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*Spill Prevention, Control &  
Countermeasure Plan  
for  
Skidmore College*

*185 North Broadway  
Saratoga Springs,  
Saratoga County, New York*

*Issued: October 2017*

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## 1.0 INTRODUCTION

### OVERVIEW

This Spill Prevention Control and Countermeasure (SPCC) Plan describes how Skidmore College, located at 815 North Broadway, Saratoga Springs, New York, will prevent petroleum spills and minimize impacts to the environment from the accidental release of oil or petroleum products. Included in the SPCC Plan is a discussion of the actions to take any time there is a release that could threaten the environment. A "release" can result from a spill, leak, fire, explosion or other incident that

results in the discharge of oil or petroleum products.

- **Take actions immediately if there is a release of oil or Petroleum Products.**
- **See Section 10.0 for steps to take in an Emergency.**
- **See Table 13-2 and 13-3 for emergency contacts**

Contained in this SPCC Plan are a description of petroleum storage practices at Skidmore College and the procedures to be used to minimize the potential for a petroleum release to the environment. In the event of a release, the actual steps employees must follow are detailed in Section 11.0, "Emergency Action", of this document. Copies of this Plan are kept in the Facilities Services Department offices in North Hall. All applicable Skidmore College employees have been notified that the SPCC Plan is in place, and the SPCC Plan is accessible to all employees for review.

### REGULATORY AUTHORITY

The Federal Clean Water Act (CWA) authorizes the U.S. Environmental Protection Agency (USEPA) to regulate discharges to surface waters of the United States. Under the authority of the CWA, USEPA promulgated 40 CFR Part 112 - USEPA Regulations on Oil Pollution Prevention. This SPCC Plan has been prepared in accordance with Part 112.3, Requirements for Preparation and Implementation of Spill Prevention Control and Countermeasure Plans. Under these regulations, USEPA maintains jurisdiction over facilities that operate storage tanks with an aggregate aboveground storage capacity of 1,320 gallons or more of oil and have a reasonable expectation that a discharge could impact a navigable waterway; this jurisdiction also includes all underground tanks that do not meet the requirements specified in 40 CFR 280. If these criteria apply to the facility, then a facility-wide SPCC Plan must be prepared. Based upon USEPA amendments to 40 CFR 112, oil or petroleum products stored in containers less than 55 gallons are generally considered outside the scope of SPCC Plans, but the facility should take all appropriate measures to prevent a discharge of oil to the environment.

In addition to the USEPA regulations, the New York State Department of Environmental Conservation (NYSDEC) regulates petroleum bulk storage. 6 NYCRR Part 613-1.9, Petroleum Bulk Storage - Registration, establishes regulations for registering petroleum bulk storage tanks. 6 NYCRR Part 613-4, AST Systems, establishes design and operating standards for aboveground bulk storage systems in order to protect the public health, welfare and the lands and waters of New York State. 6 NYCRR Part 613-5, Delivery Prohibition, identifies circumstances imposing a delivery prohibition and outlines related requirements. 6 NYCRR 613-6, Release Response and Corrective Action, establishes spill response and reporting procedures. Furthermore, NYSDEC considers groundwater part of the State's "navigable waters". The NYSDEC Petroleum Bulk Storage ID Number for the facility is 5-071129. Requirements of

the USEPA and NYSDEC have been incorporated into this SPCC Plan for Skidmore College.

This SPCC Plan includes the most recent notification requirements for reporting petroleum spills and discharges as stipulated by the USEPA and the NYSDEC.

## **REGULATORY REQUIREMENTS**

**Table 1-2** lists the Federal requirements specified by 40 CFR 112.7, "Guidelines for the Preparation and Implementation of a SPCC Plan," which are pertinent to the Skidmore College Campus, and indicates the section of the SPCC Plan where the requirement is addressed.

## **EQUIVALENT ENVIRONMENTAL PROTECTION**

In accordance with 40 CFR Part 112.7(a)(2), a facility may deviate from certain aspects of the SPCC plan requirements provided that equivalent environmental protection is achieved through other means of spill prevention, control, or countermeasure. This facility complies with 40 CFR Part 112.7(a)(2) except for those areas described in the following paragraphs ("Facilities, Procedures, Methods, or Equipment Not Yet Fully Operational"), and does not need to have any environmentally equivalent protection measures.

## **FACILITIES, PROCEDURES, METHODS, OR EQUIPMENT NOT YET FULLY OPERATIONAL (40 CFR 112.7)**

At the time of this SPCC Plan preparation, the items discussed below needed to be implemented as expeditiously as possible in order for this facility to be in compliance with 40 CFR Part 112. Chazen investigated potentially non-compliant areas and presented concept designs and cost estimates for secondary containment systems in a letter report to the College dated August 18, 2017. Skidmore College is committed to providing compliant secondary containment measures for these areas.

### Secondary Containment for Transformers

There are fourteen (14) transformers subject to SPCC requirements which are not currently equipped with USEPA-compliant secondary containment measures. Seven (7) of these transformers are currently located in diked areas where the bottom layer was found to be pervious, and the remaining seven (7) transformers are located on concrete pads with no dikes or other means of preventing an oil spill from reaching surrounding soils and permeating into groundwater. Skidmore College has committed to installing compliant secondary containment for all fourteen (14) non-compliant transformers within the next two (2) years.

The transformers located within diked areas will be fitted with new cast-in-place concrete trench containment systems by removing the existing curb, placing a concrete channel adjacent to the existing concrete pad, and installing waterstops to create a watertight seal between the new trench and existing pad. The new concrete channel will be sloped to drain to a PVC outlet pipe which will extend to a suitable discharge location and be fitted with a gate valve to be maintained in a closed and locked position. Water removal events will be inspected for oily sheen and recorded (see "Drainage of Diked Areas" in Section 2.0).

The transformers on concrete slabs will be fitted with new cast-in-place concrete trench systems adjacent to the concrete slabs. A waterstop will be installed between the new concrete trench and

existing slab to create a watertight seal. The new concrete trench will be sloped to drain to a PVC outlet pipe which will discharge in a suitable location and will be equipped with a gate valve to be maintained in a closed and locked position. Water removal events will be inspected for oily sheen and recorded (see “Drainage of Diked Areas” in Section 2.0).

#### Secondary Containment for Transfer Areas

Various transfer areas at Skidmore College do not have compliant secondary containment measures to contain a spill during transfer of oil into or out of a tank system. Skidmore College has committed to implementing the following containment measures within the next two (2) years:

- T21 (North Hall): The recommended approach for secondary containment at this transfer area is to extend the existing asphalt to the generator. The paved area would be sloped to one side where a curb would be installed to collect and contain any oil released.
- T8, T9, T20 (North Hall): The recommended approach for secondary containment at this transfer area is to deploy temporary catch basin covers over each of the two nearby catch basins during tank filling. Any oil spill would drain to the covered catch basins where it would be contained until facility staff could remove the spill. The containment volume in this area is limited by a nearby open culvert; preliminary calculations based on estimated areas and elevations suggest that there is adequate containment volume available. This approach would be considered an active containment system and will require facility staff to be present during fuel delivery procedures to deploy the catch basin covers.
- T22 (Johnson Tower): The recommended approach for secondary containment at this transfer area is to deploy a temporary catch basin cover over the nearby catch basin during tank filling. Any oil spill would drain to the covered catch basin where it would be contained until facility staff could remove the spill. This approach would be considered an active containment system and will require facility staff to be present during fuel delivery procedures to deploy the catch basin covers.
- T18 (Dining Hall): The recommended approach for secondary containment at this transfer area is to install a 3-inch-tall asphalt berm in the asphalt adjacent to the concrete pad. This berm should be painted yellow and conform to speed bump dimensions (12” wide) for vehicular and pedestrian safety.
- T17 (Tang Teach Museum and Art Gallery): The recommended approach for secondary containment at this transfer area is two-fold. First, the outlet to a trench drain within the diked area containing the bulk storage tank must be equipped with a valve. This valve would remain closed during fuel delivery procedures, but could be left open at other times to allow stormwater to drain. This would be considered an active containment measure and would require facility staff to close the valve prior to fuel delivery. Second, a 3-inch-tall asphalt berm would be installed around the dumpster located just north of the enclosed tank area. This berm should be painted yellow and conform to speed bump dimensions (12” wide) for vehicular and pedestrian safety.
- T14 (Library): The recommended approach for secondary containment at this transfer area is two-fold. First, the catch basin in the loading dock area will be covered during fuel delivery procedures with a temporary drain cover. Any oil spill within the loading dock area would drain to the covered catch basin where it would be contained until facility staff could remove the spill. This approach

would be considered an active containment system and will require facility staff to be present during fuel delivery procedures to deploy the catch basin covers. Second, an asphalt curb or wing edge would be installed along the downslope side of the asphalt sidewalk between the loading dock and the library. This curb would be approximately 17 feet long and should be at least 3 inches high.

- T19 (Substation): The recommended approach for secondary containment at this transfer area is two-fold. First, an asphalt driveway will be extended from the edge of the parking lot to the fence gate. The new driveway will be approximately 80 feet long and will be curbed on the downslope side (towards the substation). This will enable fuel delivery trucks to park closer to the tank in a paved area, and the curb will provide secondary containment in the event of a spill. The curb should be at least 3 inches high. Second, a curbed asphalt walkway will be installed between the fence gate and the fill port on the tank. The walkway will be sloped towards the interior of the substation and the curb will be installed along this downslope edge. The curb should be at least 3 inches high. During tank filling, the delivery hose will be laid along this asphalt walkway and compliant secondary containment will be provided by the curb.
- Tank 18 Piping: The supply and return piping associated with Tank 18 is not equipped with secondary containment before it passes into the Dining Hall (at which point containment is provided by the building itself). The supply pipe does not require secondary containment as a break in this pipe would hydraulically result in air being sucked into the pipe and no oil would be released. The recommended approach for providing secondary containment for the return pipe is to replace the portion of the pipe exterior to the Dining Hall with dual-walled piping. The existing return pipes appears to be 1.5 inches in diameter. The containment pipe should be 3 inches in diameter.

**Table 1-2**  
**SKIDMORE COLLEGE SPCC PLAN REQUIREMENTS**  
**AS PER 40 CFR 112.7, 7-1-15 Edition**  
**GUIDELINES FOR THE PREPARATION AND IMPLEMENTATION OF A SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN**

Section	Requirement	Applicable	SPCC Plan Section(s)
112.3	Prepare and Implement a SPCC Plan	Yes	1.0 Introduction
112.3(d)	Engineer Certification	Yes	16.0 Record Keeping
112.4(a)	Amendment of SPCC Plans by Regional Administrator	No	No request received
112.5	SPCC Plan Review and Amendment	Yes	15.0 Amendments to SPCC
112.7	General Requirements	Yes	1.0 Introduction
112.7(a)(1) and (a)(2)	Conformance with Applicable Requirements; Deviations from Plan Requirements-Equivalent Environmental Protection	Yes	1.0 Introduction
112.7(a)(3)	Facility Description and Facility Diagram	Yes	2.0 Facility Description, Fig. 2-2
112.7(a)(3)(i)	Type of Oil and Storage Capacity	Yes	3.0 Oil Storage and Spill
112.7(a)(3)(ii)	Discharge Prevention Measures Including Oil Handling Procedures	Yes	3.0 Oil Storage and Spill Containment
112.7(a)(3)(iii)	Discharge Drainage Controls as Secondary Containment	Yes	3.0 Oil Storage and Spill Containment
112.7(a)(3)(iv)	Countermeasures for Discharge Discovery, Response and Cleanup	Yes	6.0 Personnel Responsibilities for the SPCC Plan
112.7(a)(3)(iv)	Methods of Disposal of Recovered Materials	Yes	3.0 Oil Storage and Spill Containment
112.7(a)(3)(vi)	Contact List and Phone Numbers	Yes	6.0 Personnel Responsibilities for the SPCC Plan Table 6-1, Table 14-1
112.7(a)(4)	Discharge Reporting Information	Yes	6.0 Personnel Responsibilities for the SPCC Plan; 14.0 Reporting Requirements,
112.7(a)(5)	Organization of Response Procedures	Yes	6.0 Personnel Responsibilities for the SPCC Plan; 14.0 Reporting Requirements
112.7(b)	Potential Spill Description	Yes	3.0 Spill Containment & Potential Flow Direction
112.7(c)	Containment and Diversion Structures or Equipment	Yes	3.0 Oil Storage and Spill Containment
112.7(d)(1), (2)	Practicability of Secondary Containment	No	Not Applicable
112.7(e)	Inspection, Integrity Testing and Recordkeeping	Yes	8.0 Inspection; 16.0 Record Keeping
112.7(l)	Personnel Training, and Discharge Prevention Procedures	Yes	6.0 Personnel Responsibilities for the SPCC Plan; 7.0 Training; 8.0 Inspection

**Table 1-2 - Continued**

<b>Section</b>	<b>Requirement</b>	<b>Applicable</b>	<b>SPCC Plan Section(s)</b>
112.7(g)	Security	Yes	9.0 Security
112.7(h)	Facility Tank Car and Truck Loading/Unloading Rack	Yes	7.0 Training; Appendix B
112.7(i)	Field-constructed Aboveground Container Repair	No	Not Applicable
112.7(j)	Applicable State Rules and Regulations	Yes	1.0 Introduction
112.8(a)	General Requirements	Yes	2.0 Facility Description; 3.0 Oil Storage and Spill Containment; 8.0 Inspection
112.8 (b)(1)	Drainage from Diked Storage Areas	Yes	2.0 Facility Description; 3.0 Oil Storage and Spill Containment
112.8(b) (2)	Valves to Control Drainage in Diked Storage Areas	Yes	2.0 Facility Description
112.8(b)(3)	Drainage from Undiked Areas	No	Not Applicable
112.8(b)(4)	Discharge from Ditches	No	Not Applicable
112.8(b)(5)	Drainage from Treatment Systems	No	Not Applicable
112.8(c)(1)	Bulk Storage Container Material of Construction	Yes	4.0 Spill Prevention Measures
112.8(c)(2)	Bulk Storage Container Secondary Containment	Yes	4.0 Spill Prevention Measures
112.8(c)(3)	Bulk Storage Container Area Drainage	Yes	3.0 Oil Storage and Spill Containment
112.8(c)(4)	Completely Buried Metallic Tank Cathodic Protection	No	Not Applicable
112.8(c)(5)	Partially Buried Metallic Tank Cathodic Protection	No	Not Applicable
112.8(c)(6)	Integrity Test Aboveground Containers	Yes	8.0 Inspections
112.8(c)(7)	Leak Control of Heating Coils	No	Not Applicable
112.8(c)(8)	Discharge Prevention Devices	Yes	4.0 Spill Prevention Measures
112.8(c)(9)	Inspection of Effluent Treatment Systems	No	Not Applicable
112.8(c)(10)	Visible Discharges/Accumulation of Oil	Yes	4.0 Spill Prevention Measures
112.8(c)(11)	Mobile or Portable Storage Containers	Yes	4.0 Spill Prevention Measures
112.8(d)(1)	Transfer System Buried Piping	No	Not Applicable
112.8(d)(2)	Transfer System Terminal Connection	No	Not Applicable
112.8(d)(3)	Transfer System Pipe Supports	No	Not Applicable
112.8(d)(4)	Transfer System Inspection of Aboveground Piping	Yes	8.0 Inspection
112.8(d)(5)	Transfer System Security	Yes	9.0 Security
112.20	Facility Response Plan's — General Requirements	No	Not Applicable
112.20(e)	Facility Response Plans — Certification of Applicability of the Substantial Harm Criteria	Yes	3.0 Oil Storage and Spill Containment; Appendix A

## 2.0 FACILITY DESCRIPTION

Skidmore College is located at 815 North Broadway in Saratoga Springs. Skidmore College is a private liberal arts college with an enrollment of approximately 2,600 students. **Figure 2-1** presents a Site Location Map for the campus. **Figure 2-2** is the Facility Diagram and provides the location of all storage containers across the multi-structure campus ("facility"). The facility is located on an approximately 650-acre parcel, within the City of Saratoga Springs and partially in the Town of Greenfield, in Saratoga County, New York. The College was originally situated within the city of Saratoga but began to move from the city to its present location in 1961; commencing operations at the current campus in 1965.

The principal facility operations using oil are the Fleet Maintenance Garage (Fuel and Motor oils), Scribner Library (Fuel Oil for Fire Pump), and Tang Museum (backup generator fuel). The Van Lennep Riding Center also maintains diesel and heating oil for its operations. In addition to oil storage for consumption, the College also maintains several large transformers across the Facility in addition to a substation on the north side of the main campus. Several of the buildings are provided with one or more elevators which have a hydraulic reservoir. The College has numerous vehicles but the garage performs limited vehicle maintenance operations. **Table 3-1** presents a detailed list of oil storage containers which are subject to the SPCC rule.

The Skidmore College campus is occupied 24-hours daily by Skidmore College employees and/or students in residential housing on campus.

### FACILITY DRAINAGE

The elevation at Skidmore College is approximately 400 feet above Mean Sea Level. The property generally slopes from north to south. Storm water across the campus will flow from the paved parking lots into a series of catch basins, which run into swales and ditches which gather into several collection ponds or basins on the 650-acre parcel. The general drainage for the primary storage areas of petroleum bulk storage tanks is discussed in **Section 3.0**, Oil Storage and Spill Containment, of this SPCC Plan.

