

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

**Prepared by Monroe County Safety Office
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**Spill Prevention Control and Countermeasures
Hazardous Material Handling and Use**

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Chapter 1 SPILL PREVENTION CONTROL AND COUNTERMEASURES

HAZARDOUS MATERIAL SPILL / RELEASE

This event is based on a hazardous material (i.e. petroleum based) spill or release on Monroe County property or facility. This could be the result of vandalism/sabotage/accidental leakage or a structural fire.

1. Notify the following:
 - Local Fire Department - HAZMAT Team
 - The local fire service will initiate calling or Miami-Dade Regional Hazardous Materials Response Team
 - Monroe County Emergency Management
 - Monroe County Fire/Rescue
 - Director of Engineering
 - Director of Public Works
 - Division Director

2. Response Actions:

A. MINOR SPILL/RELEASE PETROLEUM PRODUCTS

In the event of a minor petroleum spill or leak that can be stopped by closing the tank valve, an operator trained in the appropriate procedure(s) should attempt to stop and contain the spill/release. The operator must locate and utilize proper personal protection equipment (PPE) during completion of the procedure(s). If the leak cannot be stopped by these means, or if the leak is visible refer to appropriate **Major Spill/Release** section.

B. MAJOR SPILL/RELEASE OF PETROLEUM PRODUCTS

1. All personnel should evacuate the buildings and general area around the tank if the leak is gasoline. Once outside, all personnel should note wind direction and move upwind and a distance established by the responding fire department Incident commander or to their designated gathering area. Lead supervisor should complete a staff check to ensure that all personnel have safely evacuated or accounted for.
2. Call 9-1-1 (don't forget to dial 9-911 for an outside line and advise dispatch of the incident. And request a HAZMAT response. In the

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event of gasoline leak do not allow anyone other than trained emergency response personnel to enter the facility property.

3. The fire service trained to use a Self Contained Breathing Apparatus (SCBA) should ensure no personnel are trapped, if necessary. Staff should not put themselves in danger of injury while attempting to rescue other personnel and should always use the buddy system.
4. Upon arrival of fire department notify them of any affected or endangered people, the location of the leak, nature of leak and if any repair kit location.
5. The fire service will notify Emergency Management to call State Warning Point as needed depending on the size and location of the leak.
6. Call Supervisor, Department Head and Division Director to notify of situation.
7. Call supplier to assist with possible reclaim of fuel.
8. Complete Section 304 Reporting Form (attached) as best as possible and give to Division Director.
9. Lead Supervisory Staff will verify proper operation of facility after HAZMAT Team leader gives clearance.
10. Engineer will notify FDEP and Monroe County Health Department if the leak incident has caused disinfectant residuals to drop below required levels.
11. Supervisor or Department Director will provide written follow-up on incident to LEPC.

C. FIRST AID FOR EXPOSED VICTIMS

1. Move victim to fresh air.
2. Call for emergency medical care.
3. Apply artificial respiration if victim is not breathing.
4. Do NOT use mouth-to-mouth method if victim ingested or inhaled the substance; induce artificial respiration with the aid of

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a pocket mask equipped with a one-way valve or other proper respiratory medical device.

5. Remove and isolate contaminated clothing and shoes.
6. In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.
7. Keep victim warm and quiet.
8. Keep victim under observation.
9. Remember that the effects of contact or inhalation may be delayed.
10. Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.

D. MONROE COUNTY RESPONSIBILITIES

1. Lead supervisor
 - i. Make or ensure that all required notifications (as listed in **HAZMAT SPILL** page 1 of 6) have been made. State Warning Point must be notified within 15 minutes of the release: phone # **1-800-320-5019**
 - ii. Confirm evacuation of all personnel.
 - iii. Prepare an inventory of potential site hazards and provide to ICS.
 - iv. Serve in the ICS, may need to serve as incident commander until additional responders arrive at the scene(s).
 - v. Approve modifications to normal operation.
 - vi. Provide support resources (i.e., personnel, supplies, and equipment) to assist with response and recovery actions.
 - vii. Verify proper operation of area when site clearance is obtained.
 - viii. Complete Section 304 Reporting Form.
2. Department Head
 - i. Confirm evacuation of all personnel.
 - ii. Monitor health of affected and responding personnel.
 - iii. Ensure that all evacuated personnel remain the required distance away from the leak/spill.
 - iv. Provide support resources (i.e., personnel, supplies, and equipment) to assist with response and recovery actions.

