coordinating response actions with internal and external parties. As emergency responders arrive, Incident Command will generally be relinquished to the most senior/qualified responder (i.e.: Police Officer or Fire Officer, depending on the nature of the incident). The Emergency Coordinator will then work under the direction of the Incident Commander, and coordinate facility activities and personnel as directed.

Alternate Emergency Coordinator(s) (AEC): Serve as Emergency Coordinator when the Primary EC is unavailable.

Plan Administrator: The Director of Environmental Health and Safety will be an alternate Emergency Coordinator and is responsible for the administration and distribution of this plan.

3.2.2 Responsibilities

In the event of an emergency, the EC or AEC has the following responsibilities:

1. Ensure this Plan is followed and used as a resource in guiding response actions.
2. Determine the type and level of response needed.
3. If necessary, evacuate all non-essential personnel from the area.
4. Ensure all personnel are accounted for. This may be accomplished by maintaining a roster, personal knowledge of building occupants, building card access records, and Building Coordinator records.
5. Determine if additional resources are needed to support the response efforts. The determination is made through personal survey and interviews with area supervisors and personnel in the affected area.
6. Determine if equipment shutdown procedures are necessary, and direct the shutdown of equipment as needed. Consider that equipment can often be shut down more safely from a remote location.
7. Evaluate additional measures that can be safely taken to ensure that fires, explosions, and releases do not occur, recur, or spread to other materials or areas of the facility. These measures may include: stopping processes and operations, collecting or containing released material, and removing or isolating materials near the spill.
8. Notify proper authorities as needed.

9. Coordinate outside assistance as needed.
 - i. Ensure all necessary emergency access ways are open for emergency vehicles.
 - ii. Inform response personnel of the actual and possible hazards and ensure that appropriate precautions are taken, i.e., the need for special protective equipment, special firefighting instructions, etc. Have copies of Safety Data Sheets available for responders, if applicable.
10. Maintain records/spill report forms.
11. Ensure proper cleanup and disposal of any wastes or spill debris.
12. Arrange for disposal of waste materials that are generated by the incident.
13. Complete and submit any required follow-up reporting.
14. Incident review. Evaluate root causes and steps to prevent recurrence, evaluate need for SPCC Plan revisions and/or equipment changes.

3.3 EMERGENCY RECOGNITION [112.7(a)(3) & (a)(5)]

Emergencies may include fire, medical emergencies, adverse weather, hazardous material spills or releases, threats and/or acts of terror, utility emergencies, and bomb threats. These situations are categorized as either non-emergency or emergency incidents. Emergency incidents are broken down into minor and major incidents depending on the potential impact to human health or the environment.

3.3.1 Non-Emergency Incident:

A routine occurrence, or a minor incident is one that does not pose an imminent threat to human health or the environment, or is unlikely to result in fire, explosion, or an uncontrolled release of oil, hazardous substances, or hazardous wastes, and does not require the attention of outside response agencies. College employees engaged in preventative maintenance work and trained to do so may address these incidents on an as-needed basis.

In addition, the Office of Facilities Management maintains a stand-alone document, designed to identify and address the after-hours procedures and levels of priority for issues that arise from special situations (i.e. electrical power interruptions, elevator malfunction, personal injury, natural gas/propane odor) and on-going construction projects.

3.3.2 Emergency Incident:

An event that poses a potential threat, and may require outside response agencies are classified as minor and major emergency incidents as defined below:

Minor Incident: An incident with limited potential impact to human health or the environment, and possibly within the abilities and training of employees of the College to address as first responders, including initial isolation, localized evacuations, and limited remediation. The EC will determine if the incident can be safely and effectively mitigated with on-site resources, or if notifications to response and regulatory agencies are necessary.

Major Incident: A qualified disaster, as defined by the College Emergency Management Plan (CEMP), that has or may result in mass casualties, significant property damage, and/or extensive environmental impact. A major incident may require evacuations of the entire facility and/or areas of the surrounding community, and will likely be addressed by response agencies acting under the Unified Command model as outlined in the CEMP, and associated Incident Action Plans.

Upon determination of an oil/hazardous materials release, fire, or explosion, posing a threat to human health or the environment, including the surrounding

community and area, the EC is responsible for immediately making the following notifications:

- 1) To appropriate local authorities, if a general evacuation of the area is advisable; and
- 2) To appropriate regulatory authorities, to provide the EC's contact information, name and address of the facility, time and type of incident, name and quantity of oil or hazardous materials involved, extent of injuries if any, and potential threats to human health or the environment outside of the facility.

If there is uncertainty as to whether an event is a qualified emergency, the policy of the College is to err on the side of caution and conduct their response accordingly. If in responding to the situation, it is assessed to be of a lower degree than initially thought, it may be re-classified and the level of response downgraded accordingly.

3.4 EMERGENCY PROCEDURES [112.7(a)(3) & (a)(5)]

During emergencies outlined below, the EC will direct operations to resolve and control emergency situations. Employees will abide by these directions to avoid possible injury and damage to property. Employees will be knowledgeable as to their roles in the event of an emergency. No person shall respond beyond his or her level of training.

Personnel safety is the primary concern. Do not hesitate to initiate an evacuation if danger is thought to be imminent.

No person shall attempt any emergency action that will place them in a hazardous situation or that is beyond their level of training.

Once an event is classified as an emergency, the following general procedures will be followed.

3.4.1 Immediate Notifications

1. Incoming notifications will be made to the Communications Center via radio, phone, or monitored alarm.
2. Other notifications will be made to the EC, other responsible persons, and response and regulatory agencies depending on the circumstances, as outlined in Section 1.3.2 and 1.3.3.
3. If warranted, outgoing notification to the community will be made as necessary via the means outlined in the *Crisis Communications Plan* component of the CEMP.

3.4.2 First Response

First responders will be responsible for the following:

1. Hazard recognition, isolating the scene, and possibly initial confinement of the release to prevent it from spreading beyond the immediate area, if this can be done safely and without entering the hazard area.
2. Provide specific details of the incident to the Communications Center, including type, location, time, size/quantity, duration, known hazards, mitigating factors, and corrective actions required.
3. Secure, isolate, and evacuate the hazard area to protect public safety.

First responders in the employ of the College are not trained higher than HAZWOPER awareness level, and are not expected to address a Major Incident as defined in Section 3.3.2, but instead await response by the College's mutual aid partners. Designation of an incident as Minor or downgrading to a Non-Emergency is the responsibility of the EC or the incident commander of the responding agency. The Office of Safety and Security maintains a Standard Operating Procedure for hazardous materials response as a first responder.

3.4.3 Evacuation

Evacuation alarms may occur for numerous reasons including but not limited to, fire, hazardous material releases (chemicals, gases), and other threats. General evacuation procedures are outlined below.

In Case of an Evacuation Alarm

1. Treat every alarm as an emergency. Do not assume the alarm is a drill.
2. Walk in an orderly manner to the nearest exit towards the rally point.
3. Do not use elevators.
4. Shut off possible sources of ignition.
5. Close doors behind you.
6. Take only personal items that are in the immediate vicinity (i.e., purse, keys, jackets, medications, etc.).
7. Do not take time to shutdown computers. Secure computers with sensitive information by setting the computer to auto lock when unattended.
8. Follow instructions from emergency personnel.
9. Assist visitors and people with special needs.
10. Feel all doors before opening. If it is hot, do not open it and leave by an alternate exit.
11. If the hall between you and the fire exit is filled with smoke, crawl along the floor to the exit.
12. Report missing persons to the Emergency Coordinator or on-scene commander.
13. If possible, Building Coordinators, instructors, faculty, or staff will determine by employee/student roster or personal knowledge whether anyone may still be in the building, and inform Security or first responders of same.
14. Do not re-enter the building until the all-clear is given by the Incident Commander.

If You Can't Evacuate

If you are injured or need assistance to evacuate:

1. Keep the door closed.
2. If there is a phone or cell phone, call 911, and report your exact location, including building name, floor, and room number. Follow any instructions given by the 911 operator.
3. Seal the bottom of your room door and any air vents with a rug, blanket, or towel.
4. If there is an exterior window, do not jump. Open the window and hang out a visible object (towel, bed sheet, shirt, etc.) and close the window down on it to attract the Fire Department's attention. Avoid opening any exterior windows as this may increase the spread of fire.
5. Wait for instructions from on-scene emergency responders.
If there is no phone and no exterior door or window, make noise, stay low, and shelter in place until help arrives.

