



**UNIVERSITY OF DALLAS**

Facilities Department

**Spill Prevention Control & Countermeasures (SPCC) Plan  
TIER 1 Conditionally Exempt Small Quantity Generator**



University of Dallas  
1845 E. Northgate Drive  
Irving, Texas 75062

REVISION: 1/25/16

## Tier 1 CESQG Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). The University of Dallas will maintain a complete copy of the Plan at the facility.

### Facility Description

Facility Name UNIVERSITY OF DALLAS

Facility Address 1845 E. NORTHGATE DRIVE

City IRVING State TEXAS ZIP 75062

County DALLAS Tel. Number ( 972 ) 721 - 5297

Owner or Operator Name UNIVERSITY OF DALLAS

Owner or Operator Address 1845 EAST NORTHGATE DRIVE

City IRVING State TX ZIP 75062

County DALLAS Tel. Number ( 972 ) 721 - 5000

### I. Self-Certification Statement (§112.6(a)(1))

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I TONY HARDY certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This Plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the Plan;
6. This facility meets the following qualification criteria (under §112.3(g)(1)):
  - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and
  - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and
  - c. There is no individual oil storage container at the facility with an aboveground capacity greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report any oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2.]
3. Optional use of a contingency plan. A contingency plan:
  - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;
  - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;
  - c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and must include a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature \_\_\_\_\_ Title: ASSOCIATE DIRECTOR OF FACILITIES

Name TONY HARDY Date: \_\_\_\_\_

## II. Record of Plan Review and Amendments

### Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any SPCC Plan amendment as soon as possible, but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§§112.5(a), (c) and 112.6(a)(2))	
This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	<input checked="" type="checkbox"/>
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. [§112.6(a)(2)] [See Technical Amendment Log in Attachment 1.2]	<input checked="" type="checkbox"/>

### III. Plan Requirements

#### 1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers <sup>a</sup> and completely buried tanks <sup>b</sup> ) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimated number of containers, types of oil, and anticipated capacities are provided.		<input checked="" type="checkbox"/>
Oil Storage Container <i>(indicate whether aboveground (A) or completely buried (B))</i>	Type of Oil	Shell Capacity (gallons)
A – CARPENTER HALL TRANSFORMER DWH #2527065191	MINERAL	193
A – HAGGAR TRANSFORMER DWC #989001565	MINERAL	264
A – GORMAN TRANSFORMER DWW #65J6341	MINERAL	151
A – HAGGERTY SCIENCE TRANSFORMER DWW #65E010QVH	MINERAL	400
A – MAHER GYM TRANSFORMER DWG #Q582518-TOV	MINERAL	190
A – BRANIFF BLDG. TRANSFORMER DWCH #PDA-0102	MINERAL	323
A – PAINTING PRINTMAKING ART TRANS. DWC #989001400	MINERAL	195
A – ART HISTORY TRANSFORMER DWG #Q556091	MINERAL	250
A – CERAMICS ART TRANSFORMER DWC #989001400	MINERAL	195
A – SCULPTURE ART TRANSFORMER DWG #556071-TPR	MINERAL	230
A – MARGARET JONSSON THEATER TRANSFORMER DWC #0037009685	MINERAL	227
A – THERESA HALL TRANSFORMER DWG #P8042437TXE	MINERAL	185
A – MADONNA HALL TRANSFORMER DWC #9937007849	MINERAL	214
A – CATHERINE HALL TRANSFORMER DWG 3M07E14922	MINERAL	521
A – GREGORY HALL TRANSFORMER DWG #Q568559-TSS	MINERAL	225
A – ANSELM HALL TRANSFORMER WWC #929002758	MINERAL	202
A – FACILITIES TRANSFORMER DWG #Q568588-TSS	MINERAL	225
A – OLD DOMINICAN PRIORY TRANSFORMER DWABB #425632 INACTIVE – stored at Facilities Yard	MINERAL	141
A – THE WEST HALL TRANSFORMER DWG # M09B14679	MINERAL	366
A – LACROSSE FIELD TRANSFORMER DWG # Q5685531-TSS	MINERAL	180
A – SOFTBALL FIELD TRANSFORMER DWG #Q568554-TSS	MINERAL	265
A – SB HALL TRANSFORMER	MINERAL	400
A – HAGGERTY SCIENCE BUILDING ELEVATOR	HYDRAULIC	140
A – MADONNA HALL ELEVATOR	HYDRAULIC	193
A – BRANIFF LIBRARY ELEVATOR	HYDRAULIC	103