Nearby water bodies include Longberry Lake, located approximately 4,500 feet to the east of campus, and Putnam Brook, located approximately 4,300 feet to the west of campus. Oil storage areas at the Van Lennep Riding Center are within 700 feet of portions of Putnam Brook.

### DRAINAGE OF DIKED AREAS

All exterior tanks are either covered and therefore not exposed to stormwater (Tanks 015 and 016 at the Van Lennep Riding Center) or double-walled tanks (all remaining exterior tanks). Exterior transformers with enclosed diked areas include T1, T16, and T17. Drainage of the diked area at T1 is controlled by a manually operated drainage valve. Transformers T16 and T17 are each surrounded by a water-filled moat. If water is ever drained from this moat, it is done manually and follows the procedures outlined below.

Pursuant to the NYSDEC's Spill Prevention Operations Technology Series (SPOTS) Memo #10, a SPDES permit is not required for the discharge of stormwater from a secondary containment device, provided that the stormwater released from the secondary containment system is uncontaminated and free of sheen prior to discharge.

Prior to the discharge of any stormwater from a secondary containment device the water is inspected for the presence of oil or an oily sheen. If oil or an oily sheen is present, the stormwater is not discharged unless appropriate corrective actions are taken and any NYSDEC-required permits are obtained. Alternatively, the water is pumped out by a properly permitted and licensed transporter and taken to a properly permitted and licensed disposal facility.

All accumulated stormwater discharge events are monitored continuously and the discharge stopped immediately if any visual evidence of an oil discharge is observed, or if it cannot be continuously monitored. Before resuming any interrupted storm water discharge event, the storm water is inspected to ensure it does not contain any oil or oily sheen. Dike water removal events are recorded and the form maintained at the facility for at least three years.

### 3.0 OIL STORAGE AND DISCHARGE PREVENTION

#### PETROLEUM STORAGE

Skidmore College has a combined total of 15,759 gallons of petroleum products stored on Skidmore property subject to the SPCC Rule. The main campus stores a total of 14,434 gallons of petroleum products and the Van Lennep Riding Center located off campus, stores a total of 1,325 gallons of petroleum products. **Table 3-1**, "Skidmore College Petroleum Storage", contains the petroleum storage container locations, number of containers, container storage capacity, type of oil and total stored at a given location. A discussion of the containment measures at oil bulk storage and use areas follows.

- **Combined total of 15,759 gallons of petroleum (fuel oil, hydraulic oil, heating oil and gasoline) and transformer fluid on the property.**
- **Update the SPCC plan if locations change or if regulated materials are added**

#### DEFINITION OF BULK STORAGE

As specified in 40 CFR Part 112.2, the definition of a bulk storage container specifically excludes oil-filled electrical, operating, and manufacturing equipment. Oil-filled equipment must meet the general requirements of 40 CFR Part 112.7 but are not subject to bulk storage container requirements in 40 CFR Part 112.8 (c). Skidmore College has several bulk storage containers (identified in Table 3-1), and several pieces of oil-filled operational equipment in the form of transformers and elevator machinery.

**Table 3-1**  
**SKIDMORE COLLEGE PETROLEUM BULK STORAGE**

Location	Tank ID	Volume (gallons)	Fuel Type	Overfill Prevention (Bulk Storage Only)
<b>Bulk Oil Storage Containers</b>				
Grounds Department	008	500	Unleaded Diesel	Product level gauge; vent whistle
	009	500		Product level gauge; vent whistle
	020	200	Diesel	Product level gauge
	021	660	Diesel	High level alarm
Scribner Library	014	125	Diesel	Product level gauge; vent whistle
Tang Museum	017	500	Diesel	Float vent valve; high level alarm
Dining Hall/ Jonsson Tower	018	99	Diesel	Product level gauge
	022	125	Diesel	Float vent valve; high level alarm
Substation	019	1200	Diesel	Product level gauge
Van Lennep Riding Center	015	300	#2 Fuel Oil	Product level gauge; vent whistle
	016	1000	Diesel	Product level gauge; vent whistle
<b>Mobile Oil Storage Containers</b>				
Garage	D1	55 (2)	Waste Oil	Product transfers visually monitored throughout transfer operation
Dining Hall	D2	55 (8)	AFVO	Product transfers visually monitored during transfer operations

<b>Oil-Filled Operational Equipment (Transformers)</b>				
Grounds Department	TR1	907	Mineral Oil	NA
Tisch Learning Center	TR2	200	Mineral Oil	NA
Wiecking Hall	TR3	200	Mineral Oil	NA
Dining Hall	TR4	537	Mineral Oil	NA
Tang Museum	TR5	350	Mineral Oil	NA
Field House	TR6	180	Mineral Oil	NA
	TR7	220	Mineral Oil	NA
	TR9	105	Mineral Oil	NA
Arts Area	TR8	410	Mineral Oil	NA
	TR10	357	Mineral Oil	NA
	TR11	152	Envirotemp FR3	NA
	TR12	253	Envirotemp FR3	NA
Sussman	TR13	170	Mineral Oil	NA
	TR14	170	Mineral Oil	NA
Substation	TR15	421	Mineral Oil	NA
	TR16	814	Mineral Oil	NA
	TR17	814	Mineral Oil	NA
Scribner Library	TR18	488	Mineral Oil	NA
<b>Oil-Filled Operational Equipment (Elevators)</b>				
New Dana Elevator	R1	90	Hydraulic	NA
Old Dana Elevator	R2	118	Hydraulic	NA
Harder Hall Elevator	R3	82	Hydraulic	NA
Case Center Elevator	R4	135	Hydraulic	NA
Case Center (Ladd) Elevator	R5	147	Hydraulic	NA
Palamountain Hall Elevator	R6	90	Hydraulic	NA
Wiecking Hall Elevator	R7	118	Hydraulic	NA
Tisch Learning Center Elevator	R8	128	Hydraulic	NA
JKB Theater Elevator	R10	178	Hydraulic	NA
Saiselin Art Center Elevator	R11	120	Hydraulic	NA
Scribner Library NE Elevator	R12	160	Hydraulic	NA
Scribner Library SW Elevator	R13	160	Hydraulic	NA
Tang Elevator	R14	170	Hydraulic	NA
Starbuck Center Elevator	R15	133	Hydraulic	NA
Palamountain Media Elevator	R16	82	Hydraulic	NA
Dining Services Kitchen Elevator	R17	147	Hydraulic	NA
Murray-Aikins Dining Hall Elevator	R18	147	Hydraulic	NA
Zankel Music Center Elevator	R19	281	Hydraulic	NA
Zankel Music Center Main Elevator	R20	90	Hydraulic	NA

## **DISCUSSION OF SECONDARY CONTAINMENT REQUIREMENTS**

The SPCC rule requires that general secondary containment be provided for all areas and equipment with the potential for discharge, including: bulk storage containers, mobile/portable containers, pieces of oil-filled operational or manufacturing equipment, transfer areas, and piping. General secondary containment measures must address the most likely quantity of oil that would be discharged from the primary containment system and contain the oil until it can be cleaned up. The SPCC rule requires specific (sized) secondary containment for bulk storage containers and mobile/portable containers. Specific secondary containment must be designed to contain an oil release associated with a major compartment failure. Specific secondary containment can satisfy general secondary containment requirements.

The general and specific secondary containment measures employed at Skidmore College are described below.

## **PRACTICABILITY OF SECONDARY CONTAINMENT**

Skidmore management has determined that secondary containment is practicable for on-site oil storage containers, piping, and transfer areas.

## **GENERAL CONTAINMENT MEASURES OVERVIEW**

Methods of general secondary containment at this facility include a combination of structures (containment systems), land-based spill response (e.g., drain covers, sorbents), site features, and site protocols to prevent oil from reaching navigable water and adjoining shorelines.

### General:

- Facility Response: Certain Skidmore oil handling employees have been assigned and trained to respond to small releases of oil. Spills or releases of larger quantities will be referred to a spill cleanup contractor.
- Sorbent Material: Spill cleanup kits that include absorbent material and booms are located in strategic areas near oil storage containers. The locations of these kits is shown on the Facility Diagram in Figure 2-2. The elevator servicing company also keeps absorbent material near some of the elevator hydraulic tanks in addition to what is shown on the diagram.
- Contract with Emergency Spill Response Contractor: A contract between EH and an emergency spill response contractor – National Response Corporation (NRC) – has been executed to ensure that the contractor will respond in a timely manner should their assistance be required to prevent a release from reaching navigable water or adjoining shorelines.
- Transfer Area Containment: Transfer area containment is provided by a combination of active containment measures (deployment of drain covers, constant monitoring of deliveries, etc.) and plans for installation of passive containment measures. See Section 1.0 for more information about procedures / equipment not yet fully operational.
- Transfer Operation Protocols. Fuel transfers from delivery trucks into Skidmore tanks are performed according to the procedures outlined in Appendix B. Site personnel are present during transfer operations. Trucks are required to park on impervious surfaces. Spill kits are available in various locations on campus near oil storage areas (see Facility Diagram).

- Tank Truck Delivery Supplier Requirements. Suppliers must meet minimum requirements and regulations for tank truck loading/unloading established by the U.S. Department of Transportation. Skidmore personnel ensure the vendor understands the site layout, knows the protocol for entering the facility and unloading product. The delivery company has committed to keeping spill response materials on the truck to respond to a discharge from the vehicle or fuel delivery hose. The truck driver and facility representative remain with the vehicle at all times while fuel is being transferred.
- Catch Basin Equipment. Catch basins are located near certain transfer areas. To prevent releases of oil from entering these basins during fuel delivery, Skidmore has committed to using magnetic drain covers (or equivalent) during truck delivery time to prevent oil releases from entering the catch basins.
- Elevator Motor, Liners, Operation and Servicing. There are twenty (20) hydraulic oil-filled elevators at Skidmore College that are subject to the SPCC Rule. The location of each of these elevators is shown on the Facility Diagram. The hydraulic elevators store AW32 hydraulic oil within a tank located in a utility room adjacent to each elevator. A valve controls the release of oil from this tank into a PVC-lined well hole where the elevator piston is located. Piping associated with these systems is typically 3-inch piping that is wholly contained within the utility room containing the oil tank or within adjacent utility rooms. In the event of an oil leak or spill, the elevator would immediately shut down and the servicing company would be notified. Skidmore contracts with Schindler Elevator to check and service the elevator quarterly as well as to respond to leaks and small spills. Prior to cleanup of any leaks or spills, the oil would be contained within the well hole or utility rooms. The utility rooms provide sufficient containment volume to hold the entire tanks' contents. In addition, there are pans underneath several of the oil tanks that provide additional containment. There are no floor drains located in any of the utility rooms which contain the elevator hydraulic oil tanks.

For bulk storage containers (refer also to the following sections of this SPCC Plan for tank-specific containment measures):

- Active Containment and Monitoring of Deliveries: Active monitoring of deliveries is used by Skidmore to prevent overfills during product delivery.
- Location of Drums on Containment Pallets or in Utility Rooms: All drums containing oil products are located on spill pallets designed to contain at least 110% of the combined capacity of drums stored in that location (used oil drums in garage) or are located within utility rooms without floor drains that would act as containment (AFVO drums in dining hall).

## **AREA-SPECIFIC BULK STORAGE DESCRIPTION AND DISCHARGE PREVENTION**

This section discusses the general and specific containment measures employed at each area at Skidmore College that has a potential for an oil discharge. This section also provides a summary of discharge prevention measures required by 40 CFR 112.8(c) employed at each bulk storage installation.

## GROUNDS DEPARTMENT

Oil storage areas near North Hall include four aboveground bulk storage tanks (T008, T009, T020, and T21), one transformer (TR1), and two drums storing used oil. The table below presents the most likely quantity of oil discharged from the primary containment system for areas requiring general containment, and the oil discharge associated with a major container failure for areas requiring specific (sized) containment. The means of general or specific containment provided is stated in the table. The Facility Layout Diagram illustrates predicted directions of flow in the event of a discharge.

**Table 3-2**  
**POTENTIAL DISCHARGE EVENT AT GROUNDS DEPARTMENT STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 008 *	Tank failure	500	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Tank 009 *	Tank failure	500	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tanks 008 and 009 (delivery / dispensing) <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards catch basin south of tanks	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Tank 020 *	Tank failure	200	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tank 020 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards catch basin east of tank (same as transfer area for Tanks 008 & 009)	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Tank 21 *	Tank failure	600	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transformer TR1 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Approximately 200-gal concrete diked containment area
Transfer area at Tank 21 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards catch basin to the south	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Used oil drum storage area (2 drums) *	Drum failure	55 <sup>4</sup>	Radially within spill pallet	Located on spill pallet designed to contain approximately 24 gal; spills in excess of 24 gal would be contained within the garage building.

\* Requires specific (sized) containment

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

<sup>3</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

<sup>4</sup> The most likely quantity of oil released for the drum storage area was chosen assuming a scenario with a container failure of one of the two 55-gallons drums.

## ARTS AREA

There are four (4) transformers located near the Saisselin Art Building, Filene Hall, the Arthur Zankel Music Center, and the Janet Kinghorn Bernhard Theater (TR12, TR11, TR10, and TR8 respectively). These transformers are considered oil-filled operational equipment and as such require general secondary containment measures. TR8 and TR10 store mineral oil; TR11 and TR12 store Envirotemp FR3 Fluid. Per a 2002 publication by the California Environmental Protection Agency under a cooperative agreement with the US EPA entitled "Cooper Power Systems Envirotemp FR3 Vegetable Oil-Based Insulating Dielectric Fluid", the Envirotemp FR3 Fluid is considered an oil and is subject to SPCC provisions.

**Table 3-3**  
**POTENTIAL DISCHARGE EVENT AT ARTS AREA STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transformer TR12 (at Saisselin Art Building) <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Radially from transformer	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR11 (at Filene Hall) <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Radially from transformer	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR10 (at Arthur Zankel Music Center) <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within utility room	The utility room provides secondary containment.
Transformer TR8 (at Janet Kinghorn Bernhard Theater) <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

## SCRIBNER LIBRARY

Oil storage containers at Scribner Library include one (1) transformer (TR18) and one (1) bulk storage container (014). Tank 014 is a diesel fuel tank used to run a fire pump. The tank stores 125 gallons of oil.

**Table 3-4**  
**POTENTIAL DISCHARGE EVENT AT SCRIBNER LIBRARY STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 014 <sup>*</sup>	Tank failure	125	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tank 014 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards catch basin to the northeast; potential for spill to also reach catch basin to the southwest	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Piping associated with Tank 014 <sup>+</sup>	Pipe failure during fuel transfer to fire pump	125	Radially from leak	Utility room provides secondary containment. There are no floor drains within this room.
Transformer TR18 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

\* Requires specific (sized) containment

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

<sup>3</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

## TANG MUSEUM

Oil storage containers at Tang Museum include one (1) transformer (TR5) and one (1) bulk storage container (017). Tank 017 is an emergency generator storing 500 gallons of diesel fuel.

**Table 3-5**  
**POTENTIAL DISCHARGE EVENT AT TANG MUSEUM STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 017 <sup>*</sup>	Tank failure	500	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tank 017 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards two catch basins to the southwest and south	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR5 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

\* Requires specific (sized) containment

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

<sup>3</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

## FIELD HOUSE

Oil storage containers near the Field House include three (3) transformers, designated TR6, TR7, and TR9. These transformers are considered oil-filled operational equipment and as such require general secondary containment measures.

**Table 3-6  
POTENTIAL DISCHARGE EVENT AT FIELD HOUSE STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transformer TR6 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR67 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR9 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Radially from transformer	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

**WIECKING HALL**

Wiecking Hall, also called Skidmore Hall, has one (1) oil storage container: a transformer designated TR3. The transformer is considered a piece of oil-filled operational equipment and as such requires general secondary containment measures.

**Table 3-7  
POTENTIAL DISCHARGE EVENT AT WEICKING HALL STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transformer TR3 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

**SUSSMAN VILLAGE**

Sussman Village is a recently-built residential area on-campus that contains two (2) transformers that are subject to the SPCC provisions: TR13 and TR14. These transformers are considered oil-filled operational equipment and as such require general secondary containment measures.

**Table 3-8  
POTENTIAL DISCHARGE EVENT AT SUSSMAN VILLAGE STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transformer TR13 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Towards catch basin to the east	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR14 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Towards catch basin to the east	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

### DINING HALL AND JONSSON TOWER

Oil storage containers near the Murray-Aikins Dining Hall and Jonsson Tower include two (2) bulk storage containers, one AFVO (animal fats and vegetable oils) drum storage area, and one (1) transformer. One bulk storage container, designated T4, is a 990-gallon emergency generator located north of the dining hall. The second is a 125-gallon diesel fuel tank that services a fire pump in Jonsson Tower, designated T22. The single transformer is located next to T4, and the AFVO storage area is on the bottom level of the Dining Hall. The table below presents the most likely quantity of oil discharged from the primary containment system for areas requiring general containment, and the oil discharge associated with a major container failure for areas requiring specific (sized) containment.

