



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

03 Aug 15

MEMORANDUM FOR All Military Units, Tenants, Other Military Services, Soldiers, Civilians and Contractors Traveling or Conducting Activities Within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-73, Spill Kit Requirements.

1. References.

- a. 40 Code of Federal Regulations, Part 112 – Oil Pollution Prevention.
- b. USAG-HI Spill Prevention Control and Countermeasures Plan (SPCCP), 09 Oct 09.
- c. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, 13 Dec 07.
- d. AR 350–19, The Army Sustainable Range Program, 30 Aug 05.

2. Applicability. This policy applies to all military units, tenants, other military services, Soldiers, Civilians and contractors traveling or conducting activities on all USAG-HI Installations, including but not limited to: Oahu range roads and training areas. This policy also applies to Army units operating tactical vehicles and convoys on Oahu public roads.

3. Background. State and federal laws prohibit the uncontrolled discharge of Petroleum Oil and Lubricant (POL) or other hazardous substances to groundwater, surface water or soil. Immediate actions must be taken to control, contain, and recover accidental spills. The most common cause of incidental spills on USAG-HI installations roads and training ranges are due to tactical vehicles and equipment leaks, drips, ruptured hoses or pipes and vehicular accidents.

4. Policy.

- a. All users of Army installations, ranges roads and training land on the island of Oahu, Hawaii are required to follow environmental protection measures and plan for contingencies in the event of equipment failure to ensure incidental spills of POL and other hazardous substances are promptly contained in order to minimize environmental impacts.

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b. USAG-HI requires that POL spill response equipment be kept onboard tactical vehicles, traveling alone or in convoy, while operating on USAG-HI or ranges and when traveling off USAG-HI installations on public roads. Access to adequate and readily available spill kits can make the difference between a catastrophic emergency spill and a release that can be controlled and prevented from further migration, infiltration or reaching waterways.

c. The spill recovery equipment and supplies shall be adequate to respond to small fuel tank, oil, radiator, or hydraulic fluid leaks and other likely potential small spill scenarios. Vehicle operators must check their spill kit inventory before departing to ensure they have the required supplies available. (A list of minimum supplies and equipment to be kept in tactical vehicles is provided in Appendix A.) Consumed spill response materials shall be promptly replenished. Absorbent material that is not saturated can be reused at the Unit/Organization's maintenance facility. Spent and saturated materials shall be promptly disposed of per the Installation's Hazardous Waste Management Plan (USAG-HI Regulation 200-4, 01 Jan 10), available for download at <http://www.garrison.hawaii.army.mil/command/documents.htm>.

d. All leaks and spills must be controlled and cleaned up immediately on the spot. Cleaning up spills is the responsibility of the unit or organization that caused the spill. When a spill occurs, care shall be exercised to prevent/minimize release onto soil or into streams and drainage systems. (Refer to Appendix B for basic spill containment and cleanup techniques.)

e. All spills must be verbally reported to the Directorate of Publics Work (DPW) Environmental Division (ED) within 15 minutes of initial discovery at:

Report to DPW Environmental Division	
Work Hours - Spill Line	656-1111
After Hours – DPW Work Order Desk	656-1275
After Hours – Installation Operation Center (IOC)	656-3272
Submit Spill Report Form (Appendix C) to DPW-ED	

Notify Your Unit/Organization Environmental Compliance Officer (ECO)

f. A written Spill Notification Form must be submitted to the DPW-ED as soon as possible, but no later than 8 hours after making the initial verbal notification. (The Spill Notification Form is enclosed at Appendix C and is also available for download at: <http://www.garrison.hawaii.army.mil/sustainability/SpillPreventionResponse.aspx>.)

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g. Each spill incident is unique. The site-specific conditions will dictate the cleanup procedures to be used. The DPW-ED has oversight responsibility to ensure cleanup levels meet regulatory standards and, depending on the situation, the DPW-ED may respond to the scene of a spill to supervise the cleanup operation, the ability of the responsible party to contain the substance, and the gravity and potential risks of the incident to the environment, wildlife and surrounding communities.

5. This policy is effective immediately and remains in effect until cancelled or superseded in writing.

6. The point of contact for this policy is the Environmental Division, Directorate of Public Works, 656-3106 or 656-3103.