A – BRANIFF CLASSROOMS ELEVATOR	HYDRAULIC	149
A – MAHER GYM ELEVATOR	HYDRAULIC	201
A – HAGGAR KITCHEN SERVICE ELEVATOR	HYDRAULIC	151
A – HAGGER PASSENGER ELEVATOR	HYDRAULIC	151
A - FACILITIES YARD DIESEL FUEL TANK	DIESEL / UNLEADED FUEL	1000
A - HAGGER DOCK USED KITCHEN OIL CTNR.	KITCHEN OIL/GREASE	100
A – FACILITIES PORTABLE GENERATOR	DIESEL	50
A – FACILITIES DUMP TRUCK	UNLEADED FUEL	100
A – FACILITIES USED OIL CONTAINERS	PETROLEUM	110

<b>Total Aboveground Storage Capacity <sup>c</sup></b>	<u>7839</u>	gallons
<b>Total Completely Buried Storage Capacity</b>	<u>0.00</u>	gallons
<b>Facility Total Oil Storage Capacity</b>	<u>7839</u>	gallons

<sup>a</sup> Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

<sup>b</sup> Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility applicability threshold.

<sup>c</sup> Counts toward qualified facility applicability threshold

## 2. Secondary Containment and Oil Spill Control (§§112.6(a)(3)(i) and (ii), 112.7(c) and 112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment <sup>a</sup> is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	<input checked="" type="checkbox"/>

<sup>a</sup> Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided. See attachment 5:2.

<b>Table G-4 Containers with Potential for an Oil Discharge</b>					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method <sup>a</sup>	Secondary containment capacity (gallons)
<i>Bulk Storage Containers and Mobile/Portable Containers<sup>b</sup></i>					
A – FACILITIES FUEL TANKS	LEAK	1000	WEST	SKID CONTAINER	1408
A – FACILITIES PORTABLE GENERATOR	LEAK	50	Varied	CONTAINER PAN	60
A – FACILITIES DUMP TRUCK	LEAK	100	Varied	SORBENT PADS	N/A
A – HAGGAR DOCK USED KITCHEN OIL	LEAK	100	S/W	SECONDARY TANK	100
<i>Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)<sup>c</sup></i>					
CARPENTER TRANSFORMER	LEAK	193	NORTHEAST	SORBENT PADS	N/A
HAGGAR TRANSFORMER	LEAK	264	EAST	SORBENT PADS	N/A
GORMAN TRANSFORMER	LEAK	151	EAST	SORBENT PADS	N/A
HAGGERTY SCIENCE TRANSFORMER	LEAK	400	NORTHWEST	SORBENT PADS	N/A
MAHER GYM TRANSFORMER	LEAK	190	WEST	SORBENT PADS	N/A
BRANIFF BLDG. TRANSFORMER	LEAK	323	SOUTHWEST	SORBENT PADS	N/A
ART PAINTING TRANSFORMER	LEAK	195	NORTHWEST	SORBENT PADS	N/A
ART HISTORY TRANSFORMER	LEAK	250	NORTHWEST	SORBENT PADS	N/A
ART CERAMICS TRANSFORMER	LEAK	195	EAST	SORBENT PADS	N/A
ART SCULPTURE TRANSFORMER	LEAK	230	EAST	SORBENT PADS	N/A
MJT TRANSFORMER	LEAK	227	EAST	SORBENT PADS	N/A
THERESA HALL TRANSFORMER	LEAK	185	WEST	SORBENT PADS	N/A
MADONNA HALL TRANSFORMER	LEAK	214	WEST	SORBENT PADS	N/A
CATHERINE HALL TRANSFORMER	LEAK	521	WEST	SORBENT PADS	N/A
GREGORY HALL TRANSFORMER	LEAK	225	WEST	SORBENT PADS	N/A
ANSELM HALL TRANSFORMER	LEAK	202	NORTH	SORBENT PADS	N/A
FACILITIES TRANSFORMER	LEAK	225	SOUTHWEST	SORBENT PADS	N/A
OLD PRIORY TRANSFORMER – INACTIVE – stored at Facilities Yard.	LEAK	141	NORTHWEST	SORBENT PADS	N/A