**Table 3-9  
POTENTIAL DISCHARGE EVENT AT DINING HALL STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 018 *	Tank failure	990	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tank 018 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Across portion of parking lot towards catch basin to the southwest	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Piping associated with Tank 018 <sup>+</sup>	Pipe failure during fuel transfer to generator in Dining Hall	300 <sup>5</sup>	Radially from leak	Aboveground pipes within the dining hall are provided with secondary containment by the building itself. Aboveground pipes outside the building do not currently have compliant secondary containment; see Section 1.0 for description of proposed containment measures.
Transformer TR4 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Across portion of parking lot towards catch basin to the southwest	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
AFVO Drum Storage Area D2 *	Drum failure	55 <sup>4</sup>	Radially within storage room	Storage room provides secondary containment.
Tank 022 *	Tank failure	125	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transfer area at Tank 022 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards catch basin at south end of transfer area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Piping associated with Tank 022 <sup>+</sup>	Pipe failure during fuel transfer to fire pump	125	Radially from leak	Utility room provides secondary containment. There are no floor drains within this room.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

<sup>3</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

<sup>4</sup> The most likely quantity of oil released for the drum storage area was chosen assuming a scenario with a container failure of one of the eight (8) 55-gallons drum while filled to its full capacity.

<sup>5</sup> The most likely release through the supply piping is 0 gallons as this pipe is under suction and a break would result in air entering the pipe. The most likely release through the discharge piping is 300 gallons. This is calculated based on a typical usage of 60 gallons per hour for an 850-kW generator and a typical ratio of pump rate to boiler rate of 1.5:1. Oil to the generator would be pumped at 90 gallons per hour, and return piping at 30 gallons per hour. Inspections take place frequently during the day, so a response time of 12 hours is used to account for an overnight spill. This results in a calculated release of 360 gallons. However, the pump to generator ratio limits the spill to 300 gallons as the other 600 gallons in the tank would be used by the generator prior to entering the return pipe.

### TISCH LEARNING CENTER

Oil storage containers located near Tisch Learning Center include one (1) transformer, designated TR2. The transformer is considered a piece of oil-filled operational equipment and as such requires general secondary containment measures.

**Table 3-10**  
**POTENTIAL DISCHARGE EVENT AT TISCH LEARNING CENTER STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Transformer TR2 <sup>+</sup>	Transformer leak through degraded cork gaskets or radiator fins	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

## SUBSTATION

The main substation located at the north side of Skidmore Campus stores oil in one (1) bulk storage container designated Tank 019 and three (3) transformers designated TR15, TR16, and TR17. The bulk storage container is the largest oil storage container at the facility and stores 1,200 gallons of diesel fuel.

**Table 3-11**  
**POTENTIAL DISCHARGE EVENT AT SUBSTATION STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 019 *	Tank failure	1200	Contained within dual-walled tank	Dual-walled tank sized to contain 110% of tank volume.
Transfer area at Tank 019 <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>3</sup>	Towards two catch basins located south of the transfer area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR15 <sup>+</sup>	Pipe failure during fuel transfer to generator in Dining Hall	70 <sup>2</sup>	Contained within diked containment area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
Transformer TR16 <sup>+</sup>	Pipe failure during fuel transfer to generator in Dining Hall	70 <sup>2</sup>	Contained within diked containment area	Concrete diked containment area
Transformer TR17 <sup>+</sup>	Pipe failure during fuel transfer to generator in Dining Hall	70 <sup>2</sup>	Contained within diked containment area	Concrete diked containment area

<sup>+</sup> Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Transformers leaks are often slow drips. The most likely quantity of oil released was calculated assuming a leak of 60 drops per minute (~5 gpd), and a response time of 14 days to discover and repair the leak.

<sup>3</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

## VAN LENNEP RIDING CENTER

The Van Lennep Riding Center is located off-site, northwest of the main campus, near the intersection of Clinton Street and Daniels Road. There are two (2) aboveground fuel oil storage tanks at the Riding Center designated 015 and 016. Both tanks lie horizontally, perpendicular to each other, each within self-contained diked secondary containment.

**Table 3-12**  
**POTENTIAL DISCHARGE EVENT AT VAN LENNEP RIDING CENTER STORAGE AREAS**

Area with Potential for Discharge	Potential Discharge Event	Volume Requiring Containment (gal) <sup>1</sup>	Direction of Flow	Secondary Containment
Tank 015 *	Tank failure	300	Contained within diked secondary containment area	Covered concrete diked containment area
Tank 016 *	Tank failure	1025	Contained within diked secondary containment area	Covered concrete diked containment area
Transfer area at Tanks 015 & 016 (filling) <sup>+</sup>	Tank truck hose failure during tank filling	5 <sup>2</sup>	Towards catch basin located east of the transfer area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.

Transfer area at Tanks 015 & 016 (dispensing) +	Facility hose failure during tank dispensing	5	Towards catch basin located east of the transfer area	Currently non-compliant; see Section 1.0 for description of proposed containment measures.
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\* Requires specific (sized) containment

+ Requires general containment to address most likely quantity of oil released

<sup>1</sup> Either the entire tank volume (for areas requiring specific containment) or the most likely quantity of oil released (for areas requiring only general containment)

<sup>2</sup> Product delivery rates provided by John Ray & Sons (10 gpm or less). Calculated release volume assumes a conservative 30 second response time to turn off product delivery.

### CERTIFICATION OF SUBSTANTIAL HARM FACILITY

In accordance with 40 CFR 112, Skidmore College has been determined not to be a Substantial Harm Facility. The facility does not transfer petroleum products over water to, or from vessels, and does not have a total oil storage capacity greater than or equal to one-million (1,000, 000) gallons. A copy of the Certification of Substantial Harm Determination Form is included in the SPCC Plan as **Appendix A**.

## **4.0 SPILL PREVENTION MEASURES**

The following sections describe potential reasonable scenarios in which a release on the emergency generation site could occur. The sections also contain respective descriptions of discharge prevention measures both specific to the associated release scenarios, and general measures including procedures for routine handling of products (e.g., loading, unloading, and facility transfers) and tank designs and prevention equipment.

### **FAILURE OF A PRIMARY STORAGE CONTAINER**

Due to corrosion, weathering/aging, stress, or manufacturer defect, a storage container could leak or completely fail causing a gradual leak or instantaneous release of all the containers contents. Thermal and/or pressure degradation of piping in thermal fluid/hot oil reservoirs and systems could also cause failure of piping causing a release. Periodic inspections and integrity testing procedures (as described in **Section 8.0**) have been adopted by Skidmore College to minimize the potential for these types of failure. Bulk storage tanks are designed and equipped with various equipment, as described below, to ensure unnecessary releases do not occur.

### **STORAGE TANK MATERIAL COMPATIBILITY AND DESIGN**

The Skidmore ASTs are cylindrical in design and compatible with their stored material (heating fuel, diesel fuel, gasoline, etc). All of the petroleum storage tanks are of steel construction and appear or are assumed to meet the meet Underwriters Laboratories, Inc. Standard UL 142 (or equivalent) for the storage of flammable and combustible liquids. It is known or assumed that all tanks are shop built and not assembled on site.

### **STORAGE TANK SECONDARY CONTAINMENT AND PIPING CONTAINMENT**

All ASTs storing oil products are equipped with secondary containment as double-walled tanks or located in dikes, with adequate capacity to contain the entire contents of the tank plus expansion space. The secondary containments are not equipped with drainage valves. Any accumulated precipitation is inspected and pumped out of the dike by facilities personnel. Skidmore personnel will ensure good housekeeping practices are implemented when adding/removing oil from any tank to prevent oil run-off during precipitation events.

Skidmore personnel will use absorbent materials (i.e., spill kit [**Section 12.0**]) to contain and/or divert de-minim us oil spills or leaks from the containers and/or piping at the site. If the spill is determined by Skidmore College to require a company vendor, one will be dispatched to remedy the situation. Any spills or leaks will be cleaned up immediately, the spill cleanup residue properly disposed, and the cause of the spill or leak corrected/repared before the tank and piping system is returned to service.

### **PHYSICAL PUNCTURE, RUPTURE, OR OVERTURN OF STORAGE CONTAINER**

The nature of the site provides opportunity for collisions of passing vehicles or equipment with the containers. Due to construction and placement of the oil storage containers (i.e. surrounded by dikes or ballasts), the potential for a direct puncture or other damage to the storage tank is minimized. However, should such a collision cause puncture, rupture, or overturn a storage container thereby causing a gradual or instantaneous release of the container's contents, Skidmore is prepared to respond in such circumstances (spill kits, SPCC-trained employees, etc.).

## **POTENTIAL OPERATOR ERROR DURING LOADING/UNLOADING OR REFUELING OPERATIONS**

Potential operator errors include overfilling, not disconnecting lines before vehicle departure, or fill valves left open that result in tank overflow. Because of secondary containment, release is unlikely; however, operators are instructed in proper oil-handling procedures to prevent releases from secondary containment. Specific procedures have been developed to minimize these potential scenarios and include regular periodic inspections, and on-the-job training in oil-handling procedures.

## **OVERFILL PREVENTION SYSTEMS**

In accordance with 40 CFR 112.8(c)(8), all bulk storage containers must be equipped with acceptable overfill prevention measures. Acceptable measures include high liquid level alarms; high liquid level pump cutoff devices; direct audible or code signal communication between the container gauge and the pumping station; and/or a fast response system for determining the liquid level in the tank through digital computers, telepulse, or direct visual gauges (an individual must actively monitor tank level during fill procedures if this alternative is used). The overfill prevention systems for each bulk storage container is listed in Table 3-1. Tanks 018, 019, and 020 are equipped only with a product level gauge and must be monitored during tank filling (see **Appendix B** for delivery procedures).

## **OPERATOR ERROR PREVENTION PROCEDURES**

The filling procedure for the tanks requires that a Skidmore representative monitor all bulk transfer operations conducted on site. Sight liquid level gauges are checked on a quarterly basis to ensure proper operation. The supplier will use a depth chart or volume gauge to monitor the amount of fuel in the tank if the liquid surface is not visible during the filling process. Procedures are discussed in more detail in **Section 3.0** and outlined in **Attachment B**.

## **MOBILE AND PORTABLE CONTAINERS**

Small portable oil storage containers such as the 55-gallon drums used on-site are stored inside buildings where the secondary containment is provided by the building itself. Two (2) 55-gallon waste oil drums are stored on a spill pallet at the Grounds Department designed to contain the contents of half of one drum. A spill in excess of this amount would be contained by the building itself. Any discharge is quickly contained and cleaned up using sorbent pads and appropriate cleaning products.

## **SMALL DRIPS, LEAKS AND SPILLS**

During routine operation and maintenance activities associated with equipment, small drips, leaks, and spills can occur. Spill prevention measures have been incorporated into operation and maintenance procedures for all oil-containing equipment at the site. In addition, personnel have been trained to properly cleanup these discharges and take actions (where possible) to prevent reoccurrence.

## **OTHER DISCHARGE PREVENTION MEASURES**

A preventative maintenance program for oil-filled operating equipment is employed at Skidmore College and includes the following practices:

- Use a secondary containment (drip pan) to catch spills when removing or changing fluids.
- Use proper equipment (pumps) to transfer fluids.
- Keep spill response materials readily available and properly stocked.
- Equipment inspections for leaks and spills.
- Immediate shut down and repair, if needed.
- Preventative maintenance for equipment.
- Automatic and manual isolation valves.
- Prompt correction of visible discharges that result in a loss of oil from the containers, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts.
- Prompt removal, clean up, and proper disposal of oil in secondary containment, according to state or federal requirement.

## 5.0 SPILL HISTORY

Under NYSDEC regulation, 6 NYCRR Part 612, a "spill" or "spillage" is defined as "any escape of petroleum from the ordinary containers employed in the normal course of storage, transfer, processing or use." According to the Supervisor of Grounds and Transportation Facilities Services, one spill has occurred on campus in recent years. On February 10, 2010 oil was noted on the Garage floor and subsequently reported as Spill #0912081. A copy of the spill report sent to NYSDEC Env. Eng. S. Paszko is located in **Appendix E**. The spill was closed on August 3, 2010. As a result of the spill, three (3) 120-gallon oil storage tanks were removed from the garage by Albany tank. Additionally, Skidmore filled all of the floor drains in the garage with concrete. All oils used in the garage are now purchased in commercially available quart size plastic containers. The average quantity on-site is two cases.

## 6.0 PERSONNEL RESPONSIBILITIES FOR THE SPCC PLAN

Skidmore College personnel have been assigned individual responsibilities for implementing the requirements of the SPCC Plan as well as executing the spill response (emergency action) procedures contained in this Plan. These responsibilities focus on preventing spills and starting immediate containment and cleanup actions should a spill occur in order to prevent the release of oil to navigable waters of the United States. **Table 6-1** below presents personnel responsible for implementing the SPCC Plan. This table will be updated by Skidmore College as necessary. Responsibilities are as follows:

### **SUPERVISOR OF GROUNDS AND TRANSPORTATION FACILITIES SERVICES OR DESIGNATED ALTERNATE**

- Has authority to commit necessary resources to develop and implement the SPCC plan.
  - Assesses the spill and determines what steps will be required for its containment and cleanup.
  - Refers to **Section 11.0**, "emergency action", for all applicable emergency action procedures and notifies appropriate internal contacts.
  - Refers to **Section 14.0**, "reporting requirements", for all necessary reporting requirements and external contacts.
  - Is responsible for contacting and coordinating external emergency support (e. G. Fire department and spill contractor).
  - Ensures that all employees are aware of and instructed on the emergency response procedures outlined in the SPCC plan.
  - Has overall responsibility for the implementation of the SPCC Plan and may designate an alternate.
  - Ensures that the SPCC plan is updated as required.
  - Ensures that appropriate inspections are performed on the ASTs and piping at Skidmore college as described in **Section 8.0**, "inspections", of the SPCC plan.
  - *All Skidmore College employees must notify the supervisor of grounds and transportation facilities services or designated alternate if they notice a spill.*
  - *Table 6-1 lists emergency contacts.*
  - *The supervisor of grounds and transportation facilities services is responsible for overall SPCC plan implementation.*
  - *The local fire department chief may direct emergency containment procedures upon arrival.*
- 
- Ensures that adequate spill cleanup and containment materials are available on site,
  - Is responsible for knowing specific emergency action procedures described in **Section 11.0**, "emergency action", and for training other Skidmore College employees in spill prevention and maintenance of spill prevention material.
  - Is responsible for immediately informing the Director of Business Services of all spill events.
  - Is responsible for reporting all reportable spills and leaks to the appropriate authorities as soon as notification is received from the facility.
  - Designates trained employee(s) to supervise vendor filling of petroleum bulk storage tanks in accordance with Skidmore College Tank Truck Delivery Procedures (**Appendix B**).

### **ALL SKIDMORE COLLEGE PERSONNEL**

- Any Skidmore College employee who notices that a spill has occurred is responsible for notifying Campus Security. Campus Security will make necessary external and internal

notifications, including contacting an on-site, on-duty facility management person. If the Supervisor of Grounds and Transportation Facilities Services is not available, Campus Security will notify the department secretary or designated alternate. A list of Skidmore College Emergency Contacts is presented in **Table 14-2**.

**LOCAL FIRE DEPARTMENT CHIEF (CONTACTED BY SUPERVISOR OF GROUNDS AND TRANSPORTATION FACILITIES SERVICES)**

- Responsible for all emergency containment procedures when called into action.
- Takes whatever measures are necessary to prevent fire and explosion or, in the case of a fire or explosion, protects persons and property within the immediate area from these hazards.

**ENVIRONMENTAL CLEANUP CONTRACTOR (CONTRACTED BY SUPERVISOR OF GROUNDS AND TRANSPORTATION FACILITIES SERVICES)**

- Responsible for all cleanup activities required as a result of spills or leaks when facility personnel do not have the necessary training, equipment or materials needed to clean up spills. Skidmore College uses National Response Corporation (NRC, based in Great River, NY) as the environmental spill cleanup contractor. The emergency number at NRC is (800) 899-4672. This number is available 24-hours/day for emergency response action.

**Table 6-1**  
**SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN**  
**IMPLEMENTATION ROSTER**

<b>Name/Title</b>	<b>Role</b>	<b>Work Phone</b>
Dan Rodecker, Supervisor of Grounds David Nicholson, Assistant Director	Responsible for Spill Prevention; Authorization of spill response resources	(518) 580-5874 (518) 580-5872
Skidmore Facilities Personnel	Use of oils, immediate actions in case of a spill, notification to supervisor of Campus Safety	
Skidmore College Department of Campus Safety	Initial Notification and Initial Response to Emergencies	(518) 580-5566
NYSDEC Spill Hotline	Receipt of Spill Notification (within 2-hours of noted incident);	800-457-7362
Fire Chief, Fire Department	First Responder — resources from: City of Saratoga Springs Main Station 60 Lake Avenue	911
City of Saratoga Springs Department of Public Works	Respond to spills entering a municipally- owned storm sewer	(518) 587-3550
Spill Response Company	Spill Cleanup — resources from: National Response Corporation (NRC) 3500 Sunrise Highway Suite 200, Building 200 Great River, NY 11739	(800) 899-4672 (emergency) (631) 224-9141 (emergency)

## 7.0 TRAINING

Skidmore College employees (and assigned alternates) listed in **Table 6-1** will be trained in procedures required to recognize and control spills of oil or petroleum products. The Supervisor of Grounds and Transportation Facilities Services, or designated alternate, is responsible for ensuring that the required training is conducted. The following training will be provided for employees including annual refresher courses.

### SPCC PLAN TRAINING

The objective of this training is to acquaint Skidmore College employees with spill prevention and emergency response procedures for the spill and/or release of oil and petroleum products. This training includes:

- Contents of the SPCC Plan;
- Teamwork and coordination;
- Spill prevention and identification;
- Inspections and record-keeping;
- Use and maintenance of spill prevention and control equipment;
- Spill containment and response techniques;
- Internal (within Skidmore College) and external spill reporting requirements; and,
- Review of applicable pollution control practices and regulations.