Evacuation Guidelines for People with Physical Disabilities

The person with a physical disability(s) may be an employee, student, or visitor. Individuals may be mobility, visually, or hearing impaired or any combination of such. Supervisors, managers, instructors, and building coordinators must identify persons in the building with physical disabilities and, in coordination with the Emergency Coordinator, determine the appropriate evacuation procedure. Evacuating a person with a disability or an injury by yourself is the last resort. Consider your options and the risk of injuring yourself or others in an evacuation attempt. Do not attempt a rescue evacuation unless you have been properly trained or the person is in immediate danger and cannot wait for rescue. The evacuation method may be situational, meaning that it could vary depending on the incident. All incidents shall be considered when determining the appropriate emergency evacuation procedures for disabled persons.

3.4.4 Medical Emergency

In the event of a medical emergency, any personnel who discovers the situation or is acting as an attendant will follow these procedures:

- 1. Do not risk becoming a second victim.** Assess the scene to determine if it is safe to enter the area before attempting first aid or other medical assistance.
- 2. If it is unsafe to enter the area, call Security (x3500/207-725-3500) or 911**, if the latter also notify Security. Provide any information that you have, including: type of injury, whether an ambulance might be needed, exact location, and whether additional help from facility personnel is needed. Stay on the phone with the officer until advanced emergency personnel arrives or the dispatcher tells you it is okay to disconnect.
- 3. Survey the scene** as you approach, attempt to locate the cause of the problem, such as electrical or chemical exposure or asphyxiation.
- 4. De-energize equipment** as needed to stabilize the scene, or do so remotely.
- 5. Ventilate area**, if necessary.
- 6. Assess the condition of the individual. If the person requires emergency assistance, immediately call 911** for help and notify Security. Have someone meet EMS personnel and escort them to the victim.
- 7. Do not leave victim unattended**, except to call for help.
- 8. Instruct first aid-trained personnel** to report to the scene with appropriate first aid equipment. **If you suspect heart illness**, have the **AED** on hand as a precaution. Locations of first aid supplies and AEDs are included in Appendix A.
- 9. If the victim is conscious**, obtain consent to render first aid.
- 10. If the victim is unconscious or loses consciousness**, apply an **AED** as soon as possible.

11. **Do not move the victim unless there is an immediate threat.** If you must move the victim, use caution to prevent spinal cord injury, especially if you suspect head, neck, or back injury.
12. Protective measures should be taken to avoid contact with blood or other bodily fluids. Universal precautions apply at all times.
13. **A trained person should render first aid or CPR or apply and operate an AED. Continue first aid/CPR until paramedics/EMTs arrive.**
14. If the situation is a non-emergency, another mode of transportation may be used to transport the injured person to a medical care facility. Mid Coast Hospital and the Mid-Coast Walk-In Clinic are the primary medical providers in the area.

Rescue and Medical Duties:

Staff in the Office of EHS and Security personnel are trained in First Aid, CPR, and AED use. Local response agencies are under mutual aid agreement to provide emergency fire, rescue, and medical services to the College (see Section 1.3.3).

Blood or Bodily Fluid Spill Cleanup Procedures:

In the event of a spill of blood or bodily fluids, determine PPE requirements based on size and type of spill.

Large spill of body fluids such as a sewage leak that has a high risk of splash potential, PPE requirements include chemical resistant gloves (vinyl, nitrile, etc.), shoe covers, disposable Tyvek coveralls or gown and mucous membrane protection that includes goggles and a mask.

Small spill of body fluids such as a small pool of blood that has a risk of splashing: PPE requirements at a minimum include waterproof gloves (rubber, nitrile, etc.) and mucous membrane protection with goggles and mask. Protective clothing such as boots and coveralls may be worn depending on the size and potential for splashing during clean-up.

Dried body fluids or a very small spill of body fluids such as dried blood or blood from a mild nose bleed that have a low risk of splashing: Wearing water-proof gloves (rubber, nitrile, etc.) at a minimum would be required for PPE in this type of spill cleanup. Other PPE may be worn depending on the situation.

Note: In the event of a crime scene or reportable incident, cleanup must not be conducted until after the scene is released by the Incident Commander or agency responsible for investigation.

Clean up Procedures:

1. Don necessary PPE to prevent contact with bodily fluids. Restrict access, and do not walk in the spill area. Be aware of the potential for “sharps” to puncture PPE and potential injection hazards. Pick up sharps with tongs or dustpan and broom before cleanup of liquids, if necessary. Place sharps in the appropriate container to prevent injury during handling and transportation.
2. Use absorbent material to soak up and contain spill, working from the edges. Place spill materials in a trash bag or biohazard bag.

3. Flood the surface with a disinfectant (i.e., 10% solution of bleach in water) rated efficacy against a broad spectrum of human infectious agents. Use as directed, and leave on surface for a minimum of ten (10) minutes.
4. Carefully clean up and absorb the body fluid material and disinfectant mixture and place all cleanup material into a trash bag or biohazard bag.
5. Properly disinfect or dispose of any items used in the cleanup, such as tongs, forceps, brooms, dustpans, mops, etc. in a trash bag or biohazard bag.

Basic Hygiene & Accidental Exposures:

- Employees should wash their hands with soap and warm water immediately after removal of gloves and other protective equipment.
- Disinfect all reusable equipment.
- Upon accidental skin contamination, wash the area with copious amounts of soap and water.
- If the eyes or mucous membranes are accidentally contaminated flush with copious amounts of water.
- Report exposures to the supervisor, and complete an Accident/Incident Report per the College's procedures.

Disposal Procedures:

Most body fluids and clean-up materials that have been disinfected and absorbed so there are no free liquids, can be double bagged in heavy-duty trash bags and disposed of as normal trash. Exceptions would be if the body fluid spill was large quantities (i.e. pooled blood). If clean up materials are soaked or dripping, use additional absorbent and call EHS for biohazard bags & boxes to package material for off-site medical waste incineration. The College's biohazardous waste storage area is located in Druckenmiller 55-C, and is managed by the Manager of the Bowdoin Science Center and Laboratory Safety.

For more information and complete Biomedical Waste Management Plan and Exposure Control Program, refer to the Office of [EHS website](#).

3.4.5 Fire/Explosion

Small or incipient fire (i.e.: trash can, smoking panel, etc.):

1. If trained to do so, shut off any power, fuel control valves, and ignition sources. Use a **single fire extinguisher** to attempt to control fire, if comfortable and trained.
2. Notify Security of the incident, even if the fire was extinguished.
3. If fire cannot be controlled, activate the nearest fire alarm “pull station.” Call Security (x3500/207-725-3500) or 911, after evacuating through the nearest exit.
Note: A natural gas fire is always considered an uncontrolled fire.

Fire or Explosion Emergency

1. If you see a fire, shout “FIRE” and use “pull station” to activate the fire alarm. Call Security (x3500 or 207-725-3500) or 911 if it is safe to do so, or use cell phone after evacuating through the nearest exit.
2. Help confine the fire by closing the doors as you exit.
3. Evacuate the building following the evacuation procedures and meet at the designated rally point for the applicable area.
4. Security will initiate the Facilities Management call-in procedures, and as a result, the Emergency Coordinator will be notified.
5. Area supervisors or responsible person will conduct a “head count” and report to Emergency Coordinator.

Note: No person is to re-enter the building until given the “all-clear” by the Incident Commander or Emergency Coordinator.

The Emergency Coordinator or responsible person shall be available to the Incident Commander of the Fire Department (usually the Fire Chief), and shall assist, as necessary.

3.4.6 Gas Leaks

This section summarizes immediate response procedures for gas leaks.

Propane (LPG) Leak

EMERGENCY OVERVIEW: DANGER! EXTREMELY FLAMMABLE GAS – MAY CAUSE FLASH FIRE OR EXPLOSION! KEEP AWAY FROM HEAT, SPARKS, FLAMES, OR OTHER SOURCES OF IGNITION (E.G. STATIC ELECTRICITY, PILOT LIGHTS, MECHANICAL/ELECTRICAL EQUIPMENT).

Propane is used throughout the Schiller Center for heat and hot water. Gas detection has been installed in buildings that utilize propane. The gas detection devices are tied to the fire alarm system and digitized, so all active alarms will automatically notify the Security office.

In its native state, propane lacks odor, color, and taste. Mercaptan, a harmless chemical is added to propane for safety, and contains sulfur that is usually described as a rotten egg odor. Mercaptan is a very effective warning agent considering the omitted odor and extremely low odor threshold.

In the event of an uncontrolled gas leak, fire, or mercaptan-like odors, evacuate all personnel from the building immediately (regulations recommend a distance of 100 meters (330 feet) from the building), following procedures outlined in Section 3.4.3 and call the Security (x3500/207-725-3500) or 911. Be clear to specify that it is a propane leak and give the exact location. Security will initiate their notification procedures and deploy the appropriate response personnel.

