

FORT NOVOSEL

Environmental Document

ENV-WA005: Primary Installation On-Scene Coordinator Spill Response and Abatement
(28 MARCH 2025)

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1.0 PURPOSE

This procedure provides detailed, step by step procedures for personnel responding as Primary - Installation On-Scene Coordinator for Fort Novosel.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This procedure applies to all DPW-ENRD personnel trained in spill response and listed in ISCP line 2 of Table C-1, *Emergency Coordinators and Members of On-Scene Control Group*.

3.0 DEFINITIONS

Term	Definition
ASWP	Alabama State Warning Point
DPS	Directorate of Public Safety
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Building 1121; Phone: 334-255-1657
EH&S	Environmental, Health and Safety
EPA	Environmental Protection Agency
IR-IOOSC	Initial Response – Installation On-Scene Coordinator
IRT	Installation Response Team
ISCP	Installation Spill Contingency Plan
LEPC	Local Emergency Planning Committee
NRC	National Response Center
P-IOOSC	Primary – Installation On-Scene Coordinator
RQ	Reportable Quantity
Spill Log	Three-ring binder kept in the DPW-ENRD office that includes pages to annotate spill details, maps of the airfields and a copy of the ISCP.

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4.0 RESPONSIBILITIES

Role	Responsibilities
DPW-ENRD	<ul style="list-style-type: none">• Provide oversight/coordination for spill clean-up activities• Activate IRT as necessary• Verify clean-up and decontamination is carried out correctly• Ensure compliance with installation, state and federal directives
DPS	<ul style="list-style-type: none">• Notify P-IOSC of spill event• Coordinating spill containment and control efforts• Coordinate emergency response actions until assisted by P-IOSC• Provide traffic control and firefighting assistance as required
Base Operation Support Contractor	<ul style="list-style-type: none">• Provide qualified personnel for IRT• Provide and operate required clean-up equipment• Perform clean-up operations in an efficient, environmentally compliant manner

5.0 PROCEDURE

5.1 Initial Response

- 5.1.1 When the Fort Novosel Emergency Response is activated for a spill, DPS 911 center (Station One) will contact personnel from the DPW-Environmental and Natural Resources Division (DPW-ENRD) using the call roster located in line 2 of Table C-1 in the ISCP. The 911 operator will begin calling with the first name on the list and continue down the list, in sequence, until someone is located to respond to the spill. This individual becomes the DPW P-IOSC. If notification is received from a source other than Station One, call Station One at their admin number (334-255-0247/0248) to verify spill and appropriate response.
- 5.1.2 The 911 operator will inform the P-IOSC of the amount and type of material spilled reported, the location of the spill and the condition of the spill (e.g. stopped, contained, cleaned-up).
- 5.1.3 P-IOSC will determine if on-site assistance is necessary. On-site assistance is necessary when:
- Reportable Quantity (RQ) of spilled material is exceeded or is in excess of an amount manageable for the team on-site,

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- The material reaches the soil, storm drain or a water of the state, or
 - Requested by IR-IOSC.
- 5.1.4 If the P-IOSC and IR-IOSC determine that on-site assistance is not necessary, arrangements will be made for the P-IOSC to conduct an after action inspection of the incident site to ensure proper clean-up and disposal of material.
- 5.1.5 P-IOSC will annotate the Spill Log with requested information.

5.2 On-Site Response (Non-Aircraft Crash)

- 5.2.1 If the P-IOSC and IR-IOSC determine that on-site assistance is necessary, the P-IOSC will give the IR-IOSC an estimated time of arrival on-site and leave as soon as possible to the site. Maps of the five main airfields are located in the Spill Log to assist the P-IOSC in locating spill sites. Stagefield locations and cantonment area street maps are posted on the wall in Bldg 1121.
- 5.2.2 Upon arrival at the site, the P-IOSC will report to the IR-IOSC who will brief the P-IOSC as to the current situation at the site and possible additional assistance necessary.
- 5.2.3 P-IOSC will determine if the spill is in a location or quantity that requires notification of State or Federal authorities. If so, P-IOSC will complete those notifications as required (see ISCP Table C-2, *Outside Agencies to be Notified by DPW-ENRD in the Event of a Reportable Oil Spill, Hazardous Material, or Extremely Hazardous Substance Spill/Release*, which can also be found in the Spill Log).
- 5.2.4 P-IOSC will determine if the organization responsible for the spill has the necessary training, experience, equipment and is willing to clean-up the spill site. If not, then the P-IOSC will activate the IRT by calling 334-255-9041/9042 and initiating an emergency work order. P-IOSC should provide information on what material has spilled, the location of the spill, a facility number if applicable, a contact phone number, and DPW-ENRD customer code (FV). If digging deeper than 4 inches will be required, an emergency dig permit will also be initiated. To ensure rapid response, the P-IOSC should then contact the Base Operation Support Contractor's EH&S Coordinator (334-405-2074 or 334-618-3958) or the Roads and Grounds Manager (334-405-2315).
- 5.2.5 When the IRT arrives, the P-IOSC will provide the IRT Team Lead information on the amount and type of material spilled, the location of the spill, what area needs clean-up, and special material disposal procedures. P-IOSC will coordinate with IR-IOSC the release of the DPS Emergency Response Team at this time, if appropriate.

