



TENANT DIRECTIVE

MTN: 502.1

Date: April 1, 2004

TITLE: Hazardous Material Spill/Prevention Control

I. References:

- A. International Air Transport Association Dangerous Goods Regulations
- B. 29 Code of Federal Regulations 1910.1200 Hazard Communication
- C. 49 Code of Federal Regulations Parts 100-199 Hazardous Materials
- D. This Directive supersedes MTN Directive 502.1, dated November 1, 1996.

II. Purpose and Applicability:

- A. This Directive establishes procedures for parking of aircraft containing hazardous cargo and establishes tenant/agency responsibilities For remediations and disposal of any spilled or released hazardous cargo and media contaminated by the spill.
- B. This Directive is applicable to all users of Martin State Airport.

III. Definitions:

- A. Hazardous Goods. Dangerous Goods are articles or substances which are capable of posing a significant risk to health, safety or to property when transported by air and which are classified as one or more of nine UN hazard classes and, where applicable, to one of three UN packing groups. The nine classes relate to the type of hazard and the three packing groups relate to the degree of danger within the class, packing group 1 being the greatest danger. The nine classes are explosives; gas; flammable liquid; flammable solids, substances liable to spontaneous combustion, substances which, in contact with water, emit flammable gases; oxidizing substances and organic peroxides; toxic (poisonous) and infectious substance; radioactive material; corrosives; and miscellaneous dangerous goods.

- B. Discharge. Any spilling, leaking, pumping, pouring, emitting, emptying, dumping. Addition of, introduction of any pollutant into waters of the State, or the placing of any pollutant in a location where it is likely to pollute the environment and/or cause a health risk.

IV. Directive Statement:

- A. Loading/unloading of hazardous cargo on/from aircraft at Martin State Airport is to be accomplished only in the area designated by the Manager, Martin State Airport, for this purpose.
- B. The tenant/agency which is responsible for the hazardous cargo involved in a spill is responsible for all cleaning/decontamination activities and for reporting such to the Manager, Martin State Airport.
- C. The Maryland Aviation Administration may provide hazardous material cleanup or removal support, as indicated in the Procedures Section below, on a charge-back basis.

V. Procedures:

A. Hazardous Cargo.

- 1. Loading/unloading of hazardous cargo on/from aircraft is only permitted in the area designated on the attached chart (at Attachment 1) as aircraft hazardous cargo parking.
- 2. To use the aircraft hazardous cargo parking area, prior arrangements must be made with the Manager, Martin State Airport.

B. Hazardous Material Spills.

1. Tenant/Agency Responsibilities

- a. All discharge, regardless of size, are to be reported to the Airport Manager or designated representative immediately upon discovery.
- b. The person/agency responsible for causing the spill shall provide all necessary materials for cleanup of spills. All contaminated soil, absorbents, fuel soaked rags, or other materials used shall be placed in approved metal containers with lids appropriately labeled and stored in a safe location until they can be properly disposed of or destroyed. Contact the Airport Manager for disposal information. Tenant/agency will be responsible for permanent removal of metal containers from airport property within 72 hours.

- c. Any flammable discharge area must have a posted fireguard person with an approved fire extinguisher (30 lb ABC Dry Chemical - minimum acceptable size) during decontamination activities.
- d. If, after discussions with the tenant/agency responsible for the spill, the determination is made by the Airport Manager or his representative that outside assistance must be obtained for removal of spilled materials, the Airport Manager, or his designated representative, shall request assistance from the Department of Environment. Tenant/agency will be charged for the cost of the services of these organizations.
- e. After spill removal/cleanup operations have been completed, the tenant/agency responsible for the occurrence shall, in accordance with the requirements of Reference B, complete a Report of Spill form (at Attachment 2) and send to the Department of the Environment, HSWMA - Emergency Response Program, 2103 Annapolis Road, Baltimore MD 21230.

