

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

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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: BOOMS SPILL KIT OTHER (please specify):	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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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: 1-718-244-3546
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

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

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