Spill Prevention training will occur on an annual basis, when changes are made to the SPCC Plan, when new spill prevention/containment equipment is purchased, when oil or petroleum storage and use at the facility is significantly changed, and after a spill or failure of the plan procedure.

Spill Prevention training records will be filed in **Appendix F**.

### TANK DELIVERY FILLING PROCEDURE

The objective of this training is to acquaint designated personnel with the procedures to be followed during the delivery of fuel oil. The Supervisor of Grounds, or designated alternate, will train designated personnel in the filling procedures (**Appendix B**).

## 8.0 INSPECTION

### MONTHLY INSPECTIONS

Inspections will be performed at Skidmore College to ensure that oil and/or petroleum product storage practices minimize the threat of a release to the environment. They will also ensure that spill prevention and response equipment is adequate to minimize the impact of an oil and/or petroleum product release to the environment in the event of a spill.

Containers, container foundations, oil-filled equipment, associated piping, liquid level sensing devices, and containment areas will be inspected on a monthly basis for evidence of a leak or failure of equipment integrity. The inspection will include looking for any signs of oil. Inspection will allow for prompt response in the case of a leak and early detection of conditions that may lead to failure of the container or associated piping. Monthly inspections should ensure that the piping and container is in sound condition and that no leaks are visible. In addition, a qualified contractor should conduct a thorough inspection and pressure test of the piping system once every ten years and replace any part that is not completely sound.

- **Monthly inspection of all oil storage containers and transfer areas.**
- **Monthly inspection of associated piping.**
- **Monthly inspection for evidence of spills.**
- **Monthly inspection of spill prevention and control equipment.**

The area surrounding the fill pipe will be inspected on a monthly basis for spills or leaks.

Any spill containment box at an AST fill pipe and sumps in secondary containment systems must be kept free of water and debris. If liquid is visible in the box, it will be removed. If excessive water collects in a dike area, a portable pump may be used to remove the water accumulation. Any oil must be skimmed off prior to discharging the water to the municipal sewage treatment plant.

Spill prevention and control equipment will be inspected on a monthly basis to ensure completeness and that the condition of equipment is adequate to prevent spills or to control them in the event of release. Inspections will include identifying any damage to bollards (used to protect tanks from motor vehicles) and the availability of fire extinguishers in the immediate area.

In the event that inspections detect problems with the container, associated containment and/or piping system, protective devices, or spill prevention and control equipment, these problems will be corrected as soon as possible, and the Manager of Building Trades or alternate shall be alerted immediately.

The monthly container, containment, piping, and fill area inspection form is included in **Appendix G**. The monthly visual inspections are also required per the PBS Registration Certificate and help to ensure early leak detection and minimal environmental impact of an oil release. On a monthly basis, the designated person will make copies of the appropriate forms and perform the inspections as described on the forms. Once completed, the form will be dated, signed, and filed for a period of three years.

## **ANNUAL INSPECTIONS**

Skidmore College conducts a more thorough inspection of facility equipment on an annual basis. This annual inspection complements the monthly inspection described above and will be performed each year using the checklist provided in **Appendix G**. Once completed, the form will be dated, signed, and filed for a period of three years.

## **PERIODIC INTEGRITY INSPECTIONS**

Skidmore College will conduct tank integrity testing consistent with good engineering practice developed by the Steel Tank Institute and provided in Standard SP001-00 for "shop fabricated" aboveground storage tanks (ASTs) storing flammable and combustible liquids near atmospheric pressure (an equivalent standard may be used if approved by a certified tank inspector). This standard combines visual inspections (i.e., the monthly inspection procedure noted above) with tank integrity non-destructive testing.

As required by 40 CFR 112.8(c)(6), integrity testing must take into account container size, configuration, and design. The Steel Tank Institute Standard SP001 recommends that steel ASTs storing flammable and combustible liquids be inspected at periodic intervals, depending upon their Category.

Per the SP001 standard, ASTs less than five thousand gallons in volume that are considered "Category 1" tanks (integral secondary containment or outer containment tanks and equipped with overfill prevention systems) do not require internal integrity tests or external integrity tests that need to be conducted by a certified AST inspector. Rather, Category 1 ASTs require periodic AST inspection by a person designated by the owner who is knowledgeable of the storage system. Periodic AST inspections do not require internal access to the ASTs nor any quantitative testing methods; the inspection is a thorough external visual inspection of the storage tank system and its supports and foundation.

Skidmore will assign one or more employees familiar with the storage systems to perform this periodic inspection as part of the monthly SPCC visual inspection. If the periodic AST inspection reveals an issue (e.g. deformity, damage, significant corrosion) that may require inspection by a certified AST inspector, the SPCC Plan Coordinator will determine the extent of additional testing required and if the AST should remain in-service pending the inspection or replacement. AST integrity testing records will be maintained for a minimum of 3 years as a means for comparison, but it is recommended that they be maintained for the life of the tank.

The shop-built ASTs at Skidmore pose minimal risk of failure due to corrosion or operation; the ASTs as well as their associated piping and appurtenances have been installed according to manufacturer instructions and standard industry practice, they are inspected at least monthly, and all sides of the ASTs are visible (i.e., the container has no contact with the ground). Employees are trained in the proper operation of the ASTs and associated systems as well as spill prevention. ASTs are only loaded or unloaded by vetted vendors per the standard operating procedures provided in the appendices to this SPCC Plan.

## 9.0 SECURITY

Security measures, when properly implemented and maintained, discourage unauthorized entry and potential tampering with materials and petroleum storage units, thereby minimizing the potential for releases of petroleum products. Security measures at Skidmore College include adequate facility lighting, building lock downs after the last tour, and locked access to the fill pipes at all times unless in-use. Containers and equipment in traffic areas are protected from collision by appropriately placed bollards. Bulk storage containers are locked to prevent tampering and vandalism. Transformers in exterior areas are screened with landscaping or hardscape and so are not visible to those walking by. Elevators with hydraulic oil reservoirs and other interior oil-filled equipment/containers are located in buildings which are locked after hours to prevent unauthorized access. In addition, monthly inspection of all containers is conducted.

The Campus Safety Department monitors and patrols the campus 24 hours a day, 7 days a week. There are also at least two maintenance staff on campus at all times, 24 hours a day, 7 days a week.

Although lighting may be adequate around the fill pipe areas and container, the lighting may be insufficient to perform filling operations after dusk. Therefore, deliveries have been specifically scheduled during the day, when a Skidmore employee can supervise filling operations. In addition, Skidmore College Tanker Truck Delivery Procedures, in **Appendix B**, are followed to minimize the opportunity for a spill.

A Skidmore College Facilities Service employee supervises all fuel deliveries. Deliveries are required to occur only during daylight hours. This also reduces the chance of a spill going unnoticed during tank filling activities. Spill response training and/or emergency notification procedures will be provided to all Skidmore College employees involved with any tank filling procedures.

## 10.0 ACTIVATION OF SPILL RESPONSE PROCEDURES

The decision to activate the SPCC Emergency Actions procedures depends upon whether an imminent or actual incident would result in a threat of, or an actual release of, oil or petroleum products to navigable waters of the United States or whether the incident would pose a potential or actual threat to human health or the environment.

This Section gives the Supervisor of Grounds and Transportation, or designated alternate, criteria to help decide whether to activate the Emergency Action procedures.

The SPCC Emergency Actions will be activated if any of the following emergency situations occur, which meet the criteria of either posing a threat to human health or the environment or resulting in a release to navigable waters:

- ***Criteria for deciding whether to implement the SPCC plan emergency actions procedures are given in this Section and in Section 10.0 of this plan***

- **A spill occurs that cannot be contained on site and may result in a release of oil to navigable waters of the United States via on-site or off-site storm drains or soils.**
- **A spill occurs that cannot be contained on-site resulting in off-site soil and/or groundwater contamination.**
- **A spill occurs that can be contained on-site but the potential exists for soil and/or groundwater contamination or release to on-site drains or catch basins.**
- **A spill occurs that could result in the release of flammable liquids or vapors, thus creating a fire or gas explosion hazard.**

The SPCC Emergency Actions may also be activated in response to incidental spills that may occur at the facility because of normal operational activities. An example is the cleanup of small volume spills of oil where the release can be controlled and there is no potential or actual safety or health hazard. These situations are not typically classified as emergencies and would not require the same level of response or notification. **Section 11.0**, "Emergency Action", includes a description of incidental spill response.

## 11.0 EMERGENCY ACTION

This Emergency Action Section of this Plan describes steps to be taken in case of spill emergencies at Skidmore College.

This Section is a planning tool and is not a detailed "how to" for any emergency which could occur on-site. Rather, the purpose of this Section is to describe potential emergencies and to ensure that adequate resources are available to handle those emergencies.

During a spill situation, properly trained facility personnel must decide whether the situation requires an emergency response or is an incidental (non-emergency) release. These personnel include the Supervisor of Grounds and Transportation or designated alternate and professional emergency responders (Fire Department, Spill Response Contractors, etc.). The decisions must be made based on the spill size or volume, type of material(s) involved, actual or potential hazards, and the judgment and experience of the decision maker.

Responses to incidental releases of oil would involve absorption or control of the spill at the time of release by Skidmore College personnel in the immediate release area. These responses are not considered emergencies and involve situations where the release is small, on-site, and there is no potential safety or health hazard (i.e., where fire, explosion or chemical exposure will not occur). Per NYSDEC Guidance, spills less than 5 gallons spilled onto an impervious surface and which are able to be cleaned up within 2 hours do not constitute a reportable spill.

The Supervisor of Grounds and Transportation (or designated alternate) initiates the Emergency Action. He/she assesses the situation and activates the personnel responsible for all spill response procedures. Refer to **Table 14-2**, Internal Emergency Contacts, and **Table 14-3**, External Emergency Contacts, for all necessary telephone numbers in case of an emergency or significant spill at the site. Emergency response means a response effort by employees from outside the immediate release area or by other designated responders (i.e. local fire departments, spill response contractors, etc.) to an occurrence, which results in, or is likely to result in, an uncontrolled release to the environment of oil or petroleum products.

In case of a spill or release, spill response actions are presented in **Table 11-1**. See **Table 14-1** for reporting requirements.

- ***This section is a planning tool and is not a detailed "how to" for any emergency which could occur on site.***
- ***See Section 14.0 for reporting requirements***

**Table 11-1**

**SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN SPILL RESPONSE CTIONS**

<p><b>What Steps to Take If There Is a Spill:</b></p> <p>Follow these steps in the case of a spill:</p> <p><b>Assess the Situation</b>, and if there is a threat of petroleum release to waters of the United States, notify the internal emergency contact, <b>Campus Safety (580-5566)</b> and the <b>Supervisor of Grounds and Transportation (580-5871)</b>, immediately.</p> <p><b>If there is a potential for fire or explosion</b>, notify the Fire Department (911).</p> <p><b>Move all non-essential personnel</b> away from the incident area.</p> <p><b>Assign or call</b> properly trained personnel to stop the source of the leak.</p> <p><b>Shut down</b> all adjacent ignition sources such as nearby vehicles and machinery.</p> <p><b>Immediately dike the spill to contain the release</b> using available spill equipment and/or absorbents, cover drains, and seal berms.</p> <p><b>Immediately spread absorbent material</b> over the affected area to soak up the spill or leak.</p> <p><b>Transfer all contaminated material to a properly labeled drum</b> - Consult the Supervisor of Grounds and Transportation for assistance.</p> <p><b>If the spill cannot be easily controlled by one person</b>, and has the potential for entering storm drains, floor drains, soil, groundwater, or may migrate to adjacent properties or water bodies, then contact the fire department and/or spill response contractor (listed in Table 14-3).</p> <p><b>Make all required notifications and reports</b>, and keep all required records. Keep notes of all of your telephone conversations.</p> <p><b>Dispose of waste properly</b> by placing wastes in impervious bags, drums, or buckets. Wastes must be characterized prior to disposal and removed from the facility by a licensed hauler. Wastes resulting from a major discharge are to be disposed of by a cleanup contractor.</p>
<p><b>The following additional steps must be taken if the release was caused by a failure of the container:</b></p> <ul style="list-style-type: none"><li>• Use of the failed container or failed component must be discontinued immediately; alternative provisions to supply fuel for equipment must be made immediately during the winter months.</li><li>• The failed container or component must be emptied completely and rendered vapor free.</li><li>• The failed component must be replaced, repaired, abandoned, or removed such that it remains in accordance with National Fire Protection Association (NFPA) Code 31.</li></ul>
<p><b>If a leak in the above ground piping is found during monthly inspection (or at any other time), the following procedures will be taken immediately to stop the discharge and prevent a release to the environment:</b></p> <ul style="list-style-type: none"><li>• Shut off the transfer pump;</li><li>• Contain spill with spill kit, if necessary;</li><li>• Close all feed and return valves; and</li><li>• Have appropriate repairs conducted prior to re-start.</li></ul>

Skidmore College must take actions to stop any discharge and to reclaim, recover, and property dispose of discharged oil and/or petroleum products and any material contaminated by it; restore the environment to a condition and quality acceptable to the NYSDEC; and repair damage caused by the discharge to the satisfaction of the NYSDEC.

## 12.0 EMERGENCY EQUIPMENT

Skidmore College stores emergency equipment on site for minor spill response, minor firefighting and for first aid activities.

Skidmore College's "Spill Response Kit" (spill kit) or other appropriate spill cleanup supplies, should be stored in the immediate area during all tank-filling operations.

At a minimum, the supplies in the spill kit should contain:

- Two 10-foot oil-absorbent "socks" or booms (to protect storm drains);
- Speedi-dry, clay, or similar oil-absorbent material;
- Spark resistant safety shovel and broom;
- Chemical splash goggles/eye protection;
- Disposal bags with ties; and
- Chemical-resistant gloves.
- ***A spill response bit will be stored in the immediate area during all tank-filling operations.***
- ***Fire extinguishers are placed around all storage tank locations.***

The following supplies are useful additions to the spill kits:

- Reeled caution tape, and
- Barricades with warning signs (i.e., no smoking).

The spill kit must be clearly labeled and readily accessible. A list of all items contained within the spill kit should be displayed on the outside of the spill kit. In addition to these articles, this list should also include the location of other emergency spill equipment stored in the immediate area. The spill kit should be secured with a wire tie or similar device that is simple to open. The Supervisor of Mechanical Trades, or designated alternate, will conduct monthly inspections of the spill kit and will replenish supplies when requested or necessary.

Fire extinguishers (Type ABC) are placed near all storage tank locations. The Type ABC extinguishers available are capable of extinguishing all common fires including flammable liquids. These extinguishers comply with the National Fire Code Standard for portable fire extinguishers and the OSHA Standard 29 CFR 1910.157. They are inspected monthly by Facilities Services.

One first aid kit should be stored in close proximity to the petroleum bulk storage tanks.

### 13.0 DISTRIBUTION OF THE SPCC PLAN

Copies of the SPCC Plan will be available in the Supervisor of Grounds and Transportation's office in the Facilities Services section of North Hall. This office is staffed from 8 am to 5 pm on Monday through Friday, but is accessible 24 hours a day, 7 days a week. All Facility Service employees will be made aware of the SPCC Plan, its purpose, use, and location.

Distribution of copies will be recorded to ensure that any subsequent revisions are made to all copies.

- ***Copies of SPCC plan will be kept in the North Hall office.***

## 14.0 REPORTING REQUIREMENTS

### FEDERAL REPORTING REQUIREMENTS

Any spill of oil and/or petroleum products which produces sheen on surface water or threatens to affect surface water must be reported immediately to the National Response Center Hotline (800) 424-8802.

In addition, if more than 1,000 gallons of oil in a single discharge or discharged more than 42 U.S. gallons of oil in each of two discharges occurring within a 12-month period, the following information must be submitted to the USEPA Regional Administrator within 60 days:

- Name of facility;
- Your name
- Name of owner/operator;
- Location of facility;
- Date of initial facility operation
- Maximum storage and handling capacity and normal daily use;
- Description of the facility including maps, topographical maps and flow diagrams as necessary;
- Cause of the spill including a failure analysis of the system or subsystem in which the failure occurred;
- Corrective actions and countermeasures taken including a description of equipment repairs and replacements;
- Additional preventative measures taken to minimize the recurrence of release; and,
- Other information the Regional Administrator may reasonably require pertinent to the Plan or discharge.

#### **Reporting Requirements Include:**

- **Report any oil/petroleum spill that produces sheen on surface water to the national response center hotline (800- 424-8802).**
- **Report any spill greater than 1,000 gallons or two reportable spills in 12 months to USEPA in writing.**
- **Report any spill or release to the NYSDEC (800-457-7362) within 2-hours.**
- **Report any spills that may reach city sewers, fires, or explosions to the city of Saratoga Springs fire department (587-3599/911).**
- **Notify appropriate Skidmore college officials of all spills.**

### STATE REPORTING REQUIREMENTS

Petroleum spills must be reported to the New York State Department of Environmental Conservation (NYSDEC) within 2 hours of discovery, with one minor exception involving small spills. To fit within this exception, a small spill must meet all of the following criteria (ref: NYSDEC Tank Bulletin, Winter / Spring 2005):

- The spill is known to be less than 5 gallons.
- The spill is contained and under the control of the spilled.
- The spill has not and will not reach the state's water or any land (note that groundwater is considered "waters of the state" and "land" is considered soil. *ibid*).
- The spill is cleaned up within 2 hours of discover.

