

Port Authority of New York and New Jersey
Bureau of Aviation Department; Management,
Environmental Services Unit
John F. Kennedy International Airport
Spill Reporting Form Guidance



JFK Spill Reporting Form: The attached Spill Reporting Form shall be completed by tenants and contractors and includes procedures and protocols for spill events. Tenants and contractors shall report any discharge of petroleum greater than 5 gallons to NYSDEC within 2 hours of discovery, and notify NYSDEC and/or the National Response Center for releases of a reportable quantity of a hazardous substance.

Port Authority Spill Reporting Notifications: Tenants and contractors are required to notify Port Authority Central Police, Operations, and Environmental Services of any spill event.

Port Authority Central Police: 1-718-244-4333
Port Authority Operations: 1-718-244-3800
Port Authority Environmental Services: 1-718-244-3568

Note: *Reporting to the Port Authority does not preclude the requirement to contact other agencies.*

In Case of Emergency:

NYC Fire Department: 1-212-628-2900 (PA Police will contact)
NYCDEP: 311 and 1-718-529-3549 (Jamaica Plant)

Discharges of Petroleum fluid greater than 5 gallons:

NYSDEC Spills Hotline: 1-800-457-7362
NYCDEP Spills Hotline: 1-718-595-4646

Discharges of hazardous substances which exceed the Reportable Quantity (RQ):
(NRC): 1-800-424-8802

If the spill is located near or has potential to enter navigable waters of the US including surface waters and adjoining shorelines:

US Coast Guard: 1-718-354-4120

Instructions: Tenants and contractors shall complete an electronic copy (or print and scan a completed copy) of the JFK Spill Report Form and submit to Ms. Denise A Branch, Manager, Environmental Services Unit and Mr. Blake Hamilton of Malcolm Pirnie, Inc. (contact information provided at right) within one (1) business day of the spill identifying the event date/time, location, type of spill, response, gallons spilled, cause/reason for spill leak, and recommended remedial action.

Port Authority Inspection and Reporting Forms: Additional copies of the BMPP 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>

JFK Spill Reporting Form is to be completed (within one business day) whenever a spill event occurs

2009 Due Date(s): Ongoing (as applicable)
2010 Due Date(s): Ongoing (as applicable)

SPILL REPORTING FORM

- Ensure follow-up corrective action/remedial action
- Presented in Annual Facility Review and Site Inspection Report
- Completed within one business day of any spill event
- BMPP Implementation Effectiveness

BMPP KEY COMPLIANCE

- Avoid costly spill reporting violations and problems meeting SPDES permit compliance requirements with proper inspection and maintenance of fueling and maintenance equipment.
- Inspections are the most effective way to detect and avoid potential problems with fueling and maintenance equipment before they become liabilities.

CONTACT

**Ms. Denise A. Branch
Manager, Environmental Services**

The Port Authority of NY & NJ
JFK International Airport
Building 14, 3rd Floor
Jamaica, NY 11430
(718) 244-3568
dbranch@panynj.gov

Blake Hamilton
Environmental Scientist
Malcolm Pirnie, Inc.
104 Corporate Park Drive
White Plains, NY 10602
BEHamilton@Pirnie.com
(914) 641-2544



SPILL REPORTING FORM

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 BMPP Performance Inspection Report 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		16. DRAINAGE AREA (please reference the drawings in the BMPP available on-line)	

II. SPILL REPORTING FORM

Instructions: Before proceeding to conduct the JFK Spill Reporting Form please review the NYSDEC procedure for reporting spills available on-line at: <http://www.dec.ny.gov/regulations/regulations.html>. Additional information regarding spill events may be obtained on the NYSDEC Spills incident database located at <http://www.dec.ny.gov/cfm/extapps/derexternal/index.cfm?pageid=2>

17. HAS THE MEMBER WHO IS THOROUGHLY FAMILIAR WITH THE OPERATION OF THE FACILITY ATTENDED A PANYNJ BMPP IMPLEMENTATION TRAINING SESSION? YES NO SPECIFY DATE _____

