

John F. Kennedy International Airport, Environmental Services

SPDES Best Management Practices Plan

BMPP Implementation Inspection Form: The Best Management Practices Plan (BMPP) Implementation Inspection Form shall be completed annually by the Port Authority, tenants or contractors for all activities that potentially impact stormwater at JFK airport. The BMPP Implementation Inspection Form will be used to assess BMPP effectiveness and the results of the inspections will be presented in the Annual Facility and Site Inspection Report for JFK Airport.

Instructions: Complete an electronic copy (or print, complete, and scan) of the BMPP Implementation Inspection Form and submit to the Port Authority Manager of Environmental Services at JFK_Environmental@panynj.gov.

I. INSPECTION INFORMATION

Instructions: Provide name of party who conducted the inspection.

1. INSPECTOR NAME/ TITLE _____
2. CONTACT PHONE NUMBER _____
3. CONTACT EMAIL ADDRESS _____
4. DATE/TIME OF INSPECTION _____
5. OTHER ATTENDANTS ACCOMPANYING INSPECTOR _____

II. FACILITY INFORMATION

Instructions: Give the tenant/facility's name, terminal, and building numbers. Give the name, title, email address 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 Implementation Inspection Report and who can be contacted by the PANYNJ for additional information. Provide a second contact name telephone number and email address.

1. TENANT/FACILITY NAME	2. TERMINAL NUMBER(s)	3. BUILDING NUMBER(s)
4. POLLUTION PREVENTION TEAM MEMBER (Name)	5. PHONE NUMBER	6. EMAIL ADDRESS
7. SECOND TENANT CONTACT (Name)	8. PHONE NUMBER	9. EMAIL ADDRESS
10. LEASE START DATE	11. LEASE EXPIRATION DATE	12. COMMENTS

13. PROPERTY TYPE: ☐ COMMERCIAL; ☐ TELECOMMUNICATIONS; ☐ PARKING; ☐ CARGO; ☐ MAINTENANCE;
☐ OTHER (Specify) _____

14. PROVIDE A GENERAL DESCRIPTION OF THE FACILITY OPERATIONS _____

15. List work that required the Port Authority approval as part of the Tenant Alteration Agreement (TAA) process.

PAST 12 MONTHS: _____

ANTICIPATED: _____

III. BMPP IMPLEMENTATION INSPECTION**1. DOES THE FACILITY HAVE CURRENT ENVIRONMENTAL PLANS (CHECK AND DATE OF LAST UPDATE):**

- ☐ __/__/__ STORMWATER POLLUTION PREVENTION PLAN (SWPPP)
 ☐ __/__/__ SPILL RESPONSE PLAN (SRP)
- ☐ __/__/__ SPILL PREVENTION CONTROL & COUNTERMEASURE PLAN (SPCC)
- ☐ __/__/__ BEST MANAGEMENT PLANS (BMPs)
 ☐ __/__/__ OTHER (Specify) _____

2. ACTIVITY SPECIFIC CHECK LIST:

Instructions: Check "Yes" or "No" box to indicate if the Activity Specific BMP is applicable at building(s) identified in Section II. Check the box which best describes the effectiveness of BMP implementation as described below:

-Check "SATISFACTORY" if BMP is effectively implemented at the site.

-Check "NEEDS IMPROVEMENT" if either no BMPs are used, or if some BMPs are used but are not effective in minimizing non- storm water discharges.

