SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN

FOR

MIDDLE GEORGIA STATE UNIVERSITY
MACON CAMPUS
100 UNIVERSITY PARKWAY
MACON, BIBB COUNTY, GEORGIA

PREPARED BY:

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.
514 HILLCREST INDUSTRIAL BLVD.
MACON, GEORGIA 31204

GEC PROJECT NO. 091022.210

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General Requirements For All Facilities and All Types of Oil

INTRODUCTION

Spill Prevention, Control, and Countermeasures Plans for facilities are required by the United States Environmental Protection Agency (EPA) regulations contained in Title 40, Code of Federal Regulations, Part 112 (40 CFR 112) as part of the Oil Pollution Prevention Act to address the potential environmental threat posed by the release of petroleum and non-petroleum oils. A non-transportation related facility is subject to SPCC regulations if: 1) due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable water of the United States; 2) the total aboveground storage capacity exceeds 1,320 gallons (calculated total of containers with capacity of 55 gallons or more); or 3) the completely buried storage capacity exceeds 42,000 gallons. (Completely buried tanks subject to all of the technical requirements of 40 CFR Parts 280 and 281 do not count in the calculation of the 42,000-gallon threshold.)

The SPCC Plan is not required to be filed with the EPA, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours if the subject facility is attended at least four hours per day. The SPCC Plan must be submitted to the EPA Region IV RA and the state agency in charge of oil pollution control along with the other information specified in 40 CFR 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon navigable waters of the United States or adjoining shorelines in a single event; or
2. The facility discharges more than 42 gallons of oil in each of two discharge events within any 12-month period.

Discharge information must be reported to the EPA Region IV and the state agency within 60 days if either of the above thresholds is reached. The report is to contain the following information:

3. Name of facility;
4. Names(s) of the owner or operator of the facility;
5. Location of the facility;
6. Maximum storage or handling capacity of the facility and normal daily throughput;
7. Corrective actions and/or countermeasures taken, including a description of equipment repairs and/or replacements;
8. An adequate description of the facility, including maps, flow diagrams, topographical maps as necessary, and diagrams which show the oil storage locations;
9. The cause of the discharge, including a failure analysis of the system or subsystem that failed;
10. Additional preventative measures taken or contemplated to minimize the possibility of recurrence; and
11. Such other information the RA may require pertinent to the SPCC Plan or the discharge.

The SPCC Plan must be in place and implemented as soon as possible. The SPCC Plan shall be amended within six months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility’s discharge potential. The SPCC Plan must be reviewed once every five years and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a discharge event and has been proven in the field. A registered professional engineer must certify all technical amendments.

If the owners and operators of a facility required to prepare an SPCC Plan are not required to submit a Facility Response Plan, the SPCC Plan should include a signed certification form, Attachment A of Appendix C of 40 CFR 112.

**MANAGEMENT APPROVAL AND PE CERTIFICATION – 40 CFR 112.7**

This SPCC Plan is a carefully thought-out plan, prepared in accordance with good engineering practices, and has the full approval of management at a level with authority to commit the necessary resources. This SPCC Plan has been implemented as described herein, and will be reviewed and evaluated at least once every five years. (See sample form in Appendix III.) This SPCC Plan supersedes all previous SPCC Plans for this facility.

Signature ________________________________
Printed Name ________________________________
Title ________________________________
Date ________________________________

I hereby certify that I (or my agent) have visited and examined the facility; and, being familiar with the requirements of 40 CFR Part 112, I attest that this SPCC Plan has been prepared in accordance with good engineering practices, including consideration of applicable industry standards, that the plan is adequate for this facility, and in accordance with 40 CFR Part 112 requirements.

Engineer: Tom Driver, P.E.
Ga. Reg. # 17394

Signature: ________________________________ SEAL
Date: ________________________________
SPCC PLAN REVIEW – 40 CFR 112.5(b)

The owner or operator must complete a review and evaluation of the SPCC Plan at least once every five (5) years. Evidence of these reviews shall be recorded in the plan. A sample SPCC Plan Review Form is included in Appendix III.

PAST DISCHARGE HISTORY – Former 40 CFR 112.7(a)

No oil discharges to waters of the United States have occurred. All spills have been contained within secondary containment structures or by active containment measures. APPENDIX III contains current completed accidental spill reports.

FACILITY INFORMATION

Facility Owner Name: Middle Georgia State University
Macon Campus

Facility Address: 100 University Parkway
Macon, Georgia 31206
(After Hours and Weekends): (478) 471-2414

Facility Contacts

Middle Georgia State University Police: 478-471-2414 (Office)

SPCC Coordinator: Assistant Director, Plant Operations
(478) 471-2885 (Office)

Other Personnel: Director, Plant Operations
(478) 471-2782 (Office)

Secretary Office, Plant Operations
(478) 471-2780 (Office)
(8AM-5PM Contact if Assistant Director and Director aren’t available)

Facility NAICS Code: 611210

The Middle Georgia State University-Macon Campus is located on the north side of Eisenhower Parkway, the south side of Columbus Road, the east side of Ivey Drive and the western side of Interstate 475 in the western portion of Bibb County, Georgia. The site location is shown on
Facility Description: The Macon Campus of Middle Georgia State University (MGA), formerly Macon State College, opened in 1968 as a public junior college as part of the University System of Georgia. In 1996, the Macon Campus began offering four-year degrees.

There are 18 buildings located on the MGA Macon campus. The college stores oil in elevator shafts, waste oil tanks, transformers, and in two above-ground storage tanks (ASTs) that exceed the total capacity of the 1,320-gallon limit that triggers regulation by the Environmental Protection Agency (EPA). Therefore, the MGA Macon Campus is required by EPA’s Oil Pollution Prevention Regulation (40 CFR Part 112) to prepare and implement this Spill Prevention Control and Countermeasure (SPCC) Plan. The physical layout of the campus is shown in Figure 4 (Site Map) of Appendix II.

The term “oil” is defined in 40 CFR Part 112 very broadly and includes such materials as gasoline, used oil, and non-petroleum oils. The college handles and stores oil to serve a variety of needs. The major oil handling and storage activities at the campus are represented by the following areas, and are the subject of this SPCC plan:

- Used oil storage
- Gasoline and Diesel ASTs
- Building elevator machine rooms
- Used kitchen grease and vegetable oil
- Exterior oil cooled electrical power transformers

The oil storage locations on the MGA Macon Campus are indicated on Figure 5, Appendix II.