THE WEST HALL TRANSFORMER	LEAK	366	SOUTHWEST	SORBENT PADS	N/A
LACROSS FIELD TRANSFORMER	LEAK	180	NORTHWEST	SORBENT PADS	N/A
SOFTBALL FIELD TRANSFORMER	LEAK	265	NORTHWEST	SORBENT PADS	N/A
SB HALL TRANSFORMER	LEAK	366	NORTHWEST	SORBENT PADS	N/A
HAGGERTY SCIENCE ELEVATOR	LEAK	140	N/A	RETAINING WALLS/ SORBENTS	700
MADONNA ELEVATOR	LEAK	193	N/A	RETAINING WALLS/ SORBENTS	700
BRANIFF LIBRARY ELEVATOR	LEAK	103	N/A	RETAINING WALLS/ SORBENTS	700
BRANIFF CLASSROOMS ELEVATOR	LEAK	149	N/A	RETAINING WALLS/ SORBENTS	700
MAHER GYM ELEVATOR	LEAK	201	N/A	RETAINING WALLS/ SORBENTS	700
HAGGAR KITCHEN ELEVATOR	LEAK	151	N/A	RETAINING WALLS/ SORBENTS	700
HAGGAR PASSENGER ELEVATOR	LEAK	151	N/A	RETAINING WALLS/ SORBENTS	700
FACILITIES USED OIL CONTAINER	LEAK	110	OIL WATER SEPERATOR	SEATED INSIDE SECONDARY CONTAINER	200
<i>Piping, Valves, etc.</i>					
<b>NOT APPLICABLE</b>					
<i>Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)</i>					
<b>NOT APPLICABLE</b>					
<i>Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)</i>					
<b>NOT APPLICABLE</b>					

<sup>a</sup> Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

<sup>b</sup> For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

<sup>c</sup> For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

**3. Inspections, Testing, Recordkeeping and Personnel Training (§§112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)):**

<b>Table G-5 Inspections, Testing, Recordkeeping and Personnel Training</b>	
An inspection and/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. [§§112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4)]	<input checked="" type="checkbox"/>
<p>The following is a description of the inspection and/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility:</p> <p>The transformers, elevators, diesel tank, used kitchen oil container, and mobile equipment will be inspected on a monthly basis. No 5-year or 10-year internal inspections are required because of the size and location of the regulated containers.</p>	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. [§112.7(e)]	<input checked="" type="checkbox"/>
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. [§112.7(e)] <b>[See Inspection Log and Schedule in Attachment 3.1]</b>	<input checked="" type="checkbox"/>
Inspections and tests are signed by the appropriate supervisor or inspector. [§112.7(e)]	<input checked="" type="checkbox"/>
<b>Personnel, training, and discharge prevention procedures [§112.7(f)]</b>	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. [§112.7(f)]	<input checked="" type="checkbox"/>
A person who reports to facility management is designated and accountable for discharge prevention. [§112.7(f)] Name/Title: <b>Greg Goodrich – Technical Crafts Crew Supervisor 972-721-5015</b>	<input checked="" type="checkbox"/>
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. [§112.7(f)] <b>[See Oil-handling Personnel Training and Briefing Log in Attachment 3.4]</b>	<input checked="" type="checkbox"/>



#### 4. Security (excluding oil production facilities) §112.7(g):

**Table G-6 Implementation and Description of Security Measures**

Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area.



The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:

##### **Physical Security**

The University of Dallas Office of Campus Safety [Charles Steadman, Supervisor 972-721-4041] patrols and secures the campus facilities 24-hours per day, seven days a week to prevent unauthorized access and vandalism to oil containing equipment. Facilities shop is monitored by video surveillance cameras at all times.

##### **Facilities Staff**

During standard business hours of operation, Facilities staff that have key access to storage or mechanical areas shall never allow unauthorized access to those areas and shall maintain those areas in as secure a manner as possible. Access to these areas by contracted persons shall be granted by the HVAC supervisor or the AD.