Activity Specific BMPs	BMP Applicable		BMP Implementation Effectiveness	
	Yes	No	Satisfactory	Needs Improvement
BMP 2: AIRCRAFT, VEHICLE, AND EQUIPMENT FUELING	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are berms, curbing, canopies or drain blockers used at catch basins installed around fueling areas?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are there "No Topping Off" signs posted on fuel pumps for vehicular use?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are fueling trucks equipped with spill response materials?			<input type="checkbox"/>	<input type="checkbox"/>
4. Inspection frequency to identify malfunctions of hoses, spills and spill prevention equipment?			Frequency: _____	
BMP 3: AIRCRAFT, VEHICLE, AND EQUIPMENT MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>		
BMP 5: BUILDING CLEANING AND MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are floor drains or runoff controls located in maintenance areas?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are materials used in repair, maintenance, minor remodeling (paints, oils & greases, etc.), and building maintenance (pesticides, etc.) stored properly with secondary containment?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are oil filters, oil containers and salvaged equipment drained prior to disposal?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are containers available for the proper disposal of waste petroleum and chemicals?			<input type="checkbox"/>	<input type="checkbox"/>
5. Are dip pans used when performing maintenance outdoors?			<input type="checkbox"/>	<input type="checkbox"/>
BMP 4: AIRCRAFT, VEHICLE, AND EQUIPMENT WASHING	<input type="checkbox"/>	<input type="checkbox"/>		
1. During washing, is wastewater contained so that there is no discharge to storm drains?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are cleaning additives properly stored with secondary containment?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is wash water discharged through a permitted connection?			<input type="checkbox"/>	<input type="checkbox"/>

Activity Specific BMPs	BMP Applicable		BMP Implementation Effectiveness	
	Yes	No	Satisfactory	Needs Improvement
BMP 6: CHEMICAL AND PETROLEUM STORAGE AND HANDLING	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are all petroleum tanks and hazardous substance tanks (as required) registered with NYSDEC and is the registration up to date?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are routine inspections and maintenance performed for all tanks ? Monthly for petroleum ASTs, weekly for petroleum USTs, month/daily for chemical tanks, weekly for unregulated tanks/ containers.			<input type="checkbox"/>	<input type="checkbox"/>
3. For regulated tanks, are the following monitored/ tested as required: monitoring equipment (monthly), tightness test (5 year), cathodic protection system (annually)?			<input type="checkbox"/>	<input type="checkbox"/>
4. Frequency that sumps/ fill catch basins and hydrant pits are maintained?			Frequency: _____	
5. Do all ASTs have secondary containment and a high-level device or gauge?			<input type="checkbox"/>	<input type="checkbox"/>
BMP 7: ELIMINATION OF NON-STORMWATER DISCHARGES TO STORM DRAINS				
1. Are storm drains marked for prevention of illicit discharges?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
BMP 8: SPILLS MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are applicable absorbent materials and vacuum cleaners immediately accessible for spill events?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Have all reportable releases been reported to the Port Authority using the <u>Spill Reporting Form</u> ? List all NYSDEC open spills below in Section V: Spill Reporting .			<input type="checkbox"/>	<input type="checkbox"/>
3. Is a summary of your spill response plan posted in appropriate locations for reference during a spill?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is a spill clean-up contractor under contract and available for immediate emergency response?			<input type="checkbox"/>	<input type="checkbox"/>
BMP 9: LAVATORY SERVICE OPERATIONS	<input type="checkbox"/>	<input type="checkbox"/>		
1. Is lavatory waste discharged to triturator facilities or disposed properly off-site?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are buckets or pans utilized to capture drippage from aircraft lavatory access fittings?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is service equipment equipped with absorbent material and other containment devices?			<input type="checkbox"/>	<input type="checkbox"/>

