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## PPC/SPCC Plan Amendment

The PPC/SPCC Plan must be periodically reviewed and updated, if necessary. At a minimum, this must occur due to any of the following:

- 1.) Applicable regulations are revised
- 2.) Plan fails in an emergency
- 3.) Installation changes in its design, construction, operation, or maintenance that materially affects the facility's potential for a discharge of oil to navigable waters, or that materially increase the potential for fires, explosions, or releases of hazardous constituents
- 4.) Any information change in Emergency Coordinators or any change in Emergency Equipment
- 5.) Any time there has been a reportable spill (See Appendix 4)
- 6.) This PPC/SPCC Plan must undergo a complete review and evaluation at least once every five years. As a result of this review, the Plan must be updated within six months to include more effective prevention and control technology, if such technology is identified as having the ability to significantly reduce the likelihood of spills, and has been field proven at the time of review. All amendments to this Plan shall be certified by a Professional Engineer in accordance with 40 CFR 112.3(d). Non-technical amendments include changes to phone numbers or names

All five-year PPC/SPCC plan reviews must be documented at their completion in the PPC/SPCC Plan Review Section on the bottom of this page. The person responsible for the five-year review must attest to the certification statement with their signature, include the date of the review and indicate whether a revision to the Plan is necessary

### PPC/SPCC Plan Review Section

Reviewed On: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

The next review date will be before: \_\_\_\_\_  
(Max 5 years or any of the above changes)

*i*

*i*

ALLEGHENY COLLEGE – PPC / SPCC PLAN

Applicable Sections of PPC Plan	Section of PPC/SPCC Plan
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**SPCC SECTIONS ELEMENTS CROSS-REFERENCE**

<b>Applicable Sections of SPCC</b>	<b>Description of Rule</b>	<b>Section of PPC/SPCC</b>
<b>(40CFR)</b>		
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## I. PREPAREDNESS, PREVENTION, AND CONTINGENCY SECTION

### INTRODUCTION

Effective spill prevention and control programs depend on pre-emergency recognition of hazards. The Preparedness, Prevention, and Contingency / Spill Prevention Control and Countermeasures (PPC/SPCC) Plan is designed to be a quick reference for facility personnel, responding to environmental emergencies involving material spills should they occur. This plan will be made available to all professors, students, Physical Plant personnel, and anyone else involved in the use, storage, and handling of hazardous materials and oils. An additional copy will also be retained by any outside contractors or any other necessary emergency response contacts.

In accordance with the Department of Environmental Protection's "Guidelines for the Development and Implementation of Environmental Emergency Response Plans", Allegheny College has developed and implemented the PPC section of this plan. Any institutions which have the potential for causing accidental pollution of air, land, or water or for causing endangerment of public health and safety through accidental release of toxic, hazardous, or other polluting materials must develop, maintain, and implement a PPC Plan. Due to the variety of activities and programs at Allegheny College, there are a few areas, which could cause a potential threat. An example of these areas is listed below.

#### A. DESCRIPTION OF FACILITY

##### 1. Description of the Industrial Activity:

Allegheny College, located on 520 North Main Street, is a national liberal arts college with approximately 2,100 students and 430 employees. The curriculum includes up to 30 different majors. The college consisting of 30 buildings is spread out over 259 acres that also consists of recreational fields and a stadium.

On-site activities include administrative, education, and maintenance. Due to these on-site activities, appropriate procedures must be in place for the preparedness, prevention and contingency of any spills that may occur. Some of the areas of concern would include:

- Chemical storage rooms (See Chemical Hygiene Plan and Appendix 9)
- Laboratory chemical storage, handling, and disposal (See Chemical Hygiene Plan and Appendix 9)
- Pool Chemicals (Chlorine, Hydrochloric acid stored in shed behind Wise building)
- Parts washers for Physical Plant usage (Physical Plant Building)
- Storage of Physical Plant materials such as paints, cleaning solvents, etc. (Physical Plant Building)
- Hazardous Waste Accumulation Area and Satellite Accumulation Areas (See Hazardous Waste Management Plan and Appendix 9)
- Universal Waste handling and accumulation (See Universal Waste Program and Appendix 9)
- Boiler Rooms (See Appendix 9)
- Oil and fuel storage (See SPCC Plan, Section II)

Included in Appendix 1, is a copy of a 7 ½ minute USGS map.

Emergency evacuation routes have not been included in this plan. Each building is unique, therefore there are approximately 30 different building layouts containing all emergency

evacuation routes. Each building has its appropriate layout displayed in a noticeable fashion. There is a master file of emergency evacuation routes that is kept in the Physical Plant offices. All affected employees will be aware of the location of the master file, and will replace any missing or damaged building layouts.

**2. Description of Existing Emergency Response Plans:**

Allegheny College currently follows the guidelines of a Hazardous Response Plan. This plan is used for a variety of hazardous situations, such as explosions, chemical spills, bomb threats, fire, utility failure, and severe weather. The purpose of this PPC Plan is not to replace the Hazardous Response Plan, but to act as further guidance in the response to any emergency spills.

Allegheny College also has a few other plans, which assist in the preparedness and prevention of spills. The Hazardous Waste Management Plan has been developed to ensure the proper handling, storage, and disposal of all hazardous wastes, including waste lab chemicals, hazardous material spills, Art department materials, etc. A full list can be found within the Program. A Universal Waste Program has been developed to set guidelines for the handling, storage, and disposal of fluorescent lights, mercury thermometers, batteries, and possibly any pesticides. The Chemical Hygiene Plan has been developed to assist in the safety of all lab practices. This plan explains compatibility factors, storage, and any experimental factors. A copy of these files can be found in the Environmental Compliance Coordinator’s Office in Doane Chemistry Hall C005. These plans will be reviewed on an annual basis by the Health and Safety committee, under the supervision of the Environmental Compliance Coordinator.

**3. Materials and Waste Inventory:**

The following is a list of chemicals in bulk storage contained within Allegheny College.

Chemicals	Quantity	Areas Stored
Chlorine	230 gallon container	Storage shed behind Wise
Hydrochloric acid	6 – 35 gallon containers	Storage shed behind Wise
Chemical handling Laboratories (See Chemical Hygiene Plan)	Various sizes	Doane Chemistry, Alden, Carnegie, Carr (See App. 9)
Parts Washer, paints, solvents	Various sizes	Physical Plant
Boiler Chemicals	30 gallon tanks	All boiler locations (See App 9)
Oil and Fuel Storage	See SPCC Section	See SPCC Section

Boiler Chemicals are made up of two types of aqueous blends. These blends include the following ingredients:

- Water
- Sodium Hydroxide
- Sodium Polyacrylate
- Sodium Sulfate
- Diethylaminoethanol
- Polyacrylic Copolymer

All accumulation and satellite accumulation waste areas are identified in the Hazardous Waste Management Plan.

Material safety data sheets are available for all hazardous materials located at Allegheny College. Each building contains the appropriate MSDS’s. A master file of MSDS sheets can be found at Doane Chemistry Building, Room C007

**Personal Protection Equipment (PPE) Storage Area:**

There are various labs and locations of hazardous materials throughout the campus. All necessary PPE will be kept in individual buildings according to all materials stored in that building. PPE can also be found in any small spill kits, located at all satellite accumulation areas. In the event of missing PPE or uncertainty of hazardous conditions, any additional PPE is kept in Doane Chemistry Building, Room C004.

**4. Pollution Incident History:**

According to the Environmental Compliance Coordinator, Richard Sandieson, Allegheny College has not experienced any known reportable spills over the last 20 years. There are no records of a reportable spill in the Department of Environmental Protection's system.

**5. Implementation Schedule for Plan Elements Not Currently in Place:**

All contents of this plan will be completed and implemented by November 19<sup>th</sup>, 2005.

**B. DESCRIPTION OF HOW PLAN IS IMPLEMENTED BY ORGANIZATION**

**1.) Organizational Structure of College for Implementation**

This plan will be reviewed and implemented by the Health and Safety Committee, under the supervision of the Environmental Compliance Coordinator, Richard Sandieson. These individuals are not emergency coordinators. However, they will be responsible for evaluating the effectiveness of the PPC/SPCC Plan, make any changes deemed necessary, and ensure all training required is completed (See sections C.8 and 10). The Health and Safety Committee is made up of personnel representing various departments of the campus. The following is a list of departments that currently represent the Health and Safety Committee.

Academics	Finance
Insurance	AEC Liason
Human Resources	Security
Plant Operations	Athletics
Play Shop	Art

The Environmental Compliance Coordinator is responsible to ensure that all current and future planning is in compliance with all appropriate environmental regulations. The Director of Safety and Security is responsible for the overall coordination of the campus Emergency Coordinators who are listed in Section B.2.