For a petroleum spill not deemed reportable, it is strongly recommended by NYSDEC that the facts concerning the incident be documented by the spiller and a record be maintained for at least 1 year.

**The following information should be reported to the NYSDEC:**

- Name and phone number of person notifying and relationship to the facility owner/operator,
- Location of discharge site;
- Date, cause and time of discharge;
- Type and amount of oil and/or petroleum product discharged;
- Name and phone number of potentially responsible party; and,
- Name and phone number of facility owner/operator.

A formal petroleum spill report should be completed for Skidmore College files and submitted to NYSDEC upon request, within 24-hours. An example form, Report of Petroleum Product Discharge Spillage or Release, is attached to this SPCC Plan as **Appendix C**.

**LOCAL REPORTING REQUIREMENTS**

- For all spills and in case of fire or explosion, contact the city of Saratoga Springs fire department (**587-3599/911**).
- If the spill enters the storm water system, contact the city of Saratoga Springs department of public works (**587-3550/after 4:30 pm: 584-3356**).
- If Skidmore College personnel cannot clean up the spill, call the spill response contractor (see **Table 6-1**).

**SKIDMORE COLLEGE PETROLEUM SPILL REPORTING REQUIREMENTS**

In the event of a spill of oil and/or petroleum products, disclose the information required to complete the Skidmore College Internal Notification Checklist for Leaks from Storage Tanks/Containers found in **Appendix D**, immediately to the Supervisor of Grounds and Transportation in the Facilities Services offices at 580-5871.

Once emergency notification telephone calls are complete, submit a copy of the Report of Petroleum Product Discharge, Spillage or Release Form (**Appendix C**) via facsimile to the NYSDEC, and place one copy in the facility's files (see **Section 16.0**, "Record Keeping").

**Table 14-1** presents Federal, State, and local reporting requirements. **Tables 14-2** and **14-3** present Internal Emergency Contact List and External Emergency Contacts List, respectively.

**Table 14-1**  
**SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN NEW YORK STATE**  
**SPILLS/RELEASES REPORTING REQUIREMENTS**

What to do	By When	In What Spill or Release Situation
<b>Person Observing a Spill or Imminent Spill Must:</b>		
Call Campus Security first; they will then call the NYSDEC at 457-7362, if required.	Immediately (within 2-hours).	Threat to human health, causes an injury, significant property damage, or a spill has the potential to enter soil, groundwater or surface water or there is any release of oil or petroleum products, identification of oil sheen on water bodies.
<b>Campus Security will then (as necessary):</b>		
Call 911 to notify Fire and Police.	Immediately after calling the NYSDEC (or first if threat of fire or explosion is imminent).	Threat of fire or explosion as a result of confirmed release of oil or petroleum products. Releases of oil or petroleum products to a Storm drain, sewer system, or off-site.
Call the designated Spill Response Contractor (see <b>Table 6-1</b> )	Immediately after calling NYSDEC and local agencies.	Releases that cannot be cleaned up by trained Skidmore College personnel.
Call the National Response Center (NRC) Hotline (see <b>Table 6-1</b> )	Immediately after calling the NYSDEC, local agencies, and spill contractor.	A sheen is observed on surface water tied into navigable water. Any release of Oil or petroleum products that reaches surface water of navigable water.
Call the City of Saratoga Springs Department of Public Works (see <b>Table 6-1</b> )  Complete additional Skidmore College forms.	Immediately after calling the NYSDEC and local agencies, NRC Hotline, and the spill response contractor (if appropriate). As needed.	If oil or petroleum products enter a storm sewer. When an injury occurs or property damage occurs.
<b>After the Incident, Facility Services shall:</b>		
Notify Regional Administrator of USEPA in writing.	Within 60 days.	For spill greater than 1,000 gallons, or if a second spill occurs within 12 months.
Note: The Facilities Services group is ultimately responsible for all notifications. Keep notes on telephone notifications with date, time, and person others or you spoke to and information provided.		

**Table 14-2**  
**SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN INTERNAL EMERGENCY CONTACT LIST**

Title	Name/24-hr Phone	Work Phone
Dept. of Campus Safety in Jonsson Tower	Shift Supervisor (518) 580-5566	(518) 580-5566
SPCC Plan Coordinator, Facilities Director, Facilities Services	Dan Rodecker (cell) (518) 587-9758 (Home)	(518) 580-5874
SPCC Plan Coordinator, Alternate Assistant Director, Facilities	David Nicholson (cell) (518) 232-9312	(518) 580-5872

**Table 14-3**  
**SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN EXTERNAL CONTACT LIST**

Organization	Emergency Phone Number	Phone Number
<b>Local Contacts:</b> City of Saratoga Springs Police and Fire Departments City of Saratoga Springs Department of Public Works	911	(518) 587-3550  584-3356 after 4:30 pm
<b>State Contacts:</b> New York State Department of Environmental Conservation New York State Police	(800) 457-7362  518-583-7000 or 911	(Region 5)  (Troop G)
<b>Federal Contacts:</b> National Response Center	(800) 424-8802	(800) 424-8802
<b>Spill Response Contractor:</b> National Response Corporation (NRC)	(800) 899-4672	(631) 224-9141

## 15.0 AMENDMENTS TO THE SPCC PLAN

### CHANGES IN FACILITY CONFIGURATION

In accordance with 40 CFR 112.5(a), facility personnel periodically review and evaluate this SPCC Plan at least annually for any change in the facility design, construction, operation, or maintenance that materially affects the facility's potential for an oil discharge, including, but not limited to:

- Commissioning of containers;
- Reconstruction, replacement, or installation of piping systems;
- Construction or demolition that might alter secondary containment structures, or;
- Changes of product or service, revisions to standard operation, modification of testing/ inspection procedures, and use of new or modified industry standards or maintenance procedures.

Amendments to the SPCC Plan made to address changes of this nature are referred to as technical amendments, and must be certified by a PE. Non-technical amendments can be done (and must be documented in this section) by the facility owner and/or operator. Non-technical amendments include but are not limited to the following:

- Change in the name or contact information (i.e., telephone numbers) of individuals responsible for the implementation of this SPCC Plan, or;
- Change in the name or contact information of spill response or cleanup contractors.

Skidmore must make the needed revisions to the SPCC Plan as soon as possible, but no later than six months after the change occurs. The Plan must be implemented as soon as possible following any technical amendment, but no later than six months from the date of the amendment. The Supervisor of Grounds and Transportation is responsible for initiating/coordinating SPCC Plan revisions.

### SCHEDULED PLAN REVIEWS

In accordance with 40 CFR 112.5(b), appropriate Skidmore personnel review this SPCC Plan at least once every five years. Revisions to the SPCC Plan, if needed, are made within six months of the five-year review. A registered PE certifies any technical amendment to the SPCC Plan, as described above, in accordance with 40 CFR 112.3(d).

### RECORD OF PLAN REVIEWS

Scheduled reviews and SPCC Plan amendments are recorded in the SPCC Plan Review Log at the front of this Plan (**Table 1-1**). This log must be completed even if no amendment is made to the SPCC Plan as a result of the review. Unless a technical or administrative change prompts an earlier review of the SPCC Plan, the next scheduled review of this SPCC Plan must occur by **October 2022**.

## 16.0 RECORD KEEPING

The Supervisor of Grounds and Transportation, or designated alternate, must maintain records on-site pertaining to spill management and prevention. The records must be kept in the SPCC Plan file located in the Supervisor's office. Records will be kept as follows:

**SPCC Plan** — This Plan must be kept up to-date in accordance with **Section 15.0**, "Amendments to the SPCC Plan." If copies of this Plan are kept at other Skidmore College facilities or offices, record where all copies are located to ensure that they are updated when a revision to the Plan is made. SPCC updates shall be recorded in the SPCC Plan Review Log at the front of this Plan (**Table 1-1**).

- ***Describes what records need to be kept and where they need to be stored.***

**Spill Reports** — Copies of all spill reports and notifications (both written reports and logs of phoned in reports) required as the result of a spill should be kept in the back of **Section 5.0**, "Spill History", of the Supervisor of Grounds and Transportation's SPCC Plan copy. The facility should maintain records of all phone notifications and any follow up actions that may be required. These records will be kept for the life of the facility.

**Training Records** — All employee-training records required by this Plan should be maintained with this Plan in **Appendix F**, SPCC Plan Personnel Training. Individual files for each employee will be kept indicating the type of training received, other training still required, and the date of the training session. Descriptions of the various training sessions provided and schedules for future updates will also be included in this folder. Training records will be retained for at least three years.

**Inspection Records** - For each inspection, copies of the inspection form presented in **Table 8-1** will be prepared. Once the forms are filled out, they will be dated, signed and filed for a period of three years with the SPCC Plan in the **Appendix G**, SPCC Plan Inspections.

In addition to retaining inspection records, the SPCC Plan must be approved by Skidmore College management and certified by a licensed Professional Engineer. Blank Management Approval and Professional Engineer Certification and Plan Review forms and a summary table for additional Record Keeping Requirements follow.

**Management Approval** - I hereby certify that Skidmore College and management of this site extends its full approval of this Spill Prevention, Control, and Countermeasure (SPCC) Plan and will commit the necessary resources for implementation. The programs and procedures outlined in this Plan will be implemented and periodically reviewed and updated in accordance with 40 CFR Part 112, as amended, and with applicable state and local requirements. Additionally, I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information I believe that the submitted information in this plan and in the checklist above is true, accurate, and complete.

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

**Professional Engineer Certification**

The undersigned Registered Professional Engineer is familiar with the requirements of Part 112 of Title 40 of the *Code of Federal Regulations* (40 CFR Part 112) and has visited and examined the facility, or has supervised examination of the facility by appropriately qualified personnel. The undersigned Registered Professional Engineer attests that this SPCC Plan has been prepared in accordance with good engineering practice, including consideration of applicable industry standards and the requirements of 40 CFR Part 112, that procedures for required inspections and testing have been established, and that this SPCC Plan is adequate for the facility.

This certification in no way relieves the owner or operator of the facility of his/her duty to prepare and fully implement this SPCC Plan in accordance with the requirements of 40 CFR Part 112. This SPCC Plan is valid only to the extent that the facility owner or operator maintains, tests, and inspects equipment, containment, and other devices as prescribed in this SPCC Plan.



Signature:



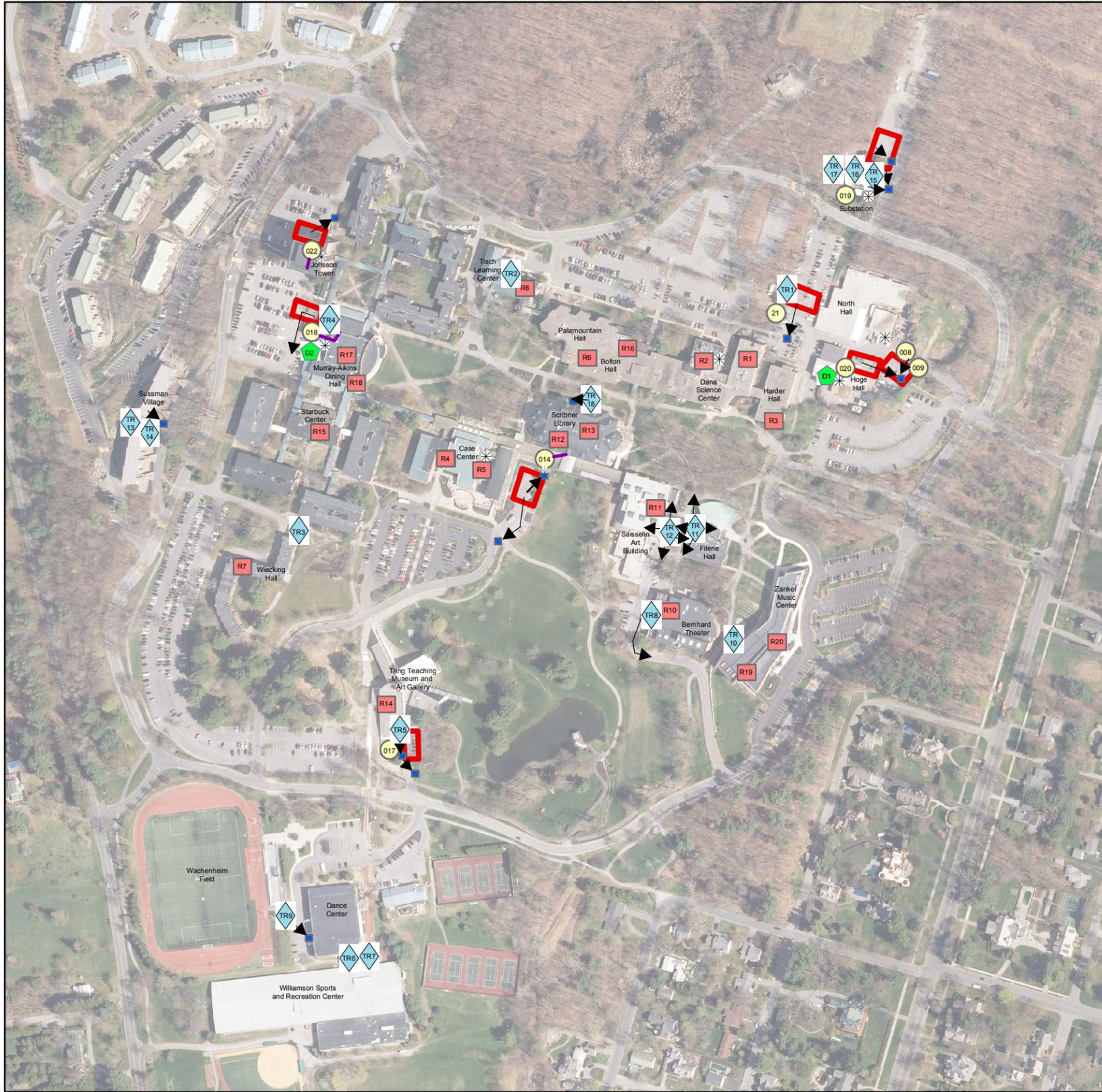
Professional Engineer Registration Number: 070126

Name: *Joseph M. Lanaro, P.E.*

Title: Principal, Vice President, Engineering Services

Company: *Chazen Engineering, Land Surveying & Landscape Architecture Co., D.P.C., LLC*

Date: *10/12/17*



Tank ID	Category	Volume (gallons)	Fuel Type
008	AST	500	Unleaded Diesel Gasoline
009	AST	500	Unleaded Diesel Gasoline
014	AST	125	Diesel
017	AST	500	Diesel
018	AST	99	Diesel
019	AST	1200	Diesel
020	AST	200	Diesel
021	AST	660	Diesel
022	AST	125	Diesel
015	AST	300	#2 Fuel Oil
016	AST	1025	#2 Fuel Oil
D1	2 Drums	110	Waste Oil
D2	8 Drums	220	AFVO
TR1	Transformer	907	Mineral Oil
TR2	Transformer	200	Mineral Oil
TR3	Transformer	200	Mineral Oil
TR4	Transformer	537	Mineral Oil
TR5	Transformer	350	Mineral Oil
TR6	Transformer	180	Mineral Oil
TR7	Transformer	220	Mineral Oil
TR8	Transformer	410	Mineral Oil
TR9	Transformer	105	Mineral Oil
TR10	Transformer	357	Mineral Oil
TR11	Transformer	152	Envirotemp FR3 Fluid
TR12	Transformer	253	Envirotemp FR3 Fluid
TR13	Transformer	170	Mineral Oil
TR14	Transformer	170	Mineral Oil
TR15	Transformer	421	Mineral Oil
TR16	Transformer	814	Mineral Oil
TR17	Transformer	814	Mineral Oil
TR18	Transformer	488	Mineral Oil
R1	Reservoir tank	90	Hydraulic Oil
R2	Reservoir tank	118	Hydraulic Oil
R3	Reservoir tank	82	Hydraulic Oil
R4	Reservoir tank	135	Hydraulic Oil
R5	Reservoir tank	147	Hydraulic Oil
R6	Reservoir tank	90	Hydraulic Oil
R7	Reservoir tank	118	Hydraulic Oil
R8	Reservoir tank	128	Hydraulic Oil
R10	Reservoir tank	178	Hydraulic Oil
R11	Reservoir tank	120	Hydraulic Oil
R12	Reservoir tank	160	Hydraulic Oil
R13	Reservoir tank	160	Hydraulic Oil
R14	Reservoir tank	170	Hydraulic Oil
R15	Reservoir tank	133	Hydraulic Oil
R16	Reservoir tank	82	Hydraulic Oil
R17	Reservoir tank	147	Hydraulic Oil
R18	Reservoir tank	147	Hydraulic Oil
R19	Reservoir tank	281	Hydraulic Oil
R20	Reservoir tank	90	Hydraulic Oil



- Transformer
- Storage Tank
- Elevator
- 55-Gallon Oil Drum
- Oil Spill Kit
- Catch Basin
- Transfer Area
- Aboveground Piping
- Flow Direction



**CHAZEN ENGINEERING, LAND SURVEYING & LANDSCAPE ARCHITECTURE CO., D.P.C.**

Dutchess County Office: 21 Fox Street, Poughkeepsie, NY, 12601, Phone: (845) 454-3980  
 Capital District Office: 547 River Street, Troy, NY, 12180, Phone: (518) 273-0055  
 North Country Office: 375 Bay Road, Queensbury, NY, 12804, Phone: (518) 812-0513

This map is a product of The Chazen Companies. It should be used for reference purposes only. Reasonable efforts have been made to ensure the accuracy of this map. The Chazen Companies expressly disclaims any responsibilities or liabilities from the use of this map for any purpose other than its intended use.