Activity Specific BMPs	BMP Applicable		BMP Implementation Effectiveness	
	Yes	No	Satisfactory	Needs Improvement
BMP 10: OIL/WATER SEPARATOR	<input type="checkbox"/>	<input type="checkbox"/>		
1. At what frequency are oil/water separators inspected? 2. At what frequency are oil/water separators cleaned of accumulated oil, grease, floating debris, and sediment? 3. Is waste from oil/water separator disposed of properly at a permitted facility?	Notes:		Frequency: _____	
			Frequency: _____	
			<input type="checkbox"/>	<input type="checkbox"/>
BMP 11: OUTDOOR HANDLING OF MATERIAL	<input type="checkbox"/>	<input type="checkbox"/>		
1. Is loading/unloading conducted under cover, away from storm drains on paved surfaces or are inlets covered during outdoor handling of material? 2. Are drip pans used under hoses? 3. Are material transfer leaks immediately contained and absorbed? 4. Is loading/ unloading equipment (valves, pumps, flanges, connections) checked regularly for leaks.	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			Frequency: _____	
BMP 12: OUTDOOR MATERIALS AND EQUIPMENT STORAGE	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are covers used to protect all materials stored outside? 2. Are containerized, drummed, or bagged materials on spill pallets or similar method that provides secondary containment? 3. Are materials stored in properly designed areas away from catch basins? 4. Are drip pans and containers used in areas where drips or leaks may occur and while dispensing material? 5. Are berms, curbs, or other structures in place to minimize pollutants from entering the storm water system? 6. Are all containers properly labeled? 7. Are periodic inspections conducted for storage areas, including trash compactors and vehicles to identify leaks or housekeeping needs?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			Frequency: _____	
BMP 13: WASTE MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>		
1. Are measures taken to streamline operations to minimize waste? 2. Are wastes segregated/separated/recycled to maximum extent? 3. Is storage area designed to limit the discharge of non-storm water runoff? 4. Are waste dumpsters covered and plugged? 5. Are records of waste generation and disposal maintained? 6. Are licensed firms utilized for waste disposal?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Activity Specific BMPs	BMP Applicable		BMP Implementation Effectiveness	
	Yes	No	Satisfactory	Needs Improvement
BMP 15: STORMWATER POLLUTION PREVENTION EDUCATION	<input type="checkbox"/>	<input type="checkbox"/>		
1. Is an organization-wide BMP implementation training program in place to inform personnel?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Does the program adequately explain components and goals of Activity Specific BMPs, spill prevention and response and hazardous material management?			<input type="checkbox"/>	<input type="checkbox"/>
3. Is training mandatory for employees?			<input type="checkbox"/>	<input type="checkbox"/>
4. Are training records kept?			<input type="checkbox"/>	<input type="checkbox"/>
5. Is a log book kept to documents frequent inspections of work areas, waste storage facilities, maintenance areas, and contractor projects to confirm compliance with BMPs?			<input type="checkbox"/>	<input type="checkbox"/>
6. Has a member who is thoroughly familiar with the operation of the facility attended a PANYNJ BMPP implementation training session in the last 12 months?			<input type="checkbox"/>	<input type="checkbox"/>
BMP 16: STREET SWEEPING AND STORMWATER FACILITY MAINTENANCE	<input type="checkbox"/>	<input type="checkbox"/>		
1. Is landside street sweeping conducted daily from Spring-Fall and as necessary during winter months?	Notes:		<input type="checkbox"/>	<input type="checkbox"/>
2. Are aeronautical areas and roadways swept once per week?			<input type="checkbox"/>	<input type="checkbox"/>
3. Are methods <i>other than</i> hosing down paved areas used for cleaning pavement?			<input type="checkbox"/>	<input type="checkbox"/>
4. Date of last catch basin/ stormceptor cleaning of accumulated oil, floating debris and sediment.			Date: _____	

IV. BMP ASSESSMENT AND CORRECTIVE ACTION

Instructions: Visual inspections evaluate the effectiveness of stormwater BMPs. Provide any observations taken during the inspection that may warrant revisions to the BMPs. Specify any deficiencies in the BMPs inspected and note any corrective action that may/should be taken.

1. OBSERVATIONS/COMMENTS:

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2. CORRECTIVE ACTION:

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V. SPILL REPORTING

Instructions: Review the facility's history over the past year and identify all spills. A completed PANYNJ Spill Reporting Form under the Stormwater BMPP Tab (available at: <http://newpa1.panynj.gov/airports/jfk-facts-info.html>) should be submitted for all spills. Below, list all spills since the last BMPP Implementation Inspection.

Additional information regarding spill events may be obtained on the NYSDEC Spills incident database located at <http://www.dec.ny.gov/cfm/externalapps/derexternal/index.cfm?pageid=2>.

DATE	LOCATION	CAUSE	NYSDEC SPILL NO.	CLOSURE/ CORRECTIVE ACTION STATUS

Spill Reporting Form and Guidance

The Port Authority of New York and New Jersey (Port Authority) currently holds a New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) Permit to allow storm water discharges from the JFK Airport. The permit has several requirements for the monthly sampling and testing of storm water for various pollutants, including petroleum products and deicing/anti-icing fluids that may flow through the airport's outfalls and into the receiving waters (Jamaica Bay, Thurston & Bergen Basins).