**2.) List of Emergency Coordinators**

a.) Director of Safety & Security (Ken Kensall)	332-3357	Home	814-899-2858
b.) President of Allegheny College(Richard Cook)	332-5380	Home	332-8642
c.) Dean of Students (Joe DiChristina)	332-4356	Home	724-2595
d.) Director of Physical Plant (Ken Hanna)	332-2860	Home	333-9071
e.) Director of Public Affairs (Kathleen Roos)	332-6755	(c)	814 397-9959
f.) Director of Residence Life (Joe Miller)	332-3865	Home	724-1550

**3.) Duties and Responsibilities of Emergency Coordinators**



Team members coordinate as necessary with the Director of Safety & Security for implementation and coordination of campus operation plan and support it as it pertains to their areas.

**a.) Director of Safety & Security**

- 1.) Responsible for the overall coordination of the College hazard response.
- 2.) Determines the type and magnitude of the hazard and establishes the appropriate emergency command post.
- 3.) Refers to the College's Emergency Protocol List and initiates notification system; immediately contacts appropriate responder to limit hazards.
- 4.) Proceeds to contact the President and Dean of Students; begins assessment of the College's condition.
- 5.) Notifies and utilizes staff, security and, if appropriate, College administrators in order to maintain safety and order.
- 6.) Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, Crawford County Emergency Management Agency, etc.
- 7.) Performs other related duties as may be directed by the nature of the campus hazard.
- 8.) In conjunction with the Dean of Students, prepares and submits a report to the President assessing the final outcome of the hazard.

**b.) President of Allegheny College**

- 1.) The President or designee ensures the effective administration of the College hazard response.
- 2.) Declares and terminates a campus state of emergency, as required by the situation.

**c.) Dean of Students**

- 1.) Works with the Director of Safety & Security, Director of Physical Plant, Director of Public Affairs, and the Director of Residence Life in assessing the hazard and implementing the College's response.
- 2.) Notifies and conducts liaison activities with the College President, and others as necessary.
- 3.) Conducts parental notifications, when/if appropriate.

**d.) Director of Physical Plant**

- 1.) Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- 2.) Provides vehicles, equipment, and operators for movement of personnel and supplies; assigns vehicles to the Hazard Resource Team for emergency use.
- 3.) Obtains the assistance of utility companies for emergency operations.
- 4.) Furnishes emergency power and lighting systems.
- 5.) Surveys habitable space and relocates essential services and functions.
- 6.) Provides facilities, emergency generators, and fuel during actual hazard or disaster periods.
- 7.) Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

**e.) Director of Public Affairs**

- 1.) Establishes internal communications team and external spokesperson(s).
- 2.) Establishes liaison with local radio and TV services for public announcements.
- 3.) Arranges for photographic and audio-visual services.
- 4.) Advises the President or designee of all news concerning the extent of the hazard affecting the campus.
- 5.) Prepares news releases and other communication for approval and releases to the media concerning the hazard.

**f.) Director of Residence Life**

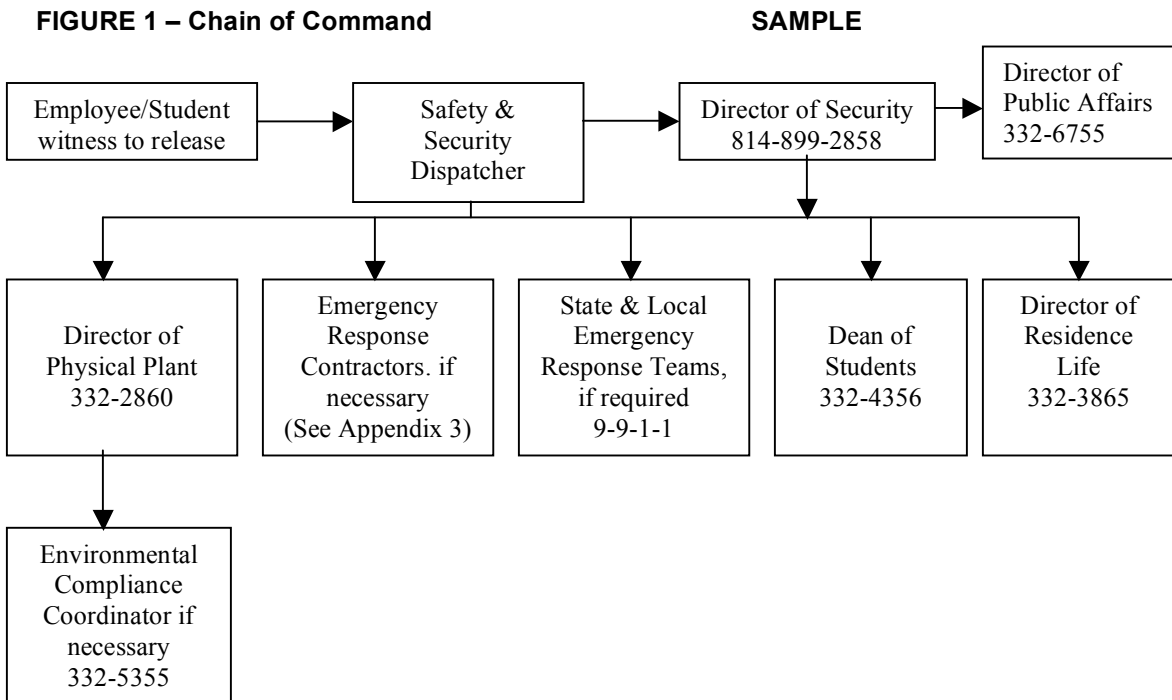
- 1.) Works with the Director of Safety & Security, Director of the Physical Plant, Director of Public Affairs, and the Dean of Students in assessing the hazard's impact on student housing and dining needs and preparing the College's response to ensure students are housed and meals are delivered.

The development, implementation, and maintenance of this PPC/SPCC plan are the responsibility of the college's Safety & Health Committee, under the supervision of the Environmental Compliance Coordinator. All employees in the facility are responsible for learning and following the procedures outlined in this written program.

**4.) Chain of Command:**

In the event of an imminent or actual environmental incident, communication begins with the person who recognized the potential or actual problem. It is critical to the functioning of the PPC/SPCC Plan that all students and employees are aware of who to report such incident to and how to report promptly and accurately.

Figure 1 indicates the chain of command of key employees (in the order of responsibility) that are to be contacted in the event of an emergency or spill.



## **C. SPILL AND LEAK PREVENTION AND RESPONSE**

### **1. Pre-release Planning:**

All locations of hazardous materials will have sufficient equipment for the cleanup of any small spills. Basic small spill clean-up kits are placed strategically throughout the campus. However, booms, other diversionary devices, and additional response equipment have been made available for containment areas of greater concern. Allegheny employees have been trained in the cleanup of small spills, and are aware of disposal methods. Also, all areas of concern have been provided with additional containment. All hydrochloric acid and boiler chemicals are placed on drum containment pallets. The aboveground storage tank for diesel and gasoline is a double walled container. Two 500-gallon tanks are located in side of a surrounding tank, serving as secondary containment. This tank is surrounded by a chain-linked fence to prevent any accidental contact. The chlorine storage tank is also a double walled container providing secondary containment within itself.

For all information concerning oil products containment such as transformers, elevators, waste food oil, waste motor oil, and aboveground storage tank, refer to SPCC Section 2 of this plan. All buildings containing chemical storage areas of concern have been evaluated and properly arranged to prevent spills from reaching any drains. Predicted routes of travel have also been determined for large outside containment sources. These sources contain oil products only. Therefore, please refer to TABLE 2 in the SPCC Section for all information on predicted routes of travel.

There are several storm drains located throughout the campus. All storm drains eventually lead to French Creek. Physical Plant personnel are responsible for the maintenance of all drains to ensure they are properly draining and are free of noticeable contaminants. There are also waterways that run through the campus. These waterways are displayed by thick blue lines on Appendix 1.2

### **2. Material Compatibility:**

All materials present at Allegheny College are kept in appropriate containers according to their physical and chemical characteristics. There are individual cabinets provided for both flammables and acids. All materials in the material storage rooms are kept sealed and arranged in a fashion to help prevent accidental spills. The shelves in the storage rooms are color coordinated to ensure the correct storage of incompatible materials. Most of these materials are for academic purposes, and are handled by professors who have more than adequate knowledge on the incompatibility hazards of all materials. All hazardous materials must be properly labeled. They will either be labeled with manufacturer's label or a label that provides equivalent information in relation to the hazards of that chemical. All waste containers will be labeled as described within the Hazardous Waste Management Plan.

As stated above, MSDS's are available for all hazardous chemicals present at Allegheny College. Physical, chemical, toxicological, health and safety information and spill clean up procedures are available for each listed material in this plan. (See Building MSDS File or Master MSDS File)

### **3. Inspection and Monitoring Program:**

All employees involved with the handling of Hazardous materials and oil products have been trained through this PPC/SPCC Plan and are aware of their responsibility to perform daily observations of their respective areas to ensure there have been no spills, that all materials are properly stored, and that all Spill Notification Signs are in place. In addition to daily observations, a weekly detailed inspection will be performed on the Central Hazardous Waste Accumulation

Area, and all satellite accumulation areas. (See Hazardous Waste Management Program for forms) A supervisor representing the college must be present when the chlorine tanks are being filled, due to the quantity being transferred.

A monthly observation will be performed on the following storage areas:

- Pool chemical storage shed
- All chemical handling labs
- Any paint or solvent storage rooms
- See SPCC section for list of oil locations to be inspected

The Safety & Health Committee will review all documentation.

#### **4. Preventative Maintenance:**

Allegheny College maintains Preventative Maintenance Program managed by a software database located in the Physical Plant Offices, which identifies the following:

- 1.) Identification of equipment and systems to which the program applies
- 2.) Periodic inspections of equipment
- 3.) Periodic testing of equipment
- 4.) Appropriate adjustment, repair, or replacement of parts, and
- 5.) Complete recordkeeping of all preventative maintenance activities, test, repairs, adjustments, etc.

The Physical Plant personnel are responsible for the Preventative Maintenance Program. Specific activities to perform for each inspection is part of inspection procedures, which can be found in Preventative Maintenance Program.

#### **5. Housekeeping Program:**

All areas must be kept as clean as the work allows.

- Each employee shall be responsible for maintaining the cleanliness of his/her own area.
- Stored items should not block access to the fire extinguisher(s), safety equipment, or other emergency items.
- Stairways, hallways, passageways/aisles and access to emergency equipment and/or exits must be kept dry and not be obstructed in any fashion, including storage, equipment, phone or other wiring.
- Mats and carpeting shall be kept in good condition.
- All containers must be labeled with at least the identity of the contents and the hazards those chemicals present to users.
- Floors and working surfaces should be cleaned regularly.
- Bottom of all flame resistant cabinets must be kept clear to provide containment for any spilled materials
- The above ground storage tank area must be kept secure and free of any outside debris.
- All hazardous satellite accumulation areas must be properly identified and kept clean at all times.

For laboratory housekeeping procedures please refer to Chemical Hygiene Plan located in Room C005 of Doane Chemistry Building.

#### **6. Security:**

Prevention of unknown entry and access to Allegheny College is accomplished by several methods such as:

- All buildings are locked after normal operating hours
- Pool Chemical Storage Shed is locked at all times. Only authorized personnel have keys for access.
- All chemical storage rooms are locked at all times. Only authorized personnel have keys for access.
- The campus has sufficient lighting to promote adequate safety & security  
Allegheny Campus Safety & Security patrols the campus 24 hours a day, 7 days a week
- The aboveground storage tank for gasoline is kept behind a locked fence. Additionally all hoses and means of dispensing are locked and secured at all times.
- All security measures for oil storage containers are listed in Part II SPCC Section 9.

#### **7. External Factor Planning:**

In the event of a power outage, the college is equipped with several emergency generators and battery packs. This equipment will supply enough power to ensure safe conditions for shutting down operations and evacuation. There are no chemicals stored in containers that would cause a spill due to the loss of power.

#### **8. Employee Training Program:**

General training covering elements of this plan is provided to affected employees working on campus, based on job requirements and working environment. This training will include, the use of personal protection equipment (PPE), recognizing spill situations, emergency response (Spill Notification Signs, small spill cleanups, etc.) and reporting hazards to appropriate personnel. Campus emergency response personnel and emergency coordinators receive specific training associated with this plan, including specific responsibilities outlined in this plan. Training occurs initially with each new employee, annually with affected employees (See Appendix 8), upon job reassignment when employee responsibilities change, and when program changes take place.

All affected employees receive training in the OSHA hazard communication standard and hazards of the chemicals that they work with through classroom and on-the-job training. The Safety & Health Committee, under the supervision of the Environmental Compliance Coordinator is responsible for coordinating employee training programs.

### **D. COUNTERMEASURES**

#### **1. Countermeasures to be Undertaken by Facility:**

Employees have been trained in the cleanup of any small spills that may take place using clean-up equipment provided throughout the campus. If a spill is deemed uncontrollable with the use of simple resources, employees are instructed to contact the Safety & Security Office. To request service or report problems, contact the Safety & Security Office at extension 3357 on campus or 332-3357 off campus. Skilled workers are available from the Physical Plant at all times during standard business hours and on as emergency basis at other times. Physical Plant employees are capable of providing the following emergency services:

- a.) Utilities**  
Repairs to water, gas, electric, and sewage systems
- b.) Structures**  
Repairs to structures and mechanical equipment, including heating and cooling systems.
- c.) Equipment**  
Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, etc
- d.) Transportation**  
Light trucks, dump trucks, tractors, and golf carts.

#### **2. Countermeasures to be Undertaken by Contractors:**

In the event that employee personnel and the Physical Plant are unable to effectively respond to an identified emergency, ECS&R has been contracted to assist with the emergency response, including spill response, remediation, and disposal. ECS&R personnel can be reached at 425-7773 or 1-800-902-2452 after 5:00 P.M. The college can also contact the Crawford County Hazmat Team at 724-1212, as needed.

### **3. Internal and External Communication**

Any student or employee is able to use any campus telephone for emergency assistance or to report a spill by calling 3357. After evaluating the incident, the Director of Safety and Security and the Director of Public Affairs will decide to implement one or more of the following systems to ensure complete campus notification:

- A.) Telephone communication via the “call list” of designated individuals (see “call list” in Appendix # 2)
- B.) Gator TV announcement
- C.) Weather Alert Monitors that are placed in each academic building and residence hall giving NOAA weather and other emergency warnings. (These monitors also provide information on all emergencies (ex. Any emergency spills)
- D.) Loudspeaker warning from security vehicles.
- E.) All building are equipped with fire alarms which will be activated upon any need for evacuation. These alarms are connected directly to the Office of Safety and Security, ensuring they are promptly notified and can respond accordingly.

The Director of Safety & Security and the Director of Public Affairs will decide to implement one or more of these systems to ensure complete campus notification.

### **4. Evacuation Plan for Installation Personnel:**

See individual building emergency evacuation maps which are posted conspicuously in each building, or go to the Evacuation Routes Master File, kept in the Physical Plant Offices.

### **5. Emergency Equipment Available for Response:**

Due to the variety of practices throughout the campus, there are a variety of hazards that may occur. Allegheny College is aware of these hazards, and has provided all appropriate emergency equipment. Some of the equipment is located throughout the campus, such as fire extinguishers, first aid supplies, and emergency lighting. The absorbent pads and spill kits are placed strategically across campus, for example, they are located in all laboratories, pool chemical storage, aboveground storage tank, and any other high concern areas. The following is a list of available equipment located at Allegheny College:

- Absorbent pads and rolls
- Portable spill kit
- Brooms, shovels, mops
- Fans
- Emergency lighting
- First aid supplies
- Personal Protective Equipment
- Tools
- Fire extinguishers
- Pumps

Additional equipment will become available upon any changes in hazard identification.

**E. EMERGENCY SPILL CONTROL NETWORK**

1. Arrangements with Local Emergency Response Agencies:

Allegheny College has made arrangements with these local emergency response agencies to help them become familiar with the campus. In the event of an emergency, these walkthroughs could greatly increase response times to all emergencies. The local Meadville Fire Department performs two annual walkthroughs. They perform half of the campus during summer months, and the other half during winter months. The college also ensures that ECS&R (emergency spill clean-up) are familiar with the campus and its surroundings. The Crawford County Emergency Management Agency has also performed a walkthrough of the campus.

Allegheny College has a Health Center, to deal with minor injuries and sicknesses. However, for any serious injuries or illnesses, students and employees will be sent to Meadville Medical Center. All Lifestar helicopter requirements would also take place at Meadville Medical Center. Ambulatory response is requested by dialing 9-9-1-1.

2. Emergency Response Notification List

The campus-wide emergency response phone number is 3357. Emergency Coordinators shall contact emergency response agencies as appropriate, using the phone lists in Appendix 3.

3. Downstream Notification Requirements for Storage Tanks

Allegheny College does not contain more than 21,000 gallons of a controlled substance in aboveground storage tanks.

**F. STORM WATER MANAGEMENT PRACTICES**

The college is currently up to code and meets all requirements of local jurisdiction. The college approves and implements an approved NPDES plan for any project that disturbs more than one acre of soil.

**G. SEDIMENT AND EROSION PREVENTION**

Allegheny College obtains an approved erosion and sedimentation plan, and implements its contents for any projects that disturb more than an acre of soil.

