

Attachment 1

Sample Standard Operating Procedure – Inspection and Disposal of Spills

- Inspection Procedure for two cycle oil-fuel mixing area
- Inspection Procedure for launch bailing
- Rag/Sorbent Disposal Procedure (including Management Flow Chart)
- Inspection Log for two cycle oil-fuel mixing area
- Waste Shipping Log for launch bailing and other wastes

This sample is intended only as an educational tool for businesses providing visitor services in national parks. Every effort has been made to ensure the information presented is accurate. However, the content does not constitute a complete reference to State, Federal or local laws nor does it constitute National Park Service rulemaking, policy or guidance. Relying solely on the information in this sample will not guarantee compliance with Applicable Laws. Strategies, procedures, and proposed solutions for compliance should be discussed with the appropriate State, Federal, and/or local regulatory agencies. It remains the sole responsibility of operators and/or

Inspection & Disposal of Spills

National Park Service
US Department of the Interior

Concession Environmental
Management Program (CoEM)



Purpose

Inspection of fuel mixing areas and launch boats prevent spillage of excess fuel into the watershed. Absorbents may be used to clean-up containment areas. Cloth towels, paper wipes, or other absorbent materials (e.g., “sorbents”) may be hazardous and require special handling if they are used for cleaning up solvents, paints, or oils. Inappropriate handling may impact employee health and safety. Improper disposal may result in environmental harm and may increase the concessionaire’s and Park’s liability. For wastes generated other than rags containing ignitable fuel and oil, staff should test wastes before disposal.

Inspection Procedures

Two cycle oil – fuel mixing area:

1. Staff should inspect area daily to monitor the amount of liquid in the containment basin.
2. If liquid is in the containment basin, use absorbents to soak up liquid and wring out excess liquid into the original container.
3. Train coaches and other participants to clean-up their spills and to reuse liquids that are spilled in accordance with this SOP.

Launch bailing:

1. Ensure that staff members or coaches are trained in bailing procedures.
2. Visually inspect the water in the launch for visible oil sheen. If no oil sheen is present, then the launch may be bailed.
3. If oil sheen exists, immediately obtain a spill mat or other absorbent designed for such a spill. Use absorbents to capture oil. When sheen no longer is observed, the launch may be bailed.
4. If the spill is greater than what may be absorbed by an absorbent, the water must be bilged out to another container for disposal as waste gasoline/diesel mixture. Ensure the container is closed tight, labeled properly, and is provided with secondary containment.
5. Maintain disposal records (e.g., waste shipping log).

Concessionaire Staff Responsibilities

- Ensure all staff, coaches and other appropriate persons are trained on SOP for bailing.
- Daily inspect fuel mixing area and launches.
- Maintain complete recordkeeping, including:
 - Waste shipping log indicating quantities generated each month.
 - Waste determination and related MSDSs.
 - Transporter name, phone number, and permit number.
 - Disposal site name, phone number, permit number, and recycling/disposal method.

Rag/Sorbents Contact
INSERT NAME/ NUMBER HERE

Park HAZMAT Program Contacts
INSERT NAME/NUMBER HERE

Standard Operating Procedure (SOP)

Rag/Sorbent Disposal Procedures

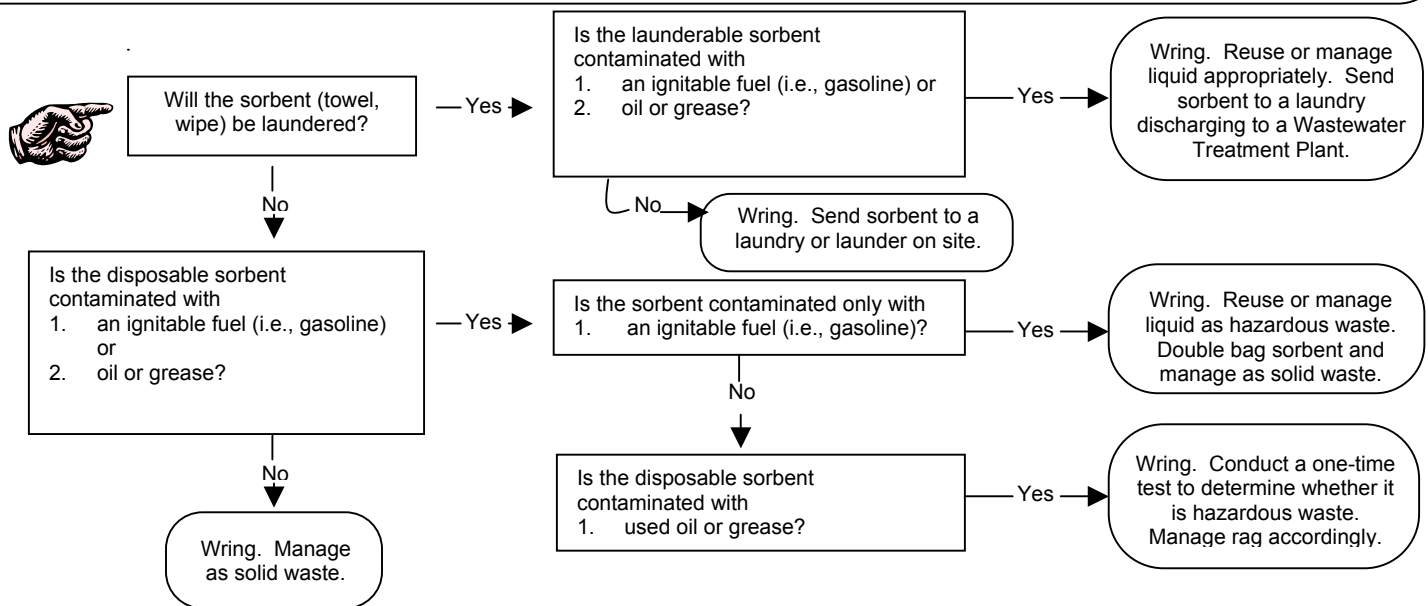
For rags/sorbents used for an ignitable fuel (i.e., gasoline)

1. Use rag/sorbent (e.g., pillow, boom) until saturated with fuel or can no longer be used.
2. Wring any excess fuel from rag/sorbent; reuse or dispose of liquid as hazardous waste.
Rags/sorbents that have been wrung dry or that become dry through use are non-hazardous and may be reused. **DO NOT AIR DRY THE RAG OR SORBENT.**
3. Store rags/sorbents in a closed leak-proof container marked "Rags/Sorbents (Towels/Wipes)".
4. Double bag and dispose of rags/sorbents that can no longer be used as solid waste.

For rags/sorbents used for oil

1. Reuse rags/sorbents until unusable.
2. Wring rag/sorbent to remove any free liquid. Reuse oil or manage as used oil.
3. Store rags/sorbents in a closed leak-proof container marked "Used Oil Rags/Sorbents (Towels/Wipes)".
4. Double bag and dispose of as solid waste.

Management Flow Chart



Effective Date: May 19, 2003

Review Date: November, 2002

Contact:

Waste Shipping Log – for launch bailing and other wastes

Complete at the time of generation and prior to disposal

Name	Waste Material	Shipping Date	Transporter, Location, Phone Number, Permit Number	Disposal Facility, Location, Phone Number, Permit Number	Disposal Method
<i>WEMOVE.</i> <i>John Brown</i> <i>12 Main St.</i> <i>Baltimore, MD</i> <i>(555-1234)</i> <i>Permit: DP1234</i>	<i>Trash Inc.</i> <i>123 Broad St.</i> <i>State Gasoline</i> <i>MD</i> <i>(555-1234)</i> <i>Permit: VA2468-1357</i>				