

Policy: **Petroleum Bulk Storage**  
Responsible for Policy: Environmental, Health and Safety

Policy Number: **E-9**  
Most recent approval date: December 2019

### **Policy Statement**

The New York State Department of Environmental Conservation (DEC) and the United States Environmental Protection Agency (U.S. EPA) regulate the storage and handling of oil and other petroleum products and specify appropriate procedures to implement in the event of an actual or suspected release of such products to the environment. Finger Lakes Community College will ensure compliance with all applicable environmental, health and safety regulations, including those related to petroleum management and tanks.

### **Reason for Policy**

To ensure compliance with applicable petroleum bulk storage requirements under the New York Environmental Conservation Law (ECL) and the regulations set forth at Title 6 of the New York Codes, Rules and Regulations (NYCRR), Part 613 et seq., as well as federal Spill Prevention Control and Countermeasure (SPCC) requirements set forth at 40 Code of Federal Regulations (CFR) Part 112.

### **Applicability of the Policy**

This policy applies to College personnel responsible for the inspection, care and maintenance of aboveground storage tanks and underground storage tanks that contain petroleum, as well as to personnel working in areas of the College where petroleum products may be otherwise stored or used.

### **Definitions**

Aboveground Storage Tank (AST): any stationary tank which is not entirely covered with earth or other material or any tank which can be inspected in a subterranean vault.

Carrier: a person who transports and transfers petroleum from one pipe or tank to another.

Petroleum: any petroleum-based oil of any kind which is liquid at 20°C under atmospheric pressure and has been refined, re-refined, or otherwise processed for the purpose of being burned as a fuel to produce heat or usable energy, or which is suitable for use as a motor fuel or lubricant in the operation or maintenance of an engine; waste oil which has been reprocessed or re-refined and which is being stored for sale or use as fuel or lubricant is considered petroleum. The definition of petroleum includes gasoline and diesel fuel.

### **Related Documents**

- 6 NYCRR Part 613-614 – Petroleum Bulk Storage Regulations
- 40 CFR Part 112 – Spill Prevention Control and Countermeasures
- DEC Petroleum Bulk Storage Registration Certificate
- FLCC’s Spill Prevention Control and Countermeasure Plan

### **Review date/action taken:**

- September 2011: original approval date
- September 2012: substantive revisions to policy
- July 2015: no revisions
- December 2019: non-substantive policy revision

## **Procedures**

College personnel responsible for petroleum management activities shall ensure compliance with all DEC requirements relating to the following:

- Registration of petroleum storage tanks
- Labeling
- Spill Prevention
- Overfill Prevention
- Applicable vapor recovery requirements
- Corrosion prevention
- Secondary containment
- Equipment specifications
- Tank closure requirements
- Release reporting

## Inspections

Designated College employees must periodically inspect petroleum 55 gallon drums and ASTs as specified in FLCC's Spill Prevention, Control and Countermeasures Plan.

- Visual inspections are conducted monthly for both 55 gallon drums and ASTs
- Visual inspections are conducted annually monthly for ASTs
- Formal external inspections and leak testing is required for ASTs
- Tank integrity tests are required for ASTs

Inspection records must be copied and sent to Facilities for retention. AST monthly inspection records must be maintained and made available to the DEC upon request for at least ten (10) years.

## Leak or Loss

If a loss of inventory or a leak is discovered, Facilities, and Environmental, Health and Safety must be notified immediately so the proper actions can be taken.

## Product Delivery and Transfer

Petroleum product transfers should be made during normal College operating hours to help ensure appropriate response in the event of a discharge/spill. A designated College employee must be present and maintain joint responsibility with the carrier for the transfer of petroleum product. The following procedure must be followed for all bulk petroleum product transfers:

### Prior to Transfer- Designated College Employee Responsibilities

- Be present during the entire transfer process.
- Provide spill protection (i.e., drain mats, drain plugs, etc.) for all drains (floor, storm water, etc.) to which the Petroleum may flow into in the event of a discharge (i.e., in the vicinity of the tank and fill port).
- Determine the available fill capacity of the tank and communicate this to the carrier.
- Verify the petroleum to be delivered is the same as contained in the tank.
- Verify the carrier's representative is qualified, knowledgeable and trained in the proper operation and delivery of the petroleum.

- Ensure that traffic in the immediate vicinity of the transfer process is effectively controlled or eliminated.
- Verify the carrier's vehicle is appropriately grounded during the transfer process.
- Ensure adequate communication with the carrier during the transfer process (i.e., 2-way radios set at a designated frequency, etc.)
- Once all of the above steps are completed, unlock the tank's fill port.
- Monitor the tank site during the entire fill procedure to ensure that the tank is not over filled and/or that pipes are not leaking.

#### Prior to Transfer- Designated Carrier Responsibilities

- The carrier may not hook up or transfer any petroleum unless a qualified College employee is present during the entire transfer process.
- Verify the integrity of the tank and its storage location.
- Verify the tank vent is open and unobstructed.
- Determine available fill capacity of the tank and then verify it with the qualified College employee.
- Verify with the College employee that the petroleum to be delivered is the same as contained in the tank.
- Inspect the vehicle and all equipment to be used during the transfer procedure (i.e., vehicle drain, outlet connections, transfer hose, equipment, etc.) to ensure proper function.
- Appropriately ground the vehicle.
- Be able to communicate with the College employee during the fill process.
- Remain at the fill location during the entire transfer process.

#### Prior to Departure - Designated College Employee Responsibilities

- Ensure that all of the carrier's fill equipment has been removed from the fill port.
- Inspect the fill area to ensure no residual petroleum remains in or around the fill area.
- Recap and lock the fill port.
- Retrieve the drain protectors and then place back in their appropriate storage area(s).

#### Prior to Departure – Designated Carrier Responsibilities

- Disconnect all transfer hoses and provide assurance for the capture of residual petroleum without discharge to the environment.
- Inspect the fill area to ensure no residual petroleum remains in or around the fill area; the carrier is responsible for delivery related spill clean-up.

#### **Forms/Online Processes**

- Monthly Aboveground Storage Tank Inspection Form

#### **Appendix**

- FLCC SPCC Plan

#### **Review date/action taken:**

- September 2011: original effective date
- September 2012: substantive revisions to procedures
- July 2015: no revisions
- December 2019: nonsubstantive revisions