##### **Access Control**

Non Facilities staff shall not have issued key access to mechanical or storage areas where valves or chemicals are kept. The Facilities yard fuel AGT shall always remain locked-out (keys are located with the Mechanic) and video camera surveillance is maintained to that area and is monitored in the Services Administrators office.

Authorized Facilities staff has been trained in vehicle fueling procedures and shall always maintain the pumps in a locked condition when not in immediate use.

## 5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and 112.7(a)(5)):

**Table G-7 Description of Emergency Procedures and Notifications**

The following is a description of the immediate actions to be taken by Facilities personnel in the event of a discharge to navigable waters or adjoining shorelines [§112.7(a)(3)(iv) and 112.7(a)(5)]: **Detailed plans are located in the document titled: "Facilities Response Plan (HAZWOPER)". This document is part of the Health Safety & Environmental Plans handbook for the Facilities Department.**

### **Once a spill / leak is discovered:**

1. Using radio communications immediately, report the spill on radio Channel 2 to Facilities Maintenance Base giving the location, and if possible the type of spill [petroleum, kitchen oils, or CBRN].
2. Base will immediately notify [in this order] The Associate Director of Facilities, the First Responder Crew Supervisor, the Director of Facilities, auxiliary Facilities personnel, the Campus Safety Office (CSO), then any other staff the Director or AD wishes to contact. If the spill is of a magnitude that requires a more aggressive response, the contracted response provider, "RESTORx of Texas" (972-471-1111) shall be notified. Only the Director or AD of Facilities shall make the decision to contact "RESTORx".
3. First Responder trained staff shall respond and don appropriate PPE before entry into the spill site to assist in the containment. Hazcom trained staff shall be on stand-by for secondary assistance if required.
4. Once on the site the First Responder crew supervisor shall assume control of the containment operation, and shall order responder staff to begin containment operations.
5. Sorbent and absorbent products are to be deployed and diking procedures followed as ordered by the First Responder crew supervisor. Facilities base shall insure that sufficient materials are present to accommodate this operation either from the use of stationed spill kits or reserve supplies.
6. Once containment operations have begun the First Responder crew supervisor will begin status reports over the radio or in person to the AD or Director of Facilities requesting whatever additional materials or staff is needed to contain the spill.
7. Once the spill is contained and no further danger of contamination is present, the AD will determine the most effective course of action/cleanup to follow. The deployment of UD staff, or contractually retained clean-up service shall be determined by the AD, & the site will be secured and remain so until the spill is removed and the area is decontaminated.
8. If the spill is of a nature that requires the evacuation of a building or part of Campus, the Director or AD must coordinate with CSO. The Director will also contact the University senior administrative staff and the Director of Student Life. The Director or AD shall also authorize the notification of outside environmental agencies and or City/County/State agencies.
9. Any post incident announcement to media or outside authorities / agencies will be made by the senior staff or their appointees. And only under their direct orders.

### **Addendum1:1 AGT 1000 GALLON FUEL TANK**

One tank with two compartments is vaulted inside a secondary containment vessel. One 500 gallon compartment contains unleaded fuel; the other 500 gallon compartment contains dyed diesel fuel. The vessel is situated so that in the event of a leak the fuel will run into an oil/water separator located in the vehicle washing bay. The containment vessel is inspected regularly by the authorized attendant (the vehicle mechanic) for leaks and condensation. This vessel has been inspected and approved by the City of Irving Fire Marshall.