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**Appendix A
Spill Response Supplies Inventory List for Minor POL Spills**

1. Personnel shall be familiar with the use of the equipment and supplies contained in their spill kit.
2. At a minimum, basic spill kits shall include the following per 3 vehicles:

Item	Quantity	National Stock Numbers (NSNs)
Drip pans	2	4910-00-287-2944
Granular absorbent or other loose absorbent		
<ul style="list-style-type: none"> • Dry sweep – clay, diatomaceous earth, or other loose bio-based absorbent 	30-40 lbs.	7930-00-269-1272
<ul style="list-style-type: none"> • Bio-based/biodegradable granular absorbent material 		4235-01-599-3952 4235-01-599-3952
Absorbent pads		
<ul style="list-style-type: none"> • Synthetic (oil only) polyethylene absorbent pads 	25	4235-01-415-9186
<ul style="list-style-type: none"> • Bio-based/biodegradable (oil only) cotton absorbent pads 		4235-01-451-8744
Pillows, mats		
<ul style="list-style-type: none"> • Synthetic (oil only) polyethylene absorbent pillows 	3	7930-01-353-6414
<ul style="list-style-type: none"> • Bio-based/biodegradable (oil only) cotton absorbent pads 		4235-01-572-3933
Socks and booms (Minimum 3 in diameter x10 ft. length)		
<ul style="list-style-type: none"> • Synthetic (oil only) polyethylene absorbent socks 	6	7930-01-353-6415
<ul style="list-style-type: none"> • Bio-based (oil only) cotton absorbent socks 		4325-01-572-3929
Durable plastic bags	25	
Brooms with non-sparking dustpans	1	
Straight edge non-sparking shovels (fabricated with non-ferrous metal, with a polypropylene coating on the blade, or fully fabricated from polypropylene)	3	
Spade shovels (for soil excavation)	3	
Chemical resistant patches and plugging compound, repair putty and cone plugs to temporarily stop leaks	1 Kit	
Nitrile Gloves	12	
Drum, 55 gal, removable cover (Kept at motor pool/maintenance facility)	1	8110-00-030-7780
Drum, 85 gal, overpack (Kept at motor pool/maintenance facility)	1	8110-01-101-4055
Chemical resistant splash goggles	2	
Note: <i>Other NSNs or vendor sources with comparable products for items listed above are also acceptable.</i>		

3. Available Local Vendor Sources:

- a. Dash Pacific: 808-230-2422:
http://www.dashpacific.com/Dash_Pac_catalog.html.
- b. Grainger: 808-423-0028: <http://www.grainger.com>.
- c. Safety Systems: 808-847-4017: <http://www.ssshinc.com>.

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Appendix B Spill Recovery Guidelines

1. For All Spills.

a. Refer to the Safety Data Sheet pertaining to the spilled substance for appropriate response actions.

b. For emergencies, or if substance is unknown, call 911.

c. Spills must be recovered immediately to preclude saturation on paved surfaces or into the ground and to prevent storm water runoff.

d. Ensure absorbent used is compatible with the substance spilled. There are various types of loose/granular absorbents, pads, pillows socks and booms that are optimized to absorb different types of liquid. Since there is no industry standard color-coding index that covers all brands of absorbents in the market, Units/Organizations must refer to the manufacturer's specifications for their proper application.

2. Preparation.

a. If possible, stop the source of the spill.

b. Park the leaking vehicle/equipment over concrete or asphalt surface whenever possible and safe to do so.

c. Place drip pan under the leak. Alternatively, place absorbent pads over impervious surface such as plastic bags or plastic sheeting to absorb the leak.

d. Immediately block off pathways to soil and drainage systems with socks, booms or use nonabsorbent barriers like spill blocker dikes and drain blockers/covers.

3. Recovery.

a. Hard Surfaces.

(1) Small spills on asphalt or paved surfaces are most easily recovered using granular absorbents. Note that absorbents do not neutralize a spill or make it less hazardous to personnel.

(2) Sprinkle the granular absorbent over the spill in sufficient quantity to absorb the spilled POL. Allow time to set and then work into the surface.