Spill Reporting Form: The attached Spill Reporting Form includes questions related to petroleum and hazardous substances spill events that must be provide to adhere to general and specific Best Management Practices (BMPs) identified in the Best Management Practices Plan (BMPP).

Instructions: Tenants and contractors shall complete an electronic copy (or Print, complete, and scan completed copy) of the Spill Reporting Form and submit to the Manager of Environmental Services (JFK_Environmental@panynj.gov) within one business day of the spill identifying the event date, time, location, type of spill, response, gallons spilled, cause or reason for spill leak, and recommended remedial action regardless of the spill quantity.

Please review the Spill Reporting Guidance Document ***“When to Report a Spill” attached to the end of the Spill Reporting Form*** for contact information regarding spill events.

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

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 permit violations and problems meeting SPDES permit compliance requirements with proper inspection and maintenance of BMPs.
- Stormwater BMPs require regular inspections and maintenance to ensure long-term proper function.
- Inspections and appropriate reporting are the most effective way to detect and avoid potential problems before they become a liability.

REFERENCES

- The BMPP and copies of all BMPP forms are located on the Environmental Services website at <http://newpa1.panynj.gov/airports/jfk-facts-info.html>
- All forms should be submitted to: JFK_Environmental@panynj.gov

CONTACT

Christopher M. Jones, P.E.
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The Port Authority of NY & NJ
John F. Kennedy International Airport
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Jamaica, New York 11430
P: (718) 244-3546 / F: (718) 244-3554

SPILL REPORTING FORM

I. FACILITY INFORMATION

Instructions: Provide 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. 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; ZIPCODE
7. TENANT CONTACT (name)	8. MAILING ADDRESS (if different from No. 4.)	9. CONTACT PHONE NUMBER
10. POLLUTION PREVENTION TEAM CONTACT (name)	11. CONTACT PHONE NUMBER	12. EMAIL ADDRESS
13. LEASE START DATE	14. LEASE END DATE	14. DRAINAGE AREA (please reference the drawings in the BMPP available on-line)

II. SPILL REPORTING BACKGROUND INFORMATION

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/xtapps/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 Spill Prevention Control & Countermeasure Plan 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 FOR USE IN MINIMIZING THE AMOUNT OF DEICING MATERIAL APPLIED TO AIRCRAFT?:
STORMWATER POLLUTION PREVENTION PLAN (SWPPP) SPILL PREVENTION & RESPONSE PLAN (SRP) BEST MANAGEMENT PLANS (BMPs) SPILL
PREVENTION CONTROL AND COUNTERMEASURE (SPCC) OTHER (specify) _____

III. BMPP IMPLEMENTATION

Instructions: Check boxes to indicate if identified BMPs are being implemented for the following Activities conducted at JFK Airport. Please also check the box which best describes the effectiveness of BMP implementation as described below:

Check "SATISFACTORY" if BMPs (including source control BMPs) are used and are effective.

Check "NEEDS IMPROVEMENT" if either no BMPs are used, or if some BMPs are used but are not effective in minimizing non-stormwater discharges.

JFK BMPs	BMP used			BMP Implementation Effectiveness	
	Yes	No	N/A	Satisfactory	Needs Improvement
BMP 8 SPILLS MANAGEMENT					
1. Is immediate containment/cleanup of spills performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are applicable absorbent materials and vacuum cleaners immediately accessible for spill events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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/xtapps/derexternal/index.cfm?pageid=2>.

GENERAL SPILL INFORMATION			
TIME/DATE OF SPILL:		COMMON NAME OF MATERIAL SPILLED:	
CHEMICAL ABSTRACTS SERVICES (CAS) NUMBER: (if applicable) <i>reference at https://www.cas.org/</i>		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: (please specify):	BOOMS SPILL KIT OTHER	WAS REPORTABLE QUANTITY (RQ) EXCEEDED? (<i>reference at http://www.epa.gov/ceppo/pubs/title3.pdf</i>)	
		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:			
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 to

JFK_Environmental@panynj.gov

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Revised March 2018



Spill Reporting Guidance: When to Report a Spill?

