

Dept Msg #: DM2014-5819

Sent By: HDQTRSOP

Date: 10/9/2014 11:03 AM

Code: EQ19 (REV 10/4/11)

Subject: PETROLEUM PRODUCT RELEASES

The following procedure will be implemented in the event of a surface petroleum spill of five (5) gallons or more and all underground releases at Department locations.

1. Petroleum product-absorbent materials will be used to contain and recover the product, e.g. absorb-all, sand, etc.
2. All efforts will be made to prevent the spread of the spill. Dike off the area with sand, wood, etc. Special attention must be given to areas leading into surface waters and routes to subsurface waters (i.e. sewers, storm drains, etc.)
3. Notify the Bureau Operations Office immediately, at 646 885-4857/60. Bureau Operations Office will notify DEP and DEC.
4. A Borough Officer will immediately go to the area of the spill and report their findings to Bureau Operations Office at (646) 885-4857/4860.
5. Borough personnel will prepare an Unusual Incident Report for the Bureau Operations Office.

At the next District Superintendents meeting held by the Borough Staff, discuss the contents of this message.

At the next Supervisors meeting held by the District Superintendent, a Borough Staff member should be present and the contents of this message is to be discussed.

All Supervisors, District Superintendents and Borough Managers will read this directive and sign the daily blotter attesting that they have read and understand it.

A copy of this message is to be kept in the Fuel and Lubricant Book and should be posted in the garage office.

Dennis Diggins
Acting First Deputy Commissioner

Dept Msg #: DM2014-5508

Sent By: HDQTRSOP

Date: 9/23/2014 11:06 AM

Code: FACILITY6 (rev
6/29/12)Subject: FUEL SYSTEMS HOUSEKEEPING (UST--
UNDERGROUND STORAGE TANK)

Since the inception of fuel extenders (ethanol 10% & 85%) filler ports, manway & general system cleanliness and maintenance is of paramount importance. Poorly kept or dirty filler ports, manways etc., greatly increase the chance of (UST) contamination. The procedures outlined below pertain to all fuel & lubricants stored in UST's.

Garage Supervisors must perform a weekly check of all filler ports, manways and dispensers & note this inspection in the remarks column of the fuel Book (DS740).

1. Areas to be monitored are as follows:

A) FILL PORTS:

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Fill ports should be closed & in good operating order. The area surrounding the fill neck MUST BE FREE OF DIRT, MUD, WATER OR ANY DEBRIS.

If one, all or any combination of these are present it must be cleaned immediately! Small shovels or other tools that will fit in the area are sufficient. Wet/Dry vacs can be used to remove any water. DO NOT BLOW THE AREA CLEAN WITH AN AIR HOSE.

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Damage to Fill Port covers and boxes must be reported

B) MANWAYS:

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Should be inspected and kept clear of debris. General maintenance on the covers will include:

- 1- The frame should be free of dirt and debris.
- 2- Covers must be flush with frame.
- 3- Report all broken gaskets to Operations and fill out (DS281).
- 4- Report any petroleum product found in manway to BBM immediately. No effort should be made to clean the manway. The petroleum product must remain in place because BBM needs to address the origin of the pathway of the petroleum product.

C) DISPENSERS:

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Should BE VISUALLY INSPECTED FOR DIRT/GREASE accumulations or leaks. Corrective actions shall be taken immediately for said infractions.

Hoses should be inspected for obvious wear etc:

- Check Vapor recover hoses for tears or holes.
- All hoses should be off the ground.
- Report all broken hose retractors to Operations and fill out (DS 281).

These infractions are violations

UREA HANDLES

All Urea handles are to be soaked in clean water to prevent crystallization of Urea in the handle during periods of inactivity. The 1600-2400 GU on Saturday night will place the Urea handle in a bucket of clean water allowing it to soak until Sunday night when the 2400-0800 GU must remove it. BOS will send a report to the Chief of Facilities stating this procedure was completed.

D) ABOVE GROUND TANKS:

All above ground tanks must be inspected monthly and logged in the inspection log.

BBM AND THE OPERATIONS OFFICE MUST BE NOTIFIED VIA PHONE (NOT 281) IF ANY LEAKS OR SERIOUS PROBLEMS ARE FOUND AND WILL BE FOLLOWED UP WITH AN UNUSUAL INCIDENT REPORT.

2. VEEDER ROOT ALARMS:

That indicate probe malfunction, water content, fuel alarms (leaks), liquid warnings, high level liquid sensors must be reported to BBM immediately. In cases of audible Veeder Root Alarms that wont cease when deactivated, BBM must be notified immediately. This must be logged in the "Underground Storage Tank Daily Occurrence Log" in the front of the Fuel & Lubrication LOG.

3. The Veeder Root alarm will also trip when the Underground Storage Tank (UST) tank is approximately 10% capacity or below. Using the tank below 10% capacity could damage the pump mechanism as well as giving an inaccurate reading. If this 10% below capacity situation happens, the pump must be shut down and not used until a delivery has been made.
4. Truck & vehicle washing MUST NOT BE PERFORMED OVER OR NEAR FILL PORTS & MANWAYS. THIS WILL LEAD TO TANK CONTAMINATION.
5. All fuel drops must be supervised --- E10 or E85, Diesel, gasoline etc.

Fuel Drops should be monitored as follows: (especially E10/E85)
The Supervisor should have the Bulk Tanker make deliveries at 1/2 speed. Some of our older tanks don't have auto shut-off valves, this can lead to damage to tanks and cause spillage.

15 minutes after a fuel drop, (via veeder root), tank should be monitored for water. If water is found BBM MUST BE NOTIFIED IMMEDIATELY! This will ensure water is being removed in a timely fashion, and more importantly, water problem is not left to linger in tank thereby contaminating entire fuel contents of tank.

Tanks left with this water problem lead to vehicle malfunction.

Garage Supervisors will sign the blotter attesting they have read and understand this department message.

Borough Chief's will ensure compliance with the contents of this message.