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(3) Sweep or collect used absorbent. In some cases a second application of granular absorbent may be necessary to completely recover the spill.

(4) Granular absorbents will generally be ineffective if raining. In that case, use hydrocarbon absorbent pads and booms, which only absorb oil (not water), to contain and absorb the spill. Note that certain bio-based/biodegradable granular absorbents are also functional in the rain.

(5) Used granular absorbent (dry sweep) shall be placed in a drum and properly marked with date and content (e.g., Spill Debris/hydraulic fluids, 05/19/15).

(6) Absorbent pads and rags can be placed in clear durable trash bags also labeled as per above example.

(7) Store spill debris at the Unit/Organization motor pool or maintenance facility Recyclable Material Shop Storage Point (RMSSP) until turned in to the installation 90-day Transfer Accumulation Point (TAP) by contacting the DPW-ED at 656-3097.

b. Soil or Grassy Surfaces.

(1) Spills on bare soil are rapidly absorbed into the ground and must be recovered quickly.

(2) Before digging, recover all free products that pooled on the ground. Use absorbent pads or pillows to absorb free product to decrease the amount of POL contaminated soil that must be removed.

(3) Excavate the soil by digging down and outwards recovering all stained soil. Continue digging until all stained soil is removed, plus six to twelve inches past visible staining to ensure all POL-contaminated soil is excavated. The DPW-ED will provide guidance on the extent of excavation required.

(4) Package contaminated absorbents and contaminated soil separately.

(5) Contaminated soil shall be placed in a drum and properly marked with date and content (e.g., Spill Debris/hydraulic fluids, 05/19/15).

(6) Absorbent pads and rags can be placed in clear durable trash bags also labeled as per the example above.

(7) Store spill debris at the Unit/Organization motor pool or maintenance facility RMSSP until turned in to the installation 90-day Transfer Accumulation Point (TAP) by contacting DPW-ED 656-3097.

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c. Waterways. Spills entering waterways or spills likely to enter waterways are much more serious. According to the Environmental Protection Agency (EPA), a spill of only one gallon of POL can contaminate one million gallons of surface water. Response to this type of spill will likely require specialized equipment, expertise and assistance from the Naval Facilities Engineering Command (NAVFAC) Hawaii or contract support from a qualified hazardous waste/materials spill response firm. The DPW-ED will provide coordination assistance with the appropriate trained hazmat responders and emergency cleanup agencies should this situation arise.

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Appendix C - USAG-HI Spill Notification Form

Regardless of amount of spill, all spills of oils, hazardous materials, or unknown chemicals must be immediately reported to the DPW Environmental Division Emergency Response Spill Line at 656-1111, followed up by written notification on this form. Any person who knowingly fails to report spills shall be liable for criminal penalty.

[FAX TO DPW ENVIRONMENTAL DIVISION AT (808) 656-1039]

A. Reporter Information (to be completed by reporting unit/activity)

Name (Last, First, Middle) _____ Phone _____

Position _____ Office symbol/company name _____

Company Address _____

Time/Date DPW Environmental Notified _____ Person notified _____ Location

of Spill _____ Time of Spill _____ Date of Spill _____

Substance spilled _____ Amount Spilled _____ Duration of Spill _____

Media into which the release/spill occurred or is likely to occur:

Air Soil Ground Water Concrete Asphalt Stream Ocean Other: _____

Amount entered waterway _____ Number of injuries _____ Number of deaths _____ Number evacuated _____

Actual damage _____

Cause of spill _____

Detailed description of clean-up actions _____

Preventive actions to be taken _____

SUBMITTED BY:

Name/title/phone number _____ Signature _____

B. Environmental Division Information (to be completed by DPW Environmental Division personnel)

>CERCLA RQ (40CFR 117, 302) (Y/N)

HEERO Notification (808) 586-4249/after hours 247-2191 ED staff _____

Notified at ____:____ on ____/____/____ Report number _____

Written Notification to be submitted: (Y/N) by ____/____/____ Person notified _____

LEPC Notification (808) 523-4121 (Honolulu)/Fax 524-3439 ED staff _____

Notified at ____:____ on ____/____/____ Person notified _____

NRC Notification (800-424-8802) ED staff _____

Notified at ____:____ on ____/____/____ Report number _____