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- 5.2.6 IRT Team Lead will supervise site clean-up and material disposal with P-IOSC providing oversight and guidance when necessary.
- 5.2.7 IRT Team Lead will determine when the spilled material and contaminated soil, etc., is adequately cleaned-up. If P-IOSC concurs, spill response is ended.

5.3 On-Site Response (Aircraft Crash)

- 5.3.1 In case of a downed aircraft, the P-IOSC will respond as described in Section 5.2.1.
- 5.3.2 Upon arrival at the site, the P-IOSC will report to the IR-IOSC who will brief the P-IOSC as to the current situation at the site and possible additional assistance necessary. Additionally, the P-IOSC will coordinate with the Safety Officer in charge of the site investigation.
- 5.3.3 The P-IOSC will ensure that no contaminants are leaving the site and entering storm drains or waters of the state. If necessary, the P-IOSC will initiate action to stop and clean-up the contamination without compromising the safety investigation.
- 5.3.4 Once the safety officer in charge releases the site, the P-IOSC will activate the IRT and take action as described in Section 5.2.

5.4 After Action

- 5.4.1 P-IOSC will coordinate with Base Operation Support Contractor for recovery of the spill site (e.g. fill dirt, reseeding or surface repair).
- 5.4.2 P-IOSC will ensure organization responsible for the spill completes AVCOE Form 2718, *Spill Notification Report*, within 24 hrs of the spill and that it is provided to DPW-ENRD Spill Response Coordinator.
- 5.4.3 P-IOSC will complete the Spill Log.
- 5.4.4 P-IOSC will brief the DPW-ENRD Environmental Management Branch Chief and Spill Response Coordinator with information on spill response activities, reporting actions taken, and additional assistance needed.
- 5.4.5 P-IOSC will ensure any reports required are completed in a timely manner. (See ISCP, Section 10.2).
- 5.4.6 Spill residue that is contaminated with F24 or diesel may be brought to the main cantonment area for management prior to disposal. If the location is non-contiguous to the main cantonment area, spill response materials contaminated with any other hazardous material or hazardous waste must be stored at the location where the spill occurred. The DPW-ENRD Hazardous Waste Program Manager will profile all waste prior to disposal. Until this determination is made,

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the containers should be labeled "Pending Analysis", "Spill Residue", and the type of material spilled. All containers of spill residue will be managed as hazardous waste in accordance with procedures in the Hazardous Waste Management Plan upon generation until otherwise characterized.

5.5 Reporting Requirements

5.5.1 Any spill over 1,000 gallons that is not in a secondary containment structure, or any spill that reaches surface waters (stream, creek, river, lake, pond, etc.) in "harmful quantities" must be immediately reported by telephone to the following organizations using the contact information provided in Section 5.6:

- National Response Center (NRC),
- Alabama State Warning Point (ASWP),
- County Emergency Management Agencies (EMAs)
- Local Emergency Planning Committee (LEPC),
- EPA Atlanta Emergency Response,
- Fort Novosel Installation Operation Center (IOC),
- Fort Novosel Public Affairs Office (PAO), and
- Army Operations Center (AOC).

5.5.2 If a spill reaches surface waters, the County Environmental Health Department and the County Game Warden must be notified immediately.

5.5.3 If assistance is needed to control spills of oil to navigable waters, the U.S. Coast Guard Marine Safety Office should be called.

5.5.4 All spills in excess of 25 gallons must be reported immediately to the ASWP. Notification of the County EMA is also necessary if the spill is considered an off-site release.

5.5.5 All spills or releases of a hazardous substance (hazardous material or hazardous waste) in quantities equal to or exceeding, in any 24-hour period, a "reportable quantity" as listed in the Title III List of Lists (ISCP Appendix G) must be immediately reported by telephone to the following organizations using the contact information in Section 5.6:

- NRC,
- ASWP,
- County EMAs,
- EPA Atlanta Emergency Response,
- IOC, and
- AOC.

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- 5.5.6 Any sewage or sewage sludge spill that reaches surface waters must be reported immediately to the following organizations:
- ASWP,
 - County EMAs,
 - County Environmental Health Department,
 - County Game Warden,
 - IOC, and
 - AOC.
- 5.5.7 The Fort Novosel PAO must also be notified immediately if a spill or release could impact the public, if there are public or media queries, or if the incident requires public notification or involvement.
- 5.5.8 Any time a report is made to an outside agency, complete AVCOE Form 2727, *Emergency Release Notification (Follow Up)* and submit as applicable.

5.6 Contact Numbers

Appendix B in the Spill Book contains all applicable contact numbers. Personnel on call for spill response outside of regular business hours will have a current copy of this appendix accessible when responding to spill events.

6.0 FORMS AND RECORDS

AVCOE Form 2718, *Spill Notification Report*
AVCOE Form 2727, *Emergency Release Notification (Follow Up)*

7.0 REFERENCES

Installation Spill Contingency Plan (ISCP)
Title III List of Lists
Hazardous Waste Management Plan (HWMP)
Spill Book Appendix B