



MILLER ENVIRONMENTAL GROUP, INC.

**CPR 460: PV-20 SUBMARINE CABLE REPLACEMENT
SUBMARINE TRANSMISSION LINE DECOMMISSIONING
PLATTSBURGH, NEW YORK
GRAND ISLE, VERMONT**

SPILL PREVENTION, CONTAINMENT AND CONTINGENCY PLAN

APRIL 2015

REVISED APRIL, 1 2016

Prepared For:

**New York Power Authority
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White Plains, New York 10601**

Prepared By:

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INTRODUCTION

The purpose of this Spill Prevention, Containment and Contingency (SPCC) plan is to describe measures to be implemented by Miller Environmental Group, Inc. (MEG) to prevent oil discharges from occurring, and to prepare all affected personnel to be able to respond in a safe, effective, and timely manner to mitigate the impacts of a discharge at the designated work zones.

MANAGEMENT APPROVAL

MEG is committed to maintaining the highest standards for preventing discharges of oil to navigable waters and the environment through the implementation of this SPCC Plan. This SPCC Plan has the full approval of the MEG management and MEG has committed the necessary resources to implement the measures described in this Plan.

Slade McFadden is the MEG Designated Person Accountable for Oil Spill Prevention during the field operations associated with the PV-20 Submarine Cable Replacement and has the authority to commit the necessary resources to implement the Plan as described. At the start of the project the MEG Designated Person will conduct a Discharge Prevention Briefing to all crews working on the project. The briefing will discuss the details of this plan and any task specific items that may apply.

TABLE 0-1 MEG CONTACT INFORMATION

Spill Coordinator:	Slade McFadden: 631.208.6443 (cell)
Alternate Spill Coordinator:	To be Determined
Alternate Spill Coordinator	To be Determined



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PART I – GENERAL FACILITY INFORMATION

1. NYPA CUMBERLAND HEAD – SUBMARINE CABLE – GRAND ISLAND TRANSITION STATION

a. SITE INFORMATION:

Facility Name: Cumberland Head’s Substation
 Type of Facility: Electric Transmission System
 Facility’s Latitude/Longitude: N44.7020° W73.3827 °
 Year of Initial Facility Operation: 1958
 Maximum Cable Storage Capacity: 1,197-gallons (7 cables @ 171 gallons/ cable)
 Maximum Tank Storage Capacity: 230-gallons

b. CONTACT INFORMATION

The Designated Person Accountable for overall oil spill prevention and response at the facility, also referred to as the site’s “Spill Response Coordinator” (SRC), is the Spill Coordinator, 24-hour contact information is provided in Table 1.1.

TABLE 1-1 FACILITY CONTACT INFORMATION

Spill Response Coordinator:	Jon Mayette: 315.764.6850 (office) 315.323.2042 (cell) 315.388.5309 (home)
Alternate Spill Response Coordinator:	Calvin Smith: 315.764.6854 (office) 315.244.7637 (cell) 315.262.2877 (home)
Transmission Spill Coordinator	Joseph Robertaccio: 315.792.8268 (office) 315.617.2559 (cell) 315.733.1916 (home)



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2. VELCO GRAND ISLE TRANSMISSION SUBSTATION

a. SITE INFORMATION:

Facility Name: VELCO Substation
 Type of Facility: Electric Transmission System
 Facility's Address: 4A Champlain Landing
 Year of Initial Facility Operation: 1958
 Maximum Cable Storage Capacity: 1, 197-gallons (7 cables @ 171 gallons/ cable)
 Maximum Tank Storage Capacity: 200-gallons

b. CONTACT INFORMATION

The Designated Person Accountable for overall oil spill prevention and response at the facility, is the Spill Response Coordinator (SRC), 24-hour contact information needs to be provided by VELCO prior to start of field operations.

TABLE 1-2 FACILITY CONTACT INFORMATION

1 st Spill Response Coordinator:	Tim Follensbee	802-770-6423 (work) 802-342-6267 (cell) 802-742-2509 (pager)
2 nd Spill Response Coordinator:	Brian Connaughton	802-770-6227 (work) 802-343-4323 (cell)
VELCO System Operator	VELCO Control Center, if Tim or Brian cannot be reached	802-770-6261
VELCO Emergency Line	Use for emergency situations only	802-770-6260

3. FACILITY / SITE DIAGRAMS

The following figures are attached at the end of this plan: Figure 1- General Work Site Location Map; Figure 2 - NYPA-Cumberland Head Site Plan; Figure 3 - VELCO Grand Isle Site Plan; and Figure 4 – Lake Champlain Site Plan



4. Oil Storage CONTAINERS

a. NYPA CUMBERLAND HEAD SUBSTATION

Table 1-3 identifies the conservator tanks associated with the NYPA Cumberland Head Substation

TABLE 1-3: CHARACTERISTICS OF OIL CONTAINERS AT CUMBERLAND HEAD SUBSTATION

Item	Type	Construction	Primary Contents	Location	Capacity (gallons)
1	AST	Plain steel, single wall	Dielectric oil	Tank Containment	20
2	AST	Plain steel single wall	Dielectric oil	Tank Containment	20
3	AST	Plain steel	Dielectric oil	Tank Containment	20
4	AST	Plain steel	Dielectric oil	Tank Containment	20
5	AST	Plain steel	Dielectric oil	Tank Containment	20
6	AST	Plain steel	Dielectric oil	Tank Containment	20
7	AST	Plain steel	Dielectric oil	Tank Containment	15
8	AST	Plain steel	Dielectric oil	Tank Containment	15
9	AST	Plain steel	Dielectric oil	Tank Containment	20
10	AST	Plain steel	Dielectric oil	Tank Containment	20
11	AST	Plain steel	Dielectric oil	Tank Containment	20
12	AST	Plain steel	Dielectric oil	Tank Containment	20
				Total	230