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3. Division Director of Production/Transmission
 - i. Ensure that all required notifications (as listed in **HAZMAT SPILL** page 1 of 6) have been made.
 - ii. Arrange for alternate supply as necessary.
 - iii. Obtain Section 304 Reporting Form from Department Head. Complete necessary follow-up reports and submit as required.
 - iv. Provide written follow-up of incident to LEPC.
 - v. Restock PPE/equipment/supplies consumed in the response.

4. Director of Area Operations
 - i. Ensure that all required repairs are completed.
 - ii. Arrange for alternate supplies, as necessary.

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1. HAZARDOUS PROPERTIES

- A. TOXIC:** A great many chemicals are toxic. If allowed to enter the body through the nose, mouth, or skin, they can make you sick. Fumes, dust, and vapors from toxic materials can be especially harmful because they can be inhaled and pass quickly from the lungs into the blood.
- B. CORROSIVE:** Materials like strong acids and bases can eat right through other substances including your clothing. If splashed on the skin or eyes, they can cause serious burns. Some of these materials form poisonous gases.
- C. EXPLOSIVE:** Some materials can explode when they are exposed to heat or flame. Included in this category are materials like flammable liquids and compressed gases
- D. FLAMMABLE:** This category includes all materials that catch fire easily, burn rapidly, spread quickly, and give off intense heat. Many materials used and stored in the workplace are flammable, including many solvents and lubricants.
- E. REACTIVE:** These materials can burn when exposed to air or water and some when mixed with other substances. Reactive materials don't have to be near heat or flames to burn. They burn SPONTANEOUSLY and can also give off hazardous vapors.

2 WHEN WORKING WITH HAZARDOUS MATERIALS

- A. PAY ATTENTION TO WARNING SIGNS:** They tell you hazardous materials are present and what you should and shouldn't do around them. Make sure you pay attention to these signs.
- B. READ ALL LABELS CAREFULLY:** You should always read the labels on the containers of materials you handle. If no label is present, do not use the material until you've learned the necessary safety precautions.
- C. GET ADDITIONAL INFORMATION WHEN IN DOUBT:** Because not all labels provide you with all the information you may need, you should turn to the Material Safety Data Sheet (MSDS) for that chemical for vital information about the hazardous materials in your work area. The MSDS's shall be placed in an open and obvious area for all employees to review as needed your supervisor can tell you where to find the MSDS you need.

3 A MATERIAL SAFETY DATA SHEET (MSDS) INFORMATION

- A. IDENTIFY:** The first section of the MSDS tells you the name of the chemical. This is the same name that's on the container's label.

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B. HAZARDOUS INGREDIENTS: This section tells you the chemical names for all the substances that make up this particular hazardous material.

C. PHYSICAL/CHEMICAL CHARACTERISTICS: Another section provides additional important information concerning the material's appearance and odor of the material, its boiling point, vapor pressure, vapor density, solubility in water, melting point, and evaporation rate.

D. FIRE AND EXPLOSION HAZARDS: The MSDS will also tell you when the material might catch fire or explode and what you can do to deal with these hazards. Special instructions are included here.

E. REACTIVITY: Some materials can burn or explode when exposed to air or water--or when mixed with other substances. These materials are reactive, and this section tells you the conditions under which these materials become dangerous, so that you can avoid exposing the material to these conditions.

F. HEALTH HAZARDS: This is another very important section, because it tells you how the hazardous material could harm you. It tells you the symptoms of exposure and the emergency first-aid procedures to use in case of overexposure.

G. PRECAUTIONS FOR SAFE HANDLING AND USE: Perhaps most important of all, this section contains detailed instructions for safe handling of the substance. It tells you how to store, move, and use these materials. In addition, this section tells you what to do in case of a spill or leak.

H. CONTROL MEASURES: This section tells you what personal protective equipment to use when working with the material. It also lists safe work procedures and tells you how to clean up after working and before eating so that the material won't harm you or contaminate your food.

1. There should be an MSDS for every hazardous materials in your workplace. Each MSDS provides you with valuable information about protecting yourself and your coworkers when working with or near the material. Make sure to read the MSDS for each hazardous material in your workplace and find out everything you need to know to work safely with these materials.
2. Ask Questions If You Don't Understand. If after reading the warning label and the MSDS, you still have questions don't let them go unanswered! Ask your supervisor to explain.

Ask your supervisor, whenever...

- a. You're in doubt about the proper procedures for handling or use.

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- b. You're not sure what safety equipment to use or what other precautions to take.
- c. You don't completely understand the safety rules.

