DIESEL DIRECT®

Spill Mitigation Standard Operating Procedures

Document I.D.: 10002-002
Effective Date: Sept. 8, 2016

Objective:

To specify the responsibilities of the mobile facility personnel to mitigate or prevent the discharge of fuel by the mobile facility. The volumes and groups involved in a potential spill are discussed at the end of this Section.

1. The first rule is Do Not Panic!
2. There is always one employee monitoring the fuel transfer.
3. You are not allowed to leave until the supervisor arrives on site and releases you.

Insure that all spill reporting is completed in the required timelines.

Spill Kit:

The on-board spill kit is designed to handle the Average Most Probable Discharge (AMPD), and must contain the following:

- One 40: BC Fire Extinguisher
- Two non-metallic storm drain covers
- One 10-foot containment boom (non-water absorbent)
- Fifty Ultra-Sorb pads (non-water absorbent)
- One bag of speedy dry granules (non-water absorbent)
- One 20-gallon chemical resistant container with lid
- One chemical resistant non-metallic shovel
- One push broom

Prioritized Procedures for the Prevention or Mitigation for the Discharge of Fuel:

Mobile facility personnel are responsible for performing the following specified procedures as appropriate:

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1. **Immediate response maneuvers:**
   Identify the source of the fuel leak.
   Stop the flow of fuel.
   As an additional back up precaution, shut off the meter valve, and in the event the meter valve didn't adequately shut down the PTO (The emergency shut-off switch next to the driver's door will also need to be closed.)
2. **Containment of the spill:**
   If possible, use the fuel hose as a barrier to prevent further spread of the spill.
   Immediately go to the side compartment to collect spill containment equipment.
   Use speedy dry to create/strengthen the dam barrier to prevent further spread of the spill.
   You need to work from the outer most point of the spill first, with speedy dry, and work inward. The rate of fuel will always be the greatest on a downward slope. It is very important to get in front of the spread.
   Protect and cover any kind of drains, ditches, or catch basins. Be sure to use drain covers which are located in your side compartment.
3. **Once the spill is contained:**
   Call your supervisor immediately.
   Follow your supervisor's further instruction in the containment and cleanup of the spill, while waiting for supervisor or additional resources to arrive on site.
   Protect the spill area from traffic to prevent the further spread of the spill.
4. **Cleaning up the spill:**
   Start applying oil absorption pads to the fuel.
   In the event that you run short of oil absorption pads, you can wring out some of the absorbed fuel and drain the waste into your supplied containment bucket, and reuse the pads.
   When all pooled fuel is absorbed by the pads, be sure to place all used pads into the containment bucket.
   Start to apply additional speedy dry to the spill. Work the speedy dry into the spill area with the supplied broom. The motion should be back and forth, working the speedy dry into the area. Sweep up all containment material and place it into the containment bucket.
   All containment material should have been placed into the containment bucket and

stored back onto the fuel truck to make sure all material is removed from the site.
Do not leave the scene until you have been cleared by your supervisor.

5. **Supervisor Duties:**
   Upon arrival will assist in the cleanup and or assess the completion of the cleanup.
   Will make personal follow up visit to the spill the next day to inspect the spill scene and perform any secondary cleanup that may be required.
   Log an accident report with all of the facts and probable causes. The report will be filed with corporate office and placed in the driver's file.
   Upon a second visit speak with the customer and make sure that they are satisfied with the cleanup.
6. **Tank Overfill:**
   The following actions will be performed to mitigate a tank overfill, if safe to do so:
   Turn off the pump at the mobile facility immediately.
   Follow the containment procedures listed above to prevent further contamination.
   Once spill is contained call your supervisor and follow his directions
7. **Equipment Failure: (pumping system failure, relief valve failure, etc.)**
   The following procedures will be performed in the event the piping system or valves fail:
   Turn off the pump at the mobile facility immediately. o If piping leaks, place bucket under leak.
   If pump fails, place fuel nozzle in bucket.
   Follow the containment procedures listed above to prevent further contamination.
   Once spill is contained call your supervisor and follow his directions
8. **Tank Failure:**
   The following actions will be performed to mitigate a spill resulting from a tank failure:
   Turn off the pump at the mobile facility immediately.
   Follow the containment procedures listed above to prevent further contamination.
   Once spill is contained call your supervisor and follow his directions.
9. **Fuel Storage Tank Transfers:**
   There is always one employee at each connection point monitoring the tank transfer to maintain safety. The following actions will be performed to mitigate a spill resulting from a tank transfer: Driver is required to wear all required PPE during a fuel transfer to or from the fuel storage tank:
   - Safety shoes

- Flame retardant clothing
- Hard hat and safety glasses

Driver is to check tank inventory levels before starting the fuel transfer to insure that there will not be an overfill situation.

If there is a spill during the transfer operation the driver is to follow the containment procedures listed above to prevent further contamination.

Once spill is contained call your supervisor and follow his directions.

10. **Explosion/Fire:**

In the event a fire or explosion occurs while transferring, personnel are not expected to risk injury or death to mitigate the problem. The following procedure will be followed, if safe to do so:

Turn off the pump at the mobile facility immediately, if safe to do so.

Contact local Fire Department.

Make all notifications as listed under “Emergency Contacts”.

Evacuate unnecessary personnel from area, until the all clear is given.

Close valve located at the tank if the valve can be reached safely.

Deploy containment boom as determined by tidal flow, if it can be done safely.

Plug Storm drains, if it can be done safely.

Volume of Potential Spills:

Diesel Direct operates a fleet of tank trucks and transfers class 2 and class 3 fuels, predominately placarded 1203, or 1993. The largest tank truck volume is 9000 gallons with the largest compartment being 3,000 gallons. Discharge calculations are based on largest tank truck compartment (CFC 7904.5.1.5), 1 barrel equals 42 gallons and fractions are rounded up to the nearest tenth.

Average Most Probably Discharge:

The average Most Probable Discharge (AMPD) is defined as a discharge of 1 percent of the volume of the Worst Case Discharge (WCD). Group II – Persistent

AMPD = 0.01 X WCD

AMPD = 0.01 X 3,000 gallons

AMPD = 30 gallons (0.8 barrels)

Maximum Most Probably Discharge:

The average Most Probable Discharge (AMPD) is defined as a discharge of 1 percent of the volume of the Worst Case Discharge (WCD).

Group II – Persistent

MMPD = 0.10 X WCD MMPD = 0.10 X 3,000 gallons

MMPD = 300 gallons (8 barrels)

Worst Case Discharge:

The Worst Case Discharge (WCD), for a mobile facility, is defined as the loss of the entire contents of the largest compartment in which the fuel is stored or transported.

Group II – Persistent

WCD = Total Loss of Contents of Largest Compartment

WCD = 3,000 gallons

WCD = 3000 gallons (80 barrels)

Emergency Contacts:

On-Site Security (If applicable) and Customer Emergency Contact

Diesel Direct Main (888)-900-7787

Qualified Representative:

Dana Pickett (781) 364-0993 Mobile

Amanda Cola (Alternate QR) (781) 844-2014 Mobile

Spill Management Team:

Energi: 1-888-CLAIM-50 (1-888-252-4650)

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Federal Agency:

If more than 25 gallons in a body of water:

US Coast Guard National Response Center (800) 424-8802

State Agency:

If more than 10 gallons on the ground (In Massachusetts, notification must be made within 2 hours if more than 10 gallons on the ground):

(888) 304-1133

Local Fire Department (Hyannis) – 911

For spills greater than 10 gallons**, you must also contact HNLRT/R/A personnel and provide them the following information for their EMD Spill Report:

- Quantity released
- Brief description of how the release occurred
- Notification if the spill entered a waterway, storm water drain, catch basin, sanitary sewer or soil/grass
- Name of person in charge of cleanup
- Notification of completions of the cleanup
- Method of handling waste
- Corrective measures were taken to prevent future occurrences of the same type

** For spills greater than 25 gallons that flow into water, you must report to the Federal NRC directly. This report must NOT include any mention of the name FedEx. Report that the spill is at the Honolulu airport with physical address of entrance and area on ramp.

Revision History

Rev #	Date	Description	Approver/Contributor/Writer
001	Sept. 8, 2016	Convert to PDF, format doc, and add verbage.	Tim Johnson/Ava Fails

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002	October 3, 2016	Added detail regarding Honolulu airport.	Tim Johnson/Ava Fails

