

Port Authority of New York and New Jersey
Bureau of Aviation Department; Management,
Environmental Services Unit

John F. Kennedy International Airport

Deicing/Anti-icing Reporting Guidance



Deicing/Anti-icing Reporting Form: The attached Deicing/Anti-icing Reporting Form shall be completed by Tenants and contractors monthly during the deicing season (November through March). The Deicing/Anti-icing Reporting Form includes procedures and protocols for inspections to be performed to adhere to general and specific Best Management Practices (BMPs) indentified in the Best Management Practices (BMPP) required by the New York State Department of Environmental Conservation (NYSDEC) State Pollution Discharge Elimination System (SPDES) Permit. The permit has several requirements for the monthly sampling of storm water for various pollutants, including petroleum products and deicing fluid. A new requirement of the permit stipulates that a water quality modeling study must be conducted to determine impact of airport activities on Jamaica Bay, Thurston and Bergen Basins. This study requires water sampling at the airport and in the receiving waters (Jamaica Bay, Thurston & Bergen Basins) at times when deicing fluids are being discharged. The NYSDEC requires the sampling to test for the presence and quantities of all chemical components found in deicing materials used at the airport. The permit also requires testing for the presence of other possible contaminants that may flow through the Airport's outfalls. The Deicing/Anti-icing Form must be utilized to ensure that accurate reporting of all deicing material used at JFK is supplied to the Port Authority of New York and New Jersey. Results of outfall sampling conducted as a result of the SPDES permit will be included in the Annual Facility and Site Inspection Report for JFK Airport.

Instructions: Tenants and contractors shall complete each section of the Deicing/Anti-icing Reporting Form to maintain a record of the types [including the Material Safety Data Sheets (MSDS)] and monthly quantities of deicing/anti-icing chemical used. Tenants who conduct deicing/anti-icing operations shall fill out this form electronically or print and scan and send to Ms. Denise A. Branch, Manager of the Environmental Services Unit.

A copy of the BMPP Performance Inspection form, Deicing/Anti-icing Reporting form, Environmental Infraction/Corrective Action form, and Spill Reporting form are all available upon request from Ms. Denise A. Branch.

The forms are available at <http://www.panynj.gov/airports/jfk-facts-info.html>

DEICING/ANTI-ICING REPORTING FORM

- Record Types and Monthly Quantities of Deicing/Anti-icing Chemicals
- Results of Outfall Monitoring
- Presented in Annual Facility Review and Site Inspection Report
- Ensure Training and Implementation of BMPP
- Completed monthly during De-icing Season and submitted to the Environmental Services Unit

KEY COMPLIANCE

- Avoid costly permit violations and problems meeting SPDES permit compliance requirements with proper reporting of deicing/anti-icing chemicals.
- Reporting the materials used and monthly quantities is the most effective way to detect and avoid potential problems before they become a liability.

CONTACT

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Deicing/Anti-icing Reporting Form

Tenants must complete monthly during the deicing season (November-March).

2009 Due Date(s): December 15, 2009
 January 15, 2010 (for December 2009 deicing)

2010 Due Date(s): February 15, 2010
 March 15, 2010
 April 15, 2010

I. FACILITY INFORMATION

Instructions: Give the tenant/facility's name, terminal, and building numbers, and address or location of tenant's facility. Give the tenant contact name, as it is legally referred to, of the person, business, public organization, or other entity that owns or operates the tenant's facility. The owner/operator is the entity which is responsible for compliance with the permit, statute, and applicable regulations. Give the name, title, and work telephone number of the Pollution Prevention Team member who is thoroughly familiar with the operation of the facility and with the facts reported in this Deicing/Anti-icing Reporting Form and who can be contacted by the PANYNJ for additional information.