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b. VELCO SUBSTATION

Table 1-4 identifies the conservator tanks associated with the VELCO Grand Isle Substation

TABLE 1-4: CHARACTERISTICS OF OIL CONTAINERS AT VELCO GRAND ISLE SUBSTATION

Item	Type	Construction	Primary Contents	Location	Capacity (gallons)
1	AST	Plain steel, single wall	Dielectric oil	Tank Containment	20
2	AST	Plain steel single wall	Dielectric oil	Tank Containment	20
3	AST	Plain steel	Dielectric oil	Tank Containment	20
4	AST	Plain steel	Dielectric oil	Tank Containment	20
5	AST	Plain steel	Dielectric oil	Tank Containment	15
6	AST	Plain steel	Dielectric oil	Tank Containment	15
7	AST	Plain steel	Dielectric oil	Tank Containment	15
8	AST	Plain steel	Dielectric oil	Tank Containment	15
9	AST	Plain steel	Dielectric oil	Tank Containment	15
10	AST	Plain steel	Dielectric oil	Tank Containment	15
11	AST	Plain steel	Dielectric oil	Tank Containment	15
12	AST	Plain steel	Dielectric oil	Tank Containment	15
				Total	200



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5. REMOVAL OF OIL FROM CONSERVATOR TANKS AND SUBMARINE CABLES

The following procedures are followed during the decommissioning of the conservator tanks at the Cumberland Head Substation.

- a. Prior to commencement of decommissioning, the NYPA/VELCO facility operator and the MEG Project Manager will verify that all equipment has been de-energized and that all lock out/tag out procedures have been implemented.
- b. Prior to initiating draining / purging activities, MEG will inventory all quantities of the conservatory tanks and associated equipment at the substation
- c. No smoking is allowed on site at any time.
- d. Personnel responsible for the draining/purging operations are to remain at their designated locations during draining/purging operations.
- e. During the first stage of purging operations there will be two (2) people at each substation involved with the operation. One person will be stationed at the tank (within the elevated tank containment) and the second person will be at ground level (stationed either at the Vac-truck or air compressor).
- f. Throughout the process each person must be alert, have an unobstructed view of the equipment for which they are responsible and be in visual communication with the teammate.
- g. A containment pad will be constructed within each of the two (2) substations, adjacent to the elevated tanks (see Figures 2 & 3 for approximate containment locations). The pad is capable of containing a total of 3,949-gallons. The maximum estimated volume is expected to be no more than 728.3-gallons. The containment provides approximately 542% of maximum expected capacity.
- h. The drain valve on the tank is to be closed, and the unloading line is to be drained back to the vac-truck tank before disconnecting.
- i. The tanker truck driver will gauge the tank and record the volume within the tank.
- j. The lower most drain, and all outlets are to be closely examined for leakage, and if necessary, tightened, adjusted or replaced to prevent any liquid leakage.



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- k. Immediately report any leakage or spillage, including quantity to the MEG Designated Person (631) 208-6443. The MEG Designated person shall immediately notify the NYPA and/or VELCO Spill Coordinator.

A spill kit is located adjacent to the Containment Pad. The spill kit can be utilized to capture/contain and clean-up any minor discharges occurring during transfer operations.

6. CUTTING OF CABLES IN PLACE (PRIOR TO REMOVAL OF CABLES FROM THE GROUND)

- a. Prior to the cutting of any cable, MEG will place spill containment beneath the cable to be cut. The containment will be designed to hold (at a minimum) approximately 25 gallons.
- b. A spill kit will be placed within 25 feet of the cutting operations. The spill kit can be utilized to capture/contain and clean-up any minor discharges occurring during cutting operations
- c. Any liquids captured into the containment pad will be recovered with the use of absorbents and containerized within DOT approved 55-gallon drums.
- d. The drums will be placed within the Waste Management Zone (location and layout of the Waste Management Zone to be determined prior to start of operations) pending offsite disposal.

7. CLEANING OF CONSERVATOR TANKS

- a. After the tanks have been emptied they will be tripled rinsed prior to removal.
- b. All generated liquids will be containerized within DOT approved 55-gallon drums and stored within the Waste Management Area pending analysis and disposal.

8. RECOVERY OF CABLES (DURING BOTH LAND AND MARINE OPERATIONS)

- a. No oil discharge is expected during cable recovery operations.
- b. A spill kit will be maintained on the operating barge and its tender.
- c. A spill kit will be maintained on the fast response boat.
- d. In the event that a discharge to the environment does occur, MEG crews will apply absorbents (and/or containment boom) as needed to capture and contain the release.



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- e. All impacted absorbents will be containerized within DOT approved 55-gallon drums and stored within the Waste Management Area pending analysis and disposal.

9. CUTTING OF CABLES ON REELS

- a. The barge will be brought in to the bulkhead (this location (New York or Vermont) will be determined prior to start of field operations)
- b. The cable cutter and a 20 yard lined roll off container will be staged within a containment berm (12'x44'x1')
- c. Polyethylene sheeting will be laid out from the cable spool to the containment berm
- d. The cable will be fed from the spool into the cable cutter
- e. The cable cutter will unspool the cable, cut it into 4' sections and discharge it into the 20 yard container. The cables as well as any additional solid materials collected within the containment area will be disposed of within a covered container and any liquids will be containerized.
- f. When full the 20-yard container will be completely covered and removed from the containment berm and taken to a NYPA approved facility for recycling or disposal in New York.

10. SECURITY

Both the New York and Vermont sites are restricted access areas with only authorized personnel permitted entry to either site.

11. PROXIMITY TO NAVIGABLE WATERS

Both the New York and Vermont facilities adjacent to Lake Champlain and the cable removal will consist of work being done on the lake proper.

MEG will take all necessary steps to minimize any potential release to the lake during its operations.

During all operations that take place on or adjacent to the water, MEG will have a response boat in the water equipped with absorbent booms and sweep should the need arise.

12. CONFORMANCE WITH APPLICABLE STATE AND LOCAL REGULATIONS



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All discharge notifications are made in conformance with all federal, state and local regulations (as outlined within Part II of this report).



PART II – SPILL RESPONSE AND REPORTING

1. DISCHARGE DISCOVERY AND REPORTING

Several individuals and organizations must be contacted in the event of an oil discharge. The MEG Designated Person is responsible for ensuring that all required discharge notifications have been made. All discharges should be reported to the MEG Designated Person. The summary table included in **APPENDIX A** of this SPCC Plan provides a list of agencies to be contacted under different circumstances. The Form included in **APPENDIX A** of this Plan summarizes the information that must be provided when reporting a discharge, including contact lists and phone numbers.

2. VERBAL NOTIFICATION REQUIREMENTS (LOCAL, STATE AND)

In the event of a discharge that threatens to result in an emergency condition the MEG Designated Person will notify the NYPA and VELCO Spill Coordinators as necessary.

For any discharge that reaches navigable waters, or threatens to reach navigable waters, immediate notification must be made to the National Response Center Hotline (800-424-8802) and to the USEPA.

In the event of a discharge that threatens to result in an emergency condition which has or threatens to pollute the lands or waters of the State of New York, including groundwater, facility personnel must verbally notify the New York State Department of Environmental Conservation (NYSDEC) spills hot line at (800-457-7362) or (518-475-7362) immediately, and in no case later than two (2) hours of the discovery of the discharge.

In the event of a discharge that threatens to result in an emergency condition which has or threatens to pollute the lands or waters of the State of Vermont, including groundwater, facility personnel must verbally notify the Grand Isle Consolidated Water District (802-372-8830), the VT DEC Spill Response Team (800-641-5005) and the Vermont DEC Water Supply Division (802-241-3400) immediately, and in no case later than two (2) hours of the discovery of the discharge.



3. WRITTEN NOTIFICATION REQUIREMENTS (STATE AND FEDERAL)

A written notification will be made to the USEPA for any single discharge of oil to a navigable waters or adjoining shoreline waterway of more than 1,000-gallon, or two discharges of 42-gallons of oil to a waterway within any 12-month period. This written notification must be made within 60 days of the qualify discharge, and a copy will be sent to the NYSDEC and/or VTDEC, which are the state agencies in charge of oil pollution control activities. This reporting requirement is separate and in addition to reporting under 40 CFR part 110 discussed above.

4. SPILL MITIGATION PROCEDURES

The following is a summary of actions that must be taken in the event of a discharge. It summarizes the distribution of responsibilities among individuals and describes procedures to follow in the event of a discharge.

In the event of a discharge, MEG personnel and the Spill Coordinator shall be responsible for the following.

5. SHUT-OFF IGNITION SOURCES

MEG personnel must shut off all ignition sources, including motors, electrical circuits, and open flames.

6. Stop Oil Flow

MEG personnel should determine the source of the discharge, and if safe to do so, immediately shut off the source of the discharge.

7. STOP THE SPREAD OF OIL AND CALL THE SPILL COORDINATOR

If safe to do so, MEG personnel must use resources available at the site (Spill Response Equipment is located at a designated location at each site, and on each vessel in operation) to stop the spilled material from spreading. Measures that may be implemented, depending on the location and size of the discharge include placing sorbent material or other barriers in the path of the discharge. If a catch basin is located within the vicinity of the discharge, place a petroleum absorbent boom (found in the Spill Kit) around the catch basin to prevent any additional material from entering the drainage system.



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In the event of a significant discharge, facility personnel must immediately contact the Spill Coordinator, who may obtain assistance from authorized company contractors and direct the response and cleanup activities.

8. GATHER SPILL INFORMATION

The Spill Coordinator will ensure that the Discharge Notification Form is filled out and that notifications have been made to the appropriate authorities. The Spill Coordinator may ask for assistance in gathering the spill information on the Discharge Notification Form (**APPENDIX B**) of this Plan.

- a. Reporter's name
- b. Exact location of the spill
- c. Date and time of spill discovery
- d. Material spilled (e.g. diesel, glycol)
- e. Total Volume spilled and total volume reaching or threatening navigable waters or adjoining shorelines
- f. Weather conditions (if spill occurred outdoors)
- g. Source of spill
- h. Actions being taken to stop, remove, and mitigate the effects of the discharge
- i. Whether an evacuation may be needed
- j. Spill impacts (injuries; damage; environmental media, e.g., air, waterway, groundwater, sewer)
- k. Names of individuals and/or organizations who have also been contacted

9. NOTIFY AGENCIES VERBALLY

Some notifications must be completed immediately upon discovering the discharge. It is important to immediately contact the Spill Coordinator so that timely notifications can be made. If the Spill Coordinator is not available, or the Spill Coordinator requests it, facility personnel must designate one person to begin notifications. Section 2.1 of this Plan describes the required notifications to government agencies. The Notification List is included in **APPENDIX A** of this SPCC Plan. The Spill Coordinator must also ensure that written notifications, if needed are submitted to the appropriate agencies.



10. DISPOSAL PLAN

The cleanup contractor will handle the disposal of any recovered product, contaminated soil, contaminated materials and equipment, decontamination solutions, sorbents, and spent chemicals collected during a response to a discharge incident.

The Spill Coordinator will characterize the waste and arrange for the use of certified waste containers. All waste will be temporarily stored within the Waste Containment Area pending waste characterization and off site disposal.



PART III – SPILL PREVENTION, CONTAINMENT AND CONTINGENCY PROVISIONS

1. POTENTIAL DISCHARGE VOLUME AND DIRECTION OF FLOW

Tables 3-1 to 3-3, below, summarizes potential oil discharge scenarios. If unimpeded, oil would follow local topography.

TABLE 3-1: NYPA POTENTIAL DISCHARGE VOLUME AND DIRECTION OF FLOW

Source	Type of Failure	Maximum Volume (Gallons)	Maximum Discharge Rate (gal/min)	Direction of Flow	Containment
Conservator tanks	Rupture of single interior tank	20	20	NA	Secondary Containment
	Rupture of all interior tanks	230	230	NA	Secondary Containment
	Rupture of all interior tanks and secondary containment	230	230	Southeast	None

TABLE 3-2: VELCO POTENTIAL DISCHARGE VOLUME AND DIRECTION OF FLOW

Source	Type of Failure	Maximum Volume (Gallons)	Maximum Discharge Rate (gal/min)	Direction of Flow	Containment
Conservator tanks	Rupture of single interior tank	20	20	NA	Secondary Containment
	Rupture of all interior tanks	200	200	NA	Secondary Containment
	Rupture of all interior tanks and secondary containment	200	200	Northwest	None



TABLE 3-3: CABLE PURGING POTENTIAL DISCHARGE VOLUME AND DIRECTION OF FLOW

Source	Type of Failure	Maximum Volume (Gallons)	Maximum Discharge Rate (gal/min)	Direction of Flow	Containment
Submarine Cables	Failure of line At Vac-truck	171.1	171.1	NA	Secondary Containment

2. PERSONNEL, TRAINING, AND DISCHARGE PREVENTION PROCEDURES

The MEG Designated Person has been designated as the point of contact for all oil discharge prevention and responses during the field operations of the submarine cable decommissioning project.

All MEG personnel who handle, or may come into direct contact with the products covered by this Plan, receive training on the proper handling of oil products and procedures to respond to an oil discharge prior to entering those areas wherein the use, storage or transfer of bulk oil/petroleum. The training ensures that all designated facility personnel understand the procedures described in this SPCC Plan and are informed of the requirements under applicable pollution control laws, rules and regulations. All training records are maintained for each employee by MEG and are available upon request.

MEG ensures that all sub-contractor personnel are familiar with the facility operations, safety procedures, and spill prevention and control procedures described in this Plan prior to entering the work zone.

3. SPILL PREVENTION BRIEFING

The MEG Designated Person, or his designated representative, conducts Spill Prevention Briefings prior to the start of work to ensure adequate understanding and effective implementation of this SPCC Plan. These briefings highlight and describe known spill events or failures, malfunctioning components, and any recently developed precautionary measures. The briefings are conducted in conjunction with the MEG safety meetings. Sign-in sheets, which include the topics of discussion at each meeting, are maintained with this Plan. A Discharge Prevention Briefing Log form is provided in **APPENDIX B** to this Plan and is used to document the briefings. The briefing includes a review of the policies and procedures relating to spill prevention, control, cleanup, and reporting; procedures for routine handling of products (e.g. loading, unloading, transfers); spill prevention



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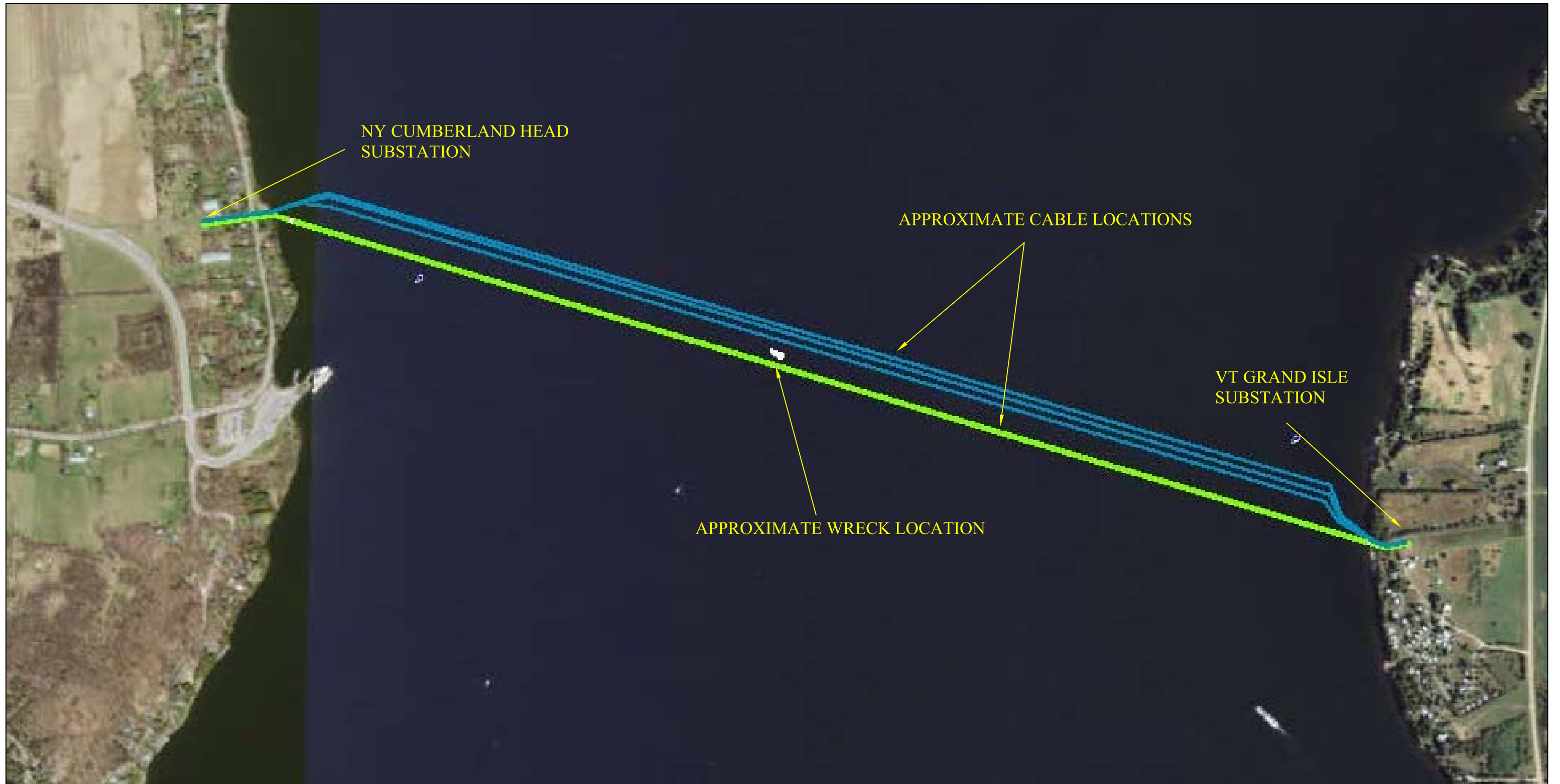
procedures; spill reporting procedures; spill response; and recovery, disposal and treatment of spilled material. MEG personnel have an opportunity during the briefings to share recommendations concerning health, safety, and environmental issues encountered during facility operations.

- a. The general outline of the briefings is as follows:
 - i. Responsibilities of personnel and Designated Person Accountable for Spill Prevention
 - ii. Spill prevention regulations and requirements
 - iii. Spill prevention procedures
 - iv. Spill reporting and cleanup procedures
 - v. Equipment failures and operational issues
 - vi. Recently developed measures/procedures




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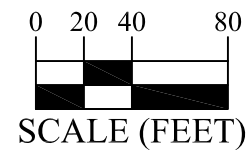
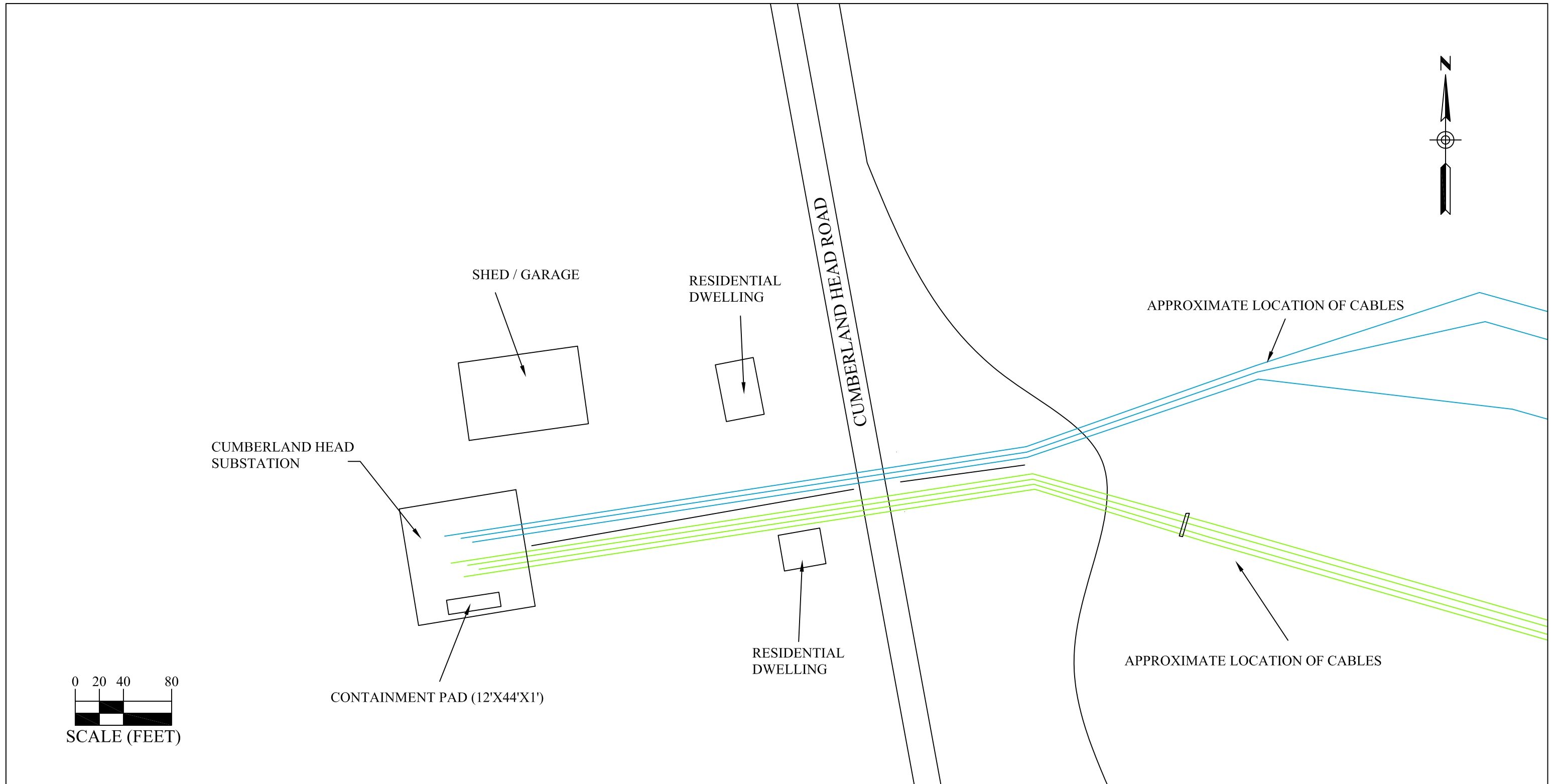
FIGURES



NO.	COMMENT	DATE	INIT
4.			
3.			
2.			
1.			
REVISIONS			




 <p>MILLER ENVIRONMENTAL GROUP, INC. 1300 SHAMES DR., WESTBURY, NY 11590 PHONE: 516.876.7940 - FAX: 516.876.7946</p>	<p>FIGURE 1</p>
	<p>GENERAL WORK SITE LOCATION MAP</p>
<p>CUMBERLAND HEAD, NY GRAND ISLE, VT</p>	<p>DRAWN BY: RJF DATE: 04/02/15 SCALE: NTS</p>
<p>CLIENT: NYPA / VELCO</p>	<p>MEG #:</p>



NO.	COMMENT	DATE	INIT
4.			
3.			
2.			
1.	ADD CONTAINMENT PAD LOCATION	03/02/16	RJF

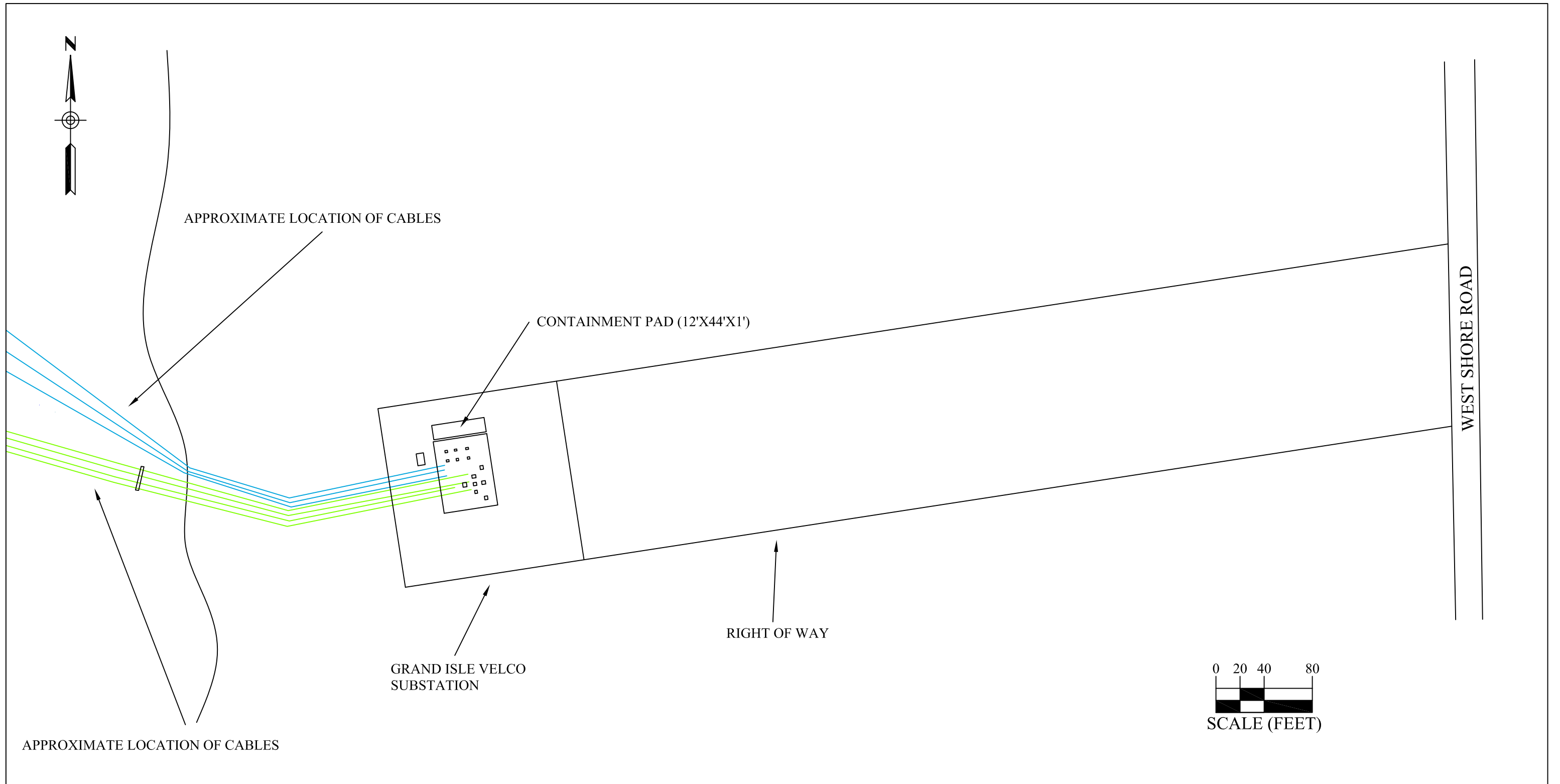
REVISIONS



MILLER ENVIRONMENTAL GROUP, INC.
 1300 SHAMES DR., WESTBURY, NY 11590
 PHONE: 516.876.7940 - FAX: 516.876.7946

FIGURE 2
 NY WORK AREA
 CUMBERLAND HEAD, NY
 GRAND ISLE, VT

DRAWN BY: RJF
DATE: 04/02/15
SCALE: 1:80
CLIENT: NYP&A / VELCO
MEG #:



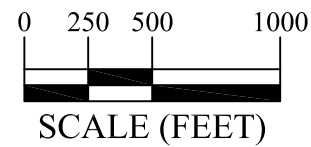
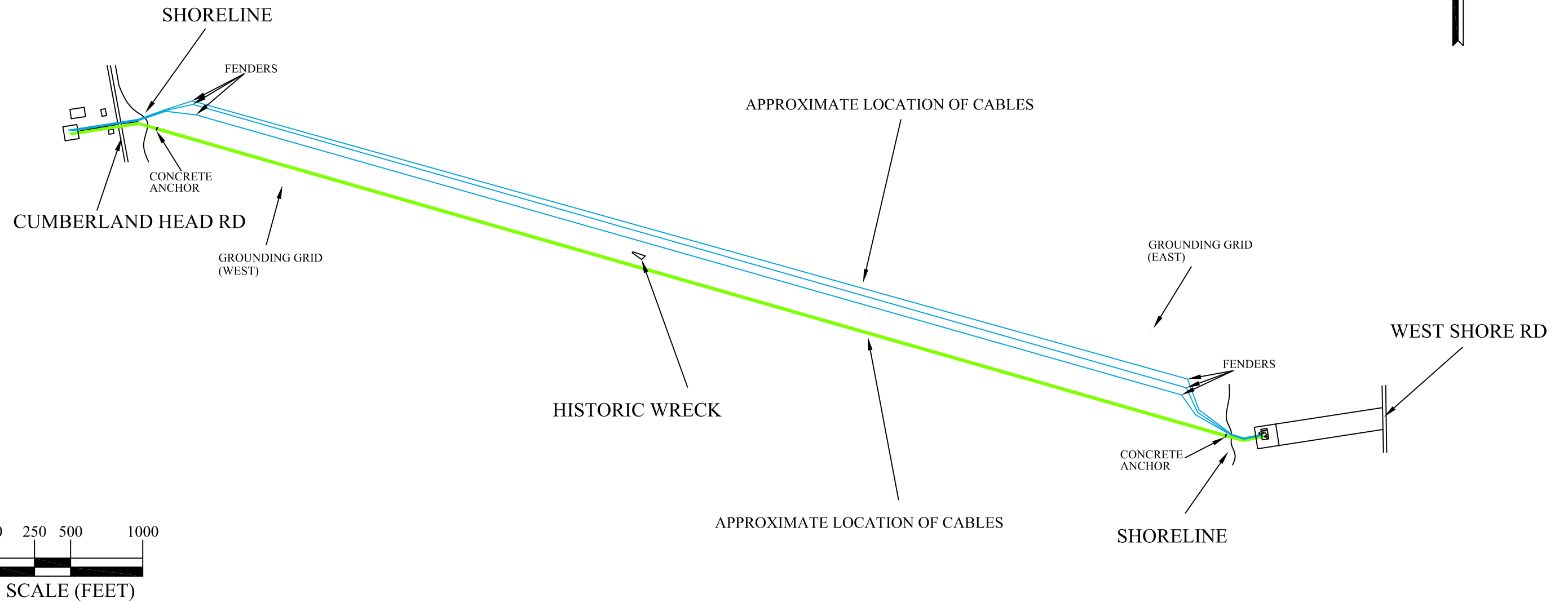
NO.	COMMENT	DATE	INIT
4.			
3.			
2.			
1.	ADD CONTAINMENT PAD LOCATION	03/02/16	RJF

REVISIONS


MILLER ENVIRONMENTAL GROUP, INC.
 1300 SHAMES DR., WESTBURY, NY 11590
 PHONE: 516.876.7940 - FAX: 516.876.7946

FIGURE 3
VT WORK AREA
CUMBERLAND HEAD, NY
GRAND ISLE, VT

DRAWN BY: RJF
DATE: 04/02/15
SCALE: 1:80
CLIENT: NYPA / VELCO
MEG #:



NO.	COMMENT	DATE	INIT
4.			
3.			
2.			
1.			
REVISIONS			

 <p>MILLER ENVIRONMENTAL GROUP, INC. 1300 SHAMES DR., WESTBURY, NY 11590 PHONE: 516.876.7940 - FAX: 516.876.7946</p>	<p>FIGURE 4 LAKE CHAMPLIAN SITE PLAN CUMBERLAND HEAD, NY GRAND ISLE, VT</p>	
	<p>CLIENT: NYP&A / VELCO</p>	
<p>DRAWN BY: RJF DATE: 04/02/15 SCALE: 1:750</p>		<p>MEG #:</p>



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APPENDIX A
DISCHARGE NOTIFICATION PROCEDURES



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APPENDIX A – DISCHARGE NOTIFICATION PROCEDURES

Circumstances, instructions, and phone numbers for reporting a discharge to the National Response Center and other federal, state, and local agencies, and to other affected parties, are provided below.

Spill Coordinator: Slade McFadden: (24 hours) (631) 208-6443 (Cell)
 FIRE: 911
 POLICE: 911
 RESCUE: 911

Agency/Organization	Agency Contact	Circumstances	When to Notify
Federal Agencies			
National Response Center	1-800-424-8802	Discharge reaching navigable waters	Immediately (verbal)
USEPA Region 2 Regional Administrator Chris Jimenez	1-732-906-6847	Discharge 1,000 gallons or more; or second discharge of 42 gallons or more over a 12-month period.	Immediately (verbal)
State Agencies			
NYSDEC Spill Hotline	1-800-457-7362	Discharge of petroleum, which may impact; air, water, soil or groundwater	Within 2 hours of discovery
VTDEC Spill Response Team	1-800-641-5005	Discharge of petroleum, which may impact; air, water, soil or groundwater	Within 2 hours of discovery
VTDEC Water Supply Division	1-802-241-3400	Discharge of petroleum, which may impact; air, water, soil or groundwater	Within 2 hours of discovery
Grand Isle Consolidated Water District	1-802-372-8830	Discharge of petroleum, which may impact; air, water, soil or groundwater	Within 2 hours of discovery



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Agency/Organization	Agency Contact	Circumstances	When to Notify
VELCO – 1 st SRC	802-770-6423	Discharge of petroleum, which may impact; air, water, soil or groundwater	Additional #'s are listed in Table 1-2 Above
VELCO – 2 nd SRC	802-770-6227	Discharge of petroleum, which may impact; air, water, soil or groundwater	Additional #'s are listed in Table 1-2 Above
VELCO System Operator	802-770-6261	In the event that VELCO 1 st and 2 nd SRC cannot be reached	
VELCO Emergency Line	802-770-6260	For Emergency Situations only	
NYPA SRC	315-764-6850	Discharge of petroleum, which may impact; air, water, soil or groundwater	Additional #'s are listed in Table 1-1 Above
NYPA Alternate SRC	315-764-6854	Discharge of petroleum, which may impact; air, water, soil or groundwater	Additional #'s are listed in Table 1-1 Above
NYPA Transmission Spill Coordinator	315.792.8268	Discharge of petroleum, which may impact; air, water, soil or groundwater	Additional #'s are listed in Table 1-1 Above
Other Cleanup Contractors	Miller Environmental Group 631-369.4900	Any discharge that exceeds the capacity of facility personnel to respond and cleanup	As needed



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The person reporting the discharge must provide the following information:

- Name, location, organization and telephone number;
- Name and address of the owner/operator;
- Date and time of the incident;
- Location of the incident;
- Source and cause of discharge;
- Types of material(s) discharged;
- Total quantity of materials discharged;
- Quantity discharged in harmful quantity (to navigable waters of adjoining shorelines);
- Danger or threat posed by the release or discharge;
- Description of all affected media (e.g., water, soil);
- Number and types of injuries (if any) and damaged caused;
- Weather conditions (if discharge occurred outdoors);
- Actions used to stop, remove, and mitigate effects of the discharge;
- Whether an evacuation is needed;
- Name of individuals and/or organizations contacted; and
- Any other information that may help emergency personnel respond to the incident.



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Whenever the facility discharges more than 1,000 gallons of oil in a single event, or discharges more than 42-gallons of oil in each of two (2) discharge incidents within a 12-month period, the Spill Coordinator must provide the following information to the US Environmental Protection Agency' Regional Administrator within 60 days:

- Name of the facility;
- Name of the owner or operator;
- Location of the facility;
- Maximum storage or handling capacity and normal daily throughput;
- Corrective actions and countermeasures taken, including a description of equipment repairs and replacements;
- Description of facility, including maps, flow diagrams and topographic maps;
- Cause of the discharge(s) to navigable waters, including a failure analysis of the system and sub-systems in which the failure occurred;
- Additional preventive measures taken or contemplated to minimize possibility of recurrence; and
- Other pertinent information requested by the Regional Administrator.



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DISCHARGE NOTIFICATION FORM

*** Notification must not be delayed if information or individuals are not available.

Facility:

DESCRIPTION OF DISCHARGE		
Date/time	Release Date: Release Time: Duration:	Discovery date: Discovery time:
Reporting Individual	Name: Tel. #:	
Location of Discharge	Latitude: Longitude:	Description:
Equipment Source	Conservator Tank Transmission Cable 55-gallon drum Tanker Truck	Description:
Product	Dielectric Oil Gasoline Diesel Motor Oil Other*	* Describe other:
Appearance and description		
Environmental conditions	Wind direction: Wind speed	Rainfall: Current:



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IMPACTS		
Quantity	Released:	Recovered:
Receiving medium	Water Land Other (describe)	Release confined to facility property Release outside facility property ** if water, indicate extent and body of water
Describe circumstances of the release		
Assessment of impacts and remedial actions		
Disposal method for recovered material		
Action taken to prevent incident from reoccurring		
Safety Issues	Injuries Fatalities Evacuation	



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Agency	Name	Date/time reported & Comments
VELCO Facility Spill Spill Coordinator 802-770-6423		
NYPA Facility Spill Coordinator 315-764-6850		
National Response Center 1-800-424-8802		
USEPA Region 2 Chris Jimenez 1-732-906-6847		
NYSDEC Spill Hotline 1-800-457-7362		
VTDEC Spill Response Team 1-800-641-5005		
VTDEC Water Supply Division 1-802-241-3400		
Grand Isle Consolidated Water District 1-802-372-8830		
Environmental Spill Cleanup Contractor (631) 369-4900		



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APPENDIX B
DISCHARGE PREVENTION BRIEFING LOG