**6. Contact List (§112.7(a)(3)(vi)):**

Table G-8 Contact List	
Contact Organization / Person	Telephone Number
National Response Center (NRC)	1-800-424-8802
Cleanup Contractor(s) RESTORx	972-417-1111
<b>Key Facility Personnel</b>	
Designated Person Accountable for Discharge Prevention: TONY HARDY – ASSOCIATE DIRECTOR OF FACILITIES	Office: 972-721-5297
	Emergency(cell): 214-837-7821
GREG GOODRICH – TECHNICAL CREW SUPERVISOR & Chemical Spill First Responder Team Leader	Office: 972-721-5015
	Emergency (cell): 903-292-7014
JERRY HABA – DIRECTOR OF FACILITIES	Office: 972-721-5018
	Emergency: (cell)214-837-7822
CAMPUS SAFETY DEPARTMENT	Office: 972-721-5305
	Emergency: 972-721-2911
State Oil Pollution Control Agencies TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)	512-239-1000
Other State, Federal, and Local Agencies USEPA REGION 6 OFFICE	214-665-7321
Local Fire Department IRVING FIRE DEPARTMENT	911 (& non-emergency number) 972-721-2514
Local Police Department IRVING POLICE DEPARTMENT	911 (& non-emergency number) 972-273-1010
Hospital IRVING BAYLOR EMERGENCY ROOM	972-579-8110
Other Contact References (e.g., downstream water intakes or neighboring facilities) 1.CITY OF IRVING  2. Mr. Rodrick Jones LEPC – DLS. COUNTY 509 Main St., Ste. 305 Dallas 75202	1.972-721-2600 – CITY MAIN NUMBER  2. LEPC Phone: 214-653-7980 Spill Phone: LEPC No. or 911 E-Mail: <a href="mailto:rodrick.jones@dallascounty.org">rodrick.jones@dallascounty.org</a>

## 7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines <b>[See Discharge Notification Form in Attachment 4]:</b> [§112.7(a)(4)]	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"><li>• The exact address or location and phone number of the facility;</li><li>• Date and time of the discharge;</li><li>• Type of material discharged;</li><li>• Estimate of the total quantity discharged;</li><li>• Estimate of the quantity discharged to navigable waters;</li><li>• Source of the discharge;</li></ul>	<ul style="list-style-type: none"><li>• Description of all affected media;</li><li>• Cause of the discharge;</li><li>• Any damages or injuries caused by the discharge;</li><li>• Actions being used to stop, remove, and mitigate the effects of the discharge;</li><li>• Whether an evacuation may be needed; and</li><li>• Names of individuals and/or organizations who have also been contacted.</li></ul>

## 8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
- (9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge

\* \* \* \* \*

# ATTACHMENT 1 – Five Year Review and Technical Amendment Logs

## ATTACHMENT 1.1 – Five Year Review Log

I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

Table G-13 Review and Evaluation of SPCC Plan for Facility			
Review Date	Plan Amendment		Name and signature of person authorized to review this Plan
	Will Amend	Will Not Amend	
November 2011	x	<input type="checkbox"/>	Vern Choquette Southwest Geoscience (Certification letter)
March 2012	x	<input type="checkbox"/>	Tony Hardy/Steve Serna (document modification)
November/ December 2012	x	<input type="checkbox"/>	Tony Hardy/Steve Serna (document modification)
March 2013	x	<input type="checkbox"/>	Review & evaluation by HRP & Associates / ICUT peer auditors.
March 2013	x	<input type="checkbox"/>	Review and start modifications. Maps added Transformer Locations, Elevator Hydraulic oil locations, & Used oil containers and used kitchen oil container. by Steve Serna
August 2013	x	<input type="checkbox"/>	Final edits for prep to submit to Southwest Geoscience (PE) for approval. Steve Serna
September 9, 2013	x	<input type="checkbox"/>	Southwest Geoscience proofed document and returned with notes for corrections. Vern Choquette.
September 12, 2013	x	<input type="checkbox"/>	Received and corrected according to document from Southwest Geoscience. Submitted to Associate director for approval. Steve Serna
October 24, 2013	x	<input type="checkbox"/>	Corrected discrepancies in SPCC information.
January 25, 2016	x	<input type="checkbox"/>	Updated SPCC for SB Hall: transformers, and elevator capacities, & discharges.
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

## ATTACHMENT 1.2 – Technical Amendment Log

Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan.

**Table G-15 Description and Certification of Technical Amendments**

Review Date	Description of Technical Amendment	Name and signature of person certifying this technical amendment
3/2012	Map of spill flow direction areas around campus	Steve Serna
3/2012	Map of sorbent kit locations around campus	Steve Serna
12/10/12	Review and approval for document	Steve Serna / Tony Hardy
3/14/13	UPDATE OF DOCUMENT maps	Steve Serna
10/9/13	Additional sheet attached showing electrical transformers reported to Sate of Texas Tier II	Steve Serna
1/25/16	Additional sheet attached showing electrical transformers reported to Sate of Texas Tier II	Steve Serna

Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan.