I. How To Protect Your Health:

1. Use the protective equipment required by your employer and use it properly and routinely.
2. Keep tools and work areas clean.
3. Keep work clothes clean and make sure they are in good condition. (Holes and tears allow chemicals to come in contact with the skin.)
4. Never wear clothes or safety equipment that has been contaminated by hazardous materials.
5. Remove contact lenses when entering work areas where chemical vapors may be present.
6. Wash according to instructions if any hazardous material splashes on you.
7. Always wash before applying makeup or lotion, and before putting on rubber gloves.
8. Wash at the end of your shift.
9. Smoke, eat or drink only in designated areas NEVER around hazardous materials. And be sure to wash hands first.
10. Dispose of all chemicals, contaminated rags, etc. according to required procedures usually into a covered container for daily disposal. But never assume that any covered trash container is to be used.
11. Clothing worn while handling hazardous materials should never be mixed with home laundry.
12. Overexposure to hazardous materials can:
 - Make you feel dizzy.
 - Make you sick to your stomach.
 - Make your eyes, nose, and throat irritated.
 - Give you skin rashes.
 - Make you feel especially nervous, agitated, or sluggish.

If you feel any of these symptoms while working with or near hazardous materials notify your supervisor immediately.

J. Chemicals In The Eyes

1. Don't rub the eye(s).
2. Hold the eyelid(s) open and flush eyes with clean water. Continue for 15 to 20 minutes.
3. Be careful not to contaminate the other eye.

K. Chemicals On The Skin

1. Flush burned area thoroughly with lukewarm water for at least 5 minutes. Be sure to wash chemical away completely.

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2. Remove clothing and jewelry from burn area. If clothing sticks to burn, do not try to remove it.
3. Seek further medical attention.

L. Ingestion

Induce vomiting **only** if instructed by MSDS. When chemicals have been swallowed, making the victim vomit may or may not be the right thing to do. Be prepared ahead of time by checking the MSDS for all chemicals in your work area.

Get immediate medical attention.

M. Clothing On Fire

1. **STOP** moving around.
2. **DROP** to the ground with your arms across your chest.
3. **ROLL** on the ground in a rug or blanket if possible.
4. **COOL** burns with clean water. Never cover them with butter or grease. Chemical burns should receive immediate medical attention. For specific first aid procedures for particular hazardous materials, read the emergency instructions on the MSDS. Report all injuries to your supervisor and get further medical attention as soon as possible.

4 WORKING WITH HAZARDOUS MATERIALS

- A. Make sure hazardous materials are properly stored** according to company rules.
- B. Do not store materials in:** aisles, or where they are blocking exits.
- C. Make sure all containers are stored with labels showing.**
- D. Make sure flammable and combustible materials are not stored near a heat source.**
- E. Check for adequate ventilation.**
- F. Eat, drink and smoke only in designated areas.**
- G. Double-check all containers and hoses** to make sure they are not leaking.
- H. Keep containers closed** when not in use.
- I. Make sure all lids or caps are tightly closed** before storing.
- J. Be alert to** unusual odors, hidden leaks etc.
- K. Report missing labels, damaged containers,** etc. to your supervisor.
- L. Never try to do a job you are not authorized to do.**
- M. Get help** from your supervisor or a coworker if you need it.
- N. Clean up all spills** immediately following established procedures and using approved cleanup materials.
- O. Clean up your work area** and any tools you have used.

5 HAZARD EVALUATION

- A. What Is Hazard Determination**

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Chemical manufactures and importers are required to evaluate the chemical produced in their workplaces or imported by them to determine if they are hazardous. Hazard determination procedures must be in writing and made available upon request to employees, NIOSH and OSHA.

B. Written Procedures

When you document your hazard evaluation procedures, you should address the following:

1. The Person responsible for evaluating the chemicals.
2. The sources of information consulted.
3. Criteria used to evaluate the studies.
4. A plan for reviewing information to update the MSDS's, if new and significant health information is found.

These written procedures may be incorporated into the written hazard communication program.

C. What Is Regulated?

Any substance that presents a physical or health hazard, as defined by OSHA, is considered regulated under the Hazard Communication Code. There are about 1,200 chemicals.

IMPORTANT: a substance may still be regulated even though it is not on any list.

D. Hazard Determination

1. Sources of Hazardous Chemicals:
 - a. Dept. of Labor and Employment Security, Division of Safety, Florida Administrative Code, Chapter 38I-30 Toxic Substances In the Workplace
 - b. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA
 - c. Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH) (latest edition)
2. Sources of Carcinogenic Chemicals:
 - a. 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, OSHA
 - b. National Toxicology Program (NTP)
 - c. International Agency for Research on Cancer (IARC) Monographs.