**H. ADDITIONAL REQUIREMENTS FOR EPCRA, SECTION 313 FACILITIES**

Allegheny currently does not report any EPCRA 313 chemicals.

**I. CERTIFICATION REQUIREMENTS FOR NON-STORM WATER DISCHARGES**

Allegheny College has taken great measures to ensure non-storm water discharges do not occur. All chemicals stored inside the facility are stored in designated areas to minimize the potential for both inside and outside spills. All chemical outside have been safely secured and have adequate containment in the case of a spill.

**J. SIGNATORY REQUIREMENTS**

As noted, this program will undergo review by the Safety & Health Committee, under the supervision of the Environmental Compliance Coordinator, when necessary, with evidence of such review being documented and retained with this plan. The initial draft of this plan was developed and reviewed with the assistance of the facility's EH&S consultant's. A PE certification was obtained indicating that this plan meets the requirements set forth in the PADEP and USEPA regulations for PPC/SPCC Plan development.

## II. SPILL PREVENTION CONTROL AND COUNTERMEASURE SECTION

### 1.0) INTRODUCTION

Allegheny College, a national liberal arts college, is located on 520 north Main Street in Meadville, PA. The campus contains approximately 30 buildings, used for administrative, educational, and maintenance purposes, is spread out over 259 acres. Due to on-campus operations, the college stores over 6,300 gallons of oil products aboveground that are subject to SPCC regulations and used as fuel for on-site machinery, stored in transformers, etc. The remainder of this plan discusses the SPCC's regulation and applicability, provides a site description, and details Allegheny College's spill prevention, control, and countermeasure procedures.

#### 1.1 Applicability

Under 40 CFR Part 112, facilities are required to prepare, maintain, and implement a Spill Prevention Control and Countermeasure (SPCC) Plan if oil could potentially be spilled into navigable waterways, and if any of the following thresholds are exceeded:

- 1.) 42,000 gallons of oil is stored underground
- 2.) 1,320 gallons of oil is stored aboveground

Since Allegheny College stores greater than 1,320 gallons of oil aboveground (See: Appendix 1.2), and there is potential for oil to be discharged to surface waters, Allegheny College is subject to 40 CFR Part 112. Provided in sections 3 and 4 of this part of the plan are the procedures that will be followed by Allegheny College to prevent and contain the release of oil.

#### 1.2) Site Description

Allegheny College has approximately 2,100 students and 430 employees, and offers about 30 different majors. With the several different majors, there are a variety of on-campus activities. Due to the different on-campus activities, several projects involving oil are used and stored within the college campus including:

- Diesel fuel for machinery
- Oil within transformers
- Hydraulic oil used in elevators
- Used motor oil from maintenance of campus vehicles
- Food grease from food service operations

Table 1 lists major storage areas, locations, and product types. Section 2 depicts the location of major storage areas.

### 2.0) OIL STORAGE AREAS

Allegheny College maintains several different oil products within aboveground storage tanks. Used motor oil is stored in 30-gallon drums, while waste food grease is maintained in 55-gallon drums. Hydraulic oil is used and stored in elevators, and Allegheny College utilizes 20 transformers, which are located throughout the campus. Each of the storage locations is summarized in Table 1 and below. The actual location of these storage areas can be found in Appendix 1.2.

All filling operations for the following equipment, are done in the presence of trained Physical Plant personnel.



### 2.1) Aboveground Storage Tanks

Allegheny College utilizes a 1000-gallon double-walled aboveground steel storage tank for the storage of diesel fuel and gasoline. The area located between the two primary tanks will be tested for contamination to verify that the exterior shell still serves as secondary containment. The aboveground storage tank is shown on Appendix 1.2. The outer wall of the tank serves as secondary containment for the two primary tanks located inside. As further protection, the tank is located on a cement pad and surrounded by a fence, which is locked at all times, with access only to those authorized. The tank is located in a low traffic area. For loading/unloading purposes, the pumps are equipped with an overflow prevention device that shuts off and prevents an overflow or spill. All deliveries will be made by CDL certified drivers with HAZMAT certification. Because of secondary containment and the inspection program, major spills are not expected. Minor spills during filling operations should be confined to the concrete pad or surrounding gravel bed for easy cleanup. In addition, a 55-gallon spill clean-up drum is located near the storage tank for clean-up purposes. There is also a 52 gallon portable drum utilized for the transfer of oil for stationary equipment. The aboveground storage tank will be inspected on a monthly basis to ensure the validity of the primary containment tanks. Documentation of these inspections will be reviewed by the Health & Safety Committee and can be found as part of the Preventative Maintenance Plan.

### 2.2) Drum Storage Locations

Allegheny College utilizes a total of 7 drums for the containment of waste oil products. Two drums are 30-gallon drums that contain Waste Used Motor Oil. There are a total of Five 55 gallon drums for the storage of waste food oil. All drums are supplied with the appropriate secondary containment. Waste food oil drums stored outdoors are kept in secure, lockable enclosures with secondary containment. Drums that are kept indoors are situated on secondary containment pallets and are not accessible to unauthorized personnel. Small spill kits are located in all areas that contain any waste oil drum storage. All drums storage areas are inspected on a monthly basis. Documentation of these inspections will be reviewed by the Health & Safety Committee and can be found as part of the Preventative Maintenance Plan.

### 2.3) Transformers

Allegheny College has 20 transformers located throughout the campus. Each transformer contains mineral oil, which range in capacity from 68 gallons to 680 gallons. As transformer oil is recirculated for cooling, none is consumed, therefore filling operations for transformer oil are not necessary. For these transformers, Allegheny College has provided pits with open graded stone to retain spills. The purpose of these pits is to retain a spill, thereby preventing oil from reaching stormwater drains. If contaminated, the soil will then be removed. For some of the transformers, topographical features and distances to drains also provide secondary containment. Secondary containment is not required for transformers without containment as equivalent environmental protection is provided as discussed below:

- These transformers are in good operating condition and not expected to release or leak during normal operation. (All transformers were updated in 1997, therefore no transformers contain PCBs)
- As stated above, secondary containment is provided by topographical features, such as the slope of the area that would contain, or at least slow the migration of a spill to allow appropriate response to prevent the release from reaching a surface water.
- Transformers located in higher risk areas with no topographical controls (high vehicular traffic, near catch basin that discharges to storm water) have spill containment and control materials staged in the immediate area to contain potential

releases. Walls and other types of protection have been placed around transformers near vehicular traffic.

- Should a slow leak develop, it would show up on the pad on which the transformer is mounted and be discovered and mitigated during the monthly inspections of transformers that occur as part of the preventative maintenance program.
- Should a sudden failure occur, the transformer will immediately cease working and power will be lost, therefore the leak will be discovered quickly and appropriately cleaned up.
- There is no evidence to date of any past releases to surface waters from the transformers

#### 2.4 Elevators

Allegheny College utilizes a total of 11 elevators, which are located throughout the campus. Nine of the elevators contain hydraulic oil, which range in capacity from 50 to 135 gallons (See Table 1). A designated certified contractor performs elevator maintenance. Whenever hydraulic lines are drained or oil is added to the elevator oil reservoirs, Physical Plant personnel shall supervise these operations. Hydraulic oil for elevators is stored in separate room contiguous to the shaft. Diversionary barriers, dikes, absorbent materials, or similar are in place between elevator hydraulic oil tanks and any nearby floor drains, all of which are located indoors, and none of which connect to the storm sewer system.

Allegheny College Physical Plant personnel oversee all filling operations at transformers, elevators, and ASTs. Employees must monitor operations to prevent overfilling and minimize any releases.

### 3.0) RESPONSIBILITIES, ACTIONS, NOTIFICATIONS, AND REPORTING

#### 3.1) Responsibilities

The Allegheny College Physical Plant staff shall be responsible to carry out the procedures outlined herein.

#### 3.2) Actions (Spill Notification Procedure Sign Appendix 6)

1.) Any college employee or student noticing a release of oil, will immediately notify the Safety & Security Dispatcher by dialing 332-3357. The Safety & Security Dispatcher will collect the following information:

- 1.) What material was spilled?
- 2.) Is a fire involved?
- 3.) Extent of injuries, if any?
- 4.) Where was material spilled?
- 5.) Is the spill contained or on what surface ( grass, concrete, asphalt, etc.) did spill occur?
- 6.) What is the approximate surface area (sq ft) of the spill?
- 7.) Is the spilled material flowing off-site?
- 8.) How much material was spilled?
- 9.) What time was spill discovered?

A Spill Notification Sign is placed at all potential high hazard areas. These signs were created to help provide as much information as possible as to the severity of the spill and the proper response.