Shut off any open flames and open operable windows, but do not turn any electrical switches on or off until the atmosphere has been proven to be below explosive levels (Less than 10% LEL).

Typically, propane can be shut off at the tank prior to its entry into the building.

3.4.7 Oil/Chemical Spill

This section is to be used for immediate response action in the event of a chemical or oil spill or release. These response actions apply to all types of oil including and not limited to mineral, biodegradable, and plant and animal-based oils.

Minor or incidental spills can typically be cleaned up by trained facility personnel and are described below. Examples of minor spills that could occur at Bowdoin College include oil, corrosive or flammable liquids, lab chemicals, mercury, or battery acid.

Major spills are spills that cannot be safely controlled or cleaned up and require outside agencies or contractors to perform the clean-up. A major spill should **not** be cleaned up by facility personnel and often pose a danger to people and/or the environment.

3.4.7.1 Minor or Incidental Spill

Minor or incidental spills, including small amounts of oil or hazardous materials smaller than the RQ, may be cleaned up by trained facility personnel, provided that the spill meets the following:

- The spilled material is easily stopped or controlled at the time of the spill;
- The spill is localized;
- The spilled material is not likely to reach surface water or groundwater;
- There is little danger to human health; and
- There is little danger of fire or explosion.

In the event of a minor spill, the following guidelines shall apply:

1. Identify the material and the extent of the spill.
2. Evacuate persons not involved in the remedial efforts from the immediate area of the release.
3. If it's safe to do so, secure the source and release area if the spill is ongoing. Take measures to prevent migration of the oil or chemical into drains, catch basins, or a water body.
4. Report the spill to Security 207-725-3500 who will notify the Emergency Coordinator.
5. The Emergency Coordinator will call the Maine State Police/DEP, if necessary.
6. Under the direction of the Emergency Coordinator, contain and clean up the spill with spill response materials and equipment. *Note: If clean-up materials cannot safely prevent the spill from reaching floor drains, or foundation sumps, or reaching the environment, follow the Spill Emergency guidelines in Section 3.4.7.2.*
7. Place spill cleanup debris in properly labeled waste containers. Label with chemical content and date. In general, material used to clean up, or recovered from, an oil and hazardous materials release will be considered special waste and

hazardous waste, respectively. Wastes will be managed according to Bowdoin College's *Hazardous Waste Management Plan*. The Emergency Coordinator will make the final determination as to the type of waste and proper disposal (i.e., general, special, hazardous).

8. Surfaces, equipment, and persons exposed to the release must be decontaminated as outlined in the SDS.
9. Complete the appropriate Spill Notification Form (in Appendix B) and submit to the Emergency Coordinator.

Clean-up Procedures for Minor Spills of Specific Materials:

The college has a variety of chemicals that pose different hazards. Spills must be addressed based on the type of chemical. (Refer to SDS for precautions, personal protective equipment, and cleanup methods.) During a spill or the cleaning up of a spill, make sure that other chemicals do not mix with the spilled material. Spill response materials are positioned in strategic locations campus-wide as outlined in Appendix E.

3.4.7.1.1 Oil

EMERGENCY OVERVIEW: AVOID CONTACT WITH SKIN, EYES AND CLOTHING. DO NOT SWALLOW. AVOID BREATHING VAPORS OR MISTS. USE GOOD PERSONAL HYGIENE PRACTICES. WASH THOROUGHLY AFTER HANDLING.

No person shall take action beyond their level of training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Put on appropriate personal protective equipment. Floors may be slippery; use care to avoid falling.

- a. Stop the spill if it is safe to do so, remotely if possible. If the source cannot be safely stopped, refer to procedures for "Major Spill."
- b. Isolate the spill area and remove unnecessary personnel.
- c. Confine the spill to prevent it from spreading beyond the immediate area, using booms, socks, pads, loose absorbent, sand, or other materials, as appropriate.
- d. Determine the most appropriate cleanup approach, absorbing, solidifying, cleanup of free liquid into suitable containers, etc. If absorbents or solidification are used, use sufficient quantities to prevent free liquids in waste
- e. Clean up all free liquids and remove residues.
- f. Place all cleanup materials in suitable containers. Heavy duty plastic bags can be used for solid debris. Remove excess air from bags, seal shut. Recovered liquids can be labeled "used oil" and managed for recycling, if appropriate.

3.4.7.1.2 Corrosive Liquids (acids or bases)

EMERGENCY OVERVIEW: CAUSES SEVERE SKIN BURNS AND EYE DAMAGE. CAUSES SKIN IRRITATION. CAUSES SERIOUS EYE IRRITATION. MAY BE CORROSIVE TO METALS.

- a. Obtain an acid/base spill kit from nearest spill equipment location as outlined in Appendix E.
- b. All spills of concentrated corrosive materials (i.e.: “hazardous,” pH <2.0 or >12.5) should be neutralized using an appropriate compound.
- c. Remaining liquids will be absorbed using a non-flammable absorbent.
- d. Absorbed and neutralized waste will be collected as directed by the Environmental Coordinator, and managed under the appropriate waste rule.
 - i. Cleanup debris from hazardous materials must be treated as hazardous waste even if the original hazardous characteristic has been neutralized or altered.
- e. Spills of dilute corrosive materials (i.e.: “non-hazardous,” pH between 2.0 and 12.5) may be addressed using two methods:
 - i. A “wet-vac” vacuum cleaner capable of handling dilute corrosives can be used to collect liquid.
 - Collected liquid will be transferred to a properly labeled waste receptacle and managed under the appropriate waste rule.
 - ii. Non-flammable absorbent may be used to collect the liquid.
 - If this method is used, absorbed material will be collected and managed under the appropriate waste rule.

3.4.7.1.3 Broken or Leaking Battery

EMERGENCY OVERVIEW: MAY FORM EXPLOSIVE AIR/GAS MIXTURE DURING CHARGING. CONTACT WITH INTERNAL COMPONENTS MAY CAUSE IRRITATION OR SEVERE BURNS. IRRITATING TO EYES, RESPIRATORY SYSTEM, AND SKIN. PROLONGED INHALATION OR INGESTION MAY RESULT IN SERIOUS DAMAGE TO HEALTH. PREGNANT WOMEN EXPOSED TO INTERNAL COMPONENTS MAY EXPERIENCE REPRODUCTIVE DEVELOPMENTAL EFFECTS.

Caution: Broken or leaking batteries may still be electrically active. Use caution to prevent electric shock. Use appropriate PPE and/or cover battery terminals with non-conductive material to prevent shock. Use goggles with face shield and protective clothing and prevent splashing which could cause chemical burns.

- a. Obtain a battery spill kit from nearest spill equipment location as outlined in Appendix E.
- b. Broken or leaking batteries shall be cleaned up based on the specific battery type involved.
- c. Spilled battery electrolyte shall be neutralized using the appropriate absorbent media, and then placed in a sealable container. Leaking batteries shall be placed in a sealable container with adequate amounts of the appropriate absorbent to contain any additional free liquids which could continue to leak.
- d. Broken batteries can be handled as Universal Waste if the casing is intact and no hazardous electrolyte is leaking. Leaking batteries will need to be addressed as a Hazardous Waste if the leaking electrolyte exhibits a characteristic of corrosivity (pH<2 or >12.5).

3.4.7.1.4 Flammable Liquids (i.e. gasoline, paint thinner, etc.)

EMERGENCY OVERVIEW: EXTREMELY FLAMMABLE LIQUID AND VAPOR! MAY ACCUMULATE ELECTROSTATIC CHARGE AND IGNITE OR EXPLODE. MAY BE FATAL IF SWALLOWED AND ENTERS AIRWAYS. CAUSES SKIN IRRITATION, MAY CAUSE RESPIRATORY IRRITATION. MAY CAUSE DROWSINESS OR DIZZINESS. MAY CAUSE GENETIC DEFECTS. MAY CAUSE CANCER. SUSPECTED OF DAMAGING FERTILITY OR THE UNBORN CHILD. TOXIC TO AQUATIC LIFE WITH LONG LASTING EFFECTS.