E. What is Exempt

With the Hazard Communication Standard, OSHA is attempting to reduce occupancy related illnesses and workplace exposures to hazards. The agency does not want to duplicate the efforts of other government agencies, therefore, a number of exemptions have been established under this standard.

1. Any hazardous waste, defined as regulated under RCRA
2. Tobacco or tobacco products

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3. Wood or wood products, the standard was not intended to cover desks, chairs or doors if you have wood treated with formaldehyde and glueing or cutting it, this wood would be regulated.
4. Foods, drugs, cosmetics or alcoholic beverages in a retail establishment which are packaged for sale to consumers or are intended for personal consumption by employees while in the workplace.
5. Any consumer product which is used in the workplace in the same manner as normal consumer use and which use results in exposure which is no greater than exposures experienced by consumers.
6. Any drug when it is in solid final form for patient use
7. Articles - a manufactured item which is formed to a specific shape of design during manufacture, has an end use function dependent upon its shape or design, and must not release or expose a hazardous chemical under "normal conditions of use".
8. Mixtures - if the mixture has been tested as a whole, the results of such testing shall be used to determine whether it is hazardous. If the mixture has not been tested and it contains 1% or more of an ingredient that is listed as a health hazard or 0.1% of an ingredient listed as a carcinogen.

6 LABELS

A. Purpose of Labels

The purpose of labels on hazardous chemicals or on products containing them;

1. Is to warn about potential danger or significant risk. Labels are not intended to be either the sole source of information regarding the nature or identity of hazardous chemicals in the workplace.
2. OSHA's purpose for labels is that they serve as an immediate warning and as a reminder of the more detailed information provided in other formats (posters, MSDS's, notices, written programs etc.)
3. The Hazard Communication Standard contains specific labeling requirements. Labeling must be done on all hazardous chemicals that are shipped and that are used in the workplace. 29 CFR 1910.1200(f). This standard requires identity and hazard information.
4. The two most common systems of labeling are the NFPA and HMIS system. There is no one form of label mandated by this standard.

B. Labels On Shipped Containers

Chemical manufactures, importers and distributors must make sure that each container of hazardous chemicals leaving the workplace is labeled, tagged, or marked with the following information:

1. Identity of the hazardous chemical.
2. Appropriate hazard warnings.
3. Name and address of the chemical manufacturer, importer or other responsible party.

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C. Labels on In-Plant Containers

Employers shall ensure that each container of hazardous chemical in the workplace is labeled, tagged or marked with the following information:

1. Identity of the hazardous chemical
2. Appropriate hazard warnings.
3. Remember, labeling responsibilities for the employer are minimal.

The majority of containers arrive already labeled. However there are several situations where you may need to label.

- a. If an employee breaks down the received quantity into smaller containers for ease of handling.
- b. If the containers of chemicals were purchased long ago

- c. If a label falls off or is unreadable.

D. What is a Hazard Warning?

The Hazard Communication Standard covers two types of hazards: physical and health hazards. The hazard warning (which must be on both shipped and in-plant containers) must convey the hazard of the chemical. This is intended to be specific information regarding the hazard.

1. CHART A HAZARD CATEGORIES

HEALTH HAZARDS

Carcinogenic
Acutely toxic
Chronically toxic
Reproductive toxin
Irritant
Corrosive
Sensitizer
Hepatotoxins
Nephrotoxins
Neurotoxins

PHYSICAL HAZARDS

Combustible liquids
Compressed gas
Compressed gas
Flammable
Organic peroxide
Oxidizers
Pyrophorics
Unstable (reactive)
Water-reactive

Agents which damage the lungs, skin, eyes, or mucous membranes

Agents which act on the hematopoietic system

The specific target organ effect should be part of the hazard warning. If the substance attacks the lungs skin or the brain it must be indicated.

A warning of carcinogenicity (cancer causation) is required under certain circumstances.

2. CHART B TARGET ORGAN EFFECTS

- a. Hepatotoxins Chemicals which produce liver damage
Signs and Symptoms Jaundice; liver enlargement
Chemicals Carbon tetrachloride, nitrosamines
- b. Nephrotoxins Chemicals which produce kidney damage
Signs & Symptoms..... Edema; proteinuria
Chemicals Halogenated hydrocarbon;
- c. Neurotoxins Chemicals which effect nervous system

