



Albemarle County Public Schools

**Standard Operating Procedure (SOP):
Fuel Site Requirements and Spills**

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1.0 PURPOSE & RESPONSIBILITY

1.1 Purpose

This Standard Operating Procedure (SOP) contains the work instructions for leak detection requirements, periodic maintenance, and spill procedures for any UST used to store fuel for fueling vehicles, or used to support an emergency generator. (Note: *This SOP does not apply to USTs storing heating oil for consumptive use on the premises where stored*).

1.2 Responsibility

The Fleet Manager at the Vehicle Maintenance Facility (VMF) is responsible for assigning Facilities Maintenance Manager (FMM) duties and communicating with the Environmental Compliance Manager (ECM) as appropriate.

The ECM is responsible for reporting spills to the Virginia Department of Environmental Quality (VDEQ) as necessary, performing any follow-up action items required by VDEQ in the case of a spill, arranging for any required contracted work, ensuring all forms required by this SOP are completed and maintained, and ensuring proper disposal for any spilled oil over 5 gallons. The ECM is responsible for annually training Class C operators and maintaining documentation necessary for compliance with VDEQ's operator training requirements.

2.0 PROCEDURES

2.1 Leak Detection

DAILY: The FMM will ensure that the leak detection alarm is not sounding. If alarm is sounding, the ECM must be notified. ECM will investigate to ensure there is not a leak.

WEEKLY:

- The FMM will ensure the "In-tank Test Results" and "Liquid Status" reports are printed from the leak detection system weekly, and provide these forms to the ECM.
- The ECM will keep all copies of the reports. If the results indicate anything other than "Pass" and "Sensor Normal", the ECM will investigate further to ensure there is not a leak.

ANNUALLY: The ECM will ensure that the following are completed at least once annually, and will maintain all associated records:

- Leak detection system calibration by a certified 3rd party
- Line tightness testing by a certified 3rd party
- Evaluation of the need for leak sensor replacement

POWER OUTAGE: In the case of a power outage, the FMM will ensure that the leak detection system is operating properly, and report any issues to the ECM. If not operating properly, the ECM will coordinate maintenance of system.

2.2 Periodic Maintenance

On the 1st of each month, the FMM will ensure the following inspection items are complete:

- **Spill Bucket and Sump Inspection:**
 - Inspect all spill buckets and sumps for presence of debris (e.g. stones, trash, soil), liquid, or ice (**Note:** “debris” does NOT include gravel in spill bucket designed to direct flow of liquid)
 - Properly dispose of any debris, liquid (including fuel), or ice found
 - Apply absorbent or kitty litter to fuel, then dispose of used absorbent in drum marked “Used Spill Absorbent”
 - Check to ensure lid(s) in good condition and liquid tight
 - If gaskets need replacing, report to ECM
 - Check to ensure bucket(s) free of cracks and holes
 - Check to ensure there are no leaks or drips inside sumps
- Check locks on fill ports to ensure lock has not been broken and still locked.

2.3 Spill Response Protocol

The following are instructions for responding to fuel/oil spills in the area of the UST. Class C operators will ensure an appropriate response to all observed and reported spills.

- A **MINOR** spill is easily contained and has a low risk of drainage to storm drains or soil. In the case of a minor spill:
 - Apply spill absorbent, working from the outside in, over entire spill area
 - Ensure all spilled product is absorbed
 - Sweep or shovel all absorbent, and place in drum marked “Used Spill Absorbent”
 - Inform ECM of incident
 - ECM will document incident using “Environmental Incident Form”
 - ECM will ensure “Used Spill Absorbent” drum is serviced periodically by contractor
- A **MAJOR** spill is not easily-contained, and is likely to flow to storm drains or soil. In the case of a major spill:
 - If fuel spilling from dispenser, activate emergency fuel “shut off” valve
 - Call 911
 - Call emergency number on signs (434-973-7805) and ECM (434-566-1169)
 - ECM will evaluate whether further clean-up is necessary
 - If possible, apply absorbent to spill perimeter to begin spill containment process until first responders arrive
 - ECM will document incident using “Environmental Incident Form”
 - Ensure all absorbent is properly disposed (either in “Used Spill Absorbent” drum, or by a certified contractor)
 - If spill is estimated to be 25 gallons or more, ECM will report incident to the Virginia Department of Environmental Quality (VDEQ), as required
- On the 1st of each month, the FMM will ensure the Spill Absorbent storage cabinet is checked for adequate inventory.

2.4 Underground Storage Tank Operator Training

Virginia Regulation 9VAC25-580-125 requires UST owners and operators to complete an approved UST Operator Training program and to prepare and maintain a list of designated Class A, Class B, and Class C Operators.

“Class A operator” means an operator who has primary responsibility to operate and maintain the underground storage tank system and facility. The Class A operator’s responsibilities include

managing resources and personnel, such as establishing work assignments, to achieve and maintain compliance with regulatory requirements. In general, Class A operators focus on the broader aspects of the underground storage tank statutory and regulatory requirements and standards necessary to properly operate and maintain the underground storage tank system and facility.

“Class B operator” means an operator who implements applicable underground storage tank regulatory requirements and standards in the field or at the underground storage tank facility. A Class B operator oversees and implements the day-to-day aspects of operations, maintenance, and recordkeeping for the underground storage tanks at one or more facilities.

“Class C operator” means the person responsible for responding to alarms or other indications of emergencies caused by spills or releases from underground storage tank systems and equipment failures. A Class C operator generally is the first line of response to events indicating emergency conditions.

The ECM and VMF Facility Fleet Manager must be certified as Class A and Class B operators. The ECM and Facility Fleet Manager will designate Class C operators. The ECM is responsible for annual training requirements for Class C Operators.