- a. In the event of a flammable liquid spill, and as a precaution, evacuate non-essential personnel from the area even if no “emergency” exists.
- b. In the event of a spill, the initial action is to evaluate the area to determine if an emergency situation exists. If concentrated vapors are present and there is the potential for ignition sources, the ignition sources must be eliminated immediately by de-energizing the equipment (remotely if possible). Ignition sources include open flames, spark-producing operations, ovens, pilot lights, etc.
- c. Most flammable liquids evaporate quickly, and the vapors mix with air and migrate to other areas. Some vapors, such as those from isopropanol will concentrate and migrate near the floor, while others such as acetone will mix with air and migrate at all heights. High concentrations of vapors can result in an explosive situation.
- d. Spills of flammable liquids will be addressed using one of two methods outlined below. First, obtain clean-up material from nearest spill equipment location as outlined in Appendix E.
 - i. Non-flammable absorbent material may be used to absorb the free liquid and in sufficient quantities to suppress vapors.
 - ii. Paper towels may be used in sufficient quantity to absorb all free liquids.
- e. After all the liquid has been absorbed, the towels or absorbent material will immediately be collected in a heavy garbage bag, the bag closed (removing as much air as reasonably possible).
 - i. Absorbed material will be collected and managed under the appropriate waste rule.
 - ii. Cleanup debris from “hazardous” materials should be treated as “Hazardous Waste” even if the original hazardous characteristic has been neutralized or altered.

3.4.7.1.5 Metallic Mercury (thermometers, thermostats or fluorescent lamps)

EMERGENCY OVERVIEW: VERY TOXIC BY INHALATION, IN CONTACT WITH SKIN AND IF SWALLOWED. CAUSES SEVERE BURNS. DANGER OF VERY SERIOUS IRREVERSIBLE EFFECTS. MAY CAUSE SENSITIZATION BY SKIN CONTACT. DANGER OF SERIOUS DAMAGE TO HEALTH BY PROLONGED EXPOSURE. VERY TOXIC TO AQUATIC ORGANISMS, MAY CAUSE LONG-TERM ADVERSE AFFECTS IN THE AQUATIC ENVIRONMENT. MAY IMPAIR FERTILITY.

1. **Stop the spill** if it is ongoing, and only if safe to do so. Call the Emergency Coordinator. Evacuate non-essential personnel from the area until the Emergency Coordinator gives the all-clear after cleanup. Prevent tracking mercury to other areas by instructing that no one walks through the spill area upon exiting.

If possible, **ventilate the area** by opening windows and doors to the outside. Use a fan to facilitate the movement of mercury-contaminated air to the outside for 24-48 hours before resuming normal use. If possible, heat the area (for example, a space heater) while still ventilating to the outdoors. Close all doors between the room where the mercury spill occurred and the rest of the building. Shutdown HVAC system, if present, to prevent mercury vapor from migrating to other areas.

2. Prior to cleanup, remove metal items like jewelry and watches since metal can bind with mercury.
3. Obtain a mercury spill kit from nearest spill equipment location as outlined in Appendix E.
4. **Put on PPE: Shoe covers, disposable lab coat or apron, DOUBLE-GLOVE with nitrile or vinyl gloves.** If you suspect your clothing or shoes may have been contaminated during the spill, you will need to change out of your old clothes and shoes and put them in the trash bag at the end of the cleanup.
5. **Identify items in the spill area that can be cleaned and those that cannot.** Non-porous surfaces can be cleaned following this guidance. Porous surfaces, clothing, or fabric-covered items are difficult to clean because mercury beads or visible powder (from CFLs) may be trapped in these materials. Items that cannot be cleaned should be placed in plastic trash bags or wrapped in a double layer of plastic and carefully sealed with tape. Consult with EHS about how to decontaminate or dispose of these items. They should be handled as hazardous waste unless they are proven to be safe for continued use.
6. **Wear two layers of gloves and use tweezers to carefully pick up the larger pieces of broken glass and what remains of the broken device and place them on a paper towel.** Gently fold the paper towel around these pieces so you can pick the bundle up and place it in a zipper-type plastic bag.

7. **Use index cards or stiff cardboard** to push smaller pieces of glass and mercury beads or powder together into a pile. **Shine a flashlight** at an angle to locate beads of mercury. The beads will reflect light from the flashlight. Check for mercury in cracks or in hard-to-reach areas where beads may be hidden or trapped. Check a wide area beyond the spill.
8. **Use an eyedropper to collect mercury beads and place them in the container or plastic bag.** Hold the eyedropper at an angle to draw the mercury into the tip. Keep the eyedropper at an angle to stop the mercury from rolling back out until you can put the mercury into the plastic bag.
9. **Make a tape ball (sticky side out) and carefully use it to pick up any remaining glass or beads.** Check again with the flashlight to be sure that no beads of mercury remain.
10. At this point, mercury beads may still be trapped in cracks or crevices on irregular surfaces. **Sprinkle sulfur powder over the contaminated area** and rub it gently all over the surface and into the cracks with a paper towel. Sulfur powder binds with mercury, and alters the color of the powder. Use a paper towel slightly dampened with water followed by wiping with another damp paper towel to clean up the powder and mercury. Place the used paper towels in a zipper-type plastic bag.
11. **Put all the items that were used to pick up the mercury, including index cards or cardboard, eyedropper, contaminated tape, paper towels, and zipper-type bags into the trash bag.** Carefully remove first layer of gloves by grabbing them at the heel of the hand (not the wrist) and pulling them inside out as they come off. Place the used gloves in the trash bag.
12. **With gloved hands, carefully seal the trash bag that contains the mercury contaminated waste** and put it in a hazardous waste container until it can be disposed of safely, and label properly.
13. **Clothes or shoes that did not come in direct contact with liquid mercury may have absorbed mercury vapor. These items should be removed and put into the trash bag** that was left outside the contaminated area at the beginning of the cleanup. Close the trash bag and take it outdoors. Carefully remove the shoes and or clothing from the trash bag and air them out thoroughly outdoors for 24 to 48 hours. After the outdoor airing, items that are washable can then be laundered.
14. **Dispose of contaminated items properly.** Mercury-contaminated items and spill cleanup debris is considered “Hazardous Waste” or “Universal Waste,” and will not be placed in the regular trash. The Emergency Coordinator will provide appropriate disposal guidance.

WARNINGS:

NEVER use a vacuum cleaner, mop or broom to clean up a mercury spill. Heat from the motor will increase the amount of mercury vapor in the air. Mops and brooms will spread the mercury, making proper clean up more difficult. The vacuum cleaner, mop or broom will become contaminated with mercury.

NEVER use a washer or dryer to clean clothing that became contaminated with liquid mercury. The washer and dryer can become contaminated with mercury. If these items are contaminated with mercury, they are very difficult to clean and may have to be disposed as hazardous waste.

PRACTICAL INFORMATION ABOUT MERCURY:

A mercury spill usually forms several pools and many beads of mercury. Mercury does not stick to most materials other than some metals. Mercury beads roll very easily, often scattering long distances from the original location of the spill and getting into cracks and crevices where it can be very difficult to remove them. Cleaning up a mercury spill requires patience and attention to detail to recover the mercury and to limit your exposure to toxic mercury vapors.

3.4.7.2 Major Spill Response (Spill Emergency)

A “Spill Emergency” is defined as a spill that cannot be safely controlled or cleaned up. Characteristics include the following:

- The spill is large enough to spread beyond the immediate spill area;
- The spilled material enters land, surface water, or groundwater (regardless of spill size);
- The spill requires special training or equipment to cleanup;
- The spilled material is dangerous to human health; and/or
- There is a danger of fire or explosion.

In the event of a SPILL EMERGENCY, the following guidelines shall apply:

1. The discoverer shall identify the material and the extent of the spill.
2. If safe to do so, the discoverer shall stop the source if the spill is ongoing and protect sensitive environments (for example drains, groundwater, ponds).
3. Notify Security at **x3500 or (207) 725-3500** or call 911.
4. The discoverer shall not attempt to clean-up the spill unless specifically trained to do so.
5. Security will initiate their notification procedures, and deploy the appropriate response personnel, including the Emergency Coordinator.
6. Assess the need for building-wide or localized evacuation of the affected area, and in the event of an injury, provide first aid, if trained to do so, and notify Security or call 911 for medical assistance.
7. The Emergency Coordinator will notify the appropriate outside assistance, as outlined in Section 1.3.3, such as the State Police/DEP, National Response Center, Harpswell Emergency Services, and/or Cumberland County Emergency Management.
8. The Emergency Coordinator will coordinate cleanup and seek assistance from a cleanup contractor as necessary.