- 2.) The Safety & Security Dispatcher will then contact the Director of Safety & Security, who will contact all necessary emergency coordinators from that point.
  - 3.) All emergency coordinators will take appropriate actions based upon their responsibilities listed in the PPC section of this plan.
  - 4.) While awaiting actions decided by emergency coordinators, physical plant personnel shall immediately begin the containment process.
  - 5.) All contained material shall be removed immediately and placed into proper containers.
  - 6.) In the event that the spill is beyond the means of available manpower or materials available, an outside emergency response contractor shall be utilized.
- 3.3) Notification of a Reportable Spill  
See Appendix 4.

#### **4.0) Emergency Procedures**

All emergency spills shall be reported in the same manner, with emergency coordinators taking appropriate actions as to the severity of the spill. Evacuation procedures can be found in Appendix 2.

#### **5.0) Past Spill Experience**

According to the Environmental Compliance Coordinator, Richard Sandieson, Allegheny College has not experienced any known reportable spills over the last 20 years. There are no records of a reportable spill in the Department of Environmental Protection's system

#### **6.0) Potential Spill Prediction and Control**

Table 2 describes the potential type of failure(s), estimated amount of material which may be released, the probable flow directions of a spill, should one occur, and the existing secondary containment facility for each area of concern.

#### **7.0) Preventative Measures**

Allegheny College maintains Preventative Maintenance Program managed by a software database located in the Physical Plant Offices, which identifies the following:

- 1.) Identification of equipment and systems to which the program applies
- 2.) Periodic inspections of equipment
- 3.) Periodic testing of equipment
- 4.) Appropriate adjustment, repair, or replacement of parts, and
- 5.) Complete recordkeeping of all preventative maintenance activities, test, repairs, adjustments, etc.

The Physical Plant personnel are responsible for the Preventative Maintenance Program. Specific activities to perform for each inspection is part of inspection procedures, which can be found in Preventative Maintenance Program.

#### **8.0) Spill Abatement Equipment and Materials**

Due to the variety of practices throughout the campus, there are a variety of hazards that may occur. Allegheny College is aware of these hazards, and has provided all appropriate emergency equipment. Some of the equipment is located throughout the campus, such as fire extinguishers,

first aid supplies, and emergency lighting. The absorbent pads and spill kits are placed strategically across campus, for example, they are located by all waste oil drum storage, aboveground storage tank, and any other high concern areas. The following is a list of available equipment located at Allegheny College:

- Absorbent pads and rolls
- Portable spill kit
- Brooms, shovels, mops
- Fans
- Emergency lighting
- First aid supplies
- Personal Protective Equipment
- Tools
- Fire extinguishers
- Pumps

Additional equipment will become available upon any changes in hazard identification.

### **9.0) Security**

Prevention of unknown entry and access to Allegheny College is accomplished by several methods such as:

- All buildings are locked after normal operating hours
- All transformers and aboveground tanks are locked and accessible only to designated personnel
- Elevator mechanical rooms are locked at all times. Only authorized personnel have access to the keys.
- Waste motor oil drums are kept in doors, and will be locked after normal operating hours.
- Waste food oils are contained on spill pallets located inside of big blue bins, which protect the container from the weather. There are no locks for these bins due to the need for constant access.
- The campus has sufficient lighting to promote adequate security
- Allegheny Campus Security patrols the campus 24 hours a day, 7 days a week

### **10.0) Training**

Allegheny College is responsible for properly training, at a minimum, oil-handling personnel on the following subjects:

- The operation and maintenance of equipment to prevent oil discharge
- Oil discharge procedure protocols
- Applicable pollution control laws, rules, and regulations
- The contents of this plan

This training should be done initially upon job assignment. In addition Allegheny College will schedule and conduct spill prevention briefing on at least an annual basis to assure on-site personnel have an adequate understanding of the PPC/SPCC Plan for the college (See Appendix 8). Such briefings will highlight and describe known spill events and failures, malfunctioning components, and recently developed precautionary measures. The Health & Safety Committee, under the supervision of the Environmental Compliance Coordinator, will be responsible for coordinating these responsibilities.

**TABLE 1**  
**OIL STORAGE AREAS**  
**ALLEGHENY COLLEGE**  
**MEADVILLE, PA**

<b>Area (See App 2)</b>	<b>Identification /Storage Unit</b>	<b>Product</b>	<b>Quantity (Gallons)</b>	<b>Storage Container Type</b>
<b>Transformers</b>				
Carnegie	E11-3810 Transformer	Mineral Oil	123 gal	Pad Mounted
Red House	E11-3811 Transformer	Mineral Oil	68 gal	Pad Mounted
Science Bldg (Main)	E11-3812 Transformer	Mineral Oil	680 gal	Pad Mounted
Science Bldg	E11-3813 Transformer	Mineral Oil	394 gal	Pad Mounted
Quigley	E11-3814 Transformer	Mineral Oil	269 gal	Pad Mounted
Baldwin	E11-3815 Transformer	Mineral Oil	331 gal	Pad Mounted
Arter	E11-3816 Transformer	Mineral Oil	269 gal	Pad Mounted
Reis	E11-3817 Transformer	Mineral Oil	133 gal	Pad Mounted
Chapel	E11-3818 Transformer	Mineral Oil	68 gal	Pad Mounted
College Court	E11-3819 Transformer	Mineral Oil	162 gal	Pad Mounted
Pelletier	E11-3820 Transformer	Mineral Oil	343 gal	Pad Mounted
Murray	E11-3821 Transformer	Mineral Oil	132 gal	Pad Mounted
Tippie	E11-3822 Transformer	Mineral Oil	215 gal	Pad Mounted
Cafflish	E11-3823 Transformer	Mineral Oil	123 gal	Pad Mounted
Campus Center	E11-3824 Transformer	Mineral Oil	346 gal	Pad Mounted
Wise Center	E11-3825 Transformer	Mineral Oil	349 gal	Pad Mounted
Edwards	E11-3826 Transformer	Mineral Oil	133 gal	Pad Mounted
Robertson	E11-3827 Transformer	Mineral Oil	200 gal	Pad Mounted
Robertson	E11-3828 Transformer	Mineral Oil	45 gal	Pad Mounted
Robertson	E11-3829 Transformer	Mineral Oil	25 gal	Pad Mounted
Robertson	E11-3830 Transformer	Mineral Oil	25 gal	Pad Mounted

**TABLE 1**  
**OIL STORAGE AREAS**  
**ALLEGHENY COLLEGE**  
**MEADVILLE, PA**

<b>Area (See App 2)</b>	<b>Identification /Storage Unit</b>	<b>Product</b>	<b>Quantity (Gallons)</b>	<b>Storage Container Type</b>
<b>Elevators</b>				
Campus Center	ID# 016 Elevator	Hydraulic Oil	85 Gal	Steel container adjacent to shaft
Campus Center	ID# 017 Elevator	Hydraulic Oil	85 Gal	Steel container adjacent to shaft
Carnegie	ID# 011 Elevator	Hydraulic Oil	80 gal	Steel container adjacent to shaft
Carr	ID# 014 Elevator	Hydraulic Oil	50 gal	Steel container adjacent to shaft
Library	ID# 009 Elevator	Hydraulic Oil	110 gal	Steel container adjacent to shaft
Schultz	ID# 004 Elevator	Hydraulic Oil	50 gal	Steel container adjacent to shaft
Science Hall	ID# 010 Elevator	Hydraulic Oil	135 gal	Steel container adjacent to shaft
Wise	ID# 015 Elevator	Hydraulic Oil	85 gal	Steel container adjacent to shaft
Cochran	ID# 001	Hydraulic Oil	151 gal	Steel container adjacent to shaft
<b>Aboveground Storage Tanks</b>				
Robertson (Outside)	T1.1	Diesel Fuel	500 gal	Contained within Primary tank
	T1.2	Gasoline	500 gal	Contained within Primary tank
<b>Drums-55 Gallons</b>				
Brooks	D1	Waste Food Oil	55 gal	Steel Drum Outside Storage
Brooks	D2	Waste Food Oil	55 gal	Steel Drum Outside Storage
Campus Center	D3	Waste Food Oil	55 gal	Steel Drum Outside Storage
Campus Center	D4	Waste Food Oil	55 gal	Steel Drum Outside Storage
Schultz	D5	Waste Food Oil	55 gal	Steel Drum
Physical Plant	D6	Waste Used Motor Oil	30 gal	Polyethylene Drum
Robertson Field	D7	Waste Used Motor Oil	30 gal	Polyethylene Drum