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- Signs and Symptoms Narcosis; behavioral changes; decrease motor functions
- Chemicals Mercury; carbon disulfide.
- d. Agents which act on the blood system Decrease hemoglobin function, deprive body tissue of oxygen
- Signs & Symptoms..... Cyanosis; loss of consciousness
- Chemicals Carbon monoxide; cyanides.
- e. Agents which damage the lungs Chemicals which irritate or damage the pulmonary tissue
- Signs and Symptoms ... Cough; tightness in chest; shortness of breath
- Chemicals Silica; asbestos
- f. Reproductive toxins Chemicals which affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis)
- Signs & Symptoms..... Birth defects; sterility
- Chemicals Lead, DBCP
- g. Cutaneous hazards Chemicals which affect the dermal layer of the body
- Signs and Symptoms Defatting of the skin; rashes, irritation
- Chemicals Kenton's, chlorinated compounds
- h. Eye hazards Chemicals which affect the eye of visual capacity
- Signs & Symptoms..... Conjunctivitis; corneal damage
- Chemicals Organic solvents; acids

E. Labels on Solid Metals

Many times a solid metal is exempt from labeling because it is considered an article, based on its downstream use. However, if the end use of the metal results in hazardous chemical exposure to the employees working with it, then it is not an article and must be labeled.

F. Substance Specific Requirements For Labeling

OSHA has developed specific health standards for twenty-one substances. These standards are located in 29 CFR 1001-1101, Subpart Z with required handling methods, protective clothing, etc. Many of the standards require specific label requirements, which take precedence over the label requirements of the Hazard Communication Standard.

If Monroe County employees work with any of the following substances, be sure to check the Subpart Z requirements.

2-Acetylamino fluorene

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Acrylonitrile
4-Aminodiphenyl
Asbestos, trampoline, anthrophyllite, and acinolite
Benzene
Benzidine
bis-Chloromethyl ether
Coal tar pitch volatiles
Coke oven emissions
Cotton Dust
1,2-dibromo-3-chloropropane
3,3 -Dichcorobenzine
4-Dimethylaminoazobenzine
Ethylene oxide
Ethyleneimine
Inorganic arsenic
Lead
Methyl chloromethyl ether
alpha-Naphthylamine
beta-Naphthylamine
4-Nitrobiphenyl
N-Nitrosodimethylamine
beta-Propiolactone
Vinyl chloride

G. Portable Container Exemption

There is an exception from labeling requirements for portable containers. A portable container is one which is filled from a labeled container by an employee who uses it immediately (during one work shift), no labeling is required in this case.

H. Alternatives To Labeling Containers

OSHA does provide alternatives for hard to label containers. Supervisors may use signs, placards, process sheets, batch tickets, etc.

I. The Role Of DOT Labels

The Department of Transportation (DOT) has detailed requirements for the marking of containers of shipped hazardous chemicals. OSHA labels used on shipping containers must not conflict with these requirements.

J. National Fire Protection Association (NFPA)

The National Fire Protection Association (NFPA) has a marking system that it developed in 1961 intended to provide basic information for emergency personnel, so they can better evaluate what fire fighting techniques to employ. There are three categories of hazards identified by the NFPA system - health, flammability and reactivity. The degree of severity is indicated numerically by five divisions ranging from "zero(0) - no special hazards" to "four (4) - severe hazards." The diamond shaped label contains four colored squares, with a number appearing in each square. Besides having a blue square indicating health hazard, a red square representing flammability and reactivity symbolized by a yellow square A fourth square indicates a "special hazard," such as unusual

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reactivity with water. The usual symbol for alerting fire fighting personnel to the possible hazard of using water is the letter "W" with a line through the center.

K. Hazardous Materials Identification System

Another system is the Hazardous Materials Identification system (HMIS). This system was developed by the National Paint and Coatings Association (NPCA). Thousands of substances are used in these products, many of which are toxic or require some special precaution in their handling. This system is to inform employees of the hazards encountered in the performance of their jobs and to promote the safe use of those hazardous substances.

The HMIS label and signs provide information on:

1. Chemical identity - may be chemical or common name
2. Degree of acute health, flammability and reactivity hazards - each label contains three colored horizontal bars; blue for health, red for flammability a yellow for reactivity and each with its separate numerical coding. The degree of hazard is expressed in numerical rating (like NFPA) on a scale of 0 to 4, with 0 denoting a minimal hazard, 4 a severe hazard.
3. Proper personal protective equipment:
A white bar at the bottom of the label contains a letter representing one or more personal protective devices that must be used when handling that substance.
4. Chronic health hazards

L. Exemptions to the Labeling Requirements

OSHA does not want to duplicate what other agencies have established, requiring two labels that accomplish the same thing. Therefore, there is no labeling required under the HAZARD COMMUNICATION CODE for the following chemicals:

1. Any pesticide, labeled under Federal Insecticide, Fungicide and Rodenticide Act.
2. Any food, food additive, color additive, drug, cosmetic, medical or veterinary device labeled under the Federal Food, Drug and Cosmetic Act.
3. Any alcoholic beverage intended for non-industrial use labeled under the Federal Alcohol Administration Act.
4. Any consumer product or hazardous substance labeled under the Consumer Product Act.