3.4.8 Recovery

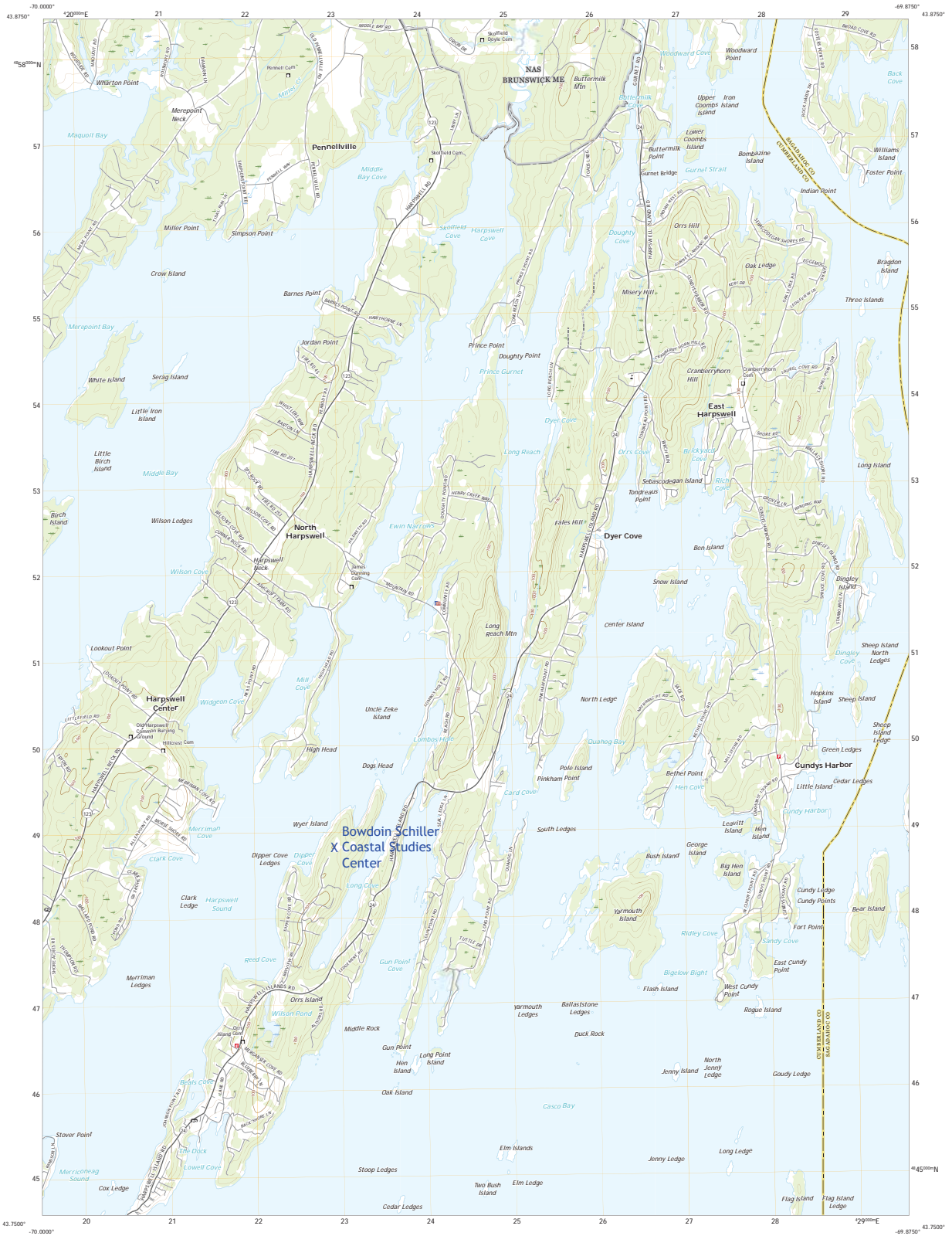
Once contained and remediated, immediate follow-up to a release incident will include:

1. Cleanup of the release site, decontamination of persons and materials impacted by the release, and disposal of recovered product or impacted materials by response agencies and/or a licensed contractor.
2. Assessment of injuries and/or property damage caused by the release.
3. Notification of regulatory agencies and insurers if not already contacted.
4. Post-incident briefing, analysis, and critique of the response actions, and modifications to the SPCC Plan to address perceived deficiencies.

APPENDIX A

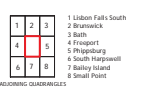
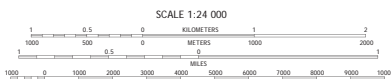
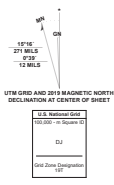
Facility Site Plans

[112.7(a)(3)]

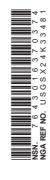


Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84) Projection and
1 000-meter grid Universal Transverse Mercator, Zone 19T
This map is not a legal document. Boundaries may be
generated for this map scale. Private lands within government
reservations may not be shown. Obtain permission before
entering private lands.

Inventory: NADP July 2018
U.S. Census Bureau 2017
Names: National Hydrography Dataset, 1999 - 2019
Contours: National Elevation Dataset, 2005 - 2012
Boundaries: Multiple sources; see metadata file 2018 - 2019
Wetlands: FWS National Wetlands Inventory 2001 - 2004



ORRS ISLAND, ME
2021



SCSC Facility Site Map

SCHILLER COASTAL STUDIES CENTER

240 Bayview Road, Orr's Island, ME 04066



MAP KEY~NUMERICAL

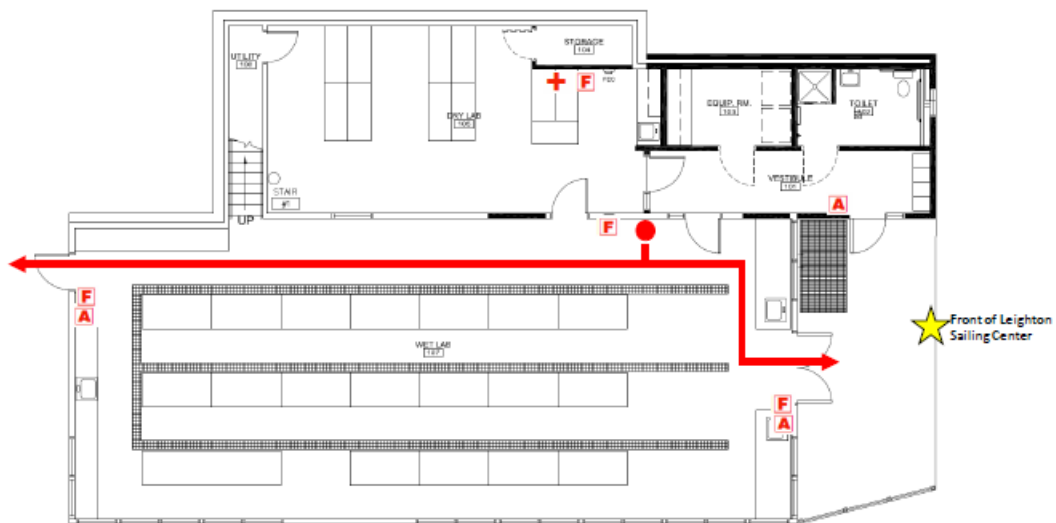
- 100** Schiller Coastal Studies Center (SCSC), terrestrial lab
- 101** SCSC, apartment
- 102** SCSC, cabins
- 103** SCSC, Living and Learning Center
- 104** SCSC, marine biology lab
- 105** SCSC, Leighton Sailing Center
- 106** SCSC, boat dock
- 107** SCSC, farmhouse
- 108** SCSC, barn

Evacuation Maps

Each building is posted with interior egress signage and lighting directing occupants to the nearest fire exit, per National Fire Protection Association (NFPA) 101 Life Safety Code. The Assistance Director of SCSC will act as Building Coordinator for all buildings on SCSC unless an alternate is identified. For the purposes of the Emergency Action Plan and this ICP, the Building Coordinator acts as Building Fire Warden and maintains a roster of the building's assigned occupants. Evacuation maps are maintained by the Office of EHS and are readily available as needed.

Note: Electronic copies of the evacuation maps will be provided to the Harpswell Fire and Police Departments along with updates to this plan.