**TABLE 2  
POTENTIAL SPILL PREDICTION AND CONTROL**

**ALLEGHENY COLLEGE  
MEADVILLE, PA**

Source	Total Volume/Mat.	Major Type of Failure	Volume Spilled	Direction of Flow	Secondary Containment
E11-3810 Carnegie	123 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 123	Into gravel basin	None
E11-3811 Red House	68 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 68	Into soil, no drains within reachable distance of stored amount of oil	None
E11-3812 Science (Main)	680 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 680	Surrounded on three sides by walls. Flow out in front of the unit to gravel basin	None
E11-3813 Science (Building)	394 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 394	Surrounded by diking to keep any spillage directly underneath unit	None
E11-3814 Quigley	269 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 269	Into soil, no drains within reachable distance of stored amount of oil (100')	None
E11-3815 Baldwin	331 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 331	Flow directly to gravel basin, filter into soil	None
E11-3816 Arter	269 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 269	Into soil, no drains within reachable distance of stored amount of oil (75')	None
E11-3817 Reis	133 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 133	Flow towards gravel basin, filter into soil	None
E11-3818 Chapel	68 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 68	Will flow into somewhat of catch basin underneath transformer	None
E11-3819 College Court	162 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 162	Flow into gravel basin, filter into soil	None
E11-3820 Pelletier	343 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 343	Into soil, no drains within reachable distance of stored amount of oil	None
E11-3821 Murray	132 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 132	Flow directly to gravel basin, filter into soil	None
E11-3822 Tippie	215 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 215	Flow directly towards gravel basin, filter into soil	None
E11-3823 Cafflish	123 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 123	Into soil, no drains within reachable distance of stored amount of oil	None
E11-3824 Campus Center	346 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 346	Into soil, no drains within reachable distance of stored amount of oil	None

ALLEGHENY COLLEGE – PPC / SPCC PLAN

TABLE 2

POTENTIAL SPILL PREDICTION AND CONTROL

ALLEGHENY COLLEGE  
MEADVILLE, PA

Source	Total Volume/Mat.	Major Type of Failure	Volume Spilled	Direction of Flow	Secondary Containment
E11-3825 Wise	349 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 349	Flow directly to gravel basin, filter into soil	None
E11-3826 Edwards	133 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 133	Flow towards gravel basin, filter into soil	None
E11-3827 Robertson	200 gal Mineral oil	Spill during transfer Leak during operation Container failure	50 10 200	Unit near gate – flow towards fields, no drains within reachable distance	None
E11-3828 Robertson	45 gal Mineral oil	Spill during transfer Leak during operation Container failure	45 10 45	Unit near baseball field, no drains within reachable distance	None
E11-3829 Robertson	25 gal Mineral oil	Spill during transfer Leak during operation Container failure	25 10 25	Unit near compost barn, no drains within reachable distance	None
E11-3830 Robertson	25 gal Mineral oil	Spill during transfer Leak during operation Container failure	25 10 25	Unit near tennis courts, no drains within reachable distance	None
ID# 016 Campus Center	85 gal hydraulic oil	Pump failure Spill during oil transfer	85 8		None
ID# 017 Campus Center	85 gal hydraulic oil	Pump failure Spill during oil transfer	85 8		None
ID# 011 Carnegie	80 gal hydraulic oil	Pump failure Spill during oil transfer	80 8		None
ID# 014 Carr	50 gal hydraulic oil	Pump failure Spill during oil transfer	50 5		None
ID# 009 Library	110 gal hydraulic oil	Pump failure Spill during oil transfer	110 11		None
ID# 004 Shultz	50 gal hydraulic oil	Pump failure Spill during oil transfer	50 5		None
ID# 010 Science Hall	135 gal hydraulic oil	Pump failure Spill during oil transfer	135 13		None
ID# 015 Wise	85 gal hydraulic oil	Pump failure Spill during oil transfer	85 8		None
ID# 001 Cochran	151 gal hydraulic oil	Pump failure Spill during oil transfer	151 15		None
<b>Aboveground Storage Tanks</b>					
T1.1 Robertson	500 gal diesel fuel			Flow into rocks	Outer shell of double walled tank
T1.2 Robertson	500 gal gasoline			Flow into rocks	Outer shell of double walled tank



**TABLE 2**  
**POTENTIAL SPILL PREDICTION AND CONTROL**  
**ALLEGHENY COLLEGE**  
**MEADVILLE, PA**

<b>Drums-55 Gallons</b>					
Brooks	D1	Waste Food Oil	55 gal	NA	Spill containment pallet
Brooks	D2	Waste Food Oil	55 gal	NA	Spill containment pallet
Campus Center	D3	Waste Food Oil	55 gal	NA	Spill containment pallet
Campus Center	D4	Waste Food Oil	55 gal	NA	Spill containment pallet
Schultz	D5	Waste Food Oil	55 gal	NA	Spill containment pallet
Physical Plant	D6	Waste Used Motor Oil	30 gal	NA	Spill containment pallet
Robertson Field	D7	Waste Used Motor Oil	30 gal	NA	Spill containment pallet

**Appendix 2: Emergency Evacuation Plan**

**EMERGENCY EVACUATION PROCEDURES**

**A. Building Evacuation**

1. Alarm activations switches are located throughout each building and can be activated by any employee or student witnessing an emergency situation which warrants evacuation.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. All buildings are connected to the Office of Safety and Security. Therefore, the Safety & Security Department (332-3357) will be promptly notified.
3. All buildings have emergency evacuation routes posted in conspicuous areas throughout each building.
4. Assist the disabled in exiting the building.
5. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, firelanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly points. After any head counts, go to the Henderson Campus Center (Shafer Auditorium) for evacuations. If this is the site of the threat, then proceed to the Brooks Dining Hall.
6. Do not return to an evacuated building unless you are told to do so by a College official.

Important: After any evacuation, report to your designated area assembly point. Remain there until an accurate headcount is taken. The Building Emergency Coordinator, (*Resident Director or Resident Assistant in residence halls and Department Secretary in Academic buildings-see following pages*), should take attendance and assist in the accounting for all building occupants.

**B. Campus Evacuation**

A campus evacuation will occur upon the orders of the College President or designee.

1. Full Campus Evacuation
  - a) When a full campus evacuation is indicated, all college operations will be suspended.
  - b) Non-essential college employees will be asked to return to their homes.
  - c) Resident and non-resident students will be sent home. Students will be asked to report to specified locations for evacuation from the campus area.
2. Partial Evacuation
  - a) During a partial campus evacuation, all or most college operations will continue.
  - b.) Displaced students and offices will be housed in temporary accommodations.

**The possible temporary accommodations include, but are not limited to, lounges and common areas of residence halls, the Campus Center, Wise Center, Montgomery Gym, and academic classroom/lecture halls. Off-campus housing, such as motels or area schools may be utilized if available/necessary.**

**Appendix 2.1 Building Contact Names and Numbers**

Physical Plant	3868, Patty Woods & 2861, Andy Naples
Reis Hall /Residence Life	3865, Peggy O'Brien & 4356, Rosie Choffel
Off Hours Cell Phone 720-7061	Residence Life on Call, Next RD, Next RA
Summer Programs	4348, Liz Andracki
Winslow Health Center	4380 or 4381, Sue Plunkett / Kathy Eves
Housekeeping	877-706-7196, Mike Kohlman, all shifts 877-708-1387, Campus Center 877-708-4264, Wise Center 877-708-1373, Marilyn Frisina, 3 <sup>rd</sup> shift 4362, Office
Food Service / Sodexho	2317, Ron Simko
Admissions / Financial	4351, Claudia Higham & 2701, Jan Malliard
Alden Hall	3629, Pauline Lanzine & 2881, Chair. Bob Cupper
Arter Hall / Play Shop	2370, Samantha Stephens & 3415, Gail Kralj
Bentley Hall	6755, Pam Higham & 2357, Pam McCurdy
Bio Building	5360, Linda Sutley
<i>Steffee Hall of Life Sciences</i>	<i>5363, Brenda Metheny</i>
Campus Center	2754, Tricha Gregor
Carnegie Hall	5361, Patricia Kantz & 2390, Dave Anderson
Carr Hall	5364, Ruth Dunton & 5334, Rob Timlin
Montgomery Gym	2813, James Reedy
Murray Hall	2760, Rich Metzger
Odd Fellows	724-1864, Judy Ireland
Pelletier Library	3362, Linda Bills
Media Services	3364, Helen McCullough
Robertson Field	2925, Rick Porter, Recycling 6757 or 3757, Ted Wiard, Pole Barn
Ruter Hall	3354, Rosalind Macken & 3389, Phillip Wolfe
Quigley Hall	3360, Linda Mauro & 2385, Lisa Funk
Wise Center	3351, Bonnie Mailliard & 2811, Jeff Groff
Development	5910, Phyllis Hoople

**Appendix 2.1 Building Contact Names and Numbers**

Physical Plant	Announce over Safety & Security Radio
Residence Life	2923, Kathy Ziga AC Baldwin ; 3422, Josh Nolan, Ass't Director, Joe Miller, Director (Beeper)
Off Hours, Cell Phone 720-7061	Residence Life on Call, Next RD, Next RA
Summer Programs	4348, Liz Andracki
Winslow Health Center	4380 or 4381, Sue Plunkett / Kathy Eves
Housekeeping	877-706-7196, Mike Kohlman, all shifts 877-708-1387, Campus Center 877-708-4264, Wise Center 877-708-1373, Marilyn Frisina, 3 <sup>rd</sup> shift
Food Service / Sodexo	5373, Food Court
Admissions / Financial Aid	4351, Claudia Higham & 2701, Jan Malliard
Alden Hall	2875, Rachel O'Brien
Arter Hall / Play Shop	2303, TV Studio, Mike Keeley
Bentley Hall	5953, Barb Steadman
Bio Building	5360, Linda Sutley
<i>Steffee Hall of Life Sciences</i>	<i>5363, Brenda Metheny</i>
Campus Center	2373, Information Desk & 5373, Lee Gilbert
Carnegie Hall	5361, Patricia Kantz & 2390, Dave Anderson
Carr Hall	5331, Shafiq Rahman
Montgomery Gym	2813, James Reedy
Murray Hall	2760, Rich Metzger
Odd Fellows	724-1864, Judy Ireland
Pelletier Library	3768, Circulation
Media Services	4784, Desk
Robertson Field	2925, Rick Porter, Recycling 2747, Ted Wiard, Pole Barn
Ruter Hall	3354, Rosalind Macken & 3389, Phillip Wolfe
Quigley Hall	3347, Howard Tamashiro & 3345 or 3360, Bob Seddig
Wise Center	7529, Desk M-F 0700-1000 Sat. 0800-1000 Sun. 1200-1000
Development	5910, Phyllis Hoople

**Appendix 3: Notification List of Emergency Contacts**

ALLEGHENY COLLEGE SAFETY & SECURITY	(814) 332-3357 or 3373
PHYSICAL PLANT	(814) 332-5378 or 2860
DEAN OF STUDENTS	(814) 332-4356
COUNSELING CENTER	(814) 332-4368
WINSLOW HEALTH CENTER	(814) 332-4355
MEADVILLE CITY POLICE	(814) 724-6100
MEADVILLE FIRE DEPARTMENT	(814) 724-6200
AMBULANCE SERVICE	(814) 911
CRISIS LINE (Psychological Crisis)	(814) 724-2732
CRAWFORD COUNTY EMERGENCY MANAGEMENT	(814) 333-7317
PENNSYLVANIA STATE POLICE	(814) 332-6911
PENNSYLVANIA STATE HEALTH DEPARTMENT	(814) 332-6947
PA EMERGENCY MANAGEMENT	1-800-424-7362
DEP (MEADVILLE) BUREAU OF WASTE MANAGEMENT	(814) 332-6848
DEP MEADVILLE (8 AM TO 5 PM – DAN HOLLER)	(814) 332-6945
DEP MEADVILLE (24 hr)	(800) 373-3396
DEP HARRISBURG	(800) 541-2050
ECS&R (spill response/cleanup/disposal)	(814) 425-7773
PA FISH COMMISSION	(814) 437-5774
EPA NATIONAL RESPONSE CENTER	(800) 424-8802
AMERICAN RED CROSS	(814) 337-3241
SALVATION ARMY	(814) 724-3738

**Appendix 4: Reporting Emergency Events Procedure**

In the event of an emergency, the Environmental Compliance Coordinator determines if the plant has had an emission, discharge, fire or explosion that would threaten human health or the environment, he must immediately notify the Crawford County Emergency Management Agency (911 or (800) 223-3008) and notify the DEP Northwest Regional Office (814-332-6945 or 800-373-3396).

The following should be reported:

1. Name of person reporting the incident.
2. Name and location of the facility.
3. Phone # where the person reporting can be reached.
4. Date, time and location of the incident.
5. Brief description of the incident, nature of the materials or waste involved, extent of injuries, possible hazards to human health or the environment.
6. Estimate of materials or waste spilled.
7. The extent of contamination of land, water or air.

During the emergency, the emergency coordinator must take all reasonable measures necessary to ensure that fire, explosion, emission or discharge does not occur or reoccur or spread. These measures include where applicable, stopping manufacturing processes, collecting and containing released materials or waste, and removing or isolating containers.

After the emergency, appropriate monitoring must be maintained to ensure further spills, releases, fires or explosions do not occur.

Within 15 days after the incident, this facility must submit a written report on the incident to the PA Department of Environmental Protection. The report must include:

1. Name, address and telephone # of the person filing the report
2. Name, address and telephone # of the facility
3. Date, time and location of the incident
4. A brief description of the circumstances causing the incident
5. Description of the estimated quantity of materials or waste involved.
6. An assessment of any contamination to land, water or air that may have occurred
7. Estimated quantity of materials or waste from the incident that may have been recovered
8. A description of what actions the installation intends to take to prevent a similar occurrence in the future

Such report should be sent to:

Pennsylvania Department of Environmental Protection - North West Regional Office  
Attn: Environmental Cleanup Program Manager  
230 Chestnut Street  
Meadville, PA 16335

**Appendix: 4 Cont. Reporting Emergency Events Procedure**

Within 60 days after a spill or release of greater than 1,000-gallons or after two spills of greater than 42- gallons within any 12 month period the Environmental Compliance Coordinatorg must file a written report of the event(s) to the following agency:

U.S. Environmental Protection Agency  
Region 3, Removal Branch  
Removal Enforcement and Oil Section (3HS32)  
1650 Arch Street  
Philadelphia, Pennsylvania 19103-2029

The EPA report must include:

- Name of the facility
- Your Name
- Location of facility
- Maximum storage or handling capacity of the facility and normal daily throughput
- Corrective action and countermeasures you have taken, including a description of equipment repairs and replacement
- An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary
- The cause of the discharge, including a failure analysis of the system of subsystem in which the failure occurred
- Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- Such other information as the Regional Administrator may reasonably require pertinent to the Plan or spill event

The EPA may conduct an inspection of the site and review this Plan if 1,000-gallons or more of oil is spilled to a navigable waterway, of there are two or more reportable spills to the NRC in a calendar year. Following the inspection and review, the EPA may require facility modifications and/or operational changes to minimize the possibility of future spills.

**Appendix: 5 Certification of the Applicability of the Substantial Harm Criteria Checklist**

**Facility Name:** Allegheny College  
**Facility Address:** 520 North Main Street  
Meadville, PA 16335

1. Does the facility transfer oil over water and does the facility have a total storage capacity greater than or equal to 42,000 gallons?

- Yes  
 No

2. Does the facility have a total storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus freeboard to allow for precipitation within any aboveground oil storage tank area?

- Yes  
 No

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at distance (as calculated using the formula in Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife see Appendices 1, 11, and 111 to DOC/NOAA's Guidance for Facility and Vessel Response environments (Section 10-, Appendix E, 40CFR 112 for availability) and the applicable Area Contingency plan.

- Yes  
 No

4. Does the facility have a total storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using appropriate formula in attachment C-111, Appendix C 40CFR 112 or a comparable formula\*) such that a discharge from the facility would shut down a public drinking water intake\*\*?

- Yes  
 No

5. Does the facility have a total capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 within the last 5 years?

- Yes  
 No

**CERTIFICATION**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and based on my inquiry of those individuals responsible for obtaining this information I believe that the submitted information is true, accurate and complete.

Engineer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix: 6 Spill Notification Procedures**

# SPILL NOTIFICATION



# PROCEDURES

1.) Any college employee or student noticing a release of oil, will immediately notify the Safety & Security Dispatcher by dialing 332-3357. The Safety & Security Dispatcher will collect the following information:

- What material was spilled?
- Is a fire involved?
- Extent of injuries, if any?
- Where was material spilled?
- Is the spill contained or on what surface ( grass, concrete, asphalt, etc.) did spill occur?
- What is the approximate surface area (sq ft) of the spill?
- Is the spilled material flowing off-site?
- How much material was spilled?
- What time was spill discovered?

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Appendix: 7 Training Sheets

General training covering elements of this plan is provided to affected employees working on campus, based on job requirements and working environment. This training will include recognizing spill situations and reporting hazards to appropriate personnel. These training sessions are based upon employees in attendance. Campus emergency response personnel and emergency coordinators receive specific training associated with this plan, including specific responsibilities outlined in this plan. Training occurs initially with each new employee, annually with affected employees

Training Course: \_\_\_\_\_

Training Date: \_\_\_\_\_

Employee Name	Signature	Department

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Appendix: 8 List of Hazardous Materials Storage Rooms, Laboratories, and Hazardous Waste Accumulation Areas.

BUILDING	AREA	Floor	Department
Alden Hall	2	Ground Floor	Geology
Alden Hall	3	Ground Floor	Geology
Carnegie Hall	002	Ground Floor	Psychology
Carnegie Hall	005	Ground Floor	Psychology
Carnegie Hall	007	Ground Floor	Psychology
Carr Hall	229	Second Floor	Chemistry
Carr Hall	230	Second Floor	Chemistry
Carr Hall	108	First Floor	Chemistry
Carr Hall	101A	First Floor	Physics
Carr Hall	104	First Floor	Physics
Carr Hall	112	First Floor	Physics
Carr Hall	114	First Floor	Physics
Carr Hall	143	First Floor	Physics
Carr Hall	231	Second Floor	Chemistry
Doane Hall of Art	A1 Clay Studio	Ground Floor	Art
Doane Hall of Art	A202 Print Studio	Second Floor	Art
Doane Hall of Art	A208 Painting Studio	Second Floor	Art
Doane Hall of Art	A209 Design Studio	Second Floor	Art
Doane Hall of Art	A210 Drawing Studio	Second Floor	Art
Doane Hall of Art	A212 Photography Darkroom	Second Floor	Art
Doane Hall of Chemistry	C004	Ground Floor	Chemistry
Doane Hall of Chemistry	C004A	Ground Floor	Chemistry
Doane Hall of Chemistry	C004B	Ground Floor	Chemistry
Doane Hall of Chemistry	C004C	Ground Floor	Chemistry
Doane Hall of Chemistry	C011	Ground Floor	Chemistry
Doane Hall of Chemistry	C012	Ground Floor	Chemistry
Doane Hall of Chemistry	C013	Ground Floor	Chemistry
Doane Hall of Chemistry	C017	Ground Floor	Chemistry
Doane Hall of Chemistry	C019	Ground Floor	Chemistry
Doane Hall of Chemistry	C101	First Floor	Chemistry
Doane Hall of Chemistry	C104	First Floor	Chemistry
Doane Hall of Chemistry	C105	First Floor	Chemistry
Doane Hall of Chemistry	C107	First Floor	Chemistry
Doane Hall of Chemistry	C108	First Floor	Chemistry
Doane Hall of Chemistry	C110	First Floor	Chemistry
Doane Hall of Chemistry	C111	First Floor	Chemistry
Doane Hall of Chemistry	C113	First Floor	Chemistry
Doane Hall of Chemistry	C114	First Floor	Chemistry

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Doane Hall of Chemistry	C115	First Floor	Chemistry
Doane Hall of Chemistry	C204	Second Floor	Chemistry
Doane Hall of Chemistry	C207	Second Floor	Chemistry
Doane Hall of Chemistry	C208	Second Floor	Chemistry
Doane Hall of Chemistry	C209	Second Floor	Chemistry
Doane Hall of Chemistry	C210	Second Floor	Chemistry
Doane Hall of Chemistry	C211	Second Floor	Chemistry
Doane Hall of Chemistry	C213	Second Floor	Chemistry
Doane Hall of Chemistry	C214	Second Floor	Chemistry
Doane Hall of Chemistry	Hazardous Waste CAA	Ground Floor	Physical Plant
Doane Hall of Chemistry	Universal Waste CAA	Ground Floor	Physical Plant
Playshop Theater Scene Shop	Red Barn	Ground Floor	Theater Department
Physical Plant Building	Paint Shop	Ground Floor	Physical Plant
Physical Plant Building	Garage	First Floor	Physical Plant
Physical Plant Building	Lawn Chemicals Storage	Ground Floor	Physical Plant
Physical Plant Building	Plumbing Shop	First Floor	Physical Plant
Physical Plant Building	HVAC Shop	First Floor	Physical Plant
Robertson Athletic Field	Grounds Shop	Pole Building	Physical Plant
Robertson Athletic Field	Composting Facility	Pole Building	Physical Plant
Steffee Hall of Life Sciences	B001	Ground Floor	Biology
Steffee Hall of Life Sciences	B001C	Ground Floor	Biology
Steffee Hall of Life Sciences	B001D	Ground Floor	Biology
Steffee Hall of Life Sciences	B004C	Ground Floor	Biology
Steffee Hall of Life Sciences	B107	First Floor	Biology
Steffee Hall of Life Sciences	B108	First Floor	Biology
Steffee Hall of Life Sciences	B109	First Floor	Biology
Steffee Hall of Life Sciences	B110	First Floor	Biology
Steffee Hall of Life Sciences	B111	First Floor	Biology
Steffee Hall of Life Sciences	B117	First Floor	Biology
Steffee Hall of Life Sciences	B119	First Floor	Biology
Steffee Hall of Life Sciences	B123	First Floor	Biology
Steffee Hall of Life Sciences	B205	Second Floor	Biology
Steffee Hall of Life Sciences	B206	Second Floor	Biology
Steffee Hall of Life Sciences	B208	Second Floor	Biology
Steffee Hall of Life Sciences	B209	Second Floor	Biology
Steffee Hall of Life Sciences	B210	Second Floor	Biology
Steffee Hall of Life Sciences	B212	Second Floor	Biology
Steffee Hall of Life Sciences	B215	Second Floor	Biology
Steffee Hall of Life Sciences	B216	Second Floor	Biology
Steffee Hall of Life Sciences	B217	Second Floor	Biology
Steffee Hall of Life Sciences	B221	Second Floor	Biology
Steffee Hall of Life Sciences	B302	Third Floor	Biology
Steffee Hall of Life Sciences	B304	Third Floor	Biology
Steffee Hall of Life Sciences	B305	Third Floor	Biology
Steffee Hall of Life Sciences	B307	Third Floor	Biology
Steffee Hall of Life Sciences	B309	Third Floor	Biology

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Steffee Hall of Life Sciences	B314	Third Floor	Biology
Steffee Hall of Life Sciences	B315	Third Floor	Biology
Steffee Hall of Life Sciences	B316	Third Floor	Biology
Steffee Hall of Life Sciences	B317	Third Floor	Biology
Steffee Hall of Life Sciences	B321	Third Floor	Biology
Pool Chemicals Storage Shed	Behind Wise		Physical Plant

All chemical handling laboratories also contain satellite accumulation areas

Laboratory Chemical Storage Rooms

Physical Plant Chemical Storage Rooms

Central Hazardous Waste Accumulation Areas

Appendix: 8.1 Boiler Chemical Storage Rooms

Building	Input (BTU/Hour)	Output (BTU/Hour)	Max Known (Input or Output)	Room
Alden Hall		1,701,000	1,701,000	006A
Arter Hall	2,520,000		2,520,000	13
Baldwin Hall	1,000,000	880,000	1,000,000	B132
Bentley Hall	1,428,000		1,428,000	B2A
Cafilisch Hall		2,828,000	2,828,000	39
Campus Center	650,000		650,000	S4
	4,850,000	3,880,000	4,850,000	
	4,850,000	3,880,000	4,850,000	
Carnegie Hall	2,080,000	1,684,800	2,080,000	002A
Carr Hall	4,474,000	3,550,000	4,474,000	135A
Chapel	1,260,000	1,058,400	1,260,000	B001
Cochran Hall	1,820,000	1,512,000	1,820,000	002A
College Courts	1,000,000		1,000,000	
Crawford Hall	500,000	440,000	500,000	B4
	500,000	440,000	500,000	
Edwards Hall	1,300,000	1,053,000	1,300,000	113
Maintenance	2,080,000	1,372,000	2,080,000	B01
Montgomery			1,250,000	B8
Murray Hall	650,000	650,000	650,000	126
Newton Observatory	100,000		100,000	
Odd Fellows Building	2,627,000	1,611,800	2,627,000	G01
	350,000		350,000	
Pelletier Library	1,200,000	960,000	1,200,000	115
	1,200,000	960,000	1,200,000	
Phi Kappa Psi	167,000		167,000	B005
Quigley Hall	3,753,000	2,900,000	3,753,000	3
Ravine Hall	1,440,000	1,209,600	1,440,000	B001

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	1,440,000	1,209,600	1,440,000	
Red Barn - Scene Shop	120,000		120,000	
Red Barn - Costume Shop	75,000		75,000	
Reis Hall	990,000	831,000	990,000	4
Ruter Hall	500,000	420,000	500,000	M001
Schultz Residence Hall	3,392,000	2,724,000	3,392,000	164
	3,392,000	2,724,000	3,392,000	
South Highland Hall	1,000,000	500,000	1,000,000	B03
Stadium	1,250,000	1,000,000	1,250,000	
Steffee Hall		6,695,000	6,695,000	B005
		6,695,000	6,695,000	
Walker Annex	4,113,000	3,270,000	4,113,000	83
	4,113,000	3,270,000	4,113,000	
Wise Center	5,485,000	4,370,000	5,485,000	B01