Type of Spill	Quantity	Did Spill Enter Storm Drain?	Agency to Notify	Phone Number
Petroleum	Greater than (>) 5 gallons	Yes	NYSDEC NRC USCG PANYNJ	1-800-457-7362 1-800-424-8802 1-718-354-4120 See Below
Petroleum	Greater than (>) 5 gallons	No	NYSDEC PANYNJ	1-800-457-7362 See Below
Petroleum	Less than (<) 5 gallons	Yes	NYSDEC NRC USCG PANYNJ	1-800-457-7362 1-800-424-8802 1-718-354-4120 See Below
Petroleum	Less than (<) 5 gallons	No	PANYNJ*	See Below
Hazardous Substance	Greater than (>) Reportable Quantity (RQ)	Yes	NYSDEC NRC USCG PANYNJ	1-800-457-7362 1-800-424-8802 1-718-354-4120 See Below
Hazardous Substance	Greater than (>) Reportable Quantity (RQ)	No	NYSDEC NRC PANYNJ	1-800-457-7362 1-800-424-8802 See Below
Hazardous Substance	Less than (<) Reportable Quantity (RQ)	Yes	NYSDEC NRC USCG PANYNJ	1-800-457-7362 1-800-424-8802 1-718-354-4120 See Below
Hazardous Substance	Less than (<) Reportable Quantity (RQ)	No	PANYNJ*	See Below

**All Spills must be cleaned up within 2 hours of discovery or NYSDEC and NRC must be notified regardless of the quantity of material spilled.*

NYSDEC – New York State Department of Environmental Conservation

- Tenants and contractors shall report all discharges to the NYSDEC Spills Hotline *if any of the following conditions exist:*
 - The petroleum spill is greater than 5 gallons
 - The Reportable Quantity (RQ) of a Hazardous Substance was exceeded
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill is not contained and under control
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill has reached the storm drains or waters of the state
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill is not cleaned up within 2 hours of discovery

For more information regarding petroleum and Reportable Quantity (RQ) of Hazardous Substance spills, please visit the NYSDEC website at <http://www.dec.ny.gov/chemical/8428.html>

NRC – National Response Center

- Tenants and contractors shall report all discharges of Hazardous Substances to the NRC *if any of the following conditions exist:*
 - The Reportable Quantity (RQ) of a Hazardous Substance was exceeded
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill is not contained and under control
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill has reached the storm drains or waters of the state
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill is not cleaned up within 2 hours of discovery

For more information regarding petroleum or Reportable Quantity (RQ) of a Hazardous Substance spills, please visit the NRC website at <http://www.nrc.uscg.mil/nrchp.html>

NYCDEP – New York City Department of Environmental Protection

- Tenants and contractors must report all discharges into the sanitary sewer drain to NYCDEP Jamaica Plant: 1-718-529-3549

USCG – United States Coast Guard

- Tenants and contractors shall report the spill to the USCG *if any of the following conditions exist:*
 - The petroleum or Reportable Quantity (RQ) of a Hazardous Substance spill is located near or has potential to enter navigable waters of the United States including surface waters and adjoining shorelines:

For more information regarding chemical and petroleum spills, please visit the USCG website at <http://www.uscg.mil/ccs/npfc/default.asp>

PANYNJ – Port Authority Central Police, Operations, and Environmental Services

- 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
New York City Fire Department
(PA Police will contact in an Emergency): 1-212-628-2900

Tenants and contractors must complete the Spill Reporting Form and submit to the Manager of Environmental Services (JFK_Environmental@panynj.gov) within one business day of any spill event.

Note: Reporting to the Port Authority does not preclude the requirement to contact other agencies (i.e. NYSDEC and NRC noted above).