## ATTACHMENT 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flow lines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment. **Not Required for This Facility**

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.	<b>X</b>
--	----------

Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 – Criteria for State, Local and Regional Oil Removal Contingency Plans – have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (§109.5) <sup>a</sup>	
(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	<b>X</b>
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including:	
(1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges.	<b>X</b>
(2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered.	<b>X</b>
(3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP).	<b>X</b>
(4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	<b>X</b>
© Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including:	
(1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally.	<b>X</b>
(2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated.	<b>X</b>
(3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	<b>X</b>
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including:	
(1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel.	<b>X</b>
(2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans.	<b>X</b>
(3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations.	<b>X</b>
(4) Provisions for varying degrees of response effort depending on the severity of the oil discharge.	<b>X</b>
(5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses.	<b>X</b>
(6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	<b>X</b>

<sup>a</sup> The contingency plan must be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP)

### ATTACHMENT 3 – Inspections, Dike Drainage and Personnel Training Logs

#### ATTACHMENT 3.1 – Inspection Log and Schedule

**Table G-16 Inspection Log and Schedule**

This log is intended to document compliance with §§112.6(a)(3)(iii), 112.8(c)(6), 112.8(d)(4), 112.9(b)(2), 112.9(c)(3), 112.9(d)(1), 112.9(d)(4), 112.12.(c)(6), and 112.12(d)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately <sup>a</sup>
12/2010	500 gal. AGT	VISUAL INSPECTION	CLEAR/CLEAN	GARY BARNES	<b>NO</b>
6/2011	500 gal. AGT	VISUAL INSPECTION	CLEAR/CLEAN	GARY BARNES	<b>NO</b>
12/2011	500 gal. AGT	VISUAL INSPECTION	CLEAR/CLEAN	GARY BARNES	<b>NO</b>
6/2012	500 gal. AGT	VISUAL INSPECTION	CLEAR/CLEAN	GARY BARNES	<b>NO</b>
11/2012	500 gal. AGT	VISUAL INSPECTION	CLEAR/CLEAN	GARY BARNES	<b>NO</b>



July 13, 2013	1000 AGT	INSTALLATION & INSPECTION	PASSED CITY INSPECTION BY FIRE MARSHAL	GARY BARNES	<b>YES</b>
September 5, 2013	1000 AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
10/9/13	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
11/8/13	1000 AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
12/2/13	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
01/02/2014	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
2/4/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>

3/3/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
4/2/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
6/3/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
7/2/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
8/6/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
10/31/14	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
1/6/15	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>

2/9/15	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
6/1/2015	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
9/10/15	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>
1/29/16	1000AGT	INSPECTION	CLEAN CLEAR	GARY BARNES	<b>YES</b>

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<sup>a</sup> Indicate in the table above if records of facility inspections are maintained separately at this facility.

### ATTACHMENT 3.2 – Bulk Storage Container Inspection Schedule – onshore facilities (excluding production):

To comply with integrity inspection requirement for bulk storage containers, inspect/test each shop-built aboveground bulk storage container on a regular schedule in accordance with a recognized container inspection standard based on the minimum requirements in the following table.

<b>Table G-17 Bulk Storage Container Inspection Schedule</b>	
<b>Container Size and Design Specification</b>	<b>Inspection requirement</b>
Portable containers (including drums, totes, and dump truck), transformers	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas
Secondary containment vessel (200 gallon) for Used Oil located behind the Facilities Mechanics Bay.	Visually inspected daily for signs of deterioration, discharges, or accumulation of oil.
1000 gallon AGT enclosed with secondary containment	Visually inspect quarterly for signs of deterioration, discharges or accumulation of oil inside diked areas.

**ATTACHMENT 3.4 – Oil-handling Personnel Training and Briefing Log****Table G-19 Oil-Handling Personnel Training and Briefing Log**