Facility Petroleum Storage:

<table>
<thead>
<tr>
<th>Location</th>
<th>Volume (Capacity)</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboveground Storage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Operations (outside)</td>
<td>500 gallons</td>
<td>Diesel-Double Walled</td>
</tr>
<tr>
<td>Plant Operations (outside)</td>
<td>1,000 gallons</td>
<td>Gasoline-Double Walled</td>
</tr>
<tr>
<td>Plant Operations (under canopy)</td>
<td>250 gallons</td>
<td>Used Oil</td>
</tr>
<tr>
<td>Transformer #1</td>
<td>430 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #2</td>
<td>110 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #3</td>
<td>265 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #4</td>
<td>607 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #5</td>
<td>195 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #6</td>
<td>85 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #7</td>
<td>402 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #8</td>
<td>338 gallons</td>
<td>Mineral Oil</td>
</tr>
<tr>
<td>Transformer #9</td>
<td>110 gallons</td>
<td>Mineral Oil</td>
</tr>
</tbody>
</table>
Transformer #10    245 gallons Mineral Oil
Transformer #11    396 gallons Mineral Oil
Transformer #12    305 gallons Mineral Oil

Underground Storage

Grease Trap – Student Life Center 3,482 gallons Used Cooking Grease
Grease Trap – PSC 750 gallons Used Cooking Grease

Used Oil Storage

Used oil accumulation/storage sites are located outdoors at the Macon Campus of Middle Georgia State University. Used oil is stored in a 250-gallon plastic tank located outside of the Maintenance Shop area under an awning, which keeps rain and other elements off the tank. The tank is kept in a secondary containment structure, which is of sufficient size to hold the oil should the tank leak. One Source Recovery removes accumulated waste oil on an as needed basis.

In the event of a leak or spill of used oil that is not completely contained by the secondary containment structure, oil would run out the Maintenance Shop door and toward a municipal storm water drain. A spill kit center is located inside the Maintenance Shop on the outside wall at the rear of the shop.

Building Elevator Machine Rooms

There are ten campus buildings that have hydraulic elevators. Hydraulic oil is stored in a makeup reservoir mounted on the hydraulic pump for the elevator in the elevator machine room, as well as in the hydraulic cylinder on the elevator and in the interconnecting piping. The Macon Campus stores no additional oil on campus for these elevators. Premier Elevator Company performs quarterly inspections of all elevators at the facility and an annual test to check for leaks in the hydraulics of the elevators. Each of the elevators at the Macon Campus contain less than 55 gallons of hydraulic oil. Therefore, they are not required to be included as part of the SPCC. However, it is prudent that a member of the MGA Facility Contact List perform a visual inspection of the hydraulic reservoirs for each elevator on a quarterly basis. A copy of the reservoir checklist is included in Appendix III. Listed below are campus buildings having elevators and the size of their elevator oil storage reservoirs.
<table>
<thead>
<tr>
<th>Building</th>
<th>Capacity in Gallons</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>30</td>
<td>140</td>
</tr>
<tr>
<td>CSS</td>
<td>35</td>
<td>143</td>
</tr>
<tr>
<td>CAS</td>
<td>35</td>
<td>133B</td>
</tr>
<tr>
<td>Math</td>
<td>30</td>
<td>132</td>
</tr>
<tr>
<td>Library 1</td>
<td>30</td>
<td>157</td>
</tr>
<tr>
<td>Library 2</td>
<td>35</td>
<td>160</td>
</tr>
<tr>
<td>Jones</td>
<td>45</td>
<td>105</td>
</tr>
<tr>
<td>PSC-1</td>
<td>50</td>
<td>106</td>
</tr>
<tr>
<td>PSC-2</td>
<td>50</td>
<td>141</td>
</tr>
<tr>
<td>Student Life</td>
<td>35</td>
<td>124</td>
</tr>
<tr>
<td>Rec &amp; Wellness</td>
<td>70</td>
<td>141</td>
</tr>
<tr>
<td>Education</td>
<td>50 Combined</td>
<td>118</td>
</tr>
</tbody>
</table>

All reservoirs are made of steel plate with welded joints, and are designed to hold the total oil capacity of the system with the elevator cylinder in the closed position.

Refer to Figure 6 in Appendix II of this report.

Kitchen Grease and Vegetable Oil

The MGA Macon Campus has one kitchen located in the Student Life Center. This kitchen stores both cooking oils and used cooking oils. Waste cooking oil is stored in a 3,482-gallon (capacity) grease trap that is located underground at the Student Life Center. There is also a warming kitchen with warming ovens in the PSC Building. Waste cooking oil is stored in a 750-gallon (capacity) aboveground grease trap ((((((with secondary containment and cover))))))) at the PSC Building. New cooking oil is delivered in 5-gallon containers.
Exterior Oil Cooled Electrical Power Transformers

Pad mounted exterior transformers on campus contain insulating or dielectric oil. No additional insulating or dielectric oil for these transformers is stored on campus. The following is a list of transformers on the Middle Georgia State University Campus:

<table>
<thead>
<tr>
<th>Transformer #</th>
<th>Location</th>
<th>KVA</th>
<th>Oil Capacity (gallons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plant Operations</td>
<td>750</td>
<td>430</td>
</tr>
<tr>
<td>2</td>
<td>Campus Support Services</td>
<td>750</td>
<td>110</td>
</tr>
<tr>
<td>3</td>
<td>Administration</td>
<td>500</td>
<td>265</td>
</tr>
<tr>
<td>4</td>
<td>CAS/Arts</td>
<td>1500</td>
<td>607</td>
</tr>
<tr>
<td>5</td>
<td>Tennis Courts</td>
<td>750</td>
<td>195</td>
</tr>
<tr>
<td>6</td>
<td>Wellness/Gym</td>
<td>225</td>
<td>85</td>
</tr>
<tr>
<td>7</td>
<td>Education</td>
<td>1000</td>
<td>402</td>
</tr>
<tr>
<td>8</td>
<td>Student Life</td>
<td>750</td>
<td>338</td>
</tr>
<tr>
<td>9</td>
<td>Library</td>
<td>500</td>
<td>110</td>
</tr>
<tr>
<td>10</td>
<td>Mathematics</td>
<td>500</td>
<td>245</td>
</tr>
<tr>
<td>11</td>
<td>Jones/PSC</td>
<td>1500</td>
<td>396</td>
</tr>
<tr>
<td>12</td>
<td>Recreation and Wellness Center</td>
<td>1000</td>
<td>305</td>
</tr>
</tbody>
</table>

Refer to Figure 6 in Appendix II for the location of these transformers on campus.

REPORTING A SPILL RESPONSE PLAN—40 CFR 112.4 and 112.7(a)(4), (a)(5)

Any release of fuel or oil to the ground surface will be immediately reported to the SPCC Coordinator or Facility Manager. Refer to Emergency Telephone Numbers listed on page 3 of this document. The person reporting a discharge must fill out a ‘Spill Description’ (Appendix III). The Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.), requires that all reportable spills must be immediately reported to the DNR Emergency Operations Center at 800-241-4113 (state wide number) or 404-656-4863 (Atlanta area). A release also requires immediate notification to the federal government’s centralized reporting center, the National Response Center (NRC). The NRC is staffed 24 hours a day by U.S. Coast Guard personnel, who will ask you to provide as much information about the incident as possible. If possible, you should be ready to report the following:

1. Your name, location, organization, and telephone number
2. Name and address of the party responsible for the incident
3. Date and time of the incident
4. Location of the incident
5. Source and cause of the release or spill
6. Types of material(s) released or spilled
7. Quantity of materials released or spilled
8. Danger or threat posed by the release or spill
9. Number and types of injuries (if any)
10. Weather conditions at the incident location
11. Any other information that may help emergency personnel respond to the incident
If reporting directly to the NRC is not possible, reports also can be made to the EPA Regional office or the U.S. Coast Guard Marine Safety Office in the area where the incident occurred. In general, EPA should be contacted if the incident involves a release to inland areas or inland waters, and the U.S. Coast Guard should be contacted for releases to coastal waters, the Great Lakes, ports and harbors, or the Mississippi River. The EPA or U.S. Coast Guard will relay release and spill reports to the NRC promptly.

Contact Information:

National Response Center (800) 424-8802

U. S. Environmental Protection Agency (EPA)
Region IV Atlanta, Georgia On-Scene Coordinator (OSC) (404) 562-8700

Georgia Environmental Protection Division (800) 241-4113

Spill Cleanup Contractor: A & D Environmental (Former Greenleaf Treatment Services)
100 Waste Research Drive
Macon, GA 31206
(478) 788-8899

Macon Campus Emergency Contacts:

Assistant Director, Plant Operations (478) 471-2885
Director, Plant Operations (478) 471-2782
Secretary Office, Plant Operations (478) 471-2780
(8AM – 5PM Contact if Assistant Director and Director aren’t available)

MGA Macon Campus Police (478)-471-2414
(After Hours and Weekends)

The SPCC Plan must be submitted to the EPA Region IV RA and the state agency in charge of oil pollution control along with the other information specified in 40 CFR 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon navigable waters of the United States or adjoining shorelines in a single event; or
2. The facility discharges more than 42 gallons of oil in each of two discharge events within any 12-month period.

Discharge information must be reported to the EPA Region IV and the state agency within 60 days if either of the above thresholds is reached. The report is to contain the following information:
1. Name of facility;
2. Names(s) of the owner or operator of the facility;
3. Location of the facility;
4. Maximum storage or handling capacity of the facility and normal daily throughput;
5. Corrective actions and/or countermeasures taken, including a description of equipment repairs and/or replacements;
6. An adequate description of the facility, including maps, flow diagrams, topographical maps as necessary, and diagrams which show the location of exempted tanks;
7. The cause of the discharge, including a failure analysis of the system or subsystem that failed;
8. Additional preventative measures taken or contemplated to minimize the possibility of recurrence; and
9. Such other information the RA may require pertinent to the SPCC Plan or the discharge.
EMERGENCY PROCEDURES

The following are the general procedures to be followed during an oil or fuel spill. Depending upon the situation, different procedures or a different procedure order may be required.

**Emergency Procedures for Employee Identifying Spill**

1. Attempt to stop spill at source if it is safe to do so
2. Sound alarms or announce spill on radio, if applicable
3. Call or locate emergency coordinator
4. Follow instruction of emergency coordinator

**Emergency Procedures for Emergency Coordinator or Their Designee**

1. Assess the spill (i.e., size, flowrate, impacts)
2. If needed, contact local emergency responders or spill response contractor
3. Report a spill to the regulatory agency if required
4. Arrange for the protection of sensitive areas, if applicable
5. Cleanup or arrange for the cleanup of the spill and impacted areas
6. Decontaminate equipment used during response
7. If reported, follow-up with the regulatory agency to address additional needs
8. Check inventory and replenish emergency equipment and supplies, if needed
EMERGENCY EQUIPMENT

Emergency equipment should include items that may be used during a spill or spill cleanup. Equipment may include sorbents, pigs, drain seals, plastic, empty drums, tarps, etc. Following an emergency, expendable equipment is replaced. Spill kit locations are indicated on Figure 5 and should be readily visible. A spill kit will be located at the Maintenance Shed and in each building that contains boiler cooling chemicals.

WASTE HANDLING AND DISPOSAL

Middle Georgia State University-Macon Campus will handle and dispose of waste according to state and federal regulations. Specific waste handling and disposal information cannot be provided due to the variability in the materials spilled and the volume of the spill. The following flowchart may assist in the waste handling, disposal, and characterization.

General Spill Waste Handling and Disposal

1. Identify extent of contamination including:
   - Recovered product or material
   - Spent spill control materials and equipment (e.g., sorbents, pigs, etc.)
   - Contaminated media (e.g., oily water, soil)

2. Arrange for containers to place waste materials on or in, including:
   - Drums
   - Tarps
   - Roll-off-containers

3. Collect, pick up and/or clean up waste

4. Perform waste characterization

5. Identify and contact appropriate waste transporter and treatment and disposal facility

6. If needed, transfer waste into containers appropriate for transport and document transport and disposal of waste.
POTENTIAL DISCHARGE VOLUMES AND RATES – 40 CFR 112.7(b)

The following predictions are potential oil discharge volumes and approximate rates for each type of major equipment failure at the Middle Georgia State University-Macon Campus site. Potential spill predictions are made assuming there are no secondary containment or diversionary structures.

<table>
<thead>
<tr>
<th>Potential Event</th>
<th>Potential Volume Released</th>
<th>Flow Rate</th>
<th>Estimated Direction of Flow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transformer-Pad #1</td>
<td>430 gallons</td>
<td>Gradual to instantaneous</td>
<td>West across gravel parking lot towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #2</td>
<td>110 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest across parking lot towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #3</td>
<td>265 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #4</td>
<td>607 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northeast towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #5</td>
<td>195 gallons</td>
<td>Gradual to instantaneous</td>
<td>East towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #6</td>
<td>85 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest towards pond</td>
</tr>
<tr>
<td>Transformer-Pad #7</td>
<td>110 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northeast towards pond</td>
</tr>
<tr>
<td>Transformer-Pad #8</td>
<td>338 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest towards pond</td>
</tr>
<tr>
<td>Transformer-Pad #9</td>
<td>110 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #10</td>
<td>245 gallons</td>
<td>Gradual to instantaneous</td>
<td>North towards pond</td>
</tr>
<tr>
<td>Transformer-Pad #11</td>
<td>396 gallons</td>
<td>Gradual to instantaneous</td>
<td>North towards storm drain</td>
</tr>
<tr>
<td>Transformer-Pad #12</td>
<td>305 gallons</td>
<td>Gradual to instantaneous</td>
<td>Northwest towards storm drain</td>
</tr>
</tbody>
</table>

CONTAINMENT AND DIVERSIONARY STRUCTURES – 40 CFR 112.7(c)

At Middle Georgia State University - Macon Campus, oil storage and oil use operations have various types of secondary containment systems to prevent oil spills from impacting navigable waterways. Those sources listed above in the potential discharge volume rates section do not currently have secondary containment. Specific spill prevention and control measures are identified as follows:
Electrical Transformers – the Macon Campus has 12 pad mounted electrical transformers located throughout the campus. These transformers are connected to an underground primary loop system (12,470 volts) with power supplied by Georgia Power. These units contain varying amounts of oil used as a dielectric fluid or insulation for the internal parts of the transformer. Containment devices are not available to place under these units. They are constructed on a concrete slab with high voltage wiring passing through the concrete slab via conduit into the bottom of the transformer. Oil leaks that may occur would be visible on the concrete surface.

In-house personnel conduct regular visual inspections of these transformers. Yearly inspections are contracted through Georgia Power to monitor for signs of leakage. Absorbents are kept on hand such as sand or oil dry to contain possible leaks. Any repairs or replacement of any unit will be contracted through Georgia Power as our service provider.

DEMONSTRATION OF PRACTICABILITY – 40 CFR 112.7(d)

Facility management has determined that the use of the containment and diversionary structures or readily available equipment to prevent discharged oil from reaching navigable waters is practicable and effective at this facility.

INSPECTIONS, TESTS, AND RECORDS – 40 CFR 112.7(e)

The following inspection and recordkeeping and record keeping program was developed to reduce the possibility of a release of oil to the environment.

<table>
<thead>
<tr>
<th>Equipment/Item</th>
<th>Description of Inspection</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Oil Reservoirs and Piping</td>
<td>Inspect for corrosion and leaks</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Diesel and Gasoline ASTs</td>
<td>Inspect for corrosion and leaks</td>
<td>At least monthly</td>
</tr>
<tr>
<td>Maintenance Shop Waste Oil Tank</td>
<td>Inspect for leaks</td>
<td>At least monthly</td>
</tr>
<tr>
<td>Cooling Chemicals</td>
<td>Inspect for leaks</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Transformers</td>
<td>Inspect for corrosion and leaks</td>
<td>Quarterly</td>
</tr>
</tbody>
</table>

All inspections performed will be recorded using the inspection checklist provided in Appendix III of this SPCC Plan. It should be noted that Thyssen Krupp Company conducts quarterly inspections of the elevators. Annual leak detection tests are also conducted on the elevator hydraulic systems, as well. Transformers are inspected by Georgia Power annually.

All inspections are documented on record logs, which are maintained in the facility’s main office. The records of inspections and tests are signed by the appropriate supervisor or inspector and kept with the SPCC Plan for at least three (3) years, in accordance with 40 CFR 112.7(e).
(Records of inspections and tests kept under usual and customary business practices will suffice for the purposes of the requirements listed in 40 CFR 112.7(e).)

PERSONNEL, TRAINING, AND DISCHARGE PREVENTION PROCEDURES – 40 CFR 112.7(f)

1. Facility operations personnel, when first hired, are properly instructed in the proper operation and maintenance of all equipment to prevent oil discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and the contents of the facility’s SPCC Plan.

2. The Assistant Director of Plant Operations for MGA Macon Campus, is designated as the Training Coordinator for Spill Prevention. The Assistant Director of Plant Operations is also responsible for oil discharge prevention at the MGA Macon Campus.

3. Bi-annual discharge prevention and safety meetings are provided by management for operating personnel to ensure adequate understanding of the SPCC Plan. These briefings highlight any past discharge events or failures and recently developed precautionary measures. Records of these briefings and discharge prevention training are kept on the form shown in Appendix III.

SECURITY – 40 CFR 112.7(g)

1. This facility is manned during normal working hours 8:00 a.m. to 5:00 p.m., Monday through Friday. The facility is not fenced; however, the only containers that are located outside are the two ASTs which are locked at all times unless in use.

2. Used oil storage drums are in locked areas with limited access or in areas that are under light and in full view of security.

3. Building elevator machine rooms and elevator pits are locked with limited access.

4. Drain plugs on exterior transformers are in locked cabinets with limited access.

5. Used kitchen grease dumpster is located within an area that is under light and in full view of security.

TANK CAR AND TANK TRUCK LOADING/UNLOADING RACK – 40 CFR 112.7(h)

Bulk tanker trucks deliver fuel to the MGA Macon Campus; the trucks unload at the 1,000-gallon AST and the 500-gallon AST, which are located adjacent to each other on the same concrete pad. When the truck arrives, the truck driver delivering the petroleum products parks at the designated unloading area located adjacent to each AST. A member
of the MGA Spill Prevention Team must continuously attend unloading from tanker truck. The driver of the tanker truck must be present at all times during active unloading of diesel fuel or gasoline. Tank level indicators are checked prior to unloading to ensure that sufficient tank capacity is available to unload. The following items are checked prior to the unloading process: (The “Bulk Fuel Delivery Unloading Checklist” is located in APPENDIX III).

- Truck chocks are set at no less than two wheels
- Verification of the type of petroleum product being transferred
- Drain valve from the secondary containment structure is locked at the closed position
- Valves, hoses, pipes, and connection are verified in good condition
- The AST is verified as sufficiently empty to receive the intended delivery from the tanker truck
- A sign is posted in front and behind the truck warning driver not to move vehicle
- Access is restricted in the unloading area

Upon completion of this checklist, the hose connection from the truck to the AST is made, the fill pipe valve is opened, and fuel transfer is performed. If at any time during the fuel transfer, a spill or leak occurs, the unloading process must immediately stop, the valves must be closed, and the transfer pump must be shut off. The spill must be contained and a supervisor must be notified. Any petroleum product that remains in the transfer hose will be drained into a used oil container, which will be located in a secondary containment structure or on top of a secondary containment spill pallet. Each completed “Bulk Fuel Delivery Unloading Checklist” will be filed with all other MGA SPCC documents at the MGA Macon Campus.

BRITTLE FRACTURE EVALUATION – 40 CFR 112.7(i)

If a field-constructed aboveground container undergoes repair, alteration, reconstruction, or a change in service that might affect the risk of discharge or failure due to a brittle fracture failure or other catastrophe, the container will be evaluated for risk of discharge or failure due to brittle fracture or other catastrophe, and corrective action will be taken as necessary.

CONFORMANCE TO APPLICABLE STATE GUIDELINES – 40 CFR 112.7(j)

Communication with the State of Georgia Environmental Protection Division (EPD) has indicated that the requirements of 40 CFR 112 are in conformance with all State agency requirements and are the most stringent rules, regulations, and guidelines. This SPCC Plan was written in conformance with the requirements of 40 CFR 112.
FACILITY DRAINAGE – 40 CFR 112.8(b)

None of the storage areas allow for immediate drainage. Because most of the drums/reservoirs are located inside or the backup generators have secondary containment within the tank itself, precipitation does not accumulate. Spills or leaks are removed with absorbent materials, or a large spill may be removed with a pump. Drainage varies throughout the MGA-Macon Campus and can enter several different storm water drains at the facility. There are no treatment systems at this facility. The site drainage is shown on Figure 7 in Appendix II.

Used Oil Storage

Used oil spilled in the buildings would be contained within the areas and would not be exposed to storm water runoff.

Building Hydraulic Elevators

Oil spilled in or around the hydraulic elevators would be contained within the buildings and would not be exposed to storm water runoff.

Transformers

Oil spilled from pad mounted exterior transformers would follow the local topography to the nearest storm drain.

BULK STORAGE CONTAINERS – 40 CFR 112.8(c)

Maintenance Shed – This waste oil tank has a capacity of 250 gallons and is equipped with a secondary containment system. The waste oil tank is located outside of the Auto Shop against the rear of the building. The container is located under an awning to keep rain and other weather elements off the container.

Boiler Cooling chemicals – There are three locations on the MGA Macon Campus that house cooling chemicals for boilers. These chemicals are stored in 140-gallon plastic containers. However, the containers generally contain less than half of their total capacity. Each of the containers is kept inside of a plastic secondary containment structure.
Elevator Hydraulic Oil Reservoirs - Several buildings on campus have hydraulic oil reservoirs for the operation of the elevators. These reservoirs vary in capacity and are inspected quarterly by Thyssen-Krupp Company. Annual leak tests are also conducted on each hydraulic system for each elevator.

Diesel and Gasoline ASTs – There are two ASTs located behind the Maintenance Shed at the MGA Macon campus. One AST is 1,000 gallons and is used for storing gasoline. The other AST is 500 gallons and is used for storing diesel. Both of these ASTs are doubled-walled and are locked at all times unless in use.

**TESTING**

Facility personnel perform visual inspections of the oil storage containers listed in the Inspections, Test, and Records section, during operating hours. Documented assessments are conducted monthly to examine the exterior of the tanks and the containment areas for the following:

- Leaks
- Corrosion
- Condition of foundation and supports
- Paint coatings
- Insulation systems

These assessments are documented using the Monthly Assessment Form, which can be found in Appendix III. The records from these assessments and inspections are maintained in the Facility Manager or SPCC Coordinator’s office.

**VISIBLE DISCHARGE CORRECTION**

When a leak occurs, the area will be protected using spill prevention methods (temporary sand berms, absorbent sock, etc.) until the tank will be repaired or a new tank will be installed. When discovered, spilled oil is cleaned up by operating personnel using oil spill cleanup supplies (e.g., absorbent pads, sock, and sand) located at various spill kit centers throughout the campus.

**MOBILE OR PORTABLE OIL STORAGE CONTAINERS**

Mobile or portable oil storage containers include 55-gallon drums and a 180-gallon used waste oil container located outside of the Auto Shop. All 55-gallon drums, located on spill pallets, and built in secondary containment for the waste oil tank, should be properly positioned to prevent a spill from reaching a navigable waterway.

**TRANSFER OPERATIONS, PUMPING, AND IN-PLANT PROCESSES – 40 CFR 112.8(d)**

This section is not applicable to this facility.
This section is not applicable to this facility.

This section is not applicable to this facility.

This section is not applicable to this facility.
40 CFR 112, SUBPART C

Requirements For Animal Fats And Oils And Greases, And Fish And Marine Mammal Oils; And Vegetable Oils Including Oils From Seeds, Nuts, Fruits, And Kernels

This section is not applicable to this facility.

40 CFR 112, SUBPART D

Response Requirements

This section is not applicable to this facility. A Certification of Substantial Harm Determination Form is included in Appendix III.
APPENDIX I

IMPORTANT SPCC DEFINITIONS
IMPORTANT SPCC DEFINITIONS

**Adverse Weather** means weather conditions that make it difficult for response personnel to clean up or remove spilled oil and that must be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height as specified in Appendix E of 40 CFR 112 (as appropriate), ice conditions, temperatures, weather-related visibility, and currents within the area in which the systems or equipment are intended to function.

**Alternation** means any work on a container involving cutting, burning, welding, or heating operations that changes the physical dimensions or configuration of the container.

**Animal Fat** means a non-petroleum oil, fat or grease of animal, fish or marine mammal origin.

**Applicable Water Quality Standards** are water quality standards adopted by a state pursuant to Section 303 of the FWPCA or promulgated by the EPA pursuant to that section.

**Breakout Tank** means a container used to relieve surges in an oil pipeline system or to receive and store oil transported by a pipeline for reinjection and continued transportation by pipeline.

**Bulk Storage Container** means any container used to store oil. These containers are used for purposes including, but not limited to, the storage oil prior to use, while being used, or prior to further distribution in commerce. Oil-filled electrical operating or manufacturing equipment is not a bulk storage container.

**Bunkered Tank** means a container constructed or placed in the ground by cutting the earth and covering the container in a manner that breaks the surrounding natural grade or that lies above grade and is covered with earth, sand, gravel, asphalt, or other material. For the purposes of 40 CFR 112, a bunkered tank is considered an aboveground storage container.

**Completely Buried Tank** means any container completely below grade and covered with earth, sand, gravel, asphalt, or other material. Containers in vaults, bunkered tanks, or partially buried tanks are considered aboveground storage containers.

**Complex** means a facility possessing a combination of transportation-related and non-transportation-related components that is subject to the jurisdiction of more than one Federal agency under Section 311(j) of the CWA.

**Contiguous Zone** means the zone established by the United States under Article 24 of the Convention of the Territorial Sea and Contiguous Zone that is contiguous to the territorial sea and that extends nine miles seaward from the outer limit of the territorial area.
Contract or other approved means:

(1) A written contractual agreement with an oil spill removal organization that identifies and ensures the availability of the necessary personnel and equipment within appropriate response times; and/or

(2) A written certification by the owner or operator that the necessary personnel and equipment resources, owned or operated by the facility owner or operator, are available to respond to a discharge within appropriate response times; and/or

(3) Active membership in a local or regional oil spill removal organization that has identified and ensures adequate access through such membership to necessary personnel and equipment to respond to a discharge within appropriate response times in the specified geographic area; and/or

(4) Any other specific arrangement approved by the Regional Administrator upon request of the owner or operator.

Discharge includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of oil, but excludes discharges in compliance with a permit under section 402 of the CWA; discharges resulting from circumstances identified, reviewed, and made a part of the public record with respect to a permit issued or modified under section 402 of the CWA, and subject to a condition in such permit; or continuous or anticipated intermittent discharges from a point source, identified in a permit or permit application under section 402 of the CWA, that are caused by events occurring within the scope of relevant operating or treatment systems. For purposes of this part, the term "discharge" shall not include any discharge of oil that is authorized by a permit under Section 13 of the River and Harbor Act of 1899 (33 U.S.C. 407).

Facility means any mobile or fixed, onshore or offshore building, structure, installation, equipment, pipe, or pipeline (other than a vessel or a public vessel) used in oil well drilling operations, oil production, oil refining, oil storage, oil gathering, oil processing, oil transfer, oil distribution, and waste treatment, or in which oil is used, as described in 40 CFR 112 Appendix A. The boundaries of a facility depend on several site-specific factors, including but not limited to the ownership or operation of buildings, structures, and equipment on the same the types of activity at the site.

Fish and Wildlife and Sensitive Environments means areas that may be identified by their legal designation or by evaluations of Area Committees (for planning) or members of the Federal On-Scene Coordinator’s spill response structure (during responses). These areas may include wetlands, National and State parks, critical habitats for endangered or threatened species, wilderness and natural resource areas, marine sanctuaries and estuarine reserves, conservation areas, preserves, wildlife areas, wildlife refuges, wild and scenic rivers, recreational areas, national forests, Federal and State lands that are research national areas, heritage program areas, land trust areas, and historical and archaeological sites and parks. These areas may also include unique habitats such as aquaculture sites and agricultural surface water intakes, bird nesting
areas, critical biological resource areas, designated migratory routes, and designated seasonal habitats.

Injury means a measurable adverse change, either long- or short-term, in the chemical or physical quality or the viability of a natural resource resulting either directly or indirectly from exposure to a discharge or exposure to a product of reactions resulting from a discharge.

**Harmful Quantity** is a quantity of oil which:

1. Violates applicable water quality standards; or
2. Causes a film or sheen upon or discoloration of the surface of the water of adjoining shorelines; or
3. Causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

Discharges from properly vessel engines are exempted.

**Maximum Extent Practicable** means within the limitations used to determine oil spill planning resources and response times for on-water recovery, shoreline protection, and cleanup for worst-case discharges from onshore non-transportation-related facilities in adverse weather. It includes the planned capability to respond to a worst-case discharge in adverse weather, as contained in a response plan that meets the requirements in 40 CFR 112.20 or in a specific plan approved by the Regional Administrator.

**Navigable Waters** means the waters of the United States, including the territorial seas.

(1) The term includes:

(i) All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters subject to the ebb and flow of the tide;

(ii) All interstate waters, including interstate wetlands;

(iii) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sand flats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds, the use, degradation, or destruction of which could affect interstate or foreign commerce, including any such waters:

(A) That are or could be used by interstate or foreign travelers for recreational or other purposes; or

(B) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or

(C) That are or could be used for industrial purposes by industries in interstate commerce;
(iv) All impoundments of waters otherwise defined as waters of the United States under this section;
(v) Tributaries of waters identified in paragraphs (1)(i) through (iv) of this definition;
(vi) The territorial sea; and
(vii) Wetlands adjacent to waters (other than waters that themselves wetlands) identified in paragraph (1) of this definition.

(2) Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA (other than cooling ponds which also meet the criteria of this definition), are not waters of the United States. Navigable waters do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other Federal agency, for the purposes of the CWA, the final authority regarding CWA jurisdiction remains with EPA.

**Non-Petroleum Oil** means oil of any kind that is not petroleum-based, including but not limited to fats, oils, and greases of animal, fish, or marine mammal origin; and vegetable oils, including oils from seeds, nuts, fruits, and kernels.

**Offshore Facility** means any facility of any kind (other than a vessel or public vessel) located in, on, or under any of the navigable waters of the United States, and any facility of any kind that is subject to the jurisdiction of the United States and is located in, on, or under any other waters.

**Oil** means oil of any kind or in any form, including, but not limited to fats, oils, or greases of animal, fish, or marine mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels; and, other solids and greases, including petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil.

**Oil Spill Removal Organization** means an entity that provides oil spill response resources and includes any for-profit or not-for-profit contractor, cooperative, or in-house response resources that have been established in a geographic area to provide required response resources.

**Onshore Facility** means any facility of any kind located in, on, or under any land within the United States, other than submerged lands.

**Owner or Operator** means any person owning or operating an onshore facility or an offshore facility, and in the case of any abandoned offshore facility, the person who owned or operated or maintained the facility immediately prior to such abandonment.

**Partially Buried Tank** means a storage container that is partially inserted or constructed in the ground, but not entirely below grade, and not completely covered with earth, sand gravel, asphalt, or other material. For the purposes of 40 CFR 112, a partially buried tank is considered an aboveground storage container.
Permanently Closed means any container or facility for which:
1. All liquid and sludge has been removed from each container and connecting line; and
2. All connecting lines and piping have been disconnected from the container and blanked off, all valves (except for ventilation valves) have been closed and locked, and conspicuous signs have been posted on each container stating that it is a permanently closed container and noting the date of closure.

Person includes an individual, firm, corporation, association, or partnership.

Petroleum Oil means petroleum in any form, including but not limited to crude oil, fuel oil, mineral oil, sludge, oil refuse, and refined products.

Production Facility means all structures (including but not limited to wells, platforms, or storage facilities), piping (including but not limited to flowlines or gathering lines), or equipment (including but not limited to workover equipment, separation equipment, or auxiliary non-transportation-related equipment) used in the production, extraction, recovery, lifting, stabilization, separation, or treating of oil, or associated storage or measurement, and located in a single geographical oil or gas field operated by a single operator.

Regional Administrator means the Regional Administrator of the U.S. Environmental Protection Agency in and for the Region in which the facility is located.

Repair means any work necessary to maintain or restore a container to a condition suitable for safe operation, other than that necessary for ordinary, day-to-day maintenance to maintain the functional integrity of the container and that does not weaken the container.

Spill Prevention, Control, and Countermeasure Plan; SPCC Plan, or Plan means the document required by 40 CFR 112.3 that details the equipment, workforce, procedures, and steps to prevent, control, and provide adequate countermeasures to a discharge.

Storage Capacity means the shell capacity of the container.

Transportation-related and non-transportation-related, as applied to an onshore or offshore facility and defined in the Memorandum of Understanding between the Secretary of Transportation and the Administrator of the U.S. Environmental Protection Agency, dated November 24, 1971.

United States means the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the U.S. Virgin Islands, and the Pacific Island Governments.

Vegetable Oil means a non-petroleum oil or fat of vegetable origin, including but not limited to oils and fats derived from plant seeds, nuts, fruits, and kernels.

Vessel means every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water, other than a public vessel.
**Wetlands** mean those areas that are inundated or saturated by surface or groundwater at a frequency or duration sufficient to support and that under normal circumstances do support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include playa lakes, swamps, marshes, bogs, and similar areas such as sloughs, prairie potholes, wet meadows, prairie river overflows, mudflats, and natural ponds.

**Worst-Case Discharge** means the largest foreseeable discharge in adverse weather conditions for an onshore non-transportation-related facility as determined using the worksheets in Appendix D of 40 CFR 112.
APPENDIX II

FIGURES
Figure 1
Vicinity/Location Map
Middle Georgia State University
Macon, Bibb County, Georgia
GEC Project No. 091022.210
Approximate Scale: 1” – 7500’
Source: Google Maps
Figure 2
2013 Aerial Photograph
Middle Georgia State University
Macon, Bibb County, Georgia
GEC Project No. 091022.210
Approximate Scale: 1”= 900’
Source: Google Earth
Figure 3
U.S.G.S. Topographic Map
Middle Georgia State University
Macon, Bibb County, Georgia
GEC Project No. 091022.210
Approximate Scale: 1” = 1,000’
Source: Macon West Quadrangle (1985)
SPCC PLAN REVIEW FORM

The owner or operator must complete a review and evaluation of the SPCC Plan at least once every 5 years in accordance with 40 CFR 112.5(b).

Instructions: Review and evaluate the SPCC Plan at least once every five years and record on this review form.

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>MGA - Macon Campus</th>
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<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Taylor Upole</td>
<td>Taylor Upole</td>
<td>Sep. 13, 2016</td>
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</table>
CERTIFICATION OF SUBSTANTIAL HARM DETERMINATION FORM

Facility Name: Middle Georgia State University – Macon Campus
Facility Address: 100 University Parkway
Macon, Bibb County, Georgia

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 _____ X____

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 storage tank area?

YES ____________ NO _____ X____

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? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA’s “Guidance for Facility and Vessel Response Plan” Fish and Wildlife and Sensitive Environments, (see Appendix E to this part, Section 10, for availability) and the applicable Area Contingency Plan.

YES ____________ NO _____ X____

4. 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 would shut down a public drinking water intake?

YES ____________ NO _____ X____

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 discharge in an amount greater than or equal to 10,000 gallons within the last 5 years?

YES ____________ NO _____ X____

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

__________________________________________
Signature

__________________________________________
Title

__________________________________________
Printed Name

__________________________________________
Date
FACILITY INSPECTION CHECKLIST

Instructions: This inspection record will be completed **every month**. Place an “X” in the appropriate box for each item. If any response requires elaboration, do so in the “Descriptions and Comments” space provided. Further descriptions or comments should be attached on a separate sheet of paper, if necessary.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Descriptions and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank surfaces show signs of leakage</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tanks are damaged, rusted, or deteriorated</td>
<td></td>
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<td></td>
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<tr>
<td>Bolts, rivets, or seams are damaged</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tank supports are deteriorated or bulked</td>
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<tr>
<td>Tank foundations have eroded or settled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level gauges or alarms are inoperative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vents are obstructed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valve seals or gaskets are leaking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pipelines or supports are damaged or deteriorated</td>
<td></td>
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<tr>
<td>Buried pipelines are exposed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loading/unloading area is damaged or deteriorated</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Connections are not capped or blank-flanged</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Secondary containment is damaged or stained</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dike drainage valves are open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil/water separator is functioning properly</td>
<td></td>
<td></td>
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<tr>
<td>Oil/water separator effluent has a sheen</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fencing, gates, or lighting is non-functional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Containment dike or berm in satisfactory condition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Containment dike free of standing water or oil</td>
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<tr>
<td>Containment area free of high grass, weeds and debris</td>
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<tr>
<td>Swales and drainage structures free of dirt and debris</td>
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<tr>
<td>Manual drainage valves for containment areas are secured</td>
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Remarks: ____________________________________________________________________

Signature: ___________________________ Date: ___________________________
RECORD OF PERSONNEL DISCHARGE PREVENTION BRIEFINGS

In accordance with the requirements of 40 CFR 112.7(f), this record of discharge prevention briefings for oil handling personnel will be completed **at least once every year**. The briefings must highlight and describe known discharges or failures, malfunctioning components, and any recently developed precautionary measures. Further descriptions or comments should be attached on a separate sheet of paper, if necessary. Each person who participated in the briefing is listed below with printed name, signature, and the date of participation in the briefing.

<table>
<thead>
<tr>
<th>Facility Name:</th>
<th>______________________________</th>
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<tbody>
<tr>
<td>Printed Name</td>
<td>Signature</td>
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</table>
**RECORD OF DRAINAGE**

Instructions: This record will be completed *when rainwater from oil storage areas is drained into a storm drain or into an open watercourse, lake, or pond, and bypasses the in-plant treatment*. The bypass valve normally should be sealed closed and only opened and resealed following drainage under responsible supervision.

Facility Name: ________________________________

<table>
<thead>
<tr>
<th>Diked Area</th>
<th>Date</th>
<th>Presence of Oil</th>
<th>Time Started</th>
<th>Time Finished</th>
<th>Signature</th>
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SPILL DESCRIPTION

Source and Cause of Spill:

__________________________

Date of Incident: ____________________  Time: __________ AM or PM
Nearest City: ______________________  State: ___________
County: ____________________________  Zip: ___________
Materials Released: ____________________
Quantity Released: ____________________

Source of Release: ____________________
Capacity of Release Source: ____________________
Contaminated Media (Soil or Water):
Quantity on or in Water: ____________________
Quantity on or in Soil: ____________________
Number of Injuries: ______________ Number of Deaths: ______________
Evacuations Performed: ______________ Number Evacuated: ______________
Damages: ____________________
Actions Taken to Stop Spill: ____________________

Actions Taken to Control Spill: ____________________

Notifications Made:
NDEQ: 0  U.S. EPA: 0  National Response Center: 0
Police: 0  Fire: 0  Other: ____________________
Person Completing Report: ____________________
**BULK FUEL DELIVERY UNLOADING CHECKLIST**

Date: __________________________  Time: ________________

MGSU Supervisor: __________________________________________

Truck Driver: ________________________  Delivery Company: __________________________

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>VERIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities prior to delivery:</strong></td>
<td>----------</td>
</tr>
<tr>
<td>Truck is parked at unloading station</td>
<td></td>
</tr>
<tr>
<td>Truck chocks are set behind wheel</td>
<td></td>
</tr>
<tr>
<td>Verify that correct material is being delivered</td>
<td></td>
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<tr>
<td>Verify tank has capacity to receive quantity of fuel to be delivered</td>
<td></td>
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<tr>
<td>Drain valve from the storage tank containment area is locked closed</td>
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<tr>
<td>All valves, hoses, pipes and connections are in good condition</td>
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<tr>
<td>A sign is posted warning driver not to move vehicle</td>
<td></td>
</tr>
<tr>
<td>Access to unloading area is restricted</td>
<td></td>
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<tr>
<td><strong>Post delivery activities:</strong></td>
<td></td>
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<tr>
<td>Fuel remaining in transfer hose is drained to a used oil container</td>
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<tr>
<td>Verify no fuel has spilled during the transfer</td>
<td></td>
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<tr>
<td>Verify wheel chocks and safety signs are removed</td>
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</tbody>
</table>
APPENDIX IV

TRAINING MODULE
Spill Prevention Control and Countermeasure Training

Prepared for Middle Georgia State University – Macon Campus

Prepared by Geotechnical and Environmental Consultants, Inc.

GEC

Geotechnical & Environmental Consultants, Inc.

United States Environmental Protection Agency

Middle Georgia State University
Introduction to SPCC

- Spill Prevention Control and Countermeasures

- The EPA passed the oil pollution prevention regulation (40 CFR 112) promulgated under the authority of the Clean Water Act (33 USC 1251)

- The SPCC establishes preventative measures to halt the discharge of oil into waters of the United States.
The facility address is:
100 University Parkway
Macon, Georgia 31206

The facility location is:
The north side of Eisenhower Parkway,
south of Columbus Road, east of Ivey
Drive and and west of Interstate 475.

Surface water from the site drains into Knee Deep Pond which is located on-site.
Middle Georgia State University – Macon Campus Facility Information

- Facility Contacts
  - Assistant Director, Plant Operations
    (478)-471-2885
  - Director, Plant Operations
    (478)-471-2782
  - Secretary Office, Plant Operations
    (8AM–5PM – Contact if Assistant Director and Director aren’t available)
    (478)-471-2780
  - Middle Georgia State University Police
    (After Hours Contact)
    (478)-471-2414
Middle Georgia State University – Macon Campus Facility Information

- Above Ground Oil Storage (Diesel Fuel, Gasoline, Used Oil, Mineral Oil) – 5238 gallons
- Underground Oil Storage (Grease Traps) – 4232 gallons
Goals of Training

- Familiarize employees with the written SPCC Plan
- Provide proper training to all oil-handling employees
- To better able employees to identify potential pollution sources and identify pollution prevention techniques
MGA SPCC Plan
Overview of Regulatory Standards
Facilities that store, transfer, consume, or otherwise use oil “due to its location, could reasonably be expected to discharge into or upon waters of the United States.”
Types of Oils under the SPCC

- Under the SPCC regulations, oil is defined as “oil of any kind or in any form including, but not limited to, petroleum, fuel, sludge, oil refuse, and oil mixed with wastes other than dredges spoil and oily mixtures.” This also includes non-petroleum oils, animal and vegetable oils.
Underground Storage (40 CFR 112)

- Facilities with a total underground storage capacity of 42,000 gallons or more of oil are subject to Oil SPCC planning requirements.
  - Underground tanks that are currently subject to all of the technical requirements of Chapter 391-3-16 of the Georgia DNR Rules do not need to be included in the calculation of underground storage capacity.
  - “Consumptive use” tanks that are exempted from the technical requirements are subject to the Oil SPCC planning requirements.
Aboveground Storage (40 CFR 112)

- Facilities with a total aboveground storage capacity of 1,320 gallons or more of oil are subject to Oil SPCC planning requirements.
  - Only containers or oil containing equipment with a capacity of 55 gallons or greater are included.
  - Thresholds apply to storage capacity contained in operating equipment as well as tanks/containers.
SPCC Plan Information

- SPCC Plans must be certified by a Professional Engineer (P.E.)

- SPCC Plan must be reviewed and recertified every 5 years.

- In the event that a technical change (e.g. storage capacity, controls, or procedures) is made; it must be certified by a professional engineer within 6 months of the change.
Middle Georgia State University – Macon Campus Oil SPCC Plan
Where is the Plan kept?

- A complete copy of the plan must be maintained at the facility
  - Location 1: Plant Operations Office at Middle Georgia State University – Macon Campus
  - Location 2: Environmental Office at Middle Georgia State University – Cochran Campus
Facility operations personnel, when first hired, are properly instructed in the proper operation and maintenance of all equipment to prevent oil discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and the contents of the facility’s SPCC Plan.
The Assistant Director of Plant Operations for MGA – Macon Campus, is designated as the Training Coordinator for Spill Prevention. The Assistant Director of Plant Operations is also responsible for oil discharge prevention at the MGA – Macon Campus.
Bi–annual discharge prevention and safety meetings are provided by management for operating personnel to ensure adequate understanding of the SPCC Plan. These briefings highlight any past discharge events or failures and recently developed precautionary measures. Records of these briefings and discharge prevention training are kept on the form shown in Appendix III.
Inspections

• Elevator Oil Reservoirs and Piping
  ◦ Inspect for corrosion and leaks
    • Inspections must be completed quarterly

• Diesel and Gasoline AST’s
  ◦ Inspect for corrosion and leaks
    • Inspections must be completed at least monthly

• Maintenance Shop Waste Oil Tank
  ◦ Inspect for leaks
    • Inspections must be completed at least monthly
Inspections (cont.)

- Cooling Chemicals
  - Inspect for leaks
    - Inspections must be completed quarterly

- Transformers
  - Inspect for corrosion and leaks
    - Inspections must be completed quarterly
All inspections performed must be recorded using the inspection checklist provided in Appendix III of the SPCC Plan.

Additional Inspections:
- ThyssenKrupp Company conducts quarterly inspections of the elevators, and also annual leak detection tests on the elevator hydraulic systems.
- Transformers are inspected by Georgia Power annually.
All inspections are documented on record logs. The record of inspections and tests are signed by the appropriate supervisor or inspector and kept with the SPCC Plan for at least three years in accordance with 40 CFR 112.7(e).
Oil Transfer and Delivery Procedures

- When the truck arrives, the truck driver delivering the petroleum products parks at the designated unloading area located adjacent to each AST. A MGA employee with Spill Prevention training must continuously attend unloading from tanker truck. The driver of the tanker truck must be present at all times during active unloading of diesel fuel or gasoline. Tank level indicators are checked prior to unloading to ensure that sufficient tank capacity is available to unload.
The following items are checked prior to the unloading process:

- Truck chocks are set at no less than two wheels
- Verification of the type of petroleum product being transferred
- Drain valve from the secondary containment structure is locked at the closed position
- Valves, hoses, pipes, and connection are verified in good condition
- The AST is verified as sufficiently empty to receive the intended delivery from the tanker truck
- A sign is posted in front and behind the truck warning driver not to move vehicle
- Access is restricted in the unloading area
Upon completion of this checklist, the hose connection from the truck to the AST is made, the fill pipe valve is opened, and fuel transfer is performed. If at any time during the fuel transfer, a spill or leak occurs, the unloading process must immediately stop, the valves must be closed, and the transfer pump must be shut off. The spill must be contained and a supervisor must be notified. Any petroleum product that remains in the transfer hose will be drained into a used oil container, which will be located in a secondary containment structure or on top of a secondary containment spill pallet. Each completed “Bulk Fuel Delivery Unloading Checklist” will be filed with all other MGA SPCC documents at the MGA Macon Campus.
MGA SPCC Plan
Release Response and Notification

GEC
Geotechnical & Environmental Consultants, Inc.

UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY

Middle Georgia State University
Response to Spills or Releases

Immediately notify the Assistant Director, Plant Operations (478)-471-2885

If Assistant Director, Plant Operations is not available contact Director, Plant Operations (478)-471-2782

If Assistant Director, Plant Operations and Director, Plant Operations are not available contact Secretary Office, Plant Operations (8AM–5PM – Contact if Assistant Director and Director aren’t available) (478)-471-2780

If the emergency occurs after hours contact Middle Georgia State University Police (478)-471-2414

Then, Follow the steps on the Emergency Procedures flow chart.
Emergency Procedures for a release

- The following are the general procedures to be followed during an oil or fuel spill. Depending upon the situation, different procedures or a different procedure order may be required.
Emergency Procedures for a employee identifying spill

1. Attempt to stop spill at source if it is safe to do so
2. Sound alarms or announce spill on radio, if applicable
3. Call or locate emergency coordinator
4. Follow instruction of emergency coordinator
Emergency procedures for Emergency Coordinator or their Designee

- Assess the spill (i.e., size, flowrate, impacts)
  - If needed, contact local emergency responders or spill response contractor
  - Report a spill to the regulatory agency if required
  - Arrange for the protection of sensitive areas, if applicable

- Cleanup or arrange for the cleanup of the spill and impacted areas
  - Decontaminate equipment used during response
    - If reported, follow-up with the regulatory agency to address additional needs
    - Check inventory and replenish emergency equipment and supplies, if needed
Emergency equipment should include items that may be used during a spill or spill cleanup. Equipment may include sorbents, pigs, drain seals, plastic, empty drums, tarps, etc. Following an emergency, expendable equipment is replaced. Spill kit locations are indicated on Appendix II, Figure 5 and should be readily visible. A spill kit will be located at the Maintenance Shed and in each building that contains boiler cooling chemicals.
Waste Handling and Disposal

- Middle Georgia State University–Macon Campus will handle and dispose of waste according to state and federal regulations. Specific waste handling and disposal information cannot be provided due to the variability in the materials spilled and the volume of the spill. The following flowchart may assist in the waste handling, disposal, and characterization.
Waste Handling and Disposal (cont.)

Identify extent of contamination including:
- Recovered product or material
- Spent spill control materials and equipment (e.g., sorbents, pigs, etc.)
- Contaminated media (e.g., oily water, soil)

Arrange for containers to place waste materials on or in, including:
- Drums
- Tarps
- Roll-off-containers

Collect, pick up and/or clean up waste

Perform waste characterization

Identify and contact appropriate waste transporter and treatment and disposal facility

If needed, transfer waste into containers appropriate for transport and document transport and disposal of waste.
All spills, regardless of quantity, must be immediately reported to the Oil SPCC Coordinator.

The Oil SPCC Coordinator is the designated party accountable for spill prevention and will assess whether a release has exceeded any reportable conditions and notify the proper authorities as necessary.
Post Emergency Actions

- Ensure all notifications have been made
- Identify cause of emergency
- Implement corrective actions to prevent recurrence
- Evaluate emergency response
- Evaluate effectiveness of SPCC Plan
SPCC Training Summary

- Know the location of the SPCC Plan

- Know the procedures pertaining to the fuel deliveries and inspections (monthly, quarterly, or annually) in the Oil SPCC Plan

- Remember to respond to a release in a defensive manner to contain the release from a safe distance and keep the release from reaching waters of the United States. DO NOT endanger yourself or others by attempting to act outside of your roles.