REFERENCES

The BMPP and copies of all BMPP forms are located on the Environmental Services website at

<http://newpa1.panynj.gov/airports/jfk-facts-info.html>

All Spill Reporting forms should be submitted to:

JFK_Environmental@panynj.gov

CONTACT

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Deicing/Anti-icing Inspection 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. 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 Inspection 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	COMMENTS	

II. DEICING/ANTI-ICING MATERIAL AND USAGE

16. WHAT ARE THE TYPES OF CHEMICALS USED, MANUFACTURER'S NAMES AND MIXING RATIO OF DEICING MATERIAL:

17. CHECK THE MAIN TOPICS INCLUDED IN TRAINING FOR MINIMIZING AND PROPERLY APPLYING DEICING MATERIALS:

☐ SOURCE REDUCTION ☐ HOUSEKEEPING ☐ ENVIRONMENTAL IMPACTS ☐ OTHER _____

18. HOW OFTEN IS DEICING TRAINING ADMINISTERED TO FIELD STAFF? _____

19. HOW ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS KEPT? _____

20. WHERE ARE TRAINING RECORDS AND EDUCATIONAL MATERIALS KEPT? _____

21. HOW IS THE DISCHARGE OF DEICING FLUID MINIMIZED?

22. WHAT ENVIRONMENTAL PLANS DOES THE FACILITY HAVE (CHECK ALL THAT APPLY):

☐ 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 _____

22. INVENTORY OF DEICING MATERIAL AND EQUIPMENT

Tank/ Truck Capacity	Type of Material	Quantity	Storage Location (ex. North side of Building 4)

23. NAME OF DEICING SERVICE PROVIDERS:

24. ARE INSPECTIONS FOR LEAKS OF CHEMICAL TANKS CONDUCTED AT LEAST WEEKLY? ☐ YES ☐ NO

25. ARE INSPECTIONS OF THE DEICING OPERATION CONDUCTED AT LEAST MONTHLY TO ENSURE THAT ONLY THE REQUIRED AMOUNT OF DEICING MATERIAL IS BEING USED ONLY ON PAVED SURFACES? ☐ YES ☐ NO

26. ARE FLEET TRUCKS INSPECTED FOR LEAKS AND VERIFICATION OF PROPER OPERATION, AT LEAST MONTHLY? ☐ YES ☐ NO

26. HOW ARE INSPECTION RECORDS KEPT? _____

27. WHERE ARE INSPECTION RECORDS KEPT? _____

III. DEICING/ANTI-ICING BMPs

Instructions: Check boxes to indicate if identified BMPs are being implemented for the following Activities conducted at JFK Airport.

JFK AIRPORT BMPs	BMP IMPLEMENTED		
BMP 1 AIRCRAFT DEICING/ANTI-ICING	Yes	No	Comments
1. Has the useful life of fleet trucks been evaluated and trucks serviced or replaced if necessary?			
2. Is the type and quantity of deicing material used, reported to the PANYNJ monthly via the deicing/anti-icing usage reporting form?			
3. Are all propylene glycol (ethylene glycol is prohibited) releases reported to the appropriate regulatory agency and the PANYNJ?			
4. Are chemical/ water blends adjusted depending on weather conditions?			
5. Are there plans to upgrade deicing trucks to apply deicing material more efficiently?			
6. Have alternative low impact deicing/ anti-icing chemicals been evaluated for use?			
BMP 6 CHEMICAL AND PETROLEUM STORAGE AND HANDLING	Yes	No	Comments
1. Are designated areas for chemical storage, including deicing fluids, located away from catch basins?			
2. Are storage containers within secondary containment?			
BMP 11 OUTDOOR HANDLING OF MATERIAL	Yes	No	Comments
1. Are leaks during transfers immediately contained and adsorbed?			
2. Is a drip pan used under the transfer hose?			

Please submit completed forms to

JFK_Environmental@panynj.gov

Christopher M. Jones, P.E.
Manager, Environmental Programs
The Port Authority of NY & NJ
John F. Kennedy International Airport
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Port Authority of New York & New Jersey
John F. Kennedy Airport
JFK Environmental Services
MONTHLY AIRCRAFT DEICING/ANTI-ICING REPORT *

[illegible]

Please submit this report by the 15th of the month following deicing/ anti-icing via email to:

Mgr. JFK Environmental Services (JFK_Environmental@panynj.gov)

* Deicing location that took place in the push off area from the gate can be reported as "Gate # or loading area"

** Use of aircraft deicing/anti-icing fluids containing ethylene glycol is prohibited by the Port Authority

Rev Date: March 2018

Best Management Practices Plan Pollution Prevention Team Member Designation Form

BMPP Pollution Prevention Team Member Designation Form: Environmental Services performs a variety of inspections of facilities owned and operated by the PANYNJ and tenants. Individual tenants are required to have designated personnel responsible for implementing the BMPP at corresponding tenant sites. A Pollution Prevention Team ('PPT') Member must be designated for all facilities covered under the JFK BMPP. This list will be updated when a change to the personnel occurs. It is the responsibility of each facility to notify the Manager of Environmental Services when there are personnel changes. Other PPT member responsibilities include ensuring implementation of appropriate BMPs, retaining a copy of the implemented BMPP onsite, and providing feedback to Environmental Services regarding BMPP compliance.

Instructions: Tenants and contractors identify a **corporate level representative** (Environmental Manager, Corporate Health & Safety Manager, Compliance Manager, etc.) as the main point of contact to complete the BMP Self-implementation Inspection Form, and **second on-site tenant contact/facility manger/representative**. All Pollution Prevention Team members shall complete the Pollution Prevention Team Member Designation Form and submit to the Manager of Environmental Services (JFK_Environmental@panynj.gov).

Submission Dates: Pollution Prevention Team Member Designation Form is to be completed **annually by April 15**. Please list the **Pollution Prevention Team Member for your facility:**

NAME (FIRST, M, LAST) _____

TITLE: _____

TENANT/FACILITY NAME _____

TERMINAL NUMBER(S) _____ BUILDING NUMBER(S): _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

Revised March 2018

BMPP Pollution Prevention Team Member Designation Form #005



POLLUTION PREVENTION TEAM MEMBER

- Single point contact for implementation of BMPP
- Responsibility of tenants to notify Environmental Services when there are personnel changes
- Form to be completed annually

BMPP KEY COMPLIANCE

- Avoid costly permit violations and problems meeting SPDES permit compliance requirements with proper inspection and maintenance of BMPs.
- Stormwater BMPs require regular inspections and maintenance to ensure long-term proper function.
- Inspections and appropriate reporting are the most effective way to detect and avoid potential problems before they become a liability.

REFERENCES

- The BMPP and copies of all BMPP forms are located on the Environmental Services website at <http://newpa1.panynj.gov/airports/jfk-facts-info.html>

- All forms should be submitted to:
JFK_Environmental@panynj.gov

CONTACT

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Environmental Infraction Corrective Action Inspection Form

Environmental Infraction Corrective Action Inspection Form: The attached Environmental Infraction Corrective Action Inspection Form will be completed by PANYNJ Environmental Services to document the results of the ongoing Best Management Practices Plan (BMPP) Inspections. The Environmental Infraction Corrective Action Inspection Form includes procedures and protocols for inspections to be performed to adhere to specific Best Management Practices (BMPs) identified in the BMPP required by the New York State Department of Environmental Conservation (NYSDEC) State Pollutant Discharge Elimination System (SPDES) Permit for JFK Airport. The Environmental Infraction Corrective Action Inspection Form will be used by Environmental Services to assess BMPP implementation effectiveness and the results of the environmental infractions corrective action inspections will be presented in the Annual Facility and Site Inspection Report for JFK Airport. Environmental Services will also use the Environmental Infraction Corrective Action Inspection Form to follow-up and determine if corrective action has been taken.

Instructions: The PANYNJ Environmental Services Facility Environmental Maintainer shall complete each section of the Environmental Infraction Corrective Action Inspection Form and provide to the Tenant Supervisor upon occurrence noting any environmental infractions that require corrective action.

Corrective Action: Tenants will be required to take corrective action to address the environmental infraction and provide a written response to the Manager of Environmental Services (JFK_Environmental@panynj.gov) informing her of the corrective action which will be taken and the timeframe for completion. These infractions can lead to violations of environmental regulations as administered by the New York State Department of Environmental Conservation, and must be addressed in a timely manner in order to avoid possible fines or other penalties.



ENVIRONMENTAL INFRACTION CORRECTIVE ACTION FORM

- BMPP Implementation Effectiveness
- Results of BMP Inspections
- Presented in Annual Facility Review and Site Inspection Report
- Ensure Training of BMPP
- Completed throughout the year at differing intervals depending on equipment

KEY COMPLIANCE

- Avoid costly permit violations and problems meeting SPDES permit compliance requirements with proper inspection and maintenance of BMPs.
- Stormwater BMPs require regular inspections and maintenance to ensure long-term proper function.
- Inspections and appropriate reporting are the most effective way to detect and avoid potential problems before they become a liability.

REFERENCES

- The BMPP and copies of all BMPP forms are located on the Environmental Services website at <http://newpa1.panynj.gov/airports/jfk-facts-info.html>
- All forms should be submitted to:
JFK_Environmental@panynj.gov

CONTACTS

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John F. Kennedy International Airport, Environmental Services
SPDES Best Management Practices Plan

Environmental Infraction Form: shall be completed by PANYNJ Environmental Services to document the results of ongoing Best Management Practices Plan (BMPP) Implementation. The form will be used to document non-compliances identified and the results of corrective action inspections.

Instructions: The PANYNJ shall complete each section of the Infraction Form and provide to the Tenant Supervisor or Pollution Prevention Team member upon occurrence noting any environmental infractions that require corrective action.

Corrective Action: Tenants shall take all corrective actions necessary to address the environmental infraction and provide a written response to the Manager of Environmental Services at JFK_Environmental@panynj.gov detailing the corrective action which will be taken and the timeframe for completion.

I. Inspection Information: Provide inspection details and party who conducted the inspection.

1. DATE AND TIME: _____
2. INITIAL INSPECTION OR FOLLOW UP : _____
3. INSPECTOR NAME AND TITLE: _____
4. INFRACTION #: _____

II. Facility Information: Provide details as specified below. Identify the Pollution Prevention Team member and (if applicable) the person on-site at the time of the inspection.

1. TENANT/FACILITY NAME	2. TERMINAL NUMBER(s)	3. BUILDING NUMBER(s)
4. POLLUTION PREVENTION TEAM MEMBER (Name)	5. PHONE NUMBER	6. EMAIL ADDRESS
7. ON-SITE TENANT CONTACT (Name)	8. PHONE NUMBER	9. EMAIL ADDRESS

III. Cause for Infraction: Identify which BMP is non-compliant during the time of the inspection.

BMP 1 Aircraft Deicing	<input type="checkbox"/>	BMP 7 Non Stormwater Discharges	<input type="checkbox"/>	BMP 13 Waste Management	<input type="checkbox"/>
BMP 2 Fueling	<input type="checkbox"/>	BMP 8 Spills	<input type="checkbox"/>	BMP 14 Fire Fighting Foam Discharge	<input type="checkbox"/>
BMP 3 Maintenance	<input type="checkbox"/>	BMP 9 Lavatory Services	<input type="checkbox"/>	BMP 15 Education	<input type="checkbox"/>
BMP 4 Washing	<input type="checkbox"/>	BMP 10 O/W Separator	<input type="checkbox"/>	BMP 16 Street Sweeping/ Catch Basins	<input type="checkbox"/>
BMP 5 Building Maintenance	<input type="checkbox"/>	BMP 11 Material Handling	<input type="checkbox"/>	BMP 17 Security	<input type="checkbox"/>
BMP 6 Bulk Storage Tanks	<input type="checkbox"/>	BMP 12 Material/ Equipment Storage	<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/>

IV. Infraction Details: Provide specific information regarding the infraction, the recommended corrective action and if any corrective actions have taken place since last inspection.

1. Specific infraction location:

2. Infraction details:

3. Recommended corrective action:

4. Corrective actions taken:

5. Have all corrective actions been made by tenant (Yes/ No)?

Additional Comments:
