

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-24</b>
<b>Subject:</b> <b>FUEL OIL SPILLAGE</b>	<b>Date of Issue:</b> <b><u>5/1/82</u></b> <b>Rescission :</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>5/1/82</b>

I. Policy

II. Procedures

A. Provisions of Code of Maryland Regulations No. 08.05.04.07.

1. Prior to filling tanks, liquid level readings must be taken and the measurements recorded.
2. Oil storage tanks shall not be filled completely to allow for expansion.
3. Spill (spilling) is defined as any loss of control or release of oil or other hazardous substance that moves or is capable of moving into the aquatic environment.
4. Any person discharging or permitting the discharge of oil, or any person, either actively or passively participating in the discharge or spilling of oil into the waters of the State, whether from a land-based installation, including vehicles in transit, or from any vessel, ship or boat of any kind, may not knowingly fail to report he incident immediately to the appropriate federal authority and to the Administration, and may not knowingly fail to remain available until clearance to leave is given by the appropriate officials.
5. The required report of an oil spill or discharge may be made in person, in writing, or by telephone to the Administration and shall include:
  - a. Date/time of discharge
  - b. Location of discharge
  - c. Type and quantity of oil
  - d. Assistance required
  - e. Name, address, and telephone number of the person making the report
  - f. All other pertinent and necessary information
6. After the removal and cleanup work has been completed, the person responsible for the spill shall prepare a complete written report of the occurrence and promptly submit the report to the Administration. The written report shall include the following information:
  - a. Date, time, and place of spill
  - b. Amount and type of oil spilled

- c. Complete description of circumstances contributing to the spill
  - d. Complete description of containment, removal, and cleanup operations including costs of the operations
  - e. Procedures, methods, and precautions instituted to prevent a recurrence of an oil spill from the facility involved
  - f. Any other information considered necessary or required by the Administration for a complete description of the spill incident
7. Notification received pursuant to this regulation or information obtained by the exploitation of notification may not be used against the person in any criminal case, except a prosecution for perjury or for giving a false statement.
  8. Responsibility for the prompt control, containment and removal of any oil spilled shall be with the person responsible for the illegal discharge and shall remain with him until removal of spilled oil has been accomplished to the satisfaction of the Department of Natural Resources.

B. Interpretations

1. Spillage is interpreted by the WRA Enforcement Division to mean any spillage including leakage, drippage or flash back from nozzles when filling in any quantity.
2. Administration as referred to above means the "Water Resources Administration."
3. The responsibility for reporting spills and cleanup is shared equally by the Board of Education and the contract hauler.

C. Board of Education Procedures

1. In the event of spillage, as defined above, the Principal or the person designated by the Principal should call the Operations Department to report the spillage. The information, in 5 and 6 above, will be requested. The Operations Department will then notify the Department of Natural Resources as required. A copy of this report will be furnished the Principal.
2. The Lead Custodian at each building shall be the person designated to coordinate the cleanup operation with the contract hauler to insure that the cleanup is accomplished acceptably and that the interest of the Board of Education is protected. The Lead Custodian should contact the Operations Department when the cleanup has been accomplished to report the information in 6 above.

Approved:

Stuart Berger  
Superintendent