

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT**

- DOCUMENT ID:** 254-5900-001
- TITLE:** Guidelines for the Development and Implementation of Preparedness, Prevention and Contingency Plans for Generators and Burners of Waste Oil
- EFFECTIVE DATE:** April 15, 2023
- AUTHORITY:** The Federal Clean Water Act (33 U.S.C. §§ 1251-1387), the Pennsylvania Clean Streams Law (35 P.S. §§ 691.1-691.1001), the Pennsylvania Solid Waste Management Act (35 P.S. §§ 6018.101-6018.1003), the Pennsylvania Storage Tank and Spill Prevention Act (35 P.S. §§ 6021.101-6021.2104), the Oil Pollution Act (33 U.S.C. §§ 2701-2761) and regulations promulgated thereunder.
- POLICY:** To plan and provide effective response by waste oil generators and burners to emergencies and accidents for any situation dealing with the public health, safety, and the environment.
- PURPOSE:** To provide a simple alternative for waste oil generators and burners to “Guidelines for the Development and Implementation of Environmental Emergency Response Plans” (400-2200-001) that will preserve the waters of the Commonwealth by prompt response to all emergencies and accidental spills by generators or burners of waste oil for the protection of public health, animal and aquatic life and for recreation.
- APPLICABILITY:** This document provides a simplified alternative plan and example to the more comprehensive requirements in “Guidelines for the Development and Implementation of Environmental Emergency Response Plans” (400-2200-001) to aid generators and burners of waste oil in complying with the preparedness, prevention and contingency plan requirements in paragraph (g) of 25 Pa. Code § 298.22 (relating to waste oil storage by generators) and paragraph (h) of 25 Pa. Code § 298.64 (relating to waste oil storage by burners of off-specification waste oil for energy recovery). This document does not apply to generators and burners with an oil total storage capacity exceeding 42,000 gallons in underground tanks, 1,320 gallons in aboveground tanks, or 660 gallons in a single container.
- DISCLAIMER:** The policies and procedures outlined in the guidance are not intended to supplement existing requirements. Nothing in the policies or procedures shall affect regulatory requirements.
- The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in these policies that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.
- PAGE LENGTH:** 12 pages

INTRODUCTION

As specified in 25 Pa Code § 298.22(g) and 298.64(h), generators who store waste oil and waste oil burners are required to develop preparedness, prevention, and contingency (PPC) plans [25 Pa. Code § 298.22(g) and 298.64(h)]. The Department envisions PPC plans for most waste oil generators and burners to be a considerably scaled-back version in comparison to a PPC plan needed for waste oil transfer and processing facilities.

PPC plans serve a variety of purposes. First, they make an owner/operator consider what would happen to the business and workers if a fire, spill, or other emergency occurs at the business location. Second, they require the owner/operator and employees to be prepared to handle any such emergencies. Finally, they can serve as a resource for firefighters and other emergency response personnel in the event of an emergency.

This guidance is designed to aid generators and burners who store waste oil in developing a simple, but satisfactory PPC plan. While this document only pertains to waste oil, the owner/operator of a facility that stores products that may be of concern in the event of an emergency, such as gasoline, paint thinners, and solvents may want to include these products in the PPC plan for the facility. The complexity of the plan will depend upon the nature of the business where the waste oil is being stored.

Should the owner/operator want more detailed information or decide a more complex PPC plan is appropriate for the facility, the Department's policy, "Guidelines for the Development and Implementation of Environmental Emergency Response Plans" (400-2200-001), should be consulted.

The Department recommends that a copy of the current PPC plan be provided to the local fire department.

ELEMENTS AND FORMAT OF A SIMPLE PPC PLAN

A. Description of Facility

1. Location of Facility
2. Description of Business Activities
3. Responsible Officials for Implementation

B. List of Emergency Coordinators

C. Material and Waste Inventory

D. Emergency Equipment and Supplies

E. Description of Plan

1. Planned Responses to Spills, Fires and Other Emergencies
2. Inspection and Preventive Maintenance for Tanks, Containers, Transfer Equipment and Emergency Equipment
3. Emergency Supplies Inventory
4. Duties and Responsibilities of Emergency Coordinators and Other Employees

F. Description of Employee Training

G. Site Drawing

H. Emergency Notification List

I. Effective Date

Description of Plan Elements

A. Description of Facility

1. Location of Facility

Provide the address of the facility and identify the municipality, county, and watershed in which it is located. Provide directions to the facility. Any streams or other bodies of water, drainage swales or stormwater collection drains on the property or adjacent to the property should be identified.

2. Description of Business Activities

Briefly describe the business activities that occur at the site. A list of products used, and wastes generated that could be subject to spills or fires should be included.

3. Responsible Officials for Implementation

Identify the officials responsible for implementation of this plan. Describe the duties and responsibilities of the individuals within the organization that will develop, modify, and implement the plan.

B. List of Emergency Coordinators

Provide an up-to-date list of names, addresses and phone numbers (work, home, and cellular) of all persons qualified to act as emergency coordinator. Where more than one is listed, one should be named as primary coordinator, and the others should be listed in the order in which they will assume responsibility as alternates.

C. Material and Waste Inventory

Identify the location(s) and maximum quantity of waste oil stored at the site. Their location should be marked on a site drawing. (You may decide to include other wastes and products as well.)

D. Emergency Equipment and Supplies Inventory

Provide an up-to-date list of available emergency equipment. The list should include location, a physical description, quantity, and a brief description of the intended use.

E. Description of How Plan is Implemented

1. Planned Responses to Spills, Fires and Other Emergencies

- a. Describe the sources and areas where potential leaks and spills may occur and how waste oil and product spills will be contained.
- b. Describe actions to be undertaken by the emergency coordinator and other employees in the event of a fire or other emergency situation.

2. Inspection and Preventive Maintenance for Tanks, Containers, Transfer Equipment and Emergency Equipment

- a. Describe the type and frequency of inspections and monitoring for leaks or other conditions that could lead to spills or emergency situations.
- b. Typical inspections include the following: pipes, valves and fittings for leaks; tanks for corrosion; evidence of spilled materials on floors; effectiveness of housekeeping practices; damage to shipping containers; etc.
- c. Routine monitoring should be conducted to determine liquid levels in tanks. Monitoring should be used to initiate a warning of the need for immediate action to prevent a spill or other emergency condition.
- d. Describe the procedures for correction of those conditions by adjustment, repair or replacement before the equipment, tanks or containers fail.
- e. Describe the aspects of the preventive maintenance program for equipment, tanks, and containers.

3. Emergency Supplies Inventory

- a. Describe frequency for inventorying emergency supplies.
- b. Describe the procedures for replacing emergency supplies that have expired, are missing, or have been used in a response action.

4. Duties and Responsibilities of Emergency Coordinators and Other Employees

- a. Describe the duties and responsibilities of the emergency coordinator. During an emergency, the coordinator should identify the problem and take all measures necessary to stabilize the situation, including activating alarm systems and notifying emergency response agencies, if warranted. The emergency coordinator should also be responsible for follow-up activities after the incident, such as disposal of spill residue, decontamination and maintenance of emergency equipment, and submission of any reports.
- b. Describe the duties and responsibilities of other employees during or after response actions. During an emergency, employees should follow the directions given by the emergency coordinator. At other times, these employees typically may have duties involving preventive maintenance, inventorying supplies, and housekeeping.

F. Description of Employee Training

Summarize the training program given to employees that will enable them to understand the practices for preventing, and the procedures for responding properly and rapidly to spills and other emergencies.

At a minimum, the training program should be designed to ensure that personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures and emergency equipment including, where appropriate: procedures for using, inspecting, repairing and replacing emergency and monitoring equipment, communication and alarm systems; and response to fires and spills. The training should address preventative maintenance, inspection and monitoring, and housekeeping practices.

G. Site Drawing

Include a drawing showing the following:

1. General layout of the site
2. Waste oil storage areas (You may decide to include other wastes and products as well.)
3. Shut-off valves
4. Loading and unloading areas
5. High risk areas where spills and leaks would most likely occur
6. Drains which lead away from potential spill or leak areas
7. Emergency equipment and supplies, including fire hydrants, hoses, and extinguishers, absorbents, etc.
8. Entrance and exit routes to the site
9. Streams and drainage swales
10. Direction of north

H. Emergency Notification List

Prepare a list of phone numbers for the federal state and local agencies that must be contacted in event of an emergency or spill. Agency notification is required for spills that reach the waters of the United States, migrate beyond the property boundaries, or otherwise constitute a threat to the environment or to public safety. Such a list should include the National Response Center, PA DEP (see the Appendix); PA Emergency Management Agency; local police and fire departments; the local sewer authority (for discharges to the sewer system); and downstream water authorities.

I. Effective Date

List the effective date of the PPC plan.

Note: The Department recommends a sign be developed and displayed in a prominent place for quick reference by employees and emergency response personnel. The sign should show the emergency coordinators' names and phone numbers, available spill cleanup supplies and emergency equipment and their location, emergency phone numbers, and the location of the PPC plan. At the end of this document, a template is found which may be used.

SAMPLE PPC PLAN

**Doe’s Lube & Brakes
123 East Main Street
Smalltown, PA 19191**

A. Description of Facility

1. Location of Facility

The facility is located in Smalltown, Edwards County in the Green River Watershed.

There are no bodies of water, drainage swales or stormwater collection drains on the property or on adjacent properties.

2. Description of Business Activities:

Automotive - oil change, lubes, and brake repair

3. Responsible Officials for Implementation

John Doe (owner) – responsible for developing, modifying, and implementing this plan.

B. List of Emergency Coordinators

Primary Emergency Coordinator

Alternate Emergency Coordinator

John Doe
245 Slick Street
Smalltown, PA 19191
610-871-2345 (work)
610-871-5999 (home)
610-776-3561 (cellular)

Chester Smith
672 Jiffy Drive
Smalltown, PA 19191
610-871-2345 (work)
610-874-8876 (home)

C. Material and Waste Inventory

Unused motor oil – two 250 gal tanks at left front of shop
Waste oil – 300-gal tank at left rear of shop
Parts washer – 16-gal mineral spirits solvent (high flash) in center of shop
Aerosol brake cleaner – two cases on shelves at right side of shop
Dumpster – four cubic yards containing spent clay absorbent, drained oil filters, used shop towels, empty brake cleaner cans, etc. at rear of property

D. Emergency Equipment and Supplies Inventory

Clay absorbent – 55-gallon drum in center of shop
Fire extinguishers – on right rear wall of shop and on right wall of office
Water hose - center, front wall between doors
Brooms and shovels – hanging from center, rear wall of shop

E. Description of Plan

1. Planned Responses to Spills, Fires and Other Emergencies

Most leaks and spills will occur under the racks during oil changes. They will be contained using clay absorbents. Spills in storage areas from hoses during transfer to and from trucks will also be contained using clay absorbents.

Fires will be extinguished using fire extinguishers or the water hose. In the event of a fire that cannot be quickly extinguished, the fire department will be contacted by phone.

2. Inspection and Preventive Maintenance for Tanks, Containers, Transfer Equipment and Emergency Equipment

Tanks will be visually inspected daily for signs of corrosion or leaks. Leaky valves or lines will be repaired or replaced within 24 hours (not counting Sundays). Corrosion will be repaired within 72 hours or a new tank shall be ordered within one week.

Liquid levels in the tanks will be determined using dipsticks to prevent overfilling. A waste oil hauler will be contacted for pickup when the waste oil reaches one foot from the top of the waste oil tank.

The charge on the fire extinguishers and condition of the water hose will be checked weekly.

3. Emergency Supplies Inventory

The level of clay absorbent in the drum will be checked weekly or after any non-routine use. Anytime the level drops below half a drum, new absorbent will be ordered.

4. Duties and Responsibilities of Emergency Coordinators and Other Employees

The emergency coordinator is responsible for assessing any spill or emergency situation. In the event of a fire that cannot be quickly extinguished, he shall contact the fire department if other employees have not already called. In the event of a major spill, he shall contact appropriate emergency response personnel as needed. He shall ensure all used absorbent materials are cleaned up and properly disposed, that used emergency supplies are replaced, and that tanks, hoses, and emergency equipment is inspected and repaired or replaced as needed. He shall prepare and submit any report on an incident for which reporting is required. The emergency coordinator shall train new employees as required in this plan.

Other employees will inspect floor areas for spills anytime they are working in an area of the shop. Any spill discovered will be promptly cleaned up by the employee.

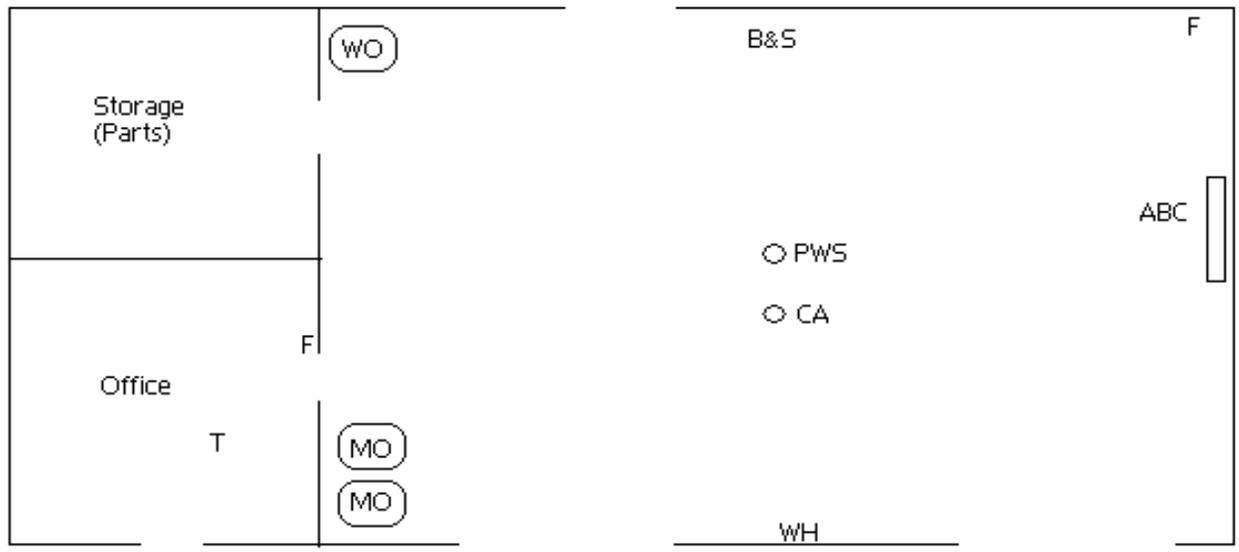
F. Description of Employee Training

On their first day of employment, employees are instructed on where the fire extinguishers and clay absorbent are located and their use. They are shown where the telephone and emergency list are located and instructed in what situations to handle themselves, to contact the emergency coordinator before acting, and when to contact the fire department. If any aspect in this plan changes, employees will be updated on the day it becomes effective.

G. Site Drawing



Dumpster



- Key:**
- ABS = aerosol brake cleaner
 - B&S = brooms and shovels
 - CA = clay absorbent
 - F = fire extinguisher
 - MO = motor oil
 - PWS = parts washer solvent
 - T = telephone
 - WO = waste oil
 - WH = water hose

H. Emergency Notification List

Smalltown Fire Department	911
Smalltown Police Department	911
PA DEP Southeast Regional Office	610-832-6000
PA Emergency Management Agency	717-651-2001
National Response Center	800-424-8802
Smalltown Sewer Authority	610-871-6000
City of Downstream Water Authority	610-654-3030

I. Effective Date

August 10, 2002

PPC Plan Quick Reference Sign

Emergency Coordinators:

Primary:

Name: _____ Day Phone: _____ Night Phone: _____
Cell Phone: _____ Pager: _____

Alternate:

Name: _____ Day Phone: _____ Night Phone: _____
Cell Phone: _____ Pager: _____

Alternate:

Name: _____ Day Phone: _____ Night Phone: _____
Cell Phone: _____ Pager: _____

Spill Cleanup Supplies and Emergency Equipment:

Item	Location
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach to first page)

Emergency Phone Numbers:

Fire Department _____

Police Department _____

DEP Regional Office – Emergency Response _____
(To be notified if spill has potential to cross property line, reaches waters of the US, or creates other hazard.)

National Response Center _____ 1-800-424-8802
(To be notified if spill reaches waters of the US.)

Facility PPC Plan:

Location of PPC plan: _____