1. TENANT/FACILITY NAME		2. TERMINAL NUMBER (s)		3. BUILDING NUMBER(s)	
4. MAILING ADDRESS/LOCATION OF PROPERTY		5. CITY		6. STATE	7. ZIP CODE
8. TENANT CONTACT (NAME)		9. MAILING ADDRESS (if different from No. 4.)		10. CONTACT PHONE NUMBER	
11. POLLUTION PREVENTION TEAM CONTACT (name)		12. CONTACT PHONE NUMBER		13. EMAIL ADDRESS	
14. LEASE START DATE		15. LEASE EXPIRATION DATE			

II. DEICING/ANTI-ICING MATERIAL AND USAGE REPORTING

Instructions: Before proceeding to complete and submit the Deicing/Anti-icing Reporting Form, please confirm that your facility has completed and submitted the JFK BMP questionnaire identifying potential industrial activities (including deicing/anti-icing) that contribute to stormwater pollution discharges at JFK Airport. A copy of the JFK BMP questionnaire is contained as Appendix C in the BMPP and is available upon request from Ms. Denise A. Branch.

16. DOES YOUR AIRLINE/SERVICE PROVIDER PROCURE AND UTILIZE PROPYLENE OR ETHYLENE GLYCOL OR ANY MIXED VARIATION DURING THE DEICING SEASON? YES NO

17. IF SO, WHAT IS THE MIXING RATIO OF THE CHEMICAL TO WATER? _____

18. DO TENANT PERSONNEL RECEIVE GENERAL TRAINING FOR MINIMIZING AND PROPERLY APPLYING DEICING MATERIALS? YES NO

19. ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS AVAILABLE FOR REVIEW? YES NO

20. DOES FACILITY HAVE CURRENT ENVIRONMENTAL PLANS? STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SPILL RESPONSE PLAN (SRP)
 SPILL PREVENTION CONTROL AND COUNTERMEASURE PLAN (SPCC) BEST MANAGEMENT PLANS (BMPs) OTHER (Specify) FOR USE IN
 MINIMIZING THE AMOUNT OF DEICING MATERIAL APPLIED TO AIRCRAFT _____

21. WHAT MANUFACTURER PROVIDES THE DEICING/ANTI-ICING MATERIAL USED AT YOUR FACILITY? _____



22. PLEASE LIST THE QUANTITIES AND NUMBER OF ALL STORAGE TANKS CURRENTLY HOLDING DEICING/ANTI-ICING MATERIAL.

23. ARE REGULARLY SCHEDULED INSPECTIONS PERFORMED FOR THE TANKS CONTAINING DEICING/ANTI-ICING MATERIAL? YES NO

III. DEICING/ANTI-ICING BMPs

Instructions: Check each activity present at the facility and determine whether the BMPs are being implemented. State whether the results of the BMPP Performance Inspection were SATISFACTORY: BMPs (including source control BMPs) are used and are effective or NEEDS IMPROVEMENT: No BMPs used and stormwater pollution likely/some BMPs used but not effective BMPs necessary to improve pollution prevention to assess BMPP implementation effectiveness.

JFK Airport BMPs	BMP			Implementation Effectiveness	
	Yes	No	N/A	Satisfactory	Needs Improvement
BMP 1 AIRCRAFT DEICING/ANTI-ICING.					
1. Are there plans to upgrade the existing truck fleet/spray nozzles? 2. Does your facility currently use the Radiant Deicing Facility? 3. Are personnel educated and trained regarding the use of deicing material? 4. Is the type and quantity of deicing material used reported to the PANYNJ monthly via the deicing/anti-icing reporting form. 5. Are all propylene and/or ethylene glycol releases reported to the appropriate regulatory agency and the PANYNJ? <input type="checkbox"/>					
BMP 19 RUNWAY AND TAXIWAY ANTI-ICING.					
1. Are any quantities of urea used at the facility (strictly prohibited)? 2. Are measures taken to apply only the minimum amount of fluid and solid material? 3. Are personnel educated on the proper use of pavement anti-icers and deicer agents? 4. Are all propylene and/or ethylene glycol releases reported to appropriate regulatory agencies and the PANYNJ?					