<b>Date</b>	<b>Description / Scope</b>	<b>Attendees</b>
May 21-24/2012	40 hour HAZWOPER course. Instructor Becky Johnson, ETI Trainers @ RESTORx of Texas campus.	Steve Serna, Greg Goodrich, Sky Housouer, Jim McGovern, Gary Barnes
August 7/2012	Hazardous Spills, and Respiratory Protection Instructor Steve Serna, UD @ UD campus.	Gary Barnes, Kurt Crawford, Greg Goodrich, Sky Housouer, Jim McGovern, Jeremy Nickleberry, JJ Youkhanna
June & August 2012	OSHA 10 HR. COURSE Instructor Romell Jackson w/ The Zenith Insurance Co. @ UD campus.	Kurt Crawford, Rosa Estrada, Greg Goodrich, Jerry Haba, Larry Harmon, Sky Housouer, Steve Serna, Tony Hardy
February 2013	OSHA Specialist in Safety & Health (SSH) Certification UT Arlington campus	Steve Serna
June 10, 2013	8 hour Annual Refresher for HAZWOPER Becky Johnson, ETI Trainers Instructor	Greg Goodrich, Sky Housouer, Jim McGovern, Gary Barnes

August 2013	Training with the AGT authorized attendant for procedures relating to inspection, use and maintenance of the 1000 gallon AGT.	Steve Serna, Gary Barnes
October 2013	Training conducted for all personnel using the 1000 gallon AGT for fuel dispensing and spill clean-up procedures.  A 45 gallon all weather container filled with absorbent lose matter and a non-sparking shovel placed at tank location for broadcast in case of a fuel spill.	Steve Serna, Gary Barnes
October 2013	Training conducted for all Facilities staff and ARAMARK manager over SPCC, chemical spill awareness.	Tony Hardy, Steve Serna

## ATTACHMENT 4 – Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center [also see the notification information provided in Section 7 of the Plan]:

Table G-20 Information provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name	<b>UNIVERSITY OF DALLAS</b>		
Facility Location (Address/Lat-Long/Section Township Range)	<b>1845 E. NORTHGATE DR. IRVING, TX 75062 LAT (NAD83):32.846687 LONG (NAD83):-96.921965</b>		
Name of reporting individual	<b>TONY HARDY</b>	Telephone <b>972-721-5297 (office)</b>	<b>214-837-7821 (cell)</b>
Type of material discharged	Mineral Oil	Estimated total quantity discharged	Gallons 5542
Source of the discharge	Electrical Transformers	Media affected	<input checked="" type="checkbox"/> Soil
			<input checked="" type="checkbox"/> Water (specify) <b>SWPPP</b>
			<input type="checkbox"/> Other (specify)
Actions taken	HAZWOPER 1 <sup>st</sup> responder team notified, and RESTORx of Texas.		
Damage or injuries	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)	Evacuation needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (specify)
Organizations and individuals contacted	<input type="checkbox"/> National Response Center 800-424-8802 Time		
	<input type="checkbox"/> Cleanup contractor (Specify) Time		
	<input type="checkbox"/> Facility personnel (Specify) Time		
	<input type="checkbox"/> State Agency (Specify) Time		
	<input type="checkbox"/> Other (Specify) Time		

Facility Name: UNIVERSITY OF DALLAS



**ATTACHMENT 5:1**

Spill Kits .pdf

**ATTACHMENT 5:2**

Spill Flow Directions pdf

**ATTACHMENT 5:3**

Transformer Locations

Building	Bldg#	Kva	Gallons	PCB's	Secondary V	Notes
Carpenter	1	300	193	No	208/120	Delta-Wye Howard Ind#2527065191
Haggar	4	500	264	No	208/120	Delta-Wye Cooper#989001565
Gorman**	6	225	151	No	208/120	Delta-Wye Westinghouse#65J6341
Haggerty Science	6	1000	400	No	208/120	Delta-Wye Westinghouse#65E010QVH
Maher	8	300	190	No	208/120	Delta-Wye Ge#Q582518-TOV
Braniff	9	1500	323	No	208/120	Delta-Wye Cutler Hammer#PDA-0102
Painting/Print Making (upper art)	12	225	195	No	208/120	Delta-Wye Cooper#989001400
Art History (upper art)	12	500	250	No	480/277	Delta-Wye Ge#Q556091
Ceramics	14	225	195	No	208/120	Delta-Wye Cooper#989001400
Sculpture	15	225	230	No	208/120	Delta-Wye Ge#556071-TPR
Margaret Jonnson Theater	18	225	227	No	208/120	Delta-Wye Cooper#0037009685
Theresa	18	300	185	No	208/120	Delta-Wye Ge#P8042437TXE
Madonna	19	300	214	No	208/120	Delta-Wye Cooper#9937007849
Catherine	20	300	521	No	208/120	Delta-Wye Ge#M07E14922
Gregory	24	300	225	No	208/120	Delta-Wye Ge#Q568559-TSS
Anselm**	26	500	202	No	208/120	Wye-Wye Cooper#929002758
Facilities	27	300	225	No	208/120	Delta-Wye Ge#Q568588-TSS
Old Dominican Priory – INACTIVE stored at Facilities Yard	27	300	141	No	208/120	Delta-Wye ABB#425632
SB Hall	34	100	400	No	208/120	Delta-Wye
West Hall	32	1500	366	No	480/277	Delta-Wye Ge# ***
Lacrosse	Athletic Field	112.5	180	No	480/277	Delta-Wye Ge#Q5685531-TSS
Softball	Athletic Field	225	265	No	480/277	Delta/Wye Ge#Q568554-TSS
<b>Total: as of 1/25/16</b>			<b>5542</b>	<b>38091.8</b>	Pounds	