**Skidmore College SPCC Update**

**Facility Diagram**

Skidmore College, Saratoga, New York

Drawn:	JLN
Date:	09/22/2017
Scale:	1:4,000
Project:	31672.00
Figure:	1

**APPENDIX A**  
**CERTIFICATION OF SUBSTANTIAL**  
**HARM DETERMINATION FORM**



**CERTIFICATION OF THE APPLICABILITY OF  
THE SUBSTANTIAL HARM CRITERIA**

Facility Name            Skidmore College  
Facility Address:        815 North Broadway  
                                  Saratoga Springs, NY 12866

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?  
                                  Yes        \_\_\_\_\_        No        XXXX
  
2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?  
                                  Yes        \_\_\_\_\_        No        XXXX
  
3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?  
                                  Yes        \_\_\_\_\_        No        XXXX
  
4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance such that a discharge from the facility would shut down a public water intake?  
                                  Yes        \_\_\_\_\_        No        XXXX
  
5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable discharge in an amount greater than or equal to 10,000 gallons within the past 5 years?  
                                  Yes        \_\_\_\_\_        No        XXXX

**Certification**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_  
Title & Date

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**APPENDIX B**  
**SKIDMORE COLLEGE TANKER TRUCK DELIVERY PROCEDURES**



## SKIDMORE COLLEGE TANK TRUCK DELIVERY PROCEDURES

Prearrange fuel deliveries so to ensure that staff personnel are present to receive the petroleum product. Acceptance of bulk fuel delivery shall only be performed by properly authorized personnel. Each facility must establish and maintain a listing of persons authorized to accept bulk fuel deliveries. Tank truck delivery procedures must be reviewed with drivers prior to transfer of fuel. When accepting bulk fuel deliveries, employees must observe the following operating precautions:

### Pre-Delivery Day Actions:

- Check available volume in tank. Order only the quantity of fuel that fits the tank.
- Pre-arrange fuel deliveries during daylight hours so staff is present.
- Keep the fill port locked.
- Verify that flow restrictor/high level alarm or automatic shutoff devices, if any, are properly functioning.
- Remove water from spill containment basin, if any, and check for adequate capacity (i.e., no frozen water or solids). Verify spill containment basin is functioning (sealed).
- Ensure that **No Smoking** signs are properly posted.
- Have spill response kits and procedures readily available at the time of fuel deliveries.
- Where possible, request metered fuel drops.

### Delivery Day Actions:

- The Supervisor of Mechanical Trades will assign one staff member to observe the delivery and stay near the truck while the transfer is being made.
- Place absorbent "socks" or booms in front of catch basins to prevent possible spilled material from entering catch basins.
- Keep the fill port locked until driver requests access.
- The driver and facility personnel assigned to observe shall stand by during the entire product delivery and be prepared to stop flow from the truck, transfer line or tank should any unusual conditions, leaks or spills be observed.
- Have a tank capacity chart available for the delivery person.
- Ensure filling operations are completed prior to dusk, if after dusk, refuse and reschedule for following day if lighting or visibility is poor.
- In case of any spills or leaks, the driver will be responsible for stopping flow from the truck and the observer will notify the Supervisor of Grounds and Transportation or spill response team.
- Verify and document fuel drops using either manual methods (i.e., stick with water paste) or in-tank gauging before and after delivery.
- Following completion of the delivery, driver is responsible for disconnecting all hook-ups.
- Remove absorbent booms from catch basins to restore parking lot storm water flow.

Name of Operator Supervising Delivery:

Date:

**APPENDIX C**  
**REPORT OF PETROLEUM PRODUCT**  
**DISCHARGE, SPILLAGE OR RELEASE FORM**

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## REPORT OF PETROLEUM PRODUCT DISCHARGE, SPILLAGE OR RELEASE FORM

Instructions: Complete the following information prior to contacting the regulatory agencies for reporting purposes. This information must be incorporated into a formal written report.

Name and address of facility:	Skidmore College, 815 Broadway, Saratoga Springs, New York 12866-1632
Name of owner/operator and NYSDEC Petroleum Bulk Storage ID Number:	Skidmore College, No. 5-071129
Spill location:	
Date of initial facility operation:	
Maximum storage and handling capacity and normal daily use:	
Description of the facility including topographical maps and flow diagrams:	
Complete copy of SPCC Plan and any amendments:	
Cause of the release:	
Estimated volume of spill and type of fuel oil:	
Corrective actions and countermeasures taken:	
Additional preventative measures taken to minimize the recurrence of the release:	
Name and telephone number for the facility contact:	

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**APPENDIX D**  
**SKIDMORE COLLEGE INTERNAL PETROLEUM PRODUCT RELEASE**  
**NOTIFICATION CHECKLIST/FORM**

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**SKIDMORE COLLEGE INTERNAL PETROLEUM PRODUCT RELEASE  
NOTIFICATION CHECKLIST/FORM**

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Date and time of release:	
Person(s) involved in the release:	
Was the Supervisor of Grounds and Transportation and Campus Security notified?	
Estimated volume of the release and means used to estimate:	
Action(s) taken to stop/contain release: (Stop transfer, apply adsorbent, shut valve, etc)	
Direction of release:	
Did release enter any body of water?	
Did the release occur during a delivery?	
Was the delivery supervised by a Skidmore College employee?	
If Skidmore personnel did not supervise the delivery, why not?	
Were there any injuries?	
Was the spill area isolated from the public?	
Did the driver of the delivery vehicle help with spill containment and cleanup activities?	

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**APPENDIX E**  
**SPILL HISTORY**  
**REGULATORY CORRESPONDENCE**





Saratoga Springs Fire Department  
Office of Fire Prevention  
60 Lake Ave, Saratoga Springs, NY 12866

Phone: 518 587 3599

Fax: 518 587 3539

August 2, 2000

RE: Central Heating/ Garage

Mathew Baker  
North Hall  
Skidmore College  
Saratoga Springs, New York 12866

Dear Mat,

I am writing this letter to clarify some of the inspection issues with the Central Heating/ Garage building, specifically the inspection report does not allow me to cite by individual area with in a building. With that said I would like to state that the Heating plant portion of the building is very well kept and despite one or two minor infractions poses no significant threat to the occupants or employees. However, the garage portion of the building has significant accumulations of grease and oily debris that could pose a serious hazard. I would suggest the adoption of practices and procedures that would reduce or eliminate the accumulation of any combustible debris as well as the accumulation of oil and grease on floors and work surfaces.

Additionally it appears that the "grease pit" is being used to collect used-oil and other wasted liquids prior to dumping to some other location for disposal. The grease pit should be maintained as clean as possible to prevent the accumulation of potentially explosive fumes with in the building. There is also some question as to where the sump pump is sending the liquid, I don't recall seeing any holding tanks for collecting waste oil during the inspection. It is currently a violation of the State Fire Prevention Code and both State and Federal environment law to dispose of petroleum products anywhere other than through an approved disposal process.

To close while the bulk of the building is in excellent condition the garage area does need some special attention. If there is anyway I can be of service please let me know.

Sincerely,

John G Betor  
Fire Inspector  
SSFD



SKIDMORE COLLEGE

PURCHASE REQUISITION

REQUISITION # OPR 708

DATE 3/19/91

QUANTITY	DESCRIPTION (PLEASE GIVE COMPLETE DETAILS OF ALL ITEMS)	UNIT PRICE	TOTAL PRICE
1	Remove fuel oil storage tanks in accordance with attached conditions		15,594.00
4	Bids attached		
3			
9			

ACCT. # 4-76776-71600-7500 BUDGETED AMOUNT \_\_\_\_\_ DATE NEEDED: 4/30/91  
 DEPARTMENT Physical Plant CAMPUS DESTINATION \_\_\_\_\_ BUILDING \_\_\_\_\_ RM. # USER \_\_\_\_\_

RECOMMENDED SOURCES <u>LUCIA &amp; SONS</u>	REASON FOR PURCHASE <u>Capital Project</u>

APPROVAL SIGNATURE: [Signature] ORIGINATOR [Signature] DEPARTMENT HEAD

DO NOT WRITE BELOW THIS LINE

RECEIVED \_\_\_\_\_

# \_\_\_\_\_  
B. \_\_\_\_\_  
S.P. \_\_\_\_\_

DELIVER \_\_\_\_\_ QUOTE \_\_\_\_\_

ENTORY \_\_\_\_\_ TERMS \_\_\_\_\_

PURCHASING

*Posted*  
*3/25/91*

The conditions of this purchase order are as follows. The tanks to be removed will be itemized first. The conditions shall apply to all of the sub project tank removals.

1. Clean and remove 275 gallon number 2 fuel oil aboveground tank at the chapel.
2. Clean, cut up and remove the two <sup>275 gallon</sup> number 2 fuel oil oil tanks in the basement of admissions.
3. Clean, cut up and remove the two <sup>8000 gallon</sup> number 2 fuel oil above ground tanks located in the stone and concrete bunker located between Admissions and the Survey.
4. Excavate, clean and remove the 2000 gallon number 2 fuel oil tank at the field house.

#### CONDITIONS

1. All work must be done in full compliance with 6 NYCRR Part 613: Handling and Storage of Petroleum.
2. Work may not begin prior to 4/26/91 in compliance with DEC regulations.
3. A work schedule must be coordinated for each location with the office of Physical Plant and the site building occupant.
4. A sample of any product remaining in any of the tanks must be tested for hazardous waste and the results submitted to Physical Plant prior to removal of

The product for sale or disposal,

5. All residual of product and cleaning medium must be containerized at the site of the cleaning process. Cut up tank parts will be wrapped when they are to be transported through any portion of any building.
6. All excavations are to be backfilled and left in a ready to seed consideration.
7. Soil samples under all tanks will be checked for residuals of product and any contamination shall be containerized and disposed of.
8. Uncontaminated stone and concrete may be disposed of on campus under the direction of Physical Plant.
9. Proper barricades and caution lighting shall be utilized at each site until the work at each site is completed.
10. All work methods shall be pre approved by the Director of physical plant or his designee.
11. The college gravel pit on Daniels road may be utilized as a staging area for coordinating tank disposal. Any contaminated soil at this staging area must be containerized and properly disposed of.
12. Insurance certificates must be submitted to Physical Plant prior to the initiation of work.

# PROPOSAL

LUCIA & SONS INC.  
1741 CHRISLER AVENUE  
SCHENECTADY, N.Y. 12303  
518-382-0353

No. 104

Date 10-4-90

Sheet No.

### Proposal Submitted To:

Name SKIDMORE COLLEGE  
Street ATT: BRIAN MAY  
City SARATOGA SPRINGS, N.Y. 12866  
State  
Phone

### Work To Be Performed At:

SKIDMORE COLLEGE  
Street REMOVAL OF OLD OIL TANKS AT  
City ADMISSIONS & SPORTS State  
Date of Project  
Architect

We hereby propose to furnish the materials and perform the labor necessary for the completion of

ITEM 1: SUPPLY ALL LABOR AND MATERIAL TO REMOVE TWO (2) OLD 8000 GALLON FUEL OIL TANKS FROM ADMISSIONS. THIS WILL INCLUDE REMOVAL OF CONCRETE TOP COVER ON TANK AREA, CUTTING AND DISPOSAL OF TANKS USING SKIDMORE GRAVEL PIT AS STAGING AREA. RECOVERING TANK AREA WITH FILL FROM GRAVEL PIT. RECLAIMING ALL LAWNS AND GRASS AREAS DISTURBED WHILE REMOVING TANKS. INCLUDES CRANE RENTAL FOR LOADING TANKS AND TRACTOR AND TRAILER FOR TRANSPORTING.

ITEM 2: SUPPLY ALL LABOR AND MATERIALS TO REMOVE 2000 GALLON FUEL OIL TANK BURIED AT SPORTS CENTER. BACKFILL WILL COME FROM SKIDMORE PIT AND SKIDMORE PIT WILL BE USED AS STAGING AREA TO CUT TANK FOR DISPOSAL TO SCRAP YARD.

TOTAL PRICE \$ 15,594.00

*Smaller tanks negotiated into this price by B. MAY and R. Lucia*

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars (\$15,594.00).

with payments to be made as follows:

any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted LUCIA & SONS INC.  
Per *[Signature]*

Note—This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

### ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Signature \_\_\_\_\_



Northeast Environmental Services, Inc.  
Marguerite Drive West  
RR 3, Box 8B  
Canastota, New York 13032  
Telephone: (315) 697-3979  
Fax: (315) 697-3867

March 6, 1991

SKI002NP.PRO  
Quotation No

Mr. Brian May  
Skidmore College  
North Broadway  
Saratoga Springs, NY 12866

**RE: Closure and Removal of Five (5) Tanks**

Dear Mr. May:

Northeast Environmental Services, Inc. (NES) is pleased to prepare this cost estimate to accomplish the following work:

- Clean, cut and remove the two (2) heating oil tanks in the basement of the Admissions Building. Both tanks appear to be approximately 275 gallon tanks.
- Clean, cut and remove the two (2) above ground tanks of approximately 8,000 gallons capacity each. The tanks are housed in an above ground bunker at the Admissions Center and contained #2 heating oil.
- Excavate, clean and remove one (1) underground storage tank (U.S.T.) at the Field House. The tank is approximately 1,000 gallon capacity and used to contain #2 heating oil.

Based upon our site observations NES will utilize the following general approach to accomplish the above work in a safe and timely manner:

- 1) The tanks in the basement of the Admissions Building will be cleaned and cut into smaller pieces. The tank residues and cleaning debris will be containerized in the basement and will be carried out by hand to a staging area. The cut up tank parts will be wrapped to prevent dirt, rust, etc. from dirtying the Admissions Building and grounds.
- 2) The tanks in the bunker at the Admissions Center are intended to be handled as follows:
  - If the product remaining in the one tank (approximately 3,000-4,000 gallons) is useable it will be transported to a local asphalt plant for use. The product must be sampled prior to starting the project and tested by NES for hazardous waste characteristics and will be tested by the asphalt plant for acceptance at their facility.

10 38 MAR 13

Mr. Brian May  
Page 2  
March 6, 1991

The tanks will be cleaned in place utilizing the protocols attached. The tank residues will be containerized and removed from the bunker prior to removing the roof.

The roof appears to be a single pour roof, not pre-cast slabs. After inspection by Jon Cary, NES Remediation Manager, and a crane contractor, it was determined that attempting to lift the roof via a crane in sections would not be safe.

NES proposes to use a 225 excavator to dismantle the roof and some walls of the bunker. The excavator will be staged in the rear on the lower area and will dismantle the roof and the rear wall, which is not an earth retaining wall. Every attempt will be made not to damage the other three (3) walls.

After the roof and rear wall are removed and the remaining structure is deemed safe, the tanks will be cut into manageable pieces and removed by the 225 excavator and will either be staged on polyethylene sheeting or directly loaded for disposal at a scrap steel reclaimer.

The stone and concrete can be loaded into Skidmore College vehicles by the 225 excavator or will be staged adjacent to the work area.

The earth floor of the bunker will be inspected for signs of contamination. Obvious contamination will be excavated and staged in drums or on polyethylene sheeting. Verification soil samples will be taken, if needed.

Skidmore College will perform all related site restoration activities, including backfill and disposal of uncontaminated stone and concrete.

- 3) The U.S.T. at the Field House does not appear to present any unusual conditions. The attached general procedure will be utilized to address this tank.

Skidmore College will provide all backfill and site restoration.

All work area sites will be properly barricaded to alert people to the hazards present and to prevent unauthorized entry. Outdoor areas will be fenced off and appropriate warning signs erected to minimize the possibility of unauthorized site access.

Mr. Brian May  
Page 3  
March 6, 1991

NES will have a minimum of three (3) personnel on the site during all closure activities. NES' Project Manager will also act as Health and Safety Officer.

Attached to this proposal are copies of NES' standard procedures and safety checklist, that will be utilized as needed.

NES estimates this project will take approximately five (5) to seven (7) working days to complete. The variables are primarily involved with the two (2) 8,000 gallon tanks and are: 1) the amount of sludge in the tanks and, 2) the difficulties that may be encountered in demolishing the structure safely.

Invoicing will be done using the attached Time and Material Rates. Items not specifically listed will be invoiced at standard prices, or if rented, at cost +20%.

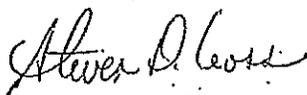
For budgetary purposes NES estimates a total of 20 drums of sludge and contaminated debris from the five (5) tanks, and assumes the waste to be non-hazardous. Additionally, we have assumed the bulk #2 oil in the one tank will be acceptable to an asphalt plant, and therefore have not included NES' cost to dispose of the material, and we have assumed there is no contaminated soil to excavate and dispose.

Based upon the above assumptions, we have estimated the cost of the project using seven (7) working days and have included the cost of our sister company, INTEX, preparing a closure report on the two 8,000 gallon tanks and the underground tank for your permanent records.

NES estimates the project as described will cost approximately \$30,500.00.

Please contact me with any questions or to arrange a meeting to discuss this proposal in detail.

Sincerely,  
NORTHEAST ENVIRONMENTAL SERVICES, INC.



