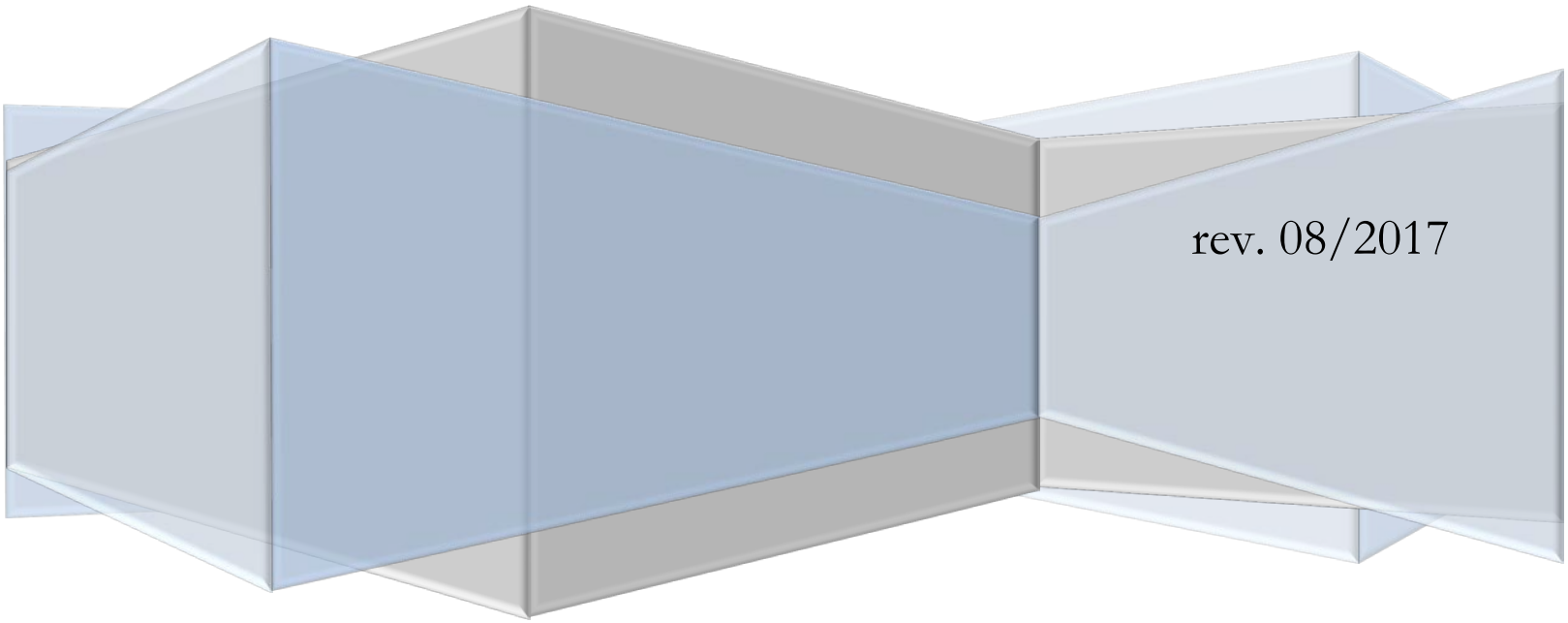
Florida State University Coastal & Marine Laboratory

Fuel Spill Contingency Plan



rev. 08/2017

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Florida State University Coastal & Marine Laboratory

(revised 8/21/2017)

I. FACILITY DESCRIPTION

A. Florida State University Coastal and Marine Laboratory (https://marinelab.fsu.edu/)
Location: 3618 Highway 98, St. Teresa, FL 32358-2702 **(Figure 1)**
Mailing Address: 3618 Highway 98, St. Teresa, FL 32358-2702
Phone: 850- 697-4120; Fax: 850- 697-3822; Email: fsucml@fsu.edu

VHF Marine Radio: Monitor Channel 16
Position: Latitude: 29 55'00" Longitude 84 30' 36"

Adjacent Water Bodies: Turkey Bayou, Apalachee Bay

Pollutant Storage capacity (Total = 8,244 gallons)

- Gasoline: 2000 gallons at waterfront (Plan Optional)
- Diesel: 2000 gallons at waterfront (Plan Required)
- Diesel: 2000 gallons at main generator (Plan Required)
- Diesel: 2244 gallons onboard R/V Apalachee

Hours of Operation:

- Normal Business Hours: 8:00am – 5:00pm Monday through Friday
- Available other hours upon request.

Note: *This is a research facility, therefore personnel may come and go at various times as indicated by research requirements.*

B. Fuel Transfers Conducted: Diesel fuel and gasoline are transferred from above ground storage tanks **(Figures 2 & 3)** through underground double-walled lines to a pair of fuel dispensers located on the Cement Docking Platform **(Figure 2 and 4A)**. Facility personnel fill vessel tanks from the Cement Docking Platform (described below), one operating the manually controlled nozzle, and the other standing by at the fuel valve shutoff switch **(Figure 4B)**.

The double-walled diesel storage tank for the generators -- one serving the research building (408) and one serving the admin building (462) -- transfer fuel only to adjacent generators in the center of the campus

C. Waterfront Description: The Cement Docking Platform is located on the waterfront directly west of the facility's maintenance building (BLDG 406). The docking

platform is 40 feet wide and runs 180 feet from south to north where it turns to the northeast for another 52 feet. A small wooden dock protrudes perpendicularly from the 52-foot section. The largest vessel serviced at the facility is a 65-ft research vessel and has a storage capacity of 2,244 gallons of diesel fuel.

II. FACILITY ORGANIZATION

OWNER:
Florida State University, Tallahassee, Florida 32306
Contact: Environmental Health and Safety (https://www.safety.fsu.edu/)

- 850-644-6895 during normal business hours
- 850-644-1234 after hours, weekends and holidays

PERSONNEL ON SITE:

OPERATOR: Dr. Felicia Coleman, Director, Office: 850-697-4111; Cell: 850-545-2841; email: fcoleman@fsu.edu

PERSON IN CHARGE (PIC): Travis Mohrman, Facilities Director, Office: 850-697-4098; Cell: 850-559-8262; email: tmohrman@fsu.edu

ON CALL PHONE NUMBER: 850-591-0224 (rotates among facilities staff)

Note: *In the absence of the PIC, the person in charge will be whomever is On call.*

III. SPILL NOTIFICATION & RESPONSE PROTOCOL.

A. Notification of Spill:
In the event of a discharge of any pollutant, including gasoline or diesel fuel, personnel discovering such discharge will immediately take steps to stop the discharge and notify the Person-In-Charge (PIC). The PIC will determine if the discharge has entered or threatens to enter adjacent surface waters. If so, (s)he shall immediately take the following actions:

1. Notify Contracted First Response Provider (see Section IV(C)).
2. Notify Florida Fish & Wildlife Conservation Commission Marine Patrol at 1-800-342-5367.
3. Notify U.S. Coast Guard National Response Center at 1-800-424-8802 (https://www.epa.gov/pesticide-incidents/how-report-spills-and-environmental-violations)

The PIC shall provide the following information when making notifications: name; location and size of spill; water and weather conditions; and what measures are being taken to contain and/or clean up the spill.

B. Notification of Organization and Response Forces: Having completed the initial notifications listed above, the PIC will then make the following notifications:

1. Notify all Facility Organization members listed in Section II above.
2. Notify Discharge Cleanup Organization (See Section IV(C)).
3. Within one working day, notify the Florida Dept. of Environmental Protection, using DEP Form 17-761.900 (http://www.dep.state.fl.us/waste/quick_topics/forms/documents/62-761/761_3.pdf), of any discharge of petroleum products to the environment that exceeds 25 gallons or causes a sheen on surface water.

Note: A copy of the *Spill Response Checklist* (Appendix A) s to be kept with the FSUCML Spill Contingency Plan. Copies of both documents should be posted in transparent weather-proof enclosures at areas where spills or discharge of pollutants is most likely to occur. These areas include, but are not limited to, Above Ground Storage Tanks, Fuel Dispensers, Generator Rooms, and Spill Detection Sumps.

IV. RESPONSE TO A DISCHARGE

A. Initial Responses to Fuel Spill: Personnel discovering a spill are expected to take steps to stop or reduce the discharge at the time of its discovery. In the event of a fuel spill, the first steps for the FSUCML staff are straightforward and include:

- closing the fuel valve at the base of the fuel pumps **(Figure 4B)**
- hitting the emergency fuel cut-off switch on the south end of the maintenance building (406) (**Figure 5)**

After the source of the fuel is blocked, staff should proceed to containment if possible, which includes:

- diking with sandbags or earth
- blocking with disposable booms; and
- directing flow to an area away from the water. It is easier to clean up soil than water.

Containing a spill or discharge means preventing it from spreading over the surface of the water. Containment makes it easier to remove the pollutant from the water; it localizes the problem, and keeps pollutants from damaging marine life. While sandbags and earth can be used to contain spills on land[1], the usual method of containment in a water body is to use floating booms. A boom consists of a buoyant section below which is a weighted skirt. The boom then acts as a barrier to the spread of pollutants. When the spill has been surrounded by a boom, the boom

[1] Impermeable yards, roads and parking areas can be converted to temporary lagoons using sandbags, suitably excavated soil or sand from emergency stockpiles to form perimeter bunds, but only if the surface has been maintained and is in good condition.

can be drawn in from one side. This concentrates the pollutant and makes it easier to clean up.

Following full containment of the spill by staff and/or the First Response Organization, it is the purview of the Discharge Cleanup Organization to use their own equipment to clean up (e.g., using skimmers mounted either to vessels or operated from shore), remove, and dispose of the pollutants at legally sanctioned sites off premises.

B. On-site Discharge Containment Equipment:

The FSUCML's Discharge Containment Equipment is suitable for minor spills and discharges. This equipment is located under the *Clean Marina sign* near the fuel dispensers and consists of one Spill Kit in an overpack drum and a boom (25 – 10-ft sections totaling 250 ft). The Spill Kit contains absorbent socks, mat pads, and pillows **(Figure 6)**.

The PIC will ensure that the spill response equipment is kept available and in serviceable condition.

List of Cleanup Contractors:

(1) First Response Organization:

ALL ABOARD CRUISE & TOW, 404 West 4th. Street, Carrabelle, FL 32322

- Email: amy@amyspromos.com
- Phones
  - Emergency # :850- 697-8909
  - Russell Cohoon: Cell: 850-566-5911
  - Captain Mike Urguhart: Cell: 850- 879-3351
  - Cole Neil: Cell 850-929-5502

The FSU Coastal and Marine Laboratory has entered into an agreement with ALL ABOARD CRUISE & TOW, a Florida Department of Environmental Protection certified "First Response Organization" (Appendix B).

The PIC is responsible for notifying ALL ABOARD CRUISE & TOW as soon as a spill or discharge is discovered. (See also Spill Response Procedure.)

ALL ABOARD CRUISE & TOW has agreed to respond to the FSU Coastal and Marine Laboratory and deploy a minimum of 250 feet of boom within one hour of notification. **(Appendix B)**

(2) Discharge Cleanup Organization:

SWS Environmental Services, 1617 Moylan Road, Panama City Beach, FL 32407

- Email: Jessie Hixson - jessiehixson@swsenvironmental.com
- Phones
  - EMERGENCY # 877-742-4215

- Local # 850-563-0822
- Corporate # 850--563-8428

This organization has agreed to respond to the FSU Coastal and Marine Laboratory in less than five hours[2] to begin cleanup operations. It has the ability to clean up the combined volume of all FSUCML's above ground storage tanks (8,224 gallons).

[2] Based on phone conversation with them on 8/21/2017, SWS Environmental Services indicated that their response time if within 4 hours of notification, even in the worst case scenario in which they have several crews out at once.

Figures

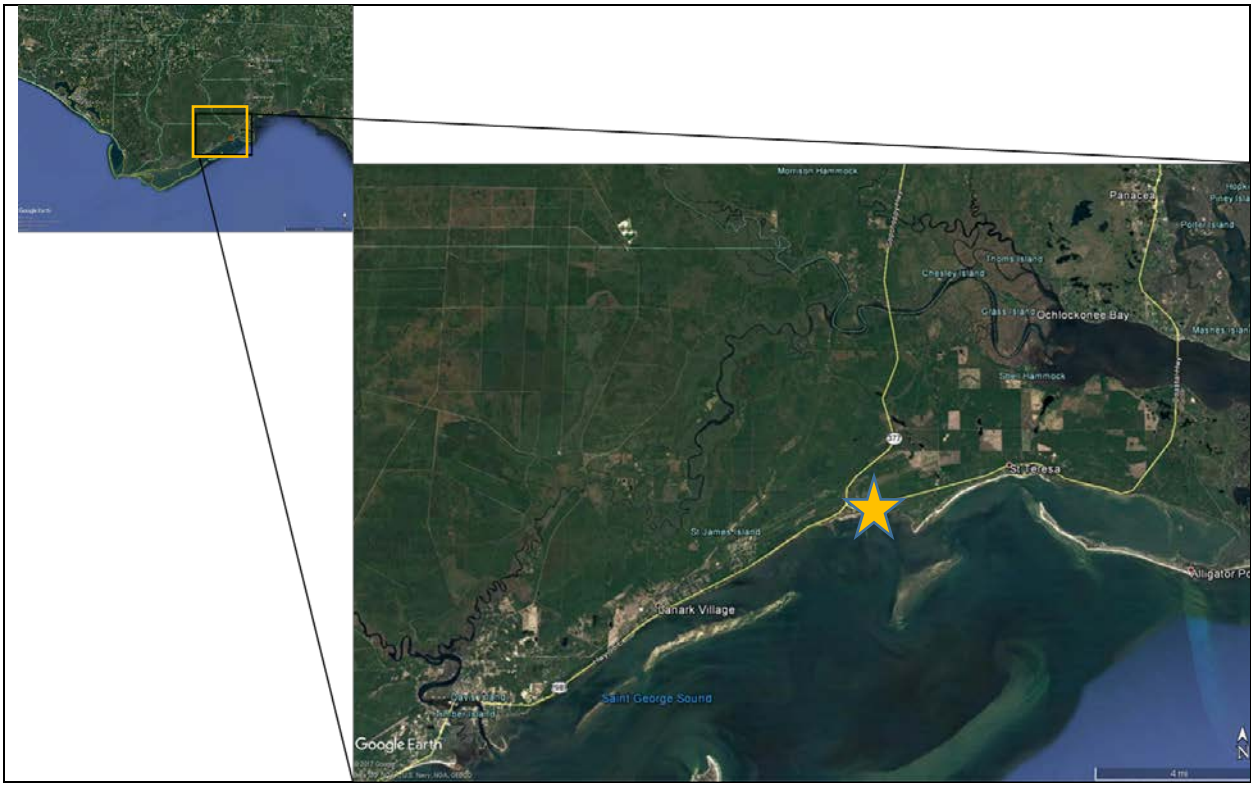

Figure 1. Location of the Florida State University Coastal & Marine Laboratory, 3618 Coastal Highway, St. Teresa, FL 32358. Latitude: 29 55'00", Longitude 84 30' 36"

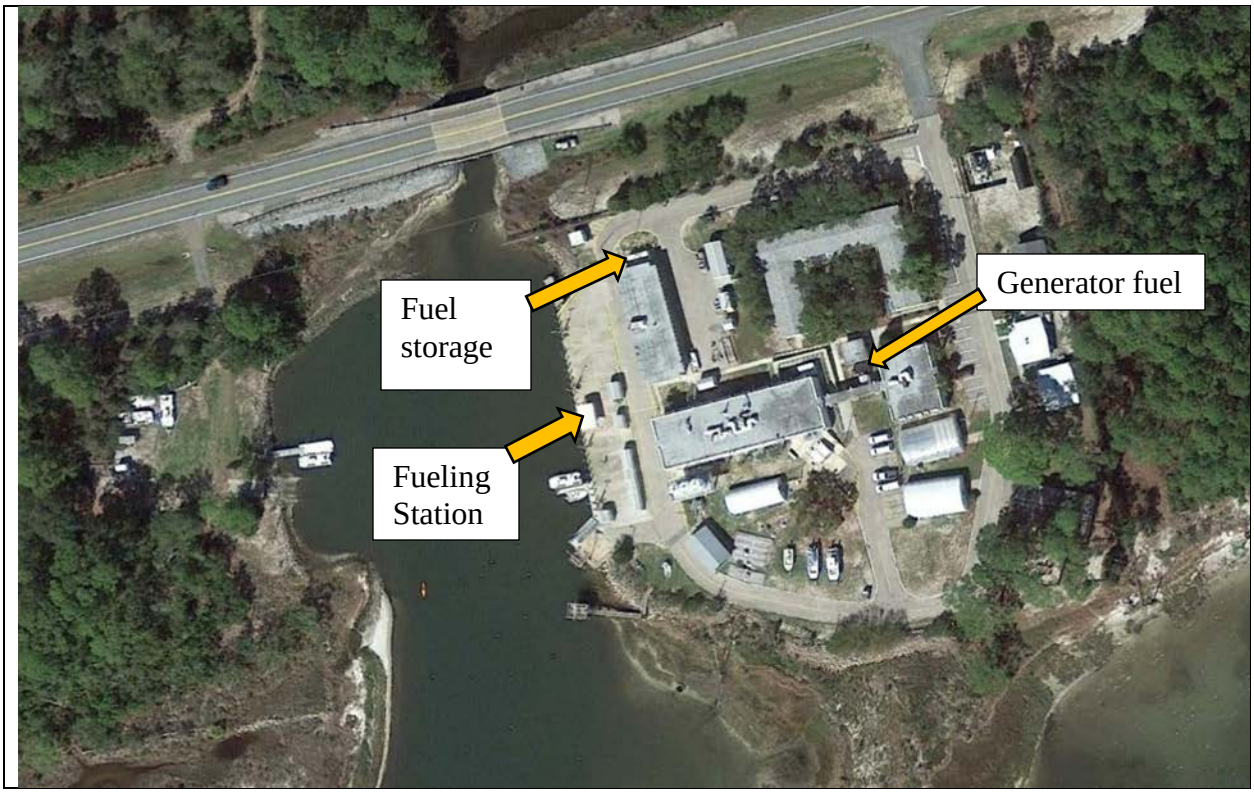

Figure 2. Locations of above ground storage tanks (= fuel storage) north of maintenance building (406) and the fueling station on the Cement Docking Platform

Figure 3. Above ground storage tanks for diesel fuel and gasoline, located north wall of the maintenance building (406)

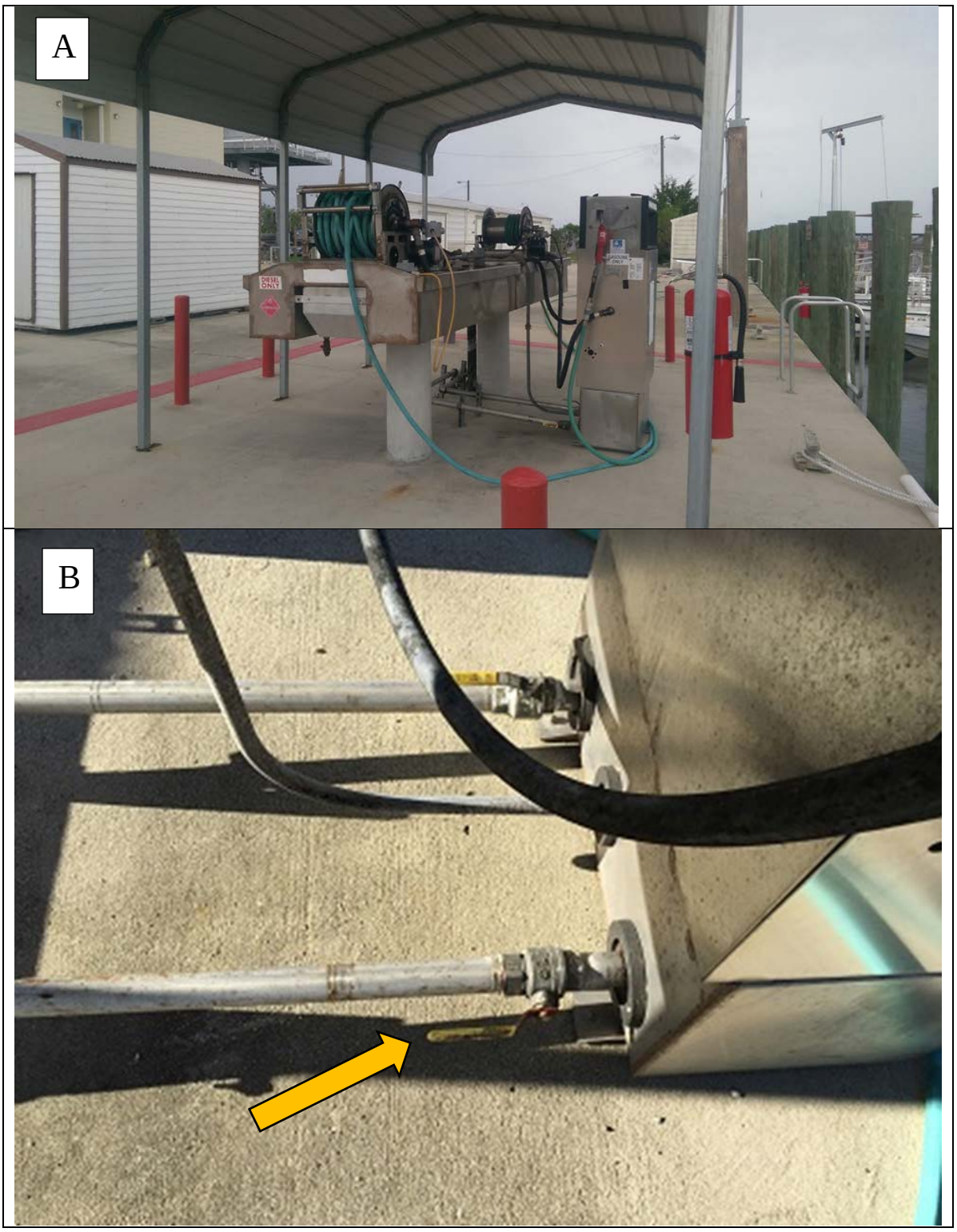

Figure 4. Fuel dispensers located on the cement docking platform. (A) Fueling station. (B) Fuel shutoff valve at dispensers.

Figure 5. Emergency fuel cut-off switch on the south end of the maintenance building (406)

Figure 6. Location of fuel spill kit on the Cement Docking Platform under the *Clean Marina* sign.

Appendix A. FSUCML Spill Response Checklist

This Spill Response Checklist must be posted with the FSUCML Spill Contingency Plan in transparent weather-proof enclosures in areas where a spill or discharge of pollutants is most likely to occur. These areas include, but are not limited to, Above Ground Storage Tanks, Fuel Dispensers, Generator Rooms, and Spill Detection Sumps.

All employees are expected to read and become familiar with this spill contingency plan so that they can be helpful when a spill occurs.

All employees having any duties related to vessel fueling must be aware of the location of all safety valves, switches, and devices related to fueling operation

In the event of a fuel, oil, or chemicals spill, take the following actions:

1. Stop work and turn fuel shutoff valves to closed position (if possible)
2. While being mindful of personal safety, try to stop leaks if possible.
3. Minimize and safely contain the spill, if possible, using the spill kit on the west side of shop building under the *Clean Marina* sign.
4. Immediately begin notification procedure:
    i. PIC*- Primary - Travis Mohrman, Facilities Director, Office: 850-697-4098; Cell: 850-559-8262; email: tmohrman@fsu.edu

Note: In the PIC absence, the person in charge is the FSUCML Staff Member On-call.

*The PIC shall provide the following information when making notifications to those listed below: name; location and size of spill; water and weather conditions; and what measures are being taken to contain and/or clean up the spill

    ii. Emergency First Response: All Aboard Cruise & Tow, Emergency # = 850-697-8909
    iii. FWC Marine Patrol: 1-800-342-5367
    iv. U.S.C.G National Response Center: 1-800-424-8802

v. FSUCML Staff On Call: 850-591-0224

vi. Operator - Dr. Felicia Coleman: (Office) 850-697-4111, (Cell) 850-545-2841

5. Once completing the initial notifications listed above, the PIC will then make the following notifications *(Note: other staff present proceed to step 6)*

   a. Discharge Cleanup Organization: SWS Environmental Services, Emergency # = 877-742-4215

   b. Within one working day notify the Florida Dept. of Environmental Protection, using DEP Form 17-761.900 (http://www.dep.state.fl.us/waste/quick_topics/forms/documents/62-761/761_3.pdf), of any discharge of petroleum products to the environment that exceeds 25 gallons or causes a sheen on surface water.

6. Once area is safe and spill has been contained, the Discharge Cleanup Organization (SWS Environmental) will start clean up. Spills adjacent to or on waterways must be cleaned up as quickly as possible to prevent them from entering the water body. Absorbent materials may be used to both contain and cleanup spilled material. FSUCML Staff must ensure that traffic is minimized on and around contaminated areas.

Appendix B: Agreement for Contamenent Clean up

TowBoatU.S.

All Aboard Cruise and Tow, Inc.

TowBoatU.S. Carrabelle ~ TowBoatU.S. St. Marks
Marine Salvage, Towing, Ungrounding, Jump Starts, Dive Services
Channel 16 - Hail TowBoatU.S. / Dog Island Transport Services
Russell Cell 850-566-5911 ~ Office 850-697-8909
Mailing Address - P.O. Box 1041, Carrabelle, FL, 32322

Spill Response Agreement

08-21-17

FSU Coastal and Marine Laboratory Facility Fuel Spill Agreement
Att: Dennis Tinsley (850-697-4108 Phone ~ 850-697-3822 Fax)

This is an agreement entered into by FSU Coastal and Marine Laboratory and All Aboard Cruise and Tow, Inc. made and executed this 21st day of August, 2017.

The time period for this agreement's services is 08-21-17 through 08-20-18.

All Aboard Cruise and Tow, Inc. agrees to keep on hand all spill response equipment, staff and supplies necessary to respond, at any time, to any dispatched marine spills or discharges at aforesaid facility. It is All Aboard Cruise and Tow, Inc.'s responsibility to respond to the FSU Coastal and Marine Laboratory and begin deployment of containment boom within one hour of spill dispatch. If possible, the personnel discovering the spill will have taken steps to stop or reduce the discharge at the time of its discovery. The PIC (person in charge) is responsible for notifying All Aboard Cruise and Tow Inc. as soon as a spill or discharge is discovered.

Aboard Cruise and Tow Inc. will not be held responsible or liable for spillage or any environmental damage due to said spillage.

With the aforesaid agreement, FSU Coastal and Marine Laboratory will retain All Aboard Cruise and Tow, Inc. to be their first responder for any dispatched marine spill or discharge accidents with a compensation of $800 for a 12 (twelve) month period.

Respectively,

Amy Noegel, Pres.

Amy Noegel
President
All Aboard Cruise and Tow, Inc.