Tier II reporting Electrical Transformers Reported to State of Texas

<p><b>Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b></p> <p><i>Specific Information by Chemical</i></p>	<p><b>Facility Identification</b>                  Name <u>UNIVERSITY OF DALLAS</u> TXT2 No: <u>73353</u>                  Street <u>1845 EAST NORTHGATE DRIVE</u>                  City <u>IRVING</u> County <u>DALLAS</u> State <u>TEXAS</u> Zip <u>75062</u>                  NAICS Code <u>61171</u> Dun &amp; Brad Number _____</p>	<p><b>Owner/Operator Name</b>                  Name <u>UNIVERISTY OF DALLAS FA</u> Phone <u>972-721-5000</u>                  Mail Address <u>1845 EAST NORTHGATE DRIVE, IRVING, TX 750</u></p>
	<p><b>Emergency Contact</b>                  Name <u>TONY HARDY</u> Title <u>ASSOCIATE DIREC</u>                  Phone <u>972-721-5297</u> 24 Hr. Phone <u>214-837-7821</u>                  Name <u>JERRY HABA</u> Title <u>DIRECTOR OF FA</u>                  Phone <u>972-721-5018</u> 24 Hr. Phone <u>214-837-7822</u></p>	
	<p><b>FOR OFFICIAL USE ONLY</b></p> <p>ID # _____                  Date Received _____</p>	

**Important: Read all instructions before completing form** Reporting Period From January 1 to December 31, 20 12  Check if information below is identical to the information submitted last year.

Chemical Description	Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential)  <i>Storage Locations</i>	Optional															
CAS <u>64742-53-6</u> Trade Secret _____ Chem. Name <u>UNIVOLT N 61B</u> <u>MINERAL OIL</u> Check all that apply: Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input checked="" type="checkbox"/> Gas <input type="checkbox"/> EHS _____ EHS Name <u>MINERAL OIL</u>	<input checked="" type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (acute) <input checked="" type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) <u>0</u> <u>4</u> Avg. Daily Amount (code) <u>0</u> <u>4</u> No. of Days On-site (days) <u>3</u> <u>6</u> <u>5</u>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:33%;">R</td><td style="width:33%;"></td><td style="width:33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>	R															<u>CAMPUS WIDE ELECTRICAL POWER TRANSFORMERS</u> _____ _____ _____	[ ]
R																				
CAS _____ Trade Secret _____ Chem. Name _____ Check all that apply: Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS _____ EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:33%;"></td><td style="width:33%;"></td><td style="width:33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																_____ _____ _____	[ ]
CAS _____ Trade Secret _____ Chem. Name _____ Check all that apply: Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS _____ EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:33%;"></td><td style="width:33%;"></td><td style="width:33%;"></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																_____ _____ _____	[ ]

<p><b>Certification (Read and sign after completing all sections)</b>                  I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through <u>28</u>, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.  <u>UNIVERISTY OF DALLAS FACILITIES DEPARTMENT</u></p>	<p><b>Optional Attachments</b>  <input checked="" type="checkbox"/> I have attached a site plan  <input type="checkbox"/> I have attached a list of site coordinate abbreviations  <input type="checkbox"/> I have attached a description of dikes and other</p>
--	--

Name and official title of owner/operator OR owner/operator's authorized representative

Signature

Date signed

safeguards measures