Steven D. Cross  
Vice President, Sales & Marketing

SDC:vw

cc; R. Miller, Vice President & General Manager - NES  
N. Petrovich, Account Representative - NES  
J. Cary, Remediation Manager - NES  
File

Enclosures: Time and Material Rates  
Standard Procedures



Northeast Environmental Services, Inc.  
Marguerite Drive West  
RR 3, Box 8B  
Canastota, New York 13032  
Telephone: (315) 697-3979  
Fax: (315) 697-3867

## TIME & MATERIAL RATES FOR FIELD PROJECTS

### LABOR (PORTAL-TO-PORTAL)

Geologist/Hydrogeologist	\$ 75.00/hour
Project Manager	\$ 50.00/hour
Field Chemist	\$ 40.00/hour
Field Technician	\$ 30.00/hour
Equipment Operator	\$ 35.00/hour
Per Diem Charges, with overnight stay	\$ 75.00/man/day
Per Diem Charges, without overnight stay	\$ 35.00/man/day

Labor rates are quoted for work occurring Monday through Friday, exclusive of holidays, and are for an eight (8) hour workday occurring between the hours of 7:30 a.m. and 5:00 p.m.

Overtime is invoiced at 1.5 times the above rate for work after 8 hours and for Saturdays. Overtime is not charged for driving time, except in special cases.

Sundays and holidays are invoiced at 2.0 times the above rate.

### EXCAVATION EQUIPMENT

Cat 977 or Equivalent Front-End Loader	Quoted As Needed
Cat 966 or Equivalent Front-End Loader (5 cubic yards)	Quoted As Needed
Cat 950 or Equivalent Front-End Loader (4 cubic yards)	\$795.00/day
Cat 225 or Equivalent Track Excavator (2.1 cubic yards)	\$825.00/day
Cat 215 or Equivalent Track Excavator (1.3 cubic yards)	\$650.00/day
Cat 963 or Equivalent Track Loader (2.6 cubic yards)	\$855.00/day
Cat 436 or Equivalent Back-Hoe with Hammer	\$650.00/day
Cat 416 or Equivalent Back-Hoe	\$325.00/day
Cat D3 or Equivalent Bulldozer	\$750.00/day
Cat D5 or Equivalent Bulldozer	\$350.00/day
4 Wheel Bobcat or Equivalent	\$250.00/day
Mobilization To and Demobilization From the Job Site	\$ 75.00/hour Plus Oversize Permit, If Needed

SAFETY EQUIPMENT

Man-Winch Extraction System	\$ 50.00/day
HnU Photoionization Detector	\$ 75.00/day
Explosimeter	\$ 65.00/day
Personal Protective Equipment (Level D)	\$ 35.00/man/day
Air Purifying Respirators (Level C)	\$ 15.00/man/day + Level D
Includes the Initial Set of Cartridges Each Day	\$ 10.00/set
Each Additional Set of Cartridges Changed Each Day	\$175.00/day + Level D
Cascade Breathing Air System for Two (2) Men (Level B)	\$ 50.00/man/day
Each Additional Man	

MISCELLANEOUS MATERIALS AND EQUIPMENT

Field Utility Trucks	\$100.00/day/vehicle plus \$0.50/mile
Air Compressor, Pumps, Hoses, Hand Tools, etc:	\$250.00/day
Miscellaneous Hand Tools Only	\$ 50.00/day
Steam Cleaner/Power Washer	\$ 75.00/day
Absorbent Pads	\$100.00/bale
Jackhammers (for concrete removal)	\$ 50.00/day
Polyethylene Sheeting (32' x 100')	\$125.00/roll
Backfill Material	Cost + 20%
Dry Ice or Inert Compressed Gas	Cost + 20%
Other Equipment Not Listed - if rented	Cost + 20%
Sample Jars	
1 Quart	\$ 1.75/jar
4 Ounce	\$ 0.75/jar
4000 Watt Generator (includes hand held lighting only)	\$ 40.00/day
Barrier Fencing and Posts (50 foot section)	\$115.00/50'
Vermiculite or Oil-Dry Absorbent	\$ 12.00/bag

DRUMS AND RELATED ITEMS

85 Gallon Overpack/Salvage Drum (New)	\$125.00
(Reconditioned, if Available)	\$100.00
17H - 55 Gallon Metal Drum (Open Head)	\$ 32.50
17H - 30 Gallon Metal Drum (Open Head)	\$ 32.50
17E - 55 Gallon Metal Drum (Closed Head)	\$ 22.00
17E - 30 Gallon Metal Drum (Closed Head)	\$ 22.00
37A - 5 Gallon Metal Drum (Open Head)	\$ 10.00
34 - 55 Gallon Plastic Drum (Closed Head)	\$ 36.75
21C - 55 Gallon Fiber Drum (Open Head)	\$ 32.50
21C - 30 Gallon Fiber Drum (Open Head)	\$ 26.00
21C - 10 Gallon Fiber Drum (Open Head)	\$ 23.00
Triwall Containers (2.3 cubic yards)	\$ 43.00
Drum Liners (for Open Head Drums)	\$ 8.50/liner
Ring and Bolt Only (for Open Head Drum)	\$ 7.50/set
Gasket Only (for Open Head Drum)	\$ 2.00/gasket
Cover, Gasket, Ring and Bolt	\$ 17.50/set

**APPENDIX F**  
**SPCC PLAN PERSONNEL TRAINING**

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SPCC Manager Training

Date: March 7, 2012

Presenter: Heather Fariello H. Fariello

	Name (Printed)	Signature
1.	Bruce Murray	
2.	GARY LA CHANCE	
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		



SPCC General Awareness Training

Date: March 7, 2012

Presenter: Heather Fariello

H. Janelle

	Name (Printed)	Signature
1.	Jesse Oliver	Jesse Oliver
2.	Bruce Murray	Bruce Murray
3.	Tom Smith	Tom Smith
4.	HAROLD POWEN	Harold Powen
5.	GARY LACHANCE	Gary Lachance
6.	Dan Rodecker	Dan Rodecker
7.	JIM POTTER	Jim Potter
8.	Mike Tallman	Michael Tallman
9.	David Williams	David Williams
10.	<del>WILLIAM</del>	William
11.	Larry Britt	Larry Britt
12.	Peter Sichter	Peter Sichter
13.		
14.		
15.		
16.		
17.		

**APPENDIX G**  
**SPCC PLAN INSPECTIONS**



**SKIDMORE COLLEGE**  
**Saratoga Springs, SaratogaCounty, New York**  
**NYSDEC PBS ID: 5-071129**  
**MONTHLY INSPECTION CHECKLIST**

**This inspection record must be completed MONTHLY. Provide further description and comments, if necessary, on a separate sheet of paper and attach to this sheet. \*Any item that receives "U" for unsatisfactory indicates a non-conformance status which must be described and addressed immediately. Completed checklists must be maintained for 36 months.**

The inspection is to be performed by trained site personnel who are familiar with the site and can identify changes and developing problems. Upon discovery of water in the primary tank or spill containment, remove promptly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and dispose of it properly. Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in tank design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section. If a change has occurred to the tank system or containment that may affect the SPCC Plan, the condition should be evaluated against the current Plan requirement by a Professional Engineer knowledgeable in SPCC requirements. All repairs should be documented and kept on file with the SPCC Plan. In the event of any maintenance work or severe weather that could affect the operation of critical components, an inspection of these components is required immediately following the event.

<u>Category</u>	<u>Inspection Item</u>	Bulk Storage Container: _____	Bulk Storage Container: _____							
<b>General Area Condition</b>	NYSDEC PBS Registration form is posted.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	Area lighting is functional, there is no evidence of vandalism, and equipment areas are appropriately locked.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	Appropriate warning signage, and tank and related equipment signage is present and legible. Oil container protectors are not damaged (where present).	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	No debris or fire hazard is present and egress pathways are clear.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
<b>Oil Container Secondary Containment Condition</b>	Secondary containment is in good condition and free of visible deterioration (e.g. cracks, holes, imperfections) which would allow a leak. Containment rooms are free of ways for leaks to get beneath floor (e.g.,no cracks in the floor, drain covers are in place, etc.).	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	There is no evidence of water or product in the secondary containment area.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	Any drain valves for the secondary containment area are closed and operable.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	No debris or fire hazard is present, containment egress pathways are clear, and gates/doors are operable in the secondary containment area.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
<b>Oil Container Foundation and Supports</b>	Container supports (including concrete pads) are not stained, deteriorated, cracked, spalling, or settling.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
<b>Condition of Oil Container and Contents</b>	There is no evidence of container failure and the container is not damaged, cracked, buckled, bulging, dented, or rusted and bolts, rivets, and seams/welds are not damaged.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U
	There is no visible evidence of water in the container.	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U	S ---U

**SKIDMORE COLLEGE**  
**Saratoga Springs, SaratogaCounty, New York**  
**NYSDEC PBS ID: 5-071129**  
**MONTHLY INSPECTION CHECKLIST**

**This inspection record must be completed MONTHLY. Provide further description and comments, if necessary, on a separate sheet of paper and attach to this sheet. \*Any item that receives "U" for unsatisfactory indicates a non-conformance status which must be described and addressed immediately. Completed checklists must be maintained for 36 months.**

The inspection is to be performed by trained site personnel who are familiar with the site and can identify changes and developing problems. Upon discovery of water in the primary tank or spill containment, remove promptly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and dispose of it properly. Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in tank design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section. If a change has occurred to the tank system or containment that may affect the SPCC Plan, the condition should be evaluated against the current Plan requirement by a Professional Engineer knowledgeable in SPCC requirements. All repairs should be documented and kept on file with the SPCC Plan. In the event of any maintenance work or severe weather that could affect the operation of critical components, an inspection of these components is required immediately following the event.

<u>Category</u>	<u>Inspection Item</u>	Bulk Storage Container: _____	Bulk Storage Container: _____							
<b>Related Container Equipment</b>	Visible pipes, joints, valves, valve seals, gaskets, or other equipment openings are not loose or leaking.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Any liquid level gauges are readable, in good condition, and the product level is at or below the maximum capacity.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Oil containing equipment piping vents are not obstructed.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Container equipment, and piping openings are appropriately sealed or locked.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	No debris or fire hazard is present near container piping or related equipment.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
<b>Transfer Areas</b>	Transfer area (area where product is transferred from one container to another or from a delivery truck to a container/tank) is free of evidence of spills, cracks and equipment failure.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
<b>Other Conditions</b>	There are no other conditions that should be addressed for continued safe operations or that may affect the site SPCC Plan.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U

**Is spill response inventory complete?**      Yes / No

**Comments:**

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**Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**SKIDMORE COLLEGE**  
**Saratoga Springs, SaratogaCounty, New York**  
**NYSDEC PBS ID: 5-071129**  
**ANNUAL SPCC INSPECTION CHECKLIST**

**This inspection record must be completed ANNUALLY. Provide further description and comments, if necessary, on a separate sheet of paper and attach to this sheet. \*Any item that receives “U” for unsatisfactory indicates a non-conformance status which must be described and addressed immediately.**

**Completed checklists must be maintained for 36 months.**

The inspection is to be performed by trained site personnel who are familiar with the site and can identify changes and developing problems. Upon discovery of water in the primary tank or spill containment, remove promptly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and dispose of it properly. Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in tank design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section. If a change has occurred to the tank system or containment that may affect the SPCC Plan, the condition should be evaluated against the current Plan requirement by a Professional Engineer knowledgeable in SPCC requirements. All repairs should be documented and kept on file with the SPCC Plan. In the event of any maintenance work or severe weather that could affect the operation of critical components, an inspection of these components is required immediately following the event.

| <u>Category</u>                                  | <u>Inspection Item</u>   | Bulk Storage Container: _____ |
|--|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>General Area Condition</b>                    | Container protectors, labels, or signs are present and legible where appropriate.  | S ----U                       |
|  | NYSDEC PBS Registration form is present and legible where appropriate.   | S ----U                       |
|  | There is no evidence of vandalism, and equipment areas and/or rooms are appropriately locked.  | S ----U                       |
|  | No debris or fire hazard is present near container area and egress pathways are clear.   | S ----U                       |
|  | Area lighting is functional.   | S ----U                       |
| <b>Container Secondary Containment Condition</b> | There are no holes in the roof of the secondary containment structure.   | S ----U                       |
|  | Secondary containment is in good condition and free of visible deterioration (e.g. cracks, holes, imperfections) which would allow a leak. Containment rooms are free of ways for leaks to get beneath floor (e.g.,no cracks in the floor, drain covers are in place, etc.). | S ----U                       |
|  | There is no visible water or product in the secondary containment area.  | S ----U                       |
|  | There is no debris, excessive vegetation, or fire hazard in the secondary containment area.  | S ----U                       |
|  | Any drainage pipes and valves are fit for continued service.   | S ----U                       |

**SKIDMORE COLLEGE**  
**Saratoga Springs, SaratogaCounty, New York**  
**NYSDEC PBS ID: 5-071129**  
**ANNUAL SPCC INSPECTION CHECKLIST**

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**Completed checklists must be maintained for 36 months.**

The inspection is to be performed by trained site personnel who are familiar with the site and can identify changes and developing problems. Upon discovery of water in the primary tank or spill containment, remove promptly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and dispose of it properly. Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in tank design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section. If a change has occurred to the tank system or containment that may affect the SPCC Plan, the condition should be evaluated against the current Plan requirement by a Professional Engineer knowledgeable in SPCC requirements. All repairs should be documented and kept on file with the SPCC Plan. In the event of any maintenance work or severe weather that could affect the operation of critical components, an inspection of these components is required immediately following the event.

<u>Category</u>	<u>Inspection Item</u>	Bulk Storage Container: _____	Bulk Storage Container: _____	Bulk Storage Container: _____						
<b>Container Foundation and Supports</b>	There is no evidence of container settling or foundation settling.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	There is no evidence of cracking or spalling of concrete pad on which container rests.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Container supports are in satisfactory condition and not stained.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Water is able to drain away from the container.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	If they are present, any bolts attaching the container to a concrete pad are in good condition.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
<b>Container External Protection</b>	There is no visible evidence of exterior paint failure.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Exterior container surfaces and immediate vicinity of container do not show any visible signs of leakage.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
<b>Container Condition</b>	The container is not damaged, pitted, cracked, buckled, bulging, dented, distorted, rusted or otherwise deteriorated.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Container bolts, rivets, or seams/welds are not damaged.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	There is no visible water in the container.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
<b>Electrical</b>	Electrical wiring for control boxes, lighting, or other associated equipment is in good condition and is functional.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U
	Any grounding equipment is in good condition and in working order.	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U	S ----U

**SKIDMORE COLLEGE**  
**Saratoga Springs, Saratoga County, New York**  
**NYSDEC PBS ID: 5-071129**  
**ANNUAL SPCC INSPECTION CHECKLIST**

**This inspection record must be completed ANNUALLY. Provide further description and comments, if necessary, on a separate sheet of paper and attach to this sheet. \*Any item that receives "U" for unsatisfactory indicates a non-conformance status which must be described and addressed immediately.**

**Completed checklists must be maintained for 36 months.**

The inspection is to be performed by trained site personnel who are familiar with the site and can identify changes and developing problems. Upon discovery of water in the primary tank or spill containment, remove promptly or take other corrective action. Before discharge to the environment, inspect the liquid for regulated products or other contaminants and dispose of it properly. Non-conforming items important to tank or containment integrity require evaluation by an engineer experienced in tank design, a certified inspector, or a tank manufacturer who will determine the corrective action. Note the non-conformance and corresponding corrective action in the comment section. If a change has occurred to the tank system or containment that may affect the SPCC Plan, the condition should be evaluated against the current Plan requirement by a Professional Engineer knowledgeable in SPCC requirements. All repairs should be documented and kept on file with the SPCC Plan. In the event of any maintenance work or severe weather that could affect the operation of critical components, an inspection of these components is required immediately following the event.

| <u>Category</u>                                    | <u>Inspection Item</u>   | Bulk Storage Container:<br>_____ |
|--|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <b>Container Openings, Fills, Vents and Gauges</b> | Container openings are properly sealed or locked.  | S ----U                          |
|  | There is no water or oil near the fill port.   | S ----U                          |
|  | Vents are not obstructed and are operable.   | S ----U                          |
|  | Any liquid level gauges are readable, in good condition, and the product level is at or below the maximum capacity.  | S ----U                          |
|  | Any liquid level gauges have been tested and have passed the test for proper function.   | S ----U                          |
| <b>Related Container Equipment</b>                 | No debris, excessive vegetation, or fire hazard is near piping or any related container equipment.   | S ----U                          |
|  | Visible pipes, joints, valves, valve seals, gaskets, or other equipment openings are not loose or leaking.   | S ----U                          |
|  | Piping secondary containment is in good condition and free of visible deterioration (e.g. cracks, holes, imperfections) which would allow a leak. Containment rooms are free of ways for leaks to get beneath floor (e.g., no cracks in the floor, drain covers are in place, etc.). | S ----U                          |
|  | Any flanged connection bolts are tight and do not show signs of wear or corrosion.   | S ----U                          |

**Is spill response inventory complete?**      Yes / No

**Comments:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

APPENDIX H  
DEC REGISTRATION DOCUMENTATION





**PBS Number**  
**5-071129**

New York State Department of Environmental Conservation  
**PETROLEUM BULK STORAGE CERTIFICATE**  
625 Broadway, 11th Floor, Albany, NY 12233-7020 Phone: 518-402-9553

Region 5 NYSDEC - PBS Unit  
Route 86, P.O. Box 296  
Ray Brook, NY 12977-0296  
(518) 897-1241

<u>TANK NUMBER</u>	<u>TANK LOCATION</u>	<u>DATE INSTALLED</u>	<u>TANK TYPE</u>	<u>PRODUCT STORED</u>	<u>CAPACITY (GALLONS)</u>	
008	Aboveground - in contact with impervious barrier	01/01/1984	Steel/Carbon Steel/Iron	gasoline/ethanol	500	*
009	Aboveground - in contact with impervious barrier	01/01/1984	Steel/Carbon Steel/Iron	diesel	500	*
014	Aboveground - in contact with impervious barrier	01/01/1993	Steel/Carbon Steel/Iron	diesel	125	*
015	Aboveground - in contact with impervious barrier	01/01/1975	Steel/Carbon Steel/Iron	#2 fuel oil (on-site consumption)	1,025	*
016	Aboveground - in contact with impervious barrier	01/01/1980	Steel/Carbon Steel/Iron	diesel	300	*
017	Aboveground - in contact with impervious barrier	01/01/2000	Steel/Carbon Steel/Iron	diesel	500	*
018	Aboveground - in contact with impervious barrier	08/01/2006	Steel/Carbon Steel/Iron	diesel	990	*

**FACILITY NAME AND ADDRESS :**  
SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

**FACILITY (PROPERTY) OWNER:**  
SKIDMORE COLLEGE  
815 NORTH BROADWAY  
SARATOGA SPRINGS, NY 12866

**Class B (Daily On-Site) Op:** SKIDMORE COLLEGE  
**Class A (Primary) Operator:**  
**Emergency Contact Name:** CAMPUS SAFETY  
**Emergency Contact Phone Number:** (518) 580-5566

**Tank Owner Name :**  
Same as Property Owner

**Facility Phone Number**  
(518) 580-5860

**MAILING CORRESPONDENCE:**

GARY LACHANCE  
SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

**ISSUED BY:** Commissioner Basil Seggos  
**PBS NUMBER:** 5-071129  
**DATE ISSUED:** 01/05/2017  
**EXPIRATION DATE :** 12/18/2021  
**FEE PAID:** \$500.00

As the owner of this facility and/or the tanks at this facility, the receipt, posting, and use of this certificate is an acknowledgement that I am responsible to the extent required by law for ensuring that this facility is in compliance with all regulations for the bulk storage of petroleum including those regarding equipment requirements, inspections, handling procedures, recordkeeping, registration requirements, providing advanced notice to the Department of major changes to a tank system, spill reporting, and all other applicable requirements. Violations may be punishable as a criminal offense and/or a civil violation in accordance with applicable state and federal law.

**This registration certificate must be kept current and conspicuously posted at this facility at all times.** Posting must be at the tank, at the entrance of the facility, or the main office where the storage tanks are located.

Spills must be reported to the DEC within two hours (1-800-457-7362).

\_\_\_\_\_  
Signature of Facility Owner/Authorized Representative      Date

\_\_\_\_\_  
Printed Name and Title of Facility Owner/Authorized Representative



**PBS Number**  
**5-071129**

New York State Department of Environmental Conservation  
**PETROLEUM BULK STORAGE CERTIFICATE**  
625 Broadway, 11th Floor, Albany, NY 12233-7020 Phone: 518-402-9553

Region 5 NYSDEC - PBS Unit  
Route 86, P.O. Box 296  
Ray Brook, NY 12977-0296  
(518) 897-1241

<u>TANK NUMBER</u>	<u>TANK LOCATION</u>	<u>DATE INSTALLED</u>	<u>TANK TYPE</u>	<u>PRODUCT STORED</u>	<u>CAPACITY (GALLONS)</u>	
019	Aboveground - in contact with impervious barrier	09/01/2006	Steel/Carbon Steel/Iron	diesel	1,200	*
020	Aboveground - in contact with impervious barrier	07/01/2009	Steel/Carbon Steel/Iron	diesel	200	*
21	Aboveground - in contact with impervious barrier	07/26/2012	Steel/Carbon Steel/Iron	diesel	600	*
22	Aboveground on saddles, legs, stilts, rack or cradle	02/21/2013	Steel/Carbon Steel/Iron	diesel	125	*

\* Aboveground tanks require monthly visual inspections and may need documented internal inspections as described in 6 NYCRR Section 613-4.3

**FACILITY NAME AND ADDRESS :**

SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

**FACILITY (PROPERTY) OWNER:**

SKIDMORE COLLEGE  
815 NORTH BROADWAY  
SARATOGA SPRINGS, NY 12866

**Tank Owner Name :**

Same as Property Owner

**Facility Phone Number**

(518) 580-5860

**MAILING CORRESPONDENCE:**

GARY LACHANCE  
SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

**Class B (Daily On-Site) Op:** SKIDMORE COLLEGE

**Class A (Primary) Operator:**

**Emergency Contact Name:** CAMPUS SAFETY

**Emergency Contact Phone Number:** (518) 580-5566

ISSUED BY: Commissioner  
Basil Seggos

PBS NUMBER: **5-071129**

DATE ISSUED: 01/05/2017

EXPIRATION DATE: 12/18/2021

FEE PAID: \$500.00

As the owner of this facility and/or the tanks at this facility, the receipt, posting, and use of this certificate is an acknowledgement that I am responsible to the extent required by law for ensuring that this facility is in compliance with all regulations for the bulk storage of petroleum including those regarding equipment requirements, inspections, handling procedures, recordkeeping, registration requirements, providing advanced notice to the Department of major changes to a tank system, spill reporting, and all other applicable requirements. Violations may be punishable as a criminal offense and/or a civil violation in accordance with applicable state and federal law.

**This registration certificate must be kept current and conspicuously posted at this facility at all times.** Posting must be at the tank, at the entrance of the facility, or the main office where the storage tanks are located.

Spills must be reported to the DEC within two hours (1-800-457-7362).

\_\_\_\_\_  
Signature of Facility Owner/Authorized Representative      Date

\_\_\_\_\_  
Printed Name and Title of Facility Owner/Authorized Representative



**PBS # :**  
**5-071129**

**NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION**  
**Petroleum Bulk Storage Program**  
**Facility Information Report**

Printed : 1/5/2017

pbsfacrpt\_foil.rpt

Site Information

SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

Site Phone: (518) 580-5860

Town: Saratoga Springs (c) County: Saratoga

Class B (On-Site) Operator: SKIDMORE COLLEGE

Class A (Primary) Operator:

Emergency Contact: CAMPUS SAFETY

Tax Map Information

Boro/Sec.:

Block:

Lot:

Site Owner Information

SKIDMORE COLLEGE  
815 NORTH BROADWAY  
SARATOGA SPRINGS, NY 12866

(518) 580-5860

Owner Type : Corporate/Commercial/Other

Mail Correspondent Information

SKIDMORE COLLEGE  
815 NORTH BROADWAY  
FACILITIES DEPARTMENT  
SARATOGA SPRINGS, NY 12866

ATTN: GARY LACHANCE

(518) 580-5860

Authorized Representative: GARY LACHANCE

Emergency Phone: (518) 580-5566

Site Status : Active

Reg Expires : 12/18/2021 Cert Printed: 01/05/2017 Total Active Tanks : 11

Last Inspected: 08/02/2013

Site Type: School

Cert Issued: 01/05/2017 Total Active Capacity : 6,065

Inspected By: SXPASZKO

(2) Tank No	(3) Tank Loc	(4) Status	(5) Date Install	(5) Date Closed	(6) Capacity (gals)	(7) Product	(8) Tank Type	(9) Tank IP	(10) Tank EP	(11) Tank SC	(12) Tank LD	(13) Tank OP	(14) Tank SP	(15) Tank Disp	(16) Pipe Loc	(17) Pipe Type	(18) Pipe EP	(19) Pipe SC	(20) Pipe LD	(21) UDC	Next Tank Test	Next Line Test	Tank Owner
008	2	1	01/01/1984		500	2712	01	00	01	09	02	04	05	99	02	01	11	00	00				SKIDMORE COLLEGE
009	2	1	01/01/1984		500	0008	01	00	01	09	02	04	05	99	02	01	11	00	00				SKIDMORE COLLEGE
014	2	1	01/01/1993		125	0008	01	00	01	10	00	04	05	00	01	10	00	00	00				SKIDMORE COLLEGE
015	2	1	01/01/1975		1,025	0001	01	00	01	01	06	04	05	00	00	01	10	00	00				SKIDMORE COLLEGE
016	2	1	01/01/1980		300	0008	01	00	01	01	06	04	05	00	02	01	11	00	00				SKIDMORE COLLEGE
017	2	1	01/01/2000		500	0008	01	00	01	09	10	02		01	00	01	10	00	00				SKIDMORE COLLEGE
018	2	1	08/01/2006		990	0008	01	00	01	10	06	04		00	02	01	10	00	00				SKIDMORE COLLEGE
019	2	1	09/01/2006		1,200	0008	01	00	01	11	06	04		00	02	01	01	00	00				SKIDMORE COLLEGE
020	2	1	07/01/2009		200	0008	01	00	01	11	06	04		00	02	01	01	00	00				SKIDMORE COLLEGE
21	2	1	07/26/2012		600	0008	01	02	04	00	05	02		01	03	00	00	00	00				SKIDMORE COLLEGE
22	3	1	02/21/2013		125	0008	01	02	04	00	05	01		00	03	00	00	00	00	X			SKIDMORE COLLEGE



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001	3	3	07/01/1989	05/22/2011	25,000	0001	01	00	05	01	06	02		02	01	01	05	01	09				
001-A	3	3	12/01/1966	07/01/1989	25,000	0003	01	00	00	01	99	02	04	02	00	01	00						
002	3	3	07/01/1989	05/22/2011	25,000	0001	01	00	05	01	06	02		02	01	01	05	01	09				
002-A	3	3	12/01/1966	07/01/1989	25,000	0003	01	00	00	01	99	02	04	02	00	01	00						
003	1	3	12/01/1966		25,000	0003	01	00	00	00	99	04		02	00	01	00						
004	5	3	10/01/1976	11/01/1996	1,500	0009	01	00	00	00	00	00		02	00	02	00						
005	5	3	09/01/1983	11/01/1996	600	0008	01	00	01	00	00	05		02	02	02	00						
007	5	3	01/01/1993	09/24/2007	300	0001	01	00	03	00	00	99	00	00	03	10	00	00	00				
010	2	3	01/01/1965	03/11/2011	120	0001	01	00	01	10	06	04		01	02	01	11	00	00	00			
011	2	3	01/01/1996	03/11/2011	120	0022	01	00	01	10	06	04		01	02	01	11	00	00	00			
012	2	3	01/01/1996	03/11/2011	120	9999	01	00	01	10	06	04		01	02	01	11	00	01	00			

(See Reverse Side or Last Page for Code Keys)

# PETROLEUM BULK STORAGE APPLICATION - SECTION B - TANK INFORMATION - CODE KEYS

## Action (1)

1. Initial Listing
2. Add Tank
3. Close/Remove Tank
4. Information Correction
5. Recondition/Repair/Reline Tank

## Tank Location (3)

1. Aboveground-contact w/soil
2. Aboveground-contact w/ impervious barrier
3. Aboveground on saddles, leggs, stilts, rack or cradle
4. Tank 10% or more below ground
5. Underground including vaulted with no access for inspection
6. Aboveground in Subterranean Vault w/access for inspections

## Status (4)

1. In-service
2. Out-of-service
3. Closed-Removed
4. Closed- In Place
5. Tank converted to Non-Regulated use
- D. Delivery Prohibited

## Products Stored (7)

### Heating Oils: On-Site

### Consumption

- 0001. #2 Fuel Oil
- 0002. #4 Fuel Oil
- 0259. #5 Fuel Oil
- 0003. #6 Fuel Oil
- 0012. Kerosene
- 0591. Clarified Oil
- 2711. Biodiesel (Heating)
- 2642. Used Oil (Heating)

### Heating Oils: Resale/

### Redistribution

- 2718. #2 Fuel Oil
- 2719. #4 Fuel Oil
- 2720. #5 Fuel Oil
- 2721. #6 Fuel Oil
- 2722. Kerosene
- 2723. Clarified Oil
- 2724. Biodiesel (Heating)

## Motor Fuels

- 0009. Gasoline
- 2712. Gasoline/Ethanol
- 0008. Diesel
- 2710. Biodiesel
- 0011. Jet Fuel
- 1044. Jet Fuel (Biofuel)
- 2641. Aviation Gasoline

## Lubricating/Cutting Oils

- 0013. Lube Oil
- 0015. Motor Oil
- 1045. Gear/Spindle Oil
- 0010. Hydraulic Oil
- 0007. Cutting Oil
- 0021. Transmission Fluid
- 1836. Turbine Oil
- 0308. Petroleum Grease

## Oils Used as Building Materials

- 2626. Asphaltic Emulsions
- 0748. Form Oil

## Petroleum Spirits

- 0014. White/Mineral Spirits
- 1731. Naptha

## Mineral/Insulating Oils

- 0020. Insulating Oil (e.g., Transformer, Cable Oil)
- 2630. Mineral Oil

## Waste/Used/Other Oils

- 0022 Waste/Used Oil
- 9999. Other-Please list:\*

## Crude Oil

- 0006. Crude Oil
- 0701. Crude Oil Fractions

## Tank Type (8)

01. Steel/Carbon Steel/Iron
02. Galvanized Steel Alloy
03. Stainless Steel Alloy
04. Fiberglass Coated Steel
05. Steel Tank in Concrete
06. Fiberglass Reinforced Plastic (FRP)
07. Plastic
08. Equivalent Technology
09. Concrete
10. Urethane Clad Steel
99. Other-Please list:\*

## Internal Protection (9)

- 00. None
- 01 Epoxy Liner
- 02. Rubber Liner
- 03. Fiberglass Liner (FRP)
- 04. Glass Liner
- 99. Other-Please list:\*

## External Protection (10/18)

- 00. None
- 01. Painted/Asphalt Coating
- 02. Original Sacrificial Anode
- 03. Original Impressed Current
- 04. Fiberglass
- 05. Jacketed
- 06. Wrapped (Piping)
- 07 Retrofitted Sacrificial Anode
- 08. Retrofitted Impressed Current
- 09. Urethane
- 99. Other-Please list:\*

## Tank Secondary Containment (11)

- 00. None
- 01. Diking (AST Only)
- 02. Vault (w/access)
- 03. Vault (w/o access)
- 04. Double-Walled (UST Only)
- 05. Synthetic Liner
- 06. Remote Impounding Area
- 07. Excavation Liner
- 09. Modified Double-Walled (AST Only)
- 10. Impervious Underlayment (AST Only)\*\*
- 11. Double Bottom (AST Only)\*\*
- 12. Double-Walled (AST Only)
- 99. Other - Please List:\*

## Tank Leak Detection (12)

- 00. None
- 01. Interstitial Electronic Monitoring
- 02. Interstitial Manual Monitoring
- 03. Vapor Well
- 04. Groundwater Well
- 05. In-Tank System (Auto Tank Gauge)
- 06. Impervious Barrier/Concrete Pad (AST Only)
- 07. Statistical Inventory Reconciliation (SIR)
- 08. Weep holes in vaults with no access for inspection.
- 99. Other-Please list:\*

## Overfill Protection (13)

- 00. None
- 01. Float Vent Valve
- 02. High Level Alarm
- 03. Automatic Shut-Off
- 04. Product Level Gauge (AST)
- 05. Vent Whistle
- 99. Other-Please list:\*

## Spill Prevention (14)

- 00. None
- 01. Catch Basin
- 99. Other-Please list:\*

## Pumping/Dispensing Method (15)

- 00. None
- 01. Presurized Dispenser
- 02. Suction Dispenser
- 03. Gravity
- 04. On-Site Heating System (Suction)
- 05. On-Site Heating System (Supply/Return)
- 06. Tank-Mounted Dispenser
- 07. Loading Rack/Transfer Pump

## Piping Location (16)

- 00. No Piping
- 01. Aboveground
- 02. Underground/On-ground
- 03. Aboveground/Underground Combination

## Piping Type (17)

- 00. None
- 01. Steel/Carbon Steel/Iron
- 02. Galvanized Steel
- 03. Stainless Steel Alloy
- 04. Fiberglass Coated Steel
- 05. Steel Encased in Concrete
- 06. Fiberglass Reinforced Plastic (FRP)
- 07. Plastic
- 08. Equivalent Technology
- 09. Concrete
- 10. Copper
- 11. Flexible Piping
- 99. Other-Please list:\*

## Piping Secondary Containment (19)

- 00. None
- 01. Diking (Aboveground Only)
- 02. Vault (w/access)
- 04. Double-Walled (Underground Only)
- 06. Remote Impounding Area
- 07. Trench Liner
- 12. Double-Walled (Aboveground Only)
- 99. Other - Please List:\*

## Pipe Leak Detection (20)

- 00. None
- 01. Interstitial Electronic Monitoring
- 02. Interstitial Manual Monitoring
- 03. Vapor Well
- 04. Groundwater Well
- 07. Pressurized Piping Leak Detector
- 09. Exempt Suction Piping
- 10. Statistical Inventory Reconciliation (SIR)
- 99. Other-Please list:\*

## Under Dispenser Containment

### (UDC) (21)

Check Box if Present

\* If other, please list on a separate sheet including tank number,

\*\* Each of these codes must be combined with code 01 or 06 to meet compliance requirements.