18. HAS YOUR FACILITY/SERVICE PROVIDER DEVELOPED OR DOES YOUR FACILITY CURRENTLY IMPLEMENT AN UPDATED SPILL POLLUTION CONTROL AND COUNTERMEASURE (SPCC) PLAN IF REQUIRED? YES NO *(Additional information regarding SPCC requirements can be found on the NYSDEC website at <http://www.dec.ny.gov/chemical/287.html>)*

19. DOES YOUR FACILITY/SERVICE PROVIDER CONDUCT SPCC IMPLEMENTATION TRAINING? YES NO

20. DO TENANT PERSONNEL RECEIVE GENERAL TRAINING FOR MINIMIZING SPILLS AND IMPLEMENTING BEST MANAGEMENT PRACTICES? YES NO

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

22. DOES FACILITY HAVE CURRENT ENVIRONMENTAL PLANS: STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SPILL RESPONSE PLAN (SRP)
 BEST MANAGEMENT PLANS (BMPs) OTHER (specify) FOR USE IN MINIMIZING THE AMOUNT OF DEICING MATERIAL APPLIED TO AIRCRAFT?
 SPECIFY PLANS: _____

III. BMPP IMPLEMENTATION INSPECTION FORM

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 where 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 8 SPILLS MANAGEMENT

1. Is immediate containment/cleanup of spills performed?					
2. Are applicable absorbent materials and vacuum cleaners immediately accessible for spill events?					





IV. SPILL REPORTING

Instructions: Please completely fill out the following table identifying all aspects related to the individual spill event reported to the NYSDEC Spills Hotline and additional regulatory agencies. Provide the event date/time, location, type of spill, response, gallons spilled, cause/reason for spill or leak, NYSDEC spill number and the closure/corrective action status. Additional information regarding spill events may be obtained on the NYSDEC Spills incident database located at <http://www.dec.ny.gov/cfm/external/derexternal/index.cfm?pageid=2>.

GENERAL SPILL INFORMATION			
TIME/DATE OF SPILL:	COMMON NAME OF MATERIAL SPILLED:		
CHEMICAL ABSTRACTS SERVICES (CAS) NUMBER: (if applicable) reference at https://www.cas.org/	QUANTITY OF MATERIAL SPILLED:		
LOCATION OF SPILL: PAVEMENT TARMAC OTHER (please specify):	QUANTITY DETERMINED BY (est., calc.):		
SPILL ENTERED CATCH BASIN? YES NO	WEATHER CONDITIONS: RAIN SNOW DRY		
NAME OF WATER BODY AFFECTED: (if applicable)	CLEANUP METHOD USED:		
CONTAINMENT METHOD USED: BOOMS SPILL KIT OTHER (please specify):	WAS REPORTABLE QUANTITY (RQ) EXCEEDED? (reference at http://www.epa.gov/ceppo/pubs/title3.pdf)		YES NO
CHARACTERIZATION OF CLEANUP MATERIAL			
DESCRIPTION/CAUSE OF SPILL: EQUIPMENT FAILURE ACCIDENT OTHER (please specify):			
NAME/TITLE OF INDIVIDUAL REPORTING SPILL:			
AGENCIES/INDIVIDUALS NOTIFIED (INCLUDE DATE/TIME OF NOTIFICATIONS)			
Entity	Contact Name	Date/Time	
SUPERVISOR/FACILITY MGR. FOR ALL SPILLS:			
NYSDEC—INCLUDE NYSDEC SPILL NO. (if applicable):			
NOTIFICATION TO JFK ENVIRONMENTAL SERVICES UNIT:			
PORT AUTHORITY OPERATIONS:			
PORT AUTHORITY POLICE:			
NATIONAL RESPONSE CENTER (NRC) 800/424-8802 (if RQ exceeded):			
UNITED STATES COAST GUARD:			
OTHERS NOTIFIED:			
INDIVIDUAL COMPLETING REPORT:			

Please submit completed forms electronically to:

Ms. Denise A. Branch
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 The Port Authority of NY & NJ
 JFK International Airport
 Building 14, 3rd Floor
 Jamaica, NY 11430
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