

**STATE OF HAWAII, DEPARTMENT OF TRANSPORTATION,
AIRPORTS DIVISION**



**COMMON USE AREAS OF THE AOA
BEST MANAGEMENT PRACTICES PLAN**



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October 2016

Version 3.0

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LIST OF ACRONYMS

AOA	Air Operations Area
ARFF	Aircraft Rescue and Fire Fighting
AFFF	Aqueous Film Forming Foam
AST	Aboveground Storage Tank
BMP	Best Management Practice
CFR	Code of Federal Regulations
CWA	Clean Water Act
CWB	Department of Health, Clean Water Branch
DOH	State of Hawaii, Department of Health
DOTA	State of Hawaii, Department of Transportation, Airports Division
EC	Emergency Coordinator
EHS	Environmental Health Specialist
EID	Environmental Identification Number
FAA	Federal Aviation Administration
GSE	Ground Service Equipment
HAR	Hawaii Administrative Rules
HEER	Hazard Evaluation and Emergency Response
HRS	Hawaii Revised Statutes
MS4	Municipal Separate Storm Sewer System
MSDS	Materials Safety Data Sheet
NGPC	Notice of General Permit Coverage
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
OWS	Oil Water Separator
PPE	Personal Protective Equipment
SWMPP	Storm Water Management Program Plan
SWPCP	Storm Water Pollution Control Plan

Introduction

Industrial activities conducted at the airport have the potential to discharge pollutants into the DOTA Small Municipal Separate Storm Sewer System (MS4), thus affecting the storm water quality. Therefore, the Common Use Areas of the AOA - Best Management Practices (BMPs) are designed to reduce the impact of pollutants generated by the tenant activities at areas not assigned to a specific tenant or entity, such as the ramp. Tenants are responsible to prevent or reduce the impact of contaminants resulting from their operations at the Common Use Areas of the AOA. Wet washing is prohibited at the airport unless conducted in a designated wash rack or completed using a dry wash method.

All tenants and/or their contractors operating at the Common Use Areas of the AOA will adhere to the following Common Use Areas of the AOA BMPs, airport responsibilities as described in Hawaii Administrative Rules (HAR) Title 19, and pertinent state and federal regulations. In the case of a conflict between tenants' and/or their contractors' company policies or procedures and the BMPs provided by DOTA, tenants and/or their contractors shall follow the more stringent BMPs.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
HOUSEKEEPING PRACTICES**

Description

Daily activities performed at Common Use Areas of the AOA require the use of materials and products that have potential to contaminate the storm water. Good housekeeping practices are intended to maintain a clean, safe, and orderly working environment when the tenants and/or their contractors are utilizing and storing these materials. Implementing the good housekeeping BMPs will reduce the amount of pollutants entering the DOTA Small MS4.

Limitations

All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor’s company policies or procedures, ramp responsibilities, and state and federal regulations in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Train employees on good housekeeping practices annually.
<input type="checkbox"/>	2	Identify and protect storm drain inlets and waterways in each work area. Protection of storm drain includes using sandbags, booms, and/or other appropriate runoff diversion devices / techniques in the event of a spill. Identify where the flow of a potential leak, spill, or other runoff from maintenance will flow to protect the appropriate storm drain(s) or outfall(s).
<input type="checkbox"/>	3	Prevent non-storm water discharges into the storm drains using drainage controls such as dikes, berms, retaining walls, curbing, weirs, booms, other barriers, diversion ponds, sumps, collection systems, absorbent materials, and/or storm drain covers (as described in 40 CFR Part 112.7).
<input type="checkbox"/>	4	Do not overfill trash receptacles or leave trash outside of these receptacles. Ensure that materials put into dumpsters will not leak out of dumpsters and commingle with storm water runoff. Use leak-proof dumpsters and keep them covered when not in use.
<input type="checkbox"/>	5	Remove and properly dispose of litter and debris on a regular basis.
<input type="checkbox"/>	6	Keep aircraft, vehicles, and equipment clean and in good operating condition. Aircraft, vehicle, equipment washing activities are NOT permitted at the Common Use Areas of the AOA unless prior approval is obtained from Airport Operations Control / Security.
<input type="checkbox"/>	7	Perform aircraft, vehicle, and equipment maintenance in designated areas away from storm drain system and/or under cover. The designated maintenance areas shall include drainage controls to contain any spills or leaks of materials from the maintenance activities.
<input type="checkbox"/>	8	Perform area check and clean up after maintenance is conducted at the Common Use Areas of the AOA regularly.
<input type="checkbox"/>	9	Store oily or leaking equipment under cover with drip pans. Empty and replace drip pans as needed.
<input type="checkbox"/>	10	Maintain ample supplies and proper physical condition of spill clean-up materials.
<input type="checkbox"/>	11	Promptly clean spills with rags or absorbent material, and properly dispose of cleaning materials.

COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
HOUSEKEEPING PRACTICES
(continued)

<input type="checkbox"/>	12	Identify all chemical substances used in maintenance activities, compile Material Safety Data Sheets (MSDS) for hazardous chemicals, and store MSDS(s) where chemicals are used. MSDSs provide both workers and emergency responders with the proper procedures for handling a particular hazardous substance. The sheets must include information such as physical data (melting point, boiling point, flash point etc.), toxicity, health effects, first aid, reactivity, storage requirements, proper disposal, personal protective equipment (PPE), and spill/leak/cleanup procedures.
<input type="checkbox"/>	13	Ensure products and materials are properly labeled.
<input type="checkbox"/>	14	Deplete existing products and materials before purchasing or using additional ones of the same kind.
<input type="checkbox"/>	15	Materials and waste cannot be stored in the Common Use Areas of the AOA without approval from the Airport Operations Control / Security.
<input type="checkbox"/>	16	Inspect on a regular basis to ensure good housekeeping practices are being properly implemented.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
OUTDOOR LOADING AND UNLOADING PRACTICES**

Description

Several loading and unloading activities involving cargo, hazardous materials (HAZMAT), and aircraft servicing and waste disposal operations are conducted at the Common Use Areas of the AOA. The loading and unloading of materials usually takes place outside; therefore, materials spilled, leaked, or lost during the process may collect in the soil or on other surfaces and have the potential to be carried away by storm water runoff. Implementation of these practices will prevent or reduce the discharge of pollutants to storm water from the loading and unloading of materials.

Limitations

All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor’s company policies or procedures, ramp responsibilities, airport safety measures, and state and federal regulations in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Perform loading and unloading operations on designated areas, away from storm drain inlets, drainage channels, or receiving waters.
<input type="checkbox"/>	2	Utilize PPE such as eye protection, face shield, rubber gloves, and protective apron, when engaging in HAZMAT handling operations.
<input type="checkbox"/>	3	Keep accurate maintenance logs to evaluate materials removed and improvements made.
<input type="checkbox"/>	4	Park tank trucks or GSE in designated areas that have drainage controls to contain spills or leaks of materials.
<input type="checkbox"/>	5	Limit exposure of material to rainfall whenever possible, such as only loading or unloading during dry weather or conducting loading and unloading operations under cover.
<input type="checkbox"/>	6	Check equipment regularly for leaks. Remove any faulty or leaking equipment from service.
<input type="checkbox"/>	7	Design loading and unloading area to prevent storm water run-on by grading or berming the area and redirecting downspouts.
<input type="checkbox"/>	8	Use drip pans underneath hose and pipe connections, access fittings, and other leak-prone spots during liquid transfer operations. Drip pans can also be used for leaking delivery trucks.
<input type="checkbox"/>	9	Conduct regular broom sweeping of the loading and unloading area.
<input type="checkbox"/>	10	Maintain spill response materials on the all petroleum storage tank trucks as well as near the loading and unloading areas. In addition, place a stockpile of spill cleanup materials where it will be readily accessible to the service equipment.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
WASTE MANAGEMENT**

Description

Many of the chemicals used at Common Use Areas of the AOA ultimately require waste management. This BMP is designed to implement a waste management program that identifies the proper disposal methods for the chemicals utilized by the tenants and/or their contractors. Some of the waste materials generated from tenant and/or their contractor operations at the Common Use Areas of the AOA include oil, transmission fluids, anti-freeze coolant, batteries, tires, and aircraft fluids. The tenant and/or their contractor must determine the nature of the generated waste (hazardous or otherwise). The procedures outlined in this BMP are intended to prevent or reduce the discharge of pollutants to storm water *and to the land* from waste through proper material use, waste disposal, and training of employees and subcontractors.

Limitations

- Hazardous waste that cannot be reused or recycled must be disposed of properly.
- All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor’s company policies or procedures, ramp responsibilities, and state and federal regulations in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Use the entire product before disposing of the container.
<input type="checkbox"/>	2	Do not remove the original product label; it may contain important safety and disposal information.
<input type="checkbox"/>	3	Only purchase reasonable quantities of hazardous materials.
<input type="checkbox"/>	4	Ensure that hazardous or toxic waste (used oil, brake fluids, hydraulic fluids, radiator fluids, anti-freeze coolant, aircraft fluids, and solvents) and chemicals (acids, additives, curing compounds) are <u>NOT</u> disposed of in dumpsters designated for solid waste.
<input type="checkbox"/>	5	Make sure that hazardous waste is collected, removed, and disposed of only at authorized disposal sites by a certified hazardous waste hauler.
<input type="checkbox"/>	6	Recycle any useful material such as used oil, jet fuel, brake fluids, hydraulic fluids, thinners, solvents, tires, and batteries. Re-use radiator fluids through distilling or recycling on-site to minimize waste. Filter and re-use thinners and solvents.
<input type="checkbox"/>	7	If the tenant generates used oil, label containers “Used Oil” and maintain disposal manifests for a minimum of three years. However, non-chlorinated brake fluids, hydraulic fluids and lubricants could be mixed with the “Used Oil.” Check with your used oil recycler for their specific requirements.
<input type="checkbox"/>	8	Place a stockpile of spill cleanup materials where it will be readily accessible.
<input type="checkbox"/>	9	If a container does spill attempt to stop leak, contain, and clean up.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
AIRCRAFT AND HELICOPTER WASHING**

Description

Aircraft and helicopters may be washed in Common Use Areas of the AOA provided the wash water drains to a grassy area or is otherwise contained. Note that is this is an interim practice until the construction of designated wash racks have been finalized. Washing represents a potentially significant source of contaminants from fuels, metals, and solids that may be washed off of the aircraft as well as the potential discharge of non-storm water. This BMP is designed to prevent or reduce the impact of contaminants from washing activities.

Limitations

- Wash water must be minimized and contained.
- Spent wash water may only be discharged to the sanitary sewer, grassy area that permits infiltration, or otherwise contained area.
- Contact the DOTA EHS Department prior to initiating washing for the first time (dot.air.environmental@hawaii.gov)
- All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor’s company policies or procedures, ramp responsibilities, and state and federal safety measures in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Wash aircraft and helicopters only at DOTA authorized areas.
<input type="checkbox"/>	2	Use biodegradable, phosphate free detergents for aircraft washing as appropriate.
<input type="checkbox"/>	3	Provide secondary containment for washing supplies such as additives, solvents, and other hazardous materials when not in use.
<input type="checkbox"/>	4	Always use the minimum amount of water and soap needed to do the job and avoid over spraying, showering and splashing.
<input type="checkbox"/>	5	Collect and contain the materials and wastes resulting from washing activities. Procedures may include bermed areas, vacuum trucks, or other containment method.
<input type="checkbox"/>	6	Ensure that wastewater is disposed of in the sanitary sewer, grassy area, or in accordance with other applicable county, state, and federal regulations.
<input type="checkbox"/>	7	Prevent aircraft wash water from discharging to storm drains or surface waters.
<input type="checkbox"/>	8	In the event of a spill, ensure all wash water is contained and use absorbent materials to clean up the spill. Properly dispose the absorbent material waste.
<input type="checkbox"/>	9	Educate personnel and contractors that non-storm water is not to be discharged to the storm drainage system.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
AIRCRAFT, GROUND SERVICE EQUIPMENT, AND VEHICLE MAINTENANCE**

Description

Aircraft, GSE, and vehicle maintenance is conducted by several tenants and/or their contractors at Common Use Areas of the AOA. Aircraft routine maintenance activities such as addition of fluids; changing tires, batteries and hoses; aircraft checks; and other actions that do not involve draining fluids are permitted at Common Use Areas of the AOA. Only emergency breakdown maintenance or repair of GSE and vehicles can be conducted at the Common Use Areas of the AOA and such GSE and vehicles should be moved under cover as soon as possible. These activities represent a potentially significant source of contaminants due to the harmful materials and waste generated. This BMP is designed to prevent or reduce the impact of contaminants from maintenance and repair on the storm water system.

Limitations

- All the tenants and/or their contractors, who have access to an airplane hangar, shall conduct the aircraft maintenance activities ONLY inside the hangar. Exceptions can be made through prior approval from Airport Operations Control / Security.
- Major maintenance of aircraft including activities such as engine repair or disassembly, parts cleaning or degreasing, welding, sanding, and spray painting shall NOT be conducted at the Common Use Areas of the AOA.
- Vehicle and GSE maintenance or repair shall NOT be conducted at the Common Use Areas of the AOA with the exclusion of emergency breakdowns.
- All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor’s company policies or procedures, ramp responsibilities, and state and federal safety measures in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Conduct aircraft and GSE maintenance or repair activities indoors or under cover, whenever possible.
<input type="checkbox"/>	2	If conducting aircraft maintenance activities at the Common Use Areas of the AOA, ensure that there are no spills or leaks. Additionally, all the materials and wastes are to be recovered from those areas immediately after use and disposed of properly.
<input type="checkbox"/>	3	Inspect airplanes for leaks and correct or repair accordingly.
<input type="checkbox"/>	4	Inspect damaged vehicles and equipment for fluid leaks as soon as possible. Use drainage controls (as described in 40 CFR 112.7) as necessary.
<input type="checkbox"/>	5	Drain and replace aircraft fluids in DOTA authorized areas and transfer removed fluids to designated storage areas under cover as soon as possible.
<input type="checkbox"/>	6	Clean up any drips and spills associated with maintenance activities.
<input type="checkbox"/>	7	Do not leave open fluid containers or filled drip pans unattended. Clean the drip pans when they fill up with oils or other fluids. Dispose of the contents of drip pan in accordance with the company practices, and applicable county, state, and federal regulations.
<input type="checkbox"/>	8	Use damp cloths, brooms, and absorbent material for cleaning. Do not hose or blow the area to remove dust.
<input type="checkbox"/>	9	Maintain an ample supply of materials for drainage controls (as described in 40 CFR 112.7) within reasonable access to protect storm drains in the event of a spill.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
AIRCRAFT, GROUND SERVICE EQUIPMENT, AND VEHICLE FUELING**

Description

The tenants and/or their contractors conduct aircraft, GSE, and vehicle fueling at the Common Use Areas of the AOA via fuel storage tanks, tank trucks (also known as tanker trucks), fueling vehicles, or the hydrant system. Fueling from the hydrant systems located at Gates is conducted using fueling vehicles (pumper trucks, hydrant carts etc.). These fueling vehicles are equipped with a pumping system and a transfer hose that connect the hydrant system and the aircraft. Sometimes, aircraft may need to be de-fueled for maintenance or repair. During aircraft fueling or de-fueling, there is the potential for leaked or spilled fuel to contaminate storm water. The procedures outlined in this BMP are intended to prevent fuel spills and leaks and reduce their impact on storm water.

Limitations

All the tenants and/or their contractors conducting fueling or de-fueling operations at the Common Use Areas of the AOA will implement their individual or contractor’s fuel operation procedures or manuals, ramp responsibilities, and state and federal regulations in addition to this BMP.

Practice		
☐	1	Perform aircraft, GSE, and vehicle fueling on designated areas, away from storm drain inlets, drainage channels, or receiving waters.
☐	2	<p>The tenants and/or their fueling contractors will conduct the following checks regularly in addition to their operational procedures. If the following checks fail, replace defective parts immediately or remove from service until repaired.</p> <p><u>Fuel Storage Tanks:</u></p> <ol style="list-style-type: none"> 1. Check the general condition of fuel storage tanks for safety defects, damage, corrosion, leaks, and appearance. 2. Check the condition of all fuel hoses and dispensing nozzles for wear. <p><u>Tank Truck or Fueling Vehicle Checks:</u></p> <ol style="list-style-type: none"> 1. Check the general condition of tank trucks or fueling vehicles for safety defects, equipment damage, fuel leaks, and appearance. 2. Check the operation of deadman controls, brakes, or the safety interlock system. 3. Check the condition of all fuel hoses, swivels, and dispensing nozzles for wear. 4. Check the general condition of grounding reels, cables, clamps, and lift platforms. 5. Verify that fire extinguishers are in proper place with unobstructed access. 6. Check the satisfactory operation of the emergency shutdown system. <p><u>Hydrant System Checks:</u></p> <ol style="list-style-type: none"> 1. Check the hydrant valve pits for fuel leaks, liquid level, and cleanliness. 2. Check the hydrant valve including components for visual deficiencies. 3. Ensure all emergency fuel shutdown stations on the ramp have clear access and check if the locator lights are working properly. 4. Verify the satisfactory operation of emergency shutdown. 5. Report abnormal pressure / flow charts because this may indicate leaks. 6. Check the isolation valve pits that control the distribution of fuel, for emergency access, lid condition, fuel leaks, and electrical components. 7. Confirm satisfactory operation of pipeline leak detection system and/or pipeline monitoring systems, where installed.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
AIRCRAFT, GROUND SERVICE EQUIPMENT, AND VEHICLE FUELING**
(continued)

<input type="checkbox"/>	3	Ensure the fuel storage tanks have appropriate monitoring via liquid level indicators or gauges, overfill protection with alarms, leak detection system, or physical monitoring.
<input type="checkbox"/>	4	Test and monitor fuel storage tanks as required by state and federal laws.
<input type="checkbox"/>	5	If the tenant and/or their contractor have a Spill Prevention, Control, and Countermeasures (SPCC) plan, conduct the inspections in accordance with the procedures of the SPCC plan.
<input type="checkbox"/>	6	Dispose the waste resulting from fuel tests and water collected in fuel tanks and hydrant sumps in accordance with the applicable county, state, and federal regulations.
<input type="checkbox"/>	7	Maintain an ample supply of spill cleanup materials and spill control equipment near fueling areas. Equip tank trucks, fueling vehicles, and mobile tanks with spill cleanup materials.
<input type="checkbox"/>	8	Prior to fueling, ensure the aircraft's automatic overfill protection is functioning properly.
<input type="checkbox"/>	9	Engage the interlocking braking system and/or chock the wheels of the fueling vehicle to avoid the driver from moving. Place a traffic cone or warning sign for safety.
<input type="checkbox"/>	10	Ensure that all fueling operations are sufficiently supervised to prevent accidents from occurring. During fueling, deadman switch must not be blocked.
<input type="checkbox"/>	11	Do not permit topping off or unattended fueling.
<input type="checkbox"/>	12	Do <u>NOT</u> hose off fueling area. Use absorbents to clean fuel spills and dispose the absorbent material waste in accordance with the applicable county, state, and federal regulations.
<input type="checkbox"/>	13	Tenant personnel and their contractors will be trained in the fuel spill response procedures. Tenant and/or contractor's oil or hazardous material handling personnel are required to attend the annual Storm Water Training.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICES
SPILL PREVENTION AND RESPONSE PRACTICES**

Description

Proper control and cleanup of spilled hazardous materials reduces the discharge of hazardous materials to MS4. This BMP covers material spills that have the possibility of occurring at Common Use Areas of the AOA.

Small spills of oil (less than 25 gallons) which are capable of being cleaned up within 72 hours and that do not threaten ground or surface waters will be cleaned up using absorbent materials or other acceptable practices, without disrupting airport operations. All tenants and/or their contractors are requested to report any spills (irrespective of the size) to Airport Operations Control / Security. Inspections of the Common Use Areas of the AOA will identify any small spills, which will be addressed immediately.

In the event of a large or uncontrolled release the tenants and/or their contractors shall notify Airport Operations Control at 872-3880 or Security at 872-3875 (after hours) and they will assume the role of Emergency Coordinator (EC).

Limitations

All the tenants and/or their contractors operating at the Common Use Areas of the AOA will implement their individual or contractor's company policies or spill response procedures, ramp responsibilities, and state and federal regulations in addition to this BMP.

Practice		
<input type="checkbox"/>	1	Stop work.
<input type="checkbox"/>	2	Shut down any nearby fuel tanks, pumps, and equipment. Secure valves and work operations.
<input type="checkbox"/>	3	For spills of unknown content, contain the contents of the spill and move away from affected area as soon as possible.
<input type="checkbox"/>	4	Notify and alert others of the incident via: (1) voice; (2) hand-held radios; and/or (3) other effective communication.
<input type="checkbox"/>	5	Keep non-essential employees away from the spill area.
<input type="checkbox"/>	6	Notify the EC.
<input type="checkbox"/>	7	<p>The EC shall evaluate the situation and decide whether to implement a "fight or flight" response by gathering the following information, if it can be done safely:</p> <ol style="list-style-type: none"> 1. Your name, location, and how you may be reached. 2. Location of the release. 3. Type, quantity, and description of the release. 4. Hazards of the release. 5. Type of media affected (soil, asphalt, concrete, etc.). 6. Rate of the release. 7. Migratory direction of the release. 8. Potential for fire or explosion. 9. Potential for human exposure. 10. Potential for migration to surface water (ocean, storm drains, etc.).

COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICES
SPILL PREVENTION AND RESPONSE PRACTICES
(continued)

<input type="checkbox"/>	8	Never subject yourself or other personnel to unreasonable risk of illness or injury.
<input type="checkbox"/>	9	Remove all injured persons from the immediate area of danger and render first aid. If injuries are severe, call 911 or 872-3888 (ARFF) for emergency medical assistance.
<input type="checkbox"/>	10	If the decision is to "fight," spill response personnel are to don the appropriate PPE.
<input type="checkbox"/>	11	Eliminate all possible sources of ignition/detonation such as vehicle engines, welding and grinding operations, and smoking.
<input type="checkbox"/>	12	Remove or isolate ignitable and incompatible materials from the area of the release.
<input type="checkbox"/>	13	Locate, stop, and contain the source of the release by: (1) closing, checking, repairing, plugging valves; and/or (2) plugging and patching holes.
<input type="checkbox"/>	14	Confine the release to prevent further migration by using the following methods: 1) Dike and berm using sand, soil, or other inert material; 2) Seal storm drains with plastic and sandbags; 3) Place granular bulk absorbent or absorbent pads and booms; 4) Divert the chemicals from entering drains, manholes, streams, etc.; or 5) Implement retention techniques.
<input type="checkbox"/>	15	If the release is not readily and easily controlled, evacuation may be necessary.
<input type="checkbox"/>	16	If the EC decides on the "flight" option, the EC is to immediately alert and evacuate all personnel.
<input type="checkbox"/>	17	Affected personnel are to proceed along an evacuation route to the nearest unaffected area.
<input type="checkbox"/>	18	Call the necessary emergency service providers such as Airport Operations Control (872-3880), ARFF (872-3888), U.S. Coast Guard (522-8260), DOH HEER office (586-4249), National Response Center (800-424-8802), and/or spill response contractors and vendors. Also report any large spills or spills that have the potential of entering either storm drain, canal, or the ocean to the DOTA Environmental Health Specialist (EHS) at 872-3407. The following information should be provided: 1) Caller Name, location, organization, and telephone number 2) Name and address of the party responsible for the incident 3) Date, time, and location of the incident 4) Source, cause types and quantity of material(s) released or spilled 5) Danger or threat posed by the release or spill 6) Number and type of injuries (if any) 7) Weather conditions at the incident location 8) Any other information that may help emergency personnel respond to the incident 9) Report confirmation number back to Airport Operations Control.

COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICES
SPILL PREVENTION AND RESPONSE PRACTICES
 (continued)

<input type="checkbox"/>	19	Implement proper decontamination procedures on vehicles, affected media, PPE, and equipment. This may include placing absorbent material on oil stained pavement - later sweeping up, removing and disposing of affected media (soil or loose asphalt) that contains contaminant, and/or berming the spill area and scrubbing using detergents – disposing detergent and rinse in accordance with the procedures listed below.
<input type="checkbox"/>	20	All used decontamination solution, disposable PPE and affected media must be properly packaged in U.S. Department of Transportation (U.S. DOT) - specified containers.
<input type="checkbox"/>	21	Labeling, transportation and subsequent disposal of hazardous materials/waste must be in accordance with applicable government regulations.
<input type="checkbox"/>	22	If needed, call a spill response contractor for cleanup and removal of accumulated product resulting from the release. The contractor will remove spilled product and properly dispose of the material in accordance with applicable state and federal regulations.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
TRITURATOR OPERATION**

Description

Airport tritulators are used as a pre-treatment device for sewage from aircraft, prior to discharge to the sanitary sewer and ultimately the wastewater treatment plant. The following BMP outlines the steps for proper operation of the tritulators to minimize the risk of a wastewater spill.

Limitations

There are no major limitations to the implementation of this BMP.

Practice		
<input type="checkbox"/>	1	Ensure the pit door is open.
<input type="checkbox"/>	2	Position the vehicle so that the discharge pipe is centered over the pit.
<input type="checkbox"/>	3	Some tritulators may require the activation of the equipment via a start button.
<input type="checkbox"/>	4	Dump the waste and do not leave the vehicle unattended while waste is discharging.
<input type="checkbox"/>	5	Use the water hose to push clean water through the interior compartment of the vehicle. Note: the exterior of vehicles should not be washed at the triturator units.
<input type="checkbox"/>	6	Close the discharge valve. Ensure that it is tightly closed to prevent releases and do not move the vehicle until faulty discharge valves are corrected.
<input type="checkbox"/>	7	Move the vehicle and clean area surrounding the pit as necessary.
<input type="checkbox"/>	8	Some tritulators may require the deactivation of the equipment with a stop button.

**COMMON USE AREAS OF THE AOA - BEST MANAGEMENT PRACTICE
SEWAGE SPILL PREVENTION AND RESPONSE PRACTICES**

Description

Spills of wastewater can contaminate storm water runoff. The procedures outlined in this BMP are intended to prevent spills from occurring and to outline procedures to be followed in the event of a spill.

Potential sources of wastewater spills include failing private laterals, portable toilet failure, or triturators servicing passenger aircraft. Due to the potential for exposure to unknown pathogens, all wastewater spills, no matter how small, must be reported. No employee shall attempt to remove or clean spilled material without proper PPE.

Limitations

There are no major limitations to the implementation of this BMP.

Practice		
<input type="checkbox"/>	1	Keep non-essential employees and visitors away from the spill area.
<input type="checkbox"/>	2	Prevent vehicles and equipment from driving through the spill area.
<input type="checkbox"/>	3	Stop the source of the discharge. This may require shutting down equipment or closing pipe valves.
<input type="checkbox"/>	4	<p>Proceed to the nearest spill kit. Note that all lavatory vehicles must have a spill kit. The spill kit should contain the following:</p> <ul style="list-style-type: none"> • Broom • Gloves • Trash bags • Absorbent pads • Pine Oil <p>Note: kitty litter, clay granules, and bleach are NOT permitted for clean-up at the triturators.</p>
<input type="checkbox"/>	5	Contain the waste and remove using the absorbent pads.
<input type="checkbox"/>	6	Disinfect the area using pine oil.
<input type="checkbox"/>	7	Double bag all wastes in trash bags and dispose in the trash.
<input type="checkbox"/>	8	Regardless of size, notify the Airport Operations Control (872-3880) / Security (872-3875). Notify and alert others of the incident via: (1) voice; (2) hand-held radios; and/or (3) other effective communication.

Best Management Practices
Sewage Spill Prevention and Response Practices
(continued)

<input type="checkbox"/>	9	<p>If the spill enters the <u>storm drain or other surface water body</u>, the responsible party must call the Department of Health (DOH) Clean Water Branch (CWB) (586-4309 during business hours and 247-2191 after hours).</p> <ul style="list-style-type: none"> • Report back to the Airport Operations Control with the name of person that the spill was reported to and the time the spill was reported. • If spill is greater than 1,000-gallons, hold a press release. • Disinfect the receiving water. • Post warning signs along the shoreline of the receiving water. • Monitor the receiving water for bacteria. • Provide a follow-up report to the DOH CWB.
<input type="checkbox"/>	10	<p>If the spill is contained on the <u>ground</u>, the responsible party must do the following in addition to notifying the Airport Operations Control:</p> <ul style="list-style-type: none"> • Disinfect the area with pine oil. • Post warning signs in the area. • Clean-up the spilled wastewater. • Provide a follow-up report to DOTA.
<input type="checkbox"/>	11	<p>Records should be maintained for spills greater than 50 gallons, including:</p> <ul style="list-style-type: none"> • Date and time of spill. • Amount released. • Cause for the spill. • Clean-up efforts. • Remedial actions taken to prevent future spills. • Submit tabulated summary to DOH Wastewater Branch each year.