MARINE LAB

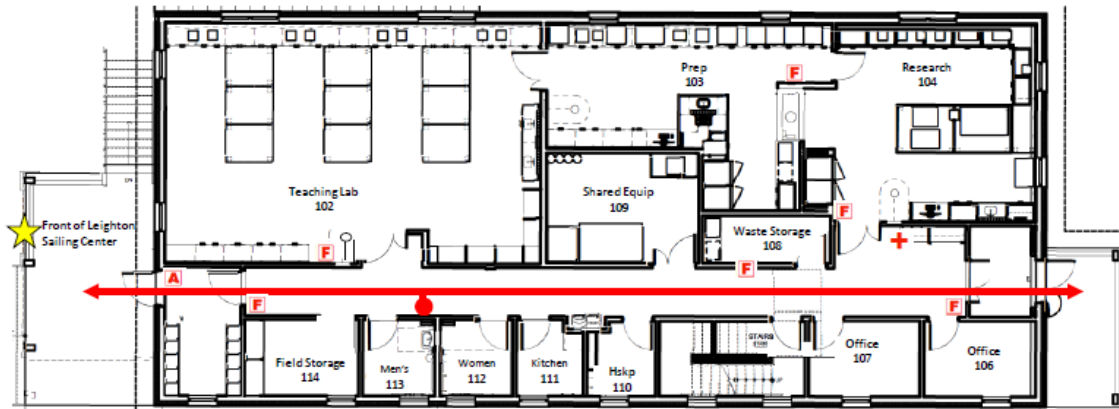


Bowdoin

EMERGENCY EVACUATION PLAN
SCSC Marine Lab

- YOU ARE HERE
- EVACUATION ROUTE
- ★ RALLY POINT
- ⓕ FIRE EXTINGUISHER
- ♥ AED
- + FIRST AID KIT
- ⓐ AREA OF REFUGE
- ⓐ FIRE ALARM
- ⓑ FIRE BLANKET

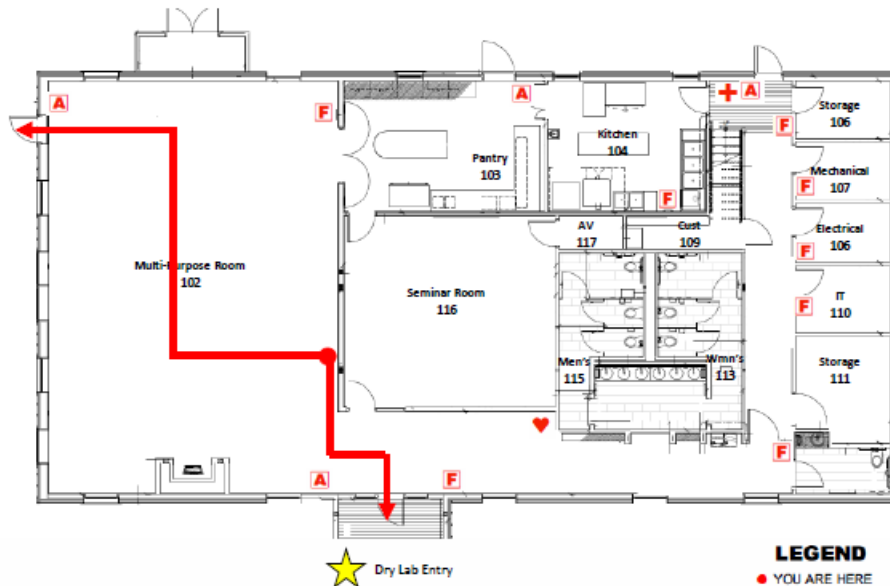
DRY LAB



EMERGENCY EVACUATION PLAN SCSC DRY LAB

- LEGEND**
- YOU ARE HERE
 - EVACUATION ROUTE
 - ★ RALLY POINT
 - ⊕ FIRST AID KIT
 - Ⓜ AREA OF REFUGE
 - F FIRE EXTINGUISHER
 - A FIRE ALARM
 - ♥ AED
 - B FIRE BLANKET

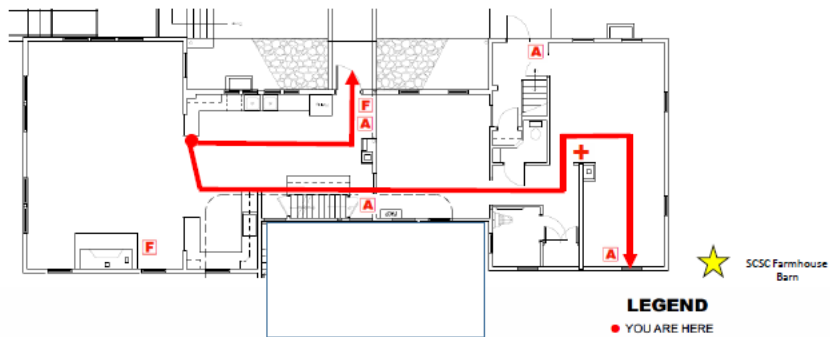
LIVING AND LEARNING CENTER



EMERGENCY EVACUATION PLAN Living and Learning Center

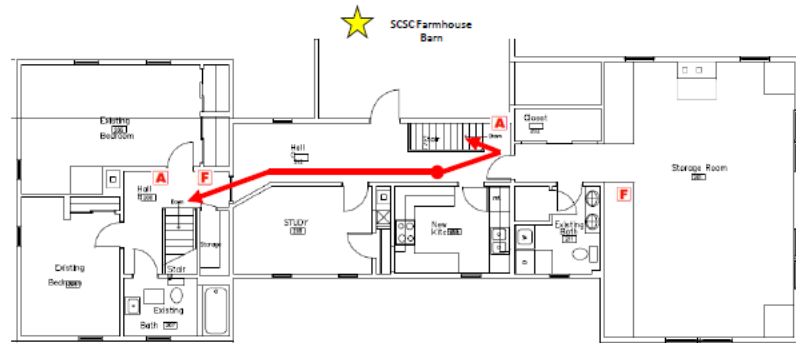
- LEGEND**
- YOU ARE HERE
 - EVACUATION ROUTE
 - ★ RALLY POINT
 - ⊕ FIRST AID KIT
 - Ⓜ AREA OF REFUGE
 - F FIRE EXTINGUISHER
 - A FIRE ALARM
 - ♥ AED
 - B FIRE BLANKET

FARM HOUSE



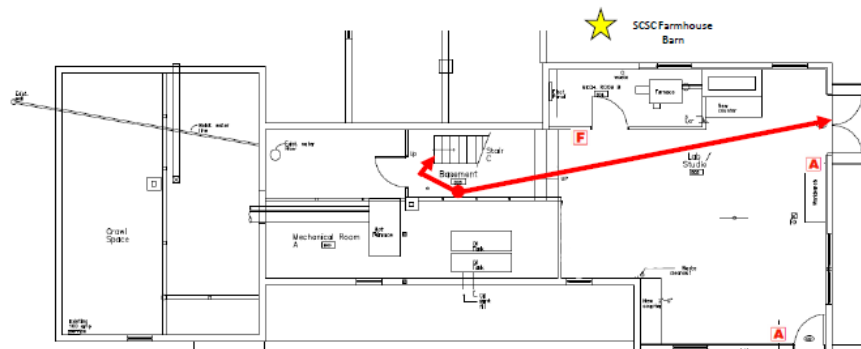
Bowdoin EMERGENCY EVACUATION PLAN
SCSC Farm House, 1st Fl

- LEGEND**
- YOU ARE HERE
 - EVACUATION ROUTE
 - ★ RALLY POINT
 - F FIRE EXTINGUISHER
 - ♥ AED
 - + FIRST AID KIT
 - Ⓜ AREA OF REFUGE
 - A FIRE ALARM
 - B FIRE BLANKET



Bowdoin EMERGENCY EVACUATION PLAN
SCSC Farm House, 2nd Fl

- LEGEND**
- YOU ARE HERE
 - EVACUATION ROUTE
 - ★ RALLY POINT
 - F FIRE EXTINGUISHER
 - ♥ AED
 - + FIRST AID KIT
 - Ⓜ AREA OF REFUGE
 - A FIRE ALARM
 - B FIRE BLANKET



Bowdoin EMERGENCY EVACUATION PLAN
SCSC Farm House, Basement

- LEGEND**
- YOU ARE HERE
 - EVACUATION ROUTE
 - ★ RALLY POINT
 - F FIRE EXTINGUISHER
 - ♥ AED
 - + FIRST AID KIT
 - Ⓜ AREA OF REFUGE
 - A FIRE ALARM
 - B FIRE BLANKET

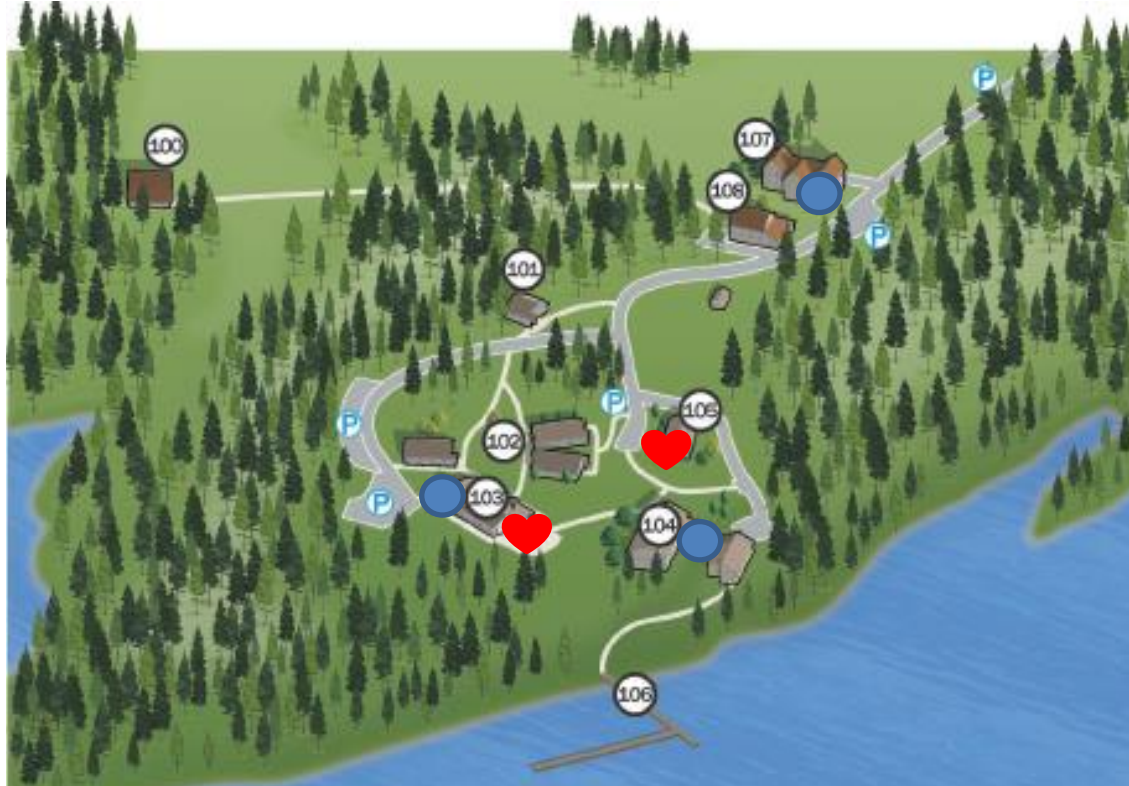
First Aid and AED Kits

Bowdoin College has several first aid kits and automated external defibrillators (AEDs) strategically placed around the Schiller Coastal Studies Center. The following map shows the location of these items. A complete list is also maintained by the Office of EHS and is readily available as needed.

First Aid Kits

SCHILLER COASTAL STUDIES CENTER

240 Bayview Road, Orr's Island, ME 04066



MAP KEY~NUMERICAL

100 Schiller Coastal Studies Center (SCSC), terrestrial lab

101 SCSC, apartment

102 SCSC, cabins

103 SCSC, Living and Learning Center


104 SCSC, marine biology lab

105 SCSC, Leighton Sailing Center

106 SCSC, boat dock

107 SCSC, farmhouse

108 SCSC, barn

 First-Aid Kits

 AED- Automatic Defibrillators

APPENDIX B

Spill Notification Forms

&

Spill Records

Notification Requirements

Upon discovery of any spill, personnel should notify the Emergency Coordinator and/or Security. Phone numbers and contact information for Bowdoin's Emergency Contacts are listed in Section 1.3.2 and General Emergency Phone Numbers are included in Section 1.3.3.

In the case of an emergency or injury requiring medical assistance, notify Security at x3500 or 207-725-3500 or call 911.

Hazardous Matter Spill

Any hazardous matter spill above the applicable reportable quantity (RQ) requires immediate notification to the Maine State Police – Hazardous Matter Reporting Number and the National Response Center, and requires implementation of this plan.

Oil Spill

The spilling or discharge of oil to the environment in any amount is a violation of Maine law; however, if an oil spill is reported within 2 hours, promptly cleaned up, and disposed of properly, the College cannot be fined for the violation. To report an oil spill, call the DEP's 24-hour emergency spill hotline. During regular business hours, the call goes to DEP. During nights, weekends and holidays, the call will be routed through a Maine State Police dispatcher who will forward the call to DEP on-call staff.

Bowdoin College will comply with all of the following requirements:

- a) All oil spills, regardless of the quantity will be reported to the Office of EHS.
- b) The discharge must be cleaned up within 24 hours of discovery.
- c) A written log must be maintained recording each discharge the date of discovery, its source, the general location of the discharge on the facility, the date and method of cleanup, and the signature of the facility owner or operator certifying the accuracy of the log.
- d) The log is readily available for inspection upon request by personnel and authorized agents of the DEP within 24 hours.

It is encouraged to report a spill if there is any question. The Maine DEP Oil and Hazardous Materials Response Teams can help clean up the spill to keep you safe and protect your property and Maine's environment.

An oil discharge must be reported to the National Response Center if a harmful quantity is spilled. A harmful quantity is any quantity of discharged oil that violates state water quality standards, causes a film or sheen on the water's surface, or leaves sludge or emulsion beneath the surface.

A discharge must be reported to the EPA Regional Administrator when there is a discharge of more than 1,000 gallons of oil in a single discharge to navigable waters or adjoining shorelines or more than 42 U.S. gallons of oil in each of two discharges to navigable waters or adjoining shorelines occurring within any twelve-month period.

Reporting Requirements

All documentation for an incident, including reports from response agencies and remediation contractors, invoices, briefing notes, and regulatory notifications will be maintained on file in the Office of EHS, and form the basis for written reports composed for necessary submission.

Hazardous Matter Spill

The *Hazardous Waste & Hazardous Material Spill or Discharge Report Form* will be filled out by the spiller/discoverer and provided to the Bowdoin Emergency Coordinator. The form is included in this annex for quick access. The Emergency Coordinator will maintain one copy in the Environmental Compliance Files, and if required or deemed appropriate, submit the form to the Maine DEP at the address below.

**Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
17 State House Station
Augusta, ME 04333**

Hazardous waste spills must be reported in writing to the Maine DEP within 15 days and hazardous material spills must be reported in writing to the DEP within 30 days. The report includes date, time, location, chemical, and quantity of the spill, circumstances or cause of the spill, clean up details, injuries, and actions taken to prevent a similar event.

**HAZARDOUS WASTE & HAZARDOUS MATERIAL
SPILL OR DISCHARGE REPORT FORM**

All "Major" spills should be reported to the Department of Public Safety (State Police) immediately at 800-452-4664. Additionally, hazardous waste spills must be reported in writing to the DEP within 15 days. Hazardous material spills must be logged, and reported in writing to the DEP within 30 days if greater than the RQ. This form should be filled out by the spiller and be submitted to the Emergency Coordinator. It will then be filed, and if required or deemed appropriate, submitted to the DEP at the following address: Maine DEP, BRWM, 17 State House Station, Augusta, ME 04333.

DATE & TIME OF CHEMICAL RELEASED: _____

NAME & ADDRESS OF COMPANY: _____

EXACT LOCATION OF SPILL: _____

CHEMICAL SPILLED: _____

AMOUNT: _____

CIRCUMSTANCES CAUSING RELEASE: _____

AMOUNT OF CHEMICAL RECOVERED: _____

METHOD OF RECOVERY: _____

METHOD & LOCATION OF DISPOSAL: _____

WERE THERE ANY PERSONAL INJURIES, HOSPITALIZATIONS OR DEATHS?

ACTIONS TAKEN TO PREVENT SIMILAR INCIDENT FROM RECURRING: _____

WAS THIS INCIDENT REPORTED IMMEDIATELY? DATE: _____ TIME: _____

CONTACT'S NAME: _____ PHONE# _____

REPORT PREPARED BY: _____ DATE: _____

Oil Spill

For oil spills, a *Spill Notification Form* shall be completed by the spiller/discoverer and submitted to the Emergency Coordinator. The Oil Spill Notification Form is included below. The form includes a checklist for documenting the proper notification of state and federal agencies and general information about the spill. The form shall be filed by Bowdoin and maintained as long as Bowdoin owns and/or operates this facility.

If a single spill greater than 1,000 gallons occurs, or two spills each greater than 42 gallons occur within any 12-month period, the Emergency Coordinator shall, in addition to the notification procedures above, provide written information to the EPA Regional Administrator as required by the federal SPCC rules. A copy of this information must also be provided to the Maine Department of Environmental Protection.

OIL SPILL NOTIFICATION FORM

The "spiller," regardless of the quantity spilled shall complete this form. The Emergency Coordinator will determine whether the Maine Department of Environmental Protection shall be notified for incidental spills. Part A of this form should be completed immediately following the spill. The form shall be returned to and retained by the Office of Environmental Health and Safety for as long as Bowdoin owns and/or operates the facility where the spill occurred.

Part A: Basic Spill Data		
Type of Spilled Substance:	Notification Person:	
Quantity Released:	Spill Date and Time:	
Location of Spill:	Discovery Date and Time:	
	Spill Duration:	
Facility Name & Location: Schiller Coastal Studies Center 240 Bayview Road Orr's Island, ME 04066	Release to: <input type="checkbox"/> air <input type="checkbox"/> water <input type="checkbox"/> ocean <input type="checkbox"/> well <input type="checkbox"/> soil <input type="checkbox"/> sewer <input type="checkbox"/> containment <input type="checkbox"/> other_____	
Owner / Company Name: Bowdoin College 3800 College Station Brunswick, ME 04011	Telephone: Security – General: (207) 725-3314 Security – Emergency: (207) 725-3500	
Cause of spill and any environmental or health effects:		
<input type="checkbox"/> Injuries <input type="checkbox"/> Fatalities		
Corrective Actions:		
Part B: Notification Checklist (TO BE COMPLETED BY THE EMERGENCY COORDINATOR (EC))		
Spill Type	Notification Date and Time	Name of Person that Received Call
Maine Department of Environmental Protection 1-800-482-0777		
Spill reaches groundwater or surface water:		
Maine Department of Environmental Protection 1-800-482-0777		
National Response Center 1-800-424-8802		

APPENDIX C

Substantial Harm Criteria Checklist [112.20(e)]

Substantial Harm Criteria Checklist

CERTIFICATION OF THE APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

FACILITY NAME: **Bowdoin College, Schiller Coastal Studies Center**
FACILITY ADDRESS: **Bayview Road, Harpswell, Maine 04066**

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes _____ No

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

Yes _____ No

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?

Yes _____ No

4. Does the facilities have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public drinking water intake?

Yes _____ No

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

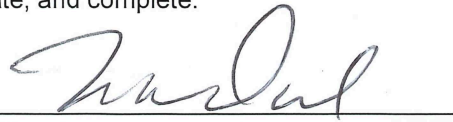
Yes _____ No

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Matthew Orlando _____

Name (please type or print)



Signature

Senior Vice President of Finance and Administration & Treasurer _____

Title

6/1/23

Date

APPENDIX D

AST Inspection Checklist
&
Inspection Records

Inspection and Maintenance Procedures

Bowdoin College is required to inspect specific areas and equipment at routine times to ensure that chemicals are stored properly, containers and monitors are in good/working condition, and any issues are resolved as soon as possible.

Bowdoin conducts inspections of universal waste and hazardous waste storage areas at least weekly. These inspections are required by the DEP and include storage, labeling, and shipping requirements.

All above-ground oil storage containers of 55 gallons or greater, including the emergency generator fuel tanks, oil-filled operational equipment, storage drums, and electrical transformers are inspected at least monthly for signs of leakage, corrosion, or physical damage. These inspections include items noted on the applicable inspection log sheets included below. Spill response kits are also checked during the monthly AST inspection, and restocked as necessary. The results are recorded electronically on the Monthly AST Inspection Report utilizing the College's Preventative Maintenance System, TMA. The monthly inspection reports will be retained for at least three years in TMA.

These inspections are based on the Steel Tank Institute (STI) SP-0001, "*Standard for the Inspection of Aboveground Storage Tanks.*" Whereas SP-0001 references monthly and annual inspections, these inspection items are consolidated to include all inspection points on a monthly basis.

In addition to these monthly inspections, the College verifies the integrity of each above ground oil storage tank every ten years, or more often as deemed necessary by the inspection results. Integrity testing will be conducted in accordance with an industry standard procedure such as STI SP-001 or API 653. This standard does not require formal certified inspections for elevated tanks 5,000 gallons or less if complete visual inspection is possible and the tank has secondary containment.

All petroleum tank, equipment, or container problems shall be immediately reported to the Emergency Coordinator and Office of Environmental Health & Safety. Visible oil spills (leaks) that cause a loss of oil from tanks or other components shall be repaired and cleaned up immediately, and faulty equipment replaced as soon as possible to prevent the potential for a major spill. Repairs and maintenance are initiated with a Work Order and documented using TMA.

For reference, an inspection log sheet is included on the following page. The actual log sheets to be used are kept on-file by EHS and/or other responsible persons.

Oil Storage SPCC Inspection Log

Monthly Aboveground Tank Inspection Checklist (Separate Annual Inspections are not required as the form includes monthly and annual requirements.)

INSPECTOR'S NAME: _____	ADDRESS: _____
INSPECTOR'S SIGNATURE: _____	LOCATION: _____
INSPECTOR'S TITLE: _____	SIZE OF TANK(S): _____
DATE: _____	TYPE OF FUEL/OIL: _____

COMPLIANCE REQUIREMENT			NOTES
TANK CONDITION:			
Any evidence of paint failure, corrosion, deformations, etc.	<input type="radio"/> Yes	<input type="radio"/> No	
TANK FOUNDATION AND SUPPORTS:			
Evidence of tank settlement or foundation washout?	<input type="radio"/> Yes	<input type="radio"/> No	
Cracking or spalling of concrete pad or ring wall?	<input type="radio"/> Yes	<input type="radio"/> No	
Tank supports in satisfactory condition?	<input type="radio"/> Yes	<input type="radio"/> No	
Water able to drain away from tank?	<input type="radio"/> Yes	<input type="radio"/> No	
TANK CONTAINMENT:			
Containment structure in satisfactory condition?	<input type="radio"/> Yes	<input type="radio"/> No	
Water in primary tank, secondary containment, interstice, or spill container?	<input type="radio"/> Yes	<input type="radio"/> No	
Debris or fire hazard in containment?	<input type="radio"/> Yes	<input type="radio"/> No	
Drain valves operable, good condition, and in a closed position?	<input type="radio"/> Yes	<input type="radio"/> No	
Containment egress pathways clear and gates/doors operable?	<input type="radio"/> Yes	<input type="radio"/> No	
LEAK DETECTION:			
Visible signs of leakage around tank, concrete pad, containment, or ground?	<input type="radio"/> Yes	<input type="radio"/> No	
TANK ATTACHMENTS AND APPURTANCES:			
Ladder and platform structure secure with no sign of corrosion or damage:	<input type="radio"/> Yes	<input type="radio"/> No	
Tank liquid level gauge operable, readable and in good condition?	<input type="radio"/> Yes	<input type="radio"/> No	
Overfill prevention devices in proper working condition?	<input type="radio"/> Yes	<input type="radio"/> No	
Vents free of obstructions?	<input type="radio"/> Yes	<input type="radio"/> No	
Emergency vent operable? Lift as required?	<input type="radio"/> Yes	<input type="radio"/> No	
Tank openings properly sealed?	<input type="radio"/> Yes	<input type="radio"/> No	
OTHER:			
Are there other conditions that should be addressed for continued safe operation or that may affect the SPCC Plan?	<input type="radio"/> Yes	<input type="radio"/> No	
Fire Extinguisher Nearby?	<input type="radio"/> Yes	<input type="radio"/> No	
Spill Equipment Nearby and sufficiently stocked?	<input type="radio"/> Yes	<input type="radio"/> No	

APPENDIX E

Spill Response Kit List

Spill Response Equipment and Materials

Bowdoin College has staged spill response, containment and clean-up materials at several strategic locations throughout the facility. The “spill stations” are located as indicated in the following table. Routine inspections of these stations are conducted monthly along with the tank inspections.

Spill Station	Location/Area	Coverage	Equipment List
1	SCSC – Wet Lab	Hazardous Materials (Acids, Bases, Toxic) Battery Acid Oil and Petroleum	Vermiculate, neutralizer, battery acid spill kit, oil spill kit
2	SCSC - Wet Lab Generator	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
3	SCSC – Dry Lab	Universal Spill Response	Universal Spill Response Kit 6 gal.
4	SCSC – Farmhouse Basement	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent
5	SCSC - Living & Learning Center Generator	Oil and Petroleum	Bulk quantities of oil spill pads, pigs, and granular sorbent

Spill Kit Types	
Battery Spill Kits	Dust pan and brush, boot covers, gloves, goggles, apron, acid neutralizer, acid sorbent, plastic bags, spill clean-up procedures
Portable Oil and Petroleum Spill Kit (5 gallon)	One bag granular sorbent, oil spill pads, sorbent sock, PPE, dustpan and brush, detergent, scrub brush, plastic bags for containment/disposal, spill clean-up and reporting procedures.
Universal Waste (UW) Spill Kit	Dustpan and brush, masking tape, disposable wet wipes, plastic bags, goggles, gloves, dust mask, shoe covers, spill clean-up procedures.
Universal Spill Response Kit (Fisher Scientific - 6 gallon)	Two universal pads, five spill socks, two cartons of sorbent powder, a yellow bag and twist tie, gloves, safety goggles, spill clean-up procedures