2. MAA Responsibilities

a. Airport Manager

- (1) Will determine in coordination with emergency response personnel what the spilled material is and how the material will be handled.
- (2) If the toxicity of the spilled material is not known, the Airport Manager will ensure that the area of the spill will be cleared of people until declared safe by the Department of Environment, and/or the MD State Health Department, or a commercial firm.
- (3) Will maintain a list of the names and telephone numbers of commercial firms specializing in spill cleanup for use per paragraph V.B.1.d below.
- (4) Will evacuate, or cause to be evacuated, any spill area when it has been determined that a life hazard exists.
- (5) The Airport Manager will, in accordance with Reference B, make at the time of the spill, the following telephone report to the MD Department of Environment, telephone 866-633-4686 and the Coast Guard, telephone 410-962-5100;
 1. Time of spill
 2. Location of spill
 3. If known, the type and quantity of item spilled

4. Assistance required
5. Name of person reporting the incident
6. Any other pertinent information

b. Facilities Maintenance, MTN

- (1) Will dike and contain flammable material spills, or cause to be diked and contained to the extent possible, all large spills causing or anticipated to cause contamination to storm drains, surface waters, streams, or larger bodies of water when no life hazard exists. NOTE: Liquids that are not biodegradable will not be flushed in such a manner as to contaminate storm drains, surface waters, streams, or larger bodies of water.
- (2) Will assist tenant/agency, if necessary, in locating a safe storage area for contaminated absorbents.
- (3) Will provide sanding trucks and/or pavement scrubber as deemed necessary on a charge-back basis.
- (4) Will provide barricades, etc., to cordon off spill area during cleanup operations, if situation warrants such action.
- (5) Will provide manpower to assist with cleanup effort on a charge-back basis.

c. MTN Aircraft Service Office

- (1) During weekends or off duty hours or when facilities maintenance representatives are not available, aircraft service workers will dike and contain flammable material spills, or cause to be diked and contained to the extent possible, all large spills causing or anticipated to cause contamination to storm drains, surface waters, streams, or larger bodies of water when no life hazard exists. NOTE: Facilities Maintenance MTN will assume these responsibilities upon their arrival on the site of the incident.

C. Charges.

1. MTN Facilities Maintenance Supervisor will be responsible for cleaning/flushing/sanding activities and for forwarding such documentation to the Manager, Martin State Airport who will forward cleanup charge documentation to the Office of Finance and Administration, Maryland Aviation Administration, for appropriate billing of tenant/agency person responsible for causing the spill.

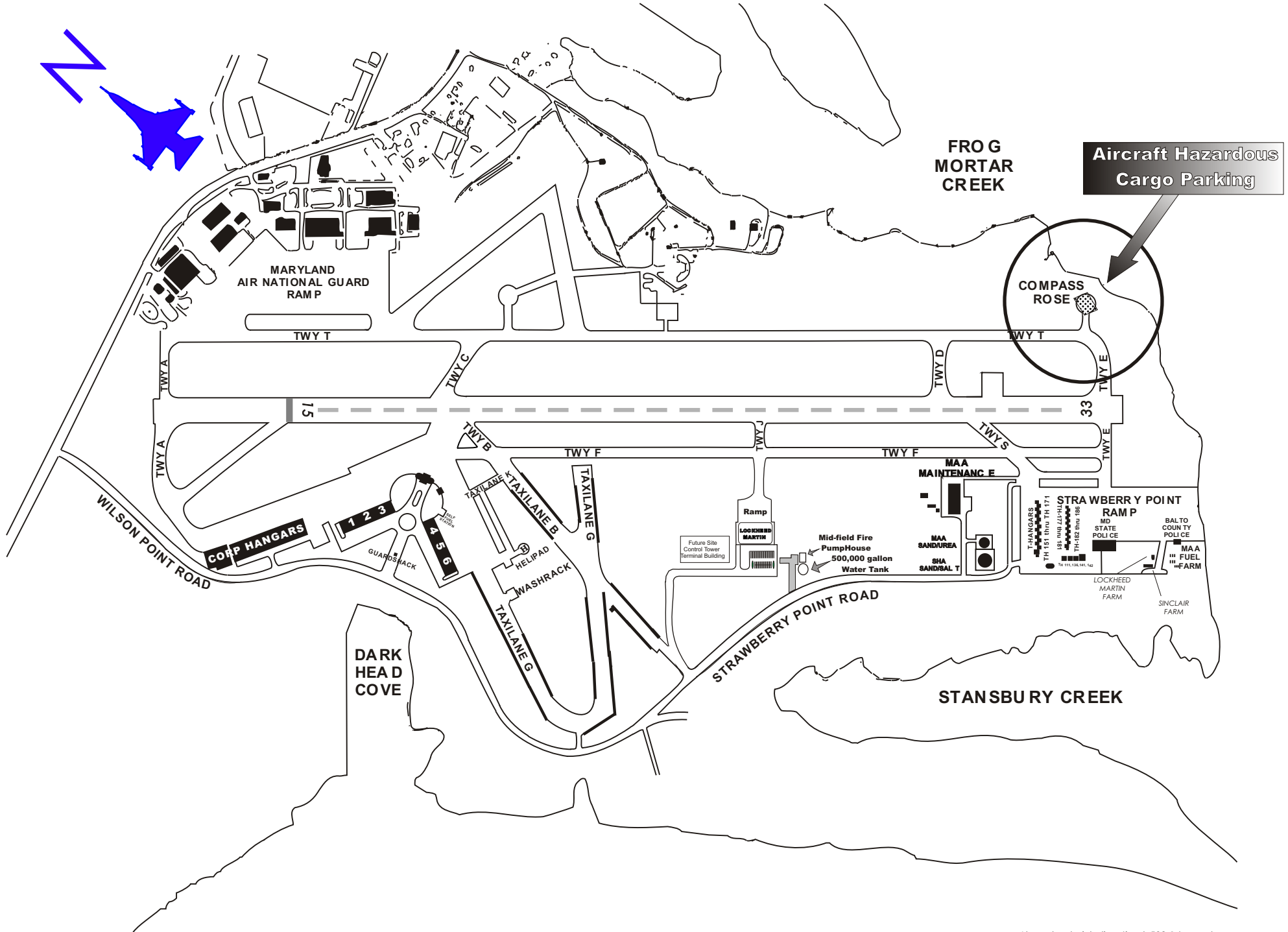
2. Charges will be assessed and all charges incidental to the activity will be enclosed in billing(s) to the tenant/agency/person responsible for causing the spill.
 - a. \$40.00 per hour, or any fraction thereof, for each Facilities Maintenance vehicle/equipment used to support cleanup activities.
 - b. Actual replacement cost of any sand/absorbents or other materials used to absorb, clean and/or decontaminate the area(s) involved.
 - c. Any and all other costs incidental to the MAA because of such activities.

3. Charges created by use of a commercial organization are the responsibility of the tenant/agency involved. Such billings will normally be directed from the commercial organization directly to the tenant/agency. If, however, the Department of Environment or other regulatory agency is called upon for support because of the inability of the tenant/agency or MAA to handle the situation, part of the billing process may be through the Department of Environment or other regulatory agency.



Jake R. West, Jr., Manager
Martin State Airport

Attachment (2)



MARYLAND DEPARTMENT of the ENVIRONMENT
 1800 WASHINGTON BOULEVARD
 BALTIMORE, MARYLAND. 21230
 (410) 537-3000
 1-800-633-6101 (within Maryland)
 http://www.mde.state.md.us



State of Maryland
 Department of the Environment
 Emergency Response Division
 1800 Washington Blvd. Suite #105
 Baltimore, Maryland. 21230-1721





24 HOUR SPILL REPORTING
 (Toll Free) 1-866-633-4686
 EMERGENCY RESPONSE OFFICE
 (410) 537-3975
 RESPONSE OFFICE FACSIMILE
 (410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (COMAR 26.10.01.03) "A PERSON DISCHARGING OR PERMITTING THE DISCHARGE OF OIL, OR WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL, EITHER FROM A LAND BASED INSTALLATION, INCLUDING VEHICLES IN TRANSIT, OR FROM ANY VESSEL SHIP OR BOAT OF ANY KIND, SHALL REPORT THE INCIDENT IMMEDIATELY TO THE ADMINISTRATION." " THE REPORT OF AN OIL SPILL OR DISCHARGE SHALL BE MADE TO THE ADMINISTRATION IMMEDIATELY, BUT NOT LATER THAN TWO HOURS AFTER DETECTION OF THE SPILL." *** FIRE DEPARTMENT PERSONNEL . SEE REVERSE ***

ADC Map Coord _____ Date of spill: Mo. ___ / Day ___ / Yr. 20 ___ Time of spill: ___ : ___ : ___ Hours (24 hour clock)
 Fire Department Report No.: _____ Police Department Report No.: _____

Location of spill - Street address: _____ _____ City / Town _____ MD County _____ Zip _____	Product Name: _____ <small>(Indicate Gasoline, Diesel, Heating Oil, Chemical Name or UN ID etc.)</small> Container Type: _____ <small>(Indicate AST, UST, Transformer, Saddle Tank, Drum etc.)</small>	Capacity of Vessel, Vehicle or Tank: _____ Gallons Amount <u>IN</u> Vessel, Vehicle or Tank: _____ Gallons Estimated Amount Spilled: _____ Gallons
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Transportation Incident: _____ <small>(Indicate Type of Auto, Truck, Train, Aircraft or Watercraft etc.)</small> Fixed Facility Incident: _____ <small>(Indicate Type of Industrial, Commercial, Residential etc.)</small>	<input type="checkbox"/> Contained on Land <input type="checkbox"/> Entered Storm Drain or Ditch <input type="checkbox"/> Entered Sanitary Sewer <input type="checkbox"/> Is Below Ground <input type="checkbox"/> Entered surface waters: _____ 	Vehicle Tag Number and State: _____ DOT or ICC MC Number: _____ Hull Numbers and Name: _____
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Person(s) Responsible for Spill: (Driver if Vehicle) Name: _____ Address: _____ City/State: _____ Zip: _____ Phone: _____ Drivers Lic.No. _____ State: _____	Be Sure to Complete Both Sections  Don't Forget to Sign Below	Company Responsible for Spill: (N/A if private citizen.) Name: _____ Address: _____ City/State: _____ Zip: _____ Phone: _____ Fed. Employer ID No. _____
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Cause of Spill: <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Personnel Error/Vandalism <input type="checkbox"/> Tank/Container/Pipe Leak <input type="checkbox"/> Mechanical Failure <input type="checkbox"/> Transfer Accident <input type="checkbox"/> _____	Identify All Groups that Participated in Spill Mitigation : <input type="checkbox"/> Responsible Party <input type="checkbox"/> MDE ERD # _____ # _____ <input type="checkbox"/> Federal : _____ <input type="checkbox"/> State : _____ <input type="checkbox"/> Local : _____ <input type="checkbox"/> Contractor: _____	Materials used by You to contain/clean-up spill: Sorbent Dust: _____ Bags Sorbent Pads: _____ each or bales Sorbent Booms: _____ each or bales Sorbent Sweeps: _____ each or bales Overpack Drums : _____ ea. Steel or Poly Other: _____
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Responsible Party : Describe circumstances contributing to the spill. (Additional space on back) [Optional for FD or Gov't Personnel]

Responsible Party : Describe Containment, Removal and Clean-up operations, including disposal. (Additional space on back) [Optional for FD or Gov't Personnel]

Responsible Party : Procedures, Methods and Precautions instituted to prevent recurrence of the spill. (Additional space on back) [Optional for FD or Gov't Personnel]

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.
Print Name: _____ **Company or Fire Department:** _____
Address : _____ **City / State / Zip** _____
Telephone _____ **Signature** _____