NOTE: There is a "gray" area where you must use common sense. The rule of thumb is if the employee has the same degree of exposure to the chemical as he would have at home, do not worry about it. EXAMPLE: if an employee uses a cleanser to clean a sink twice a week that would be normal consumer exposure. However, if the employee is involved with cleaning every day, several hours a day, that would be beyond a consumer exposure and the supervisor must deal with the cleanser as a hazardous chemical.

M. Posters in the Workplace

Under the Hazard Communication Standard there are no poster requirements. However, Florida-Right-to-Know act requires posters as an effective way to communicate several kinds of information to employees. This information includes the following responsibility as an employer.

1. Inform an employee of the listed toxic substances in the workplace.

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2. Make available upon written request a form called a "Material Safety Data Sheet" which explains the proper ties and hazards of each listed toxic substance to which an employee, has been or may be exposed to in the workplace.
3. Provide instruction, within the first 30 days of employment and annually thereafter on the adverse health effects of each listed toxic substance with which an employee works with in your workplace, how to use each of these substances safely and what to do in case of an emergency.

7 EMPLOYEE TRAINING PROGRAM

Under the Hazard Communication Standard, Monroe County must establish a training and information program for all employees routinely exposed to hazardous chemicals in their work area. This training must be provided at the time of initial assignment and whenever a new hazard is introduced into their work area. The regulations for training can be found in 29 CFR 1910.1200 (h)

Training serves to explain and reinforce the information presented to employees through labels and MSDS's. The use of labels and MSDS's will only be successful when workers understand the information presented and are aware of the actions to be taken to avoid or minimize exposure and the occurrence of adverse effects. This training will increase the employee's knowledge of the chemicals they handle, so that they can handle them in a safe manner. If the training accomplishes that goal, Monroe County will have met OSHA's goal.

A. The Hazards Communication Standard (HCS)

Employees must be informed of the existence of the HCS, what the standard requires and what it will do for them. The purpose of the HCS is to ensure that the hazards of all chemicals produced are evaluated and that information concerning these hazards is transmitted to both employers and employees. This information is transmitted through a safety training program that includes:

1. Monthly safety training meetings
2. Initial training of use of chemicals upon employment
3. Whenever a new hazard is introduced into the work area
4. Reading and reviewing labels
5. Reading and understanding the components of a MSDS
6. Provide MSDS's where and employees can easily find and review.

B. Terminology

The language should be clarified during training. The less educated the employees are the more the supervisor needs to explain the terminology. Language barriers must be crossed to ensure safety to all employees. An employee should have a basic understanding of the chemical, use and information.

C. Material Safety Data Sheet

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1. Determine ahead of time how much information is necessary and will be useful and understood by employees being trained.
2. Explain what an MSDS is and what its purpose serves.
3. Explain the categories (sections)
 - a. General Information
 - b. Ingredients
 - c. Physical Data
 - d. Fire & Explosion Hazard Data
 - e. Health Hazard Data
 - f. Reactivity Data
 - g. Environmental Protection Procedures
 - h. Special Protection Information
 - i. Special Precautions
4. What information is found in each section (what some of the terms mean) (do not overload with terminology)
5. Employees should understand what is relevant and important to their interaction to chemicals.
6. A definite understanding of Health Hazard Data, route of entry, overexposure and Special Protection Information must be understood.

D. Labels

Labels are the most visible and most frequent contact employees will have with chemical information.

1. Labels are an immediate visual warning.
2. Employees must have a thorough understanding of how to interpret the information.
3. There is no standard format for labels. Employees need to know how to read the label or interpret NFPA and the HMIS system.

E. The Written Program

The written program is how Monroe County has complied with the Hazard Communication Standard. It includes a hazardous chemical inventory and must be made available to employees. The Monroe County Safety Policies and Procedures are the guidelines for workplace safety in Monroe County. This program includes compliance with all applicable OSHA regulation pertaining to employee safety.

Documentation of all training is required in the following forms:

1. Employee Safety and Health Record, SAF-8, with the date and initials of the trainer or supervisor and employee.
2. Certificate of attendance with the date, name of instructor and type of training (sign in sheet).

This documentation should be made available upon request to:

- a. Personnel Department
- b. Safety Administrator

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- c. OSHA inspector
- d. Florida Division of Safety, Safety Specialists

F. Specific Chemicals

This section of the training program should comprise the largest part of the training program. Each employee should be given specific details on what chemicals the employee has contact with and how to safely handle those chemicals.

1. How to detect the presence of a leak.
2. How to properly dispose of unused chemicals.
3. How to properly store chemicals.
4. Not to keep or store unneeded chemicals.
5. How to communicate chemical storage to fire departments.
6. Certain chemicals have specific training requirements especially those in 29 CFR 1001-1101 Subpart Z

G. Protective Equipment

A supervisor must explain the proper use of any protective equipment (goggles, respirators, ear plugs, etc.) that is required for the safe handling of chemicals.

1. Explain county policy for using protective equipment.
2. Where the equipment is kept.
3. Demonstrate how it is used.
4. When is the equipment to be used.
5. How to clean and store the equipment.

Remember, if an employee does not use the equipment and suffers an injury, the supervisor will be responsible for not enforcing the use of the protective equipment.

H. First Aid and Emergency Procedures

Supervisors and employees must understand what emergency procedures should be used in the event of exposure or overexposure to the hazardous chemicals they work with. Supervisors should advise all new employees of who knows CPR and first aid and advise where first aid kits are located. Employees should know ahead of time where eye wash stations are located and should be advised upon employment where they can find information from MSDS.

8 SUBPART Z TRAINING PROCEDURES

OSHA's Subpart z, Toxic and Hazardous Substances, contains the regulations for 26 specific substances. These are materials that the Agency has determined are of particular concern. Therefore, an individual standard has been developed for each one, containing requirements for labeling, the use of protective equipment, medical surveillance, training etc.

ASBESTOS 1910.1001 (j)(5)

A. Employee information and training

1. The employer shall institute a training program for all employees who are exposed to airborne concentrations of asbestos, tremolite,

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

anthophyllite, actinolite or a combination of these minerals at or above the action level and ensure their participation in the program.

2. Training shall be provided prior to or at the time of initial assignment and at least annually thereafter.
3. The training program shall be conducted in a manner which the employee is able to understand. The employer shall ensure that each employee is informed of the following:
 - a. The health effects associated with asbestos, tremolite, anthophyllite, actinolite exposure;
 - b. The relationship between smoking and exposure to asbestos, tremolite, anthophyllite, actinolite in producing lung cancer;
 - c. The quantity, location, manner of use, release, and storage of asbestos, tremolite, anthophyllite, actinolite, and the specific nature of operations which could result in exposure to asbestos, tremolite, anthophyllite, actinolite;
 - d. The engineering controls and work practices associated with the employee's job assignment;
 - e. The specific procedures implemented to protect employees from exposure to asbestos, tremolite, anthophyllite, actinolite, such as appropriate work practices, emergency and clean-up procedures, and personal protective equipment to be used;
 - f. The purpose, proper use, and limitations of respirators and protective clothing;
 - g. The purpose and a description of the medical surveillance program required by this section;
 - h. A review of this standard, including appendices.
4. Access to information and training materials.

The employer shall make a copy of this standard and its appendices readily available without cost to all affected employees.

Published by Priscilla London, Monroe County Safety Administrator may 28, 2008

This book is a useful guide to the practices of handling hazardous material. This guide should compliment other publications for hazardous material handling, spill prevention and control.

APPENDICES

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

Appendix 1

April 29, 2008

Maria Slavik
Monroe County Board of County Commissioners
1100 Simonton Street
Room 2-213
Key West, Florida 33040

Email: slavik-maria@monroecounty-fl.gov

RE: Loss Control/Risk Assessment Survey Recommendations
Policy Number: PEC001372903 WINS Number: 111985
Location: Key West, FL

Dear Ms. Slavik:

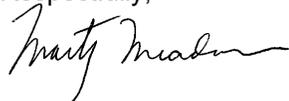
XL Insurance, Inc. and XL Environmental (XLE) appreciate your company's devotion of time during the Loss Control/Risk Assessment telephone survey performed on April 7, 2008 by Gail Chivington of EORM. The XL Insurance corporate family is committed to helping our clients better manage the risks they face, and therefore use this survey as a way to evaluate your operations and exposures.

We have developed the attached one (1) recommendation to assist you with your risk management efforts. As we have a sincere interest in your company's handling of the recommendation, **XLE would appreciate a written response of your intentions concerning the recommendation by May 30, 2008.** A response form has been enclosed for your convenience, or you can respond via letter or email. We look forward to your response and comments on the issue.

The recommendation is presented to your firm as an added benefit of placing your environmental insurance with XLE. The recommendation provides a third party assessment of the key environmental risks associated with your operations along with suggestions for improvements. **Your timely response to the recommendation is vital to the underwriting process, reflects on your management of these exposures, and may have a direct impact on your coverage with XL Insurance.**

Thank you for your cooperation and time spent on this matter. If you have any questions concerning the recommendations, or the preparation of your written response, please do not hesitate to contact me at 1-800-327-1414.

Respectfully,



Marty Meadows
Risk Control Account Manager

MAM/lah

cc: Jerry Jones, Marsh
Craig Jackson, XL Environmental

**Spill Prevention Control and Countermeasures
Hazardous Material Handling and Use**

**LOSS CONTROL/RISK ASSESSMENT RECOMMENDATIONS
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
KEY WEST, FL**

The following recommendation, with suggested time frame for completion, is provided as a result of the Loss Control/Risk Assessment survey performed at the above location. As we have a sincere interest in your company's handling of the recommendation, we request a written response by **May 30, 2008**. Additional guidance is offered on the following pages to help clarify XL Insurance's expectations for your response.

Risk Control Recommendations:

08-04-01 **Spill Prevention Control & Countermeasure (SPCC) Plan** – It could not be determined during the 2008 telephone survey if a SPCC Plan has been developed and implemented by Monroe County in accordance with the requirements of the Oil Pollution Prevention Act, Part 40 Code of Federal Regulations (CFR) 112. Based on the quantity of petroleum-based material stored collectively at various locations and the proximity to waterways, development of a Plan, to include employee training, is required. **It is recommended that Monroe County Board of County Commissioners develop, if it has not already, an SPCC Plan addressing petroleum-based material storage at its sites. (Three months)**

XL Insurance prefers a written response to the recommendation; a letter or email response is adequate. If you need additional information on the subjects covered by the attached recommendation, information is available on our web site at www.xlenvironmental.com. The case sensitive User ID is: Risk1 and the case sensitive password is: Management!

You will note that time frames for completion are included at the end of each recommendation. The date is a suggestion from XL Insurance to help you prioritize the completion of the recommendation. We understand that some recommendations may take planning and time to complete. You may also disagree with our recommendations or time frames we suggest; however, we respectfully request that you communicate the rationale for alternative solutions, controls, or schedules.

Please mail or fax your reply of action planned or taken to:

Ms. Marty Meadows
505 Eagleview Blvd.
Exton, PA 19341

Fax: (610) 458-6643

Or e-mail me at marty.meadows@xlgroup.com

**LOSS CONTROL/RISK ASSESSMENT RECOMMENDATIONS
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
KEY WEST, FL**

Please feel free to use the following form to respond to your recommendation.

Your response:

08-04-1 We understand the recommendation and its intentions.

We will take the following actions to address the recommendation:

We do not understand and/or do not agree with this recommendation and propose the following alternatives:

**Spill Prevention Control and Countermeasures
Hazardous Material Handling and Use**

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

Appendix 2

Spill Prevention Control and Countermeasures (SPCC)
Regulations Fact Sheet

REGULATORY SUMMARY

These regulations strive to prevent oil from entering navigable waters through the prevention and control of oil spills. This fact sheet focuses specifically on requirements for the development of Spill Prevention Control and Countermeasures (SPCC) Plans. SPCC plans are required for facilities that store oil and oil-containing products exceeding certain thresholds. Containers of 55 gallons or larger can be regulated. SPCC plans include the use of oil storage controls and countermeasures for releases of oil. Underground storage tanks regulated under 40 CFR 280 and 281 are not subject to the SPCC Requirements and are discussed in a separate fact sheet. **Any small business that maintains a total aboveground oil storage capacity of greater than 1,320 gallons, or total capacity greater than 42,000 gallons in completely buried containers, where there is a reasonable potential for a discharge to reach navigable water, should be concerned with these requirements.**

WHERE TO FIND OIL POLLUTION PREVENTION REGULATIONS

Statutory Authority: The *Clean Water Act of 1977* and its amendments, primarily the *Water Quality Act of 1987*.

Regulations: The requirements for the development and implementation of SPCC Plans are found in 40 CFR:

- [Part 112](#) – Requirement to prepare and implement Spill Prevention Control and Countermeasure Plan.

LEARNING THE LINGO

Bulk Storage Container refers to a container used to store oil that has a capacity equal or greater than 55 gallons. This includes, but is not limited to, containers used for the storage of oil prior to use, in use, or prior to further distribution in commerce. It does not include oil-filled electrical, operating, or manufacturing equipment.

Discharge includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying, or dumping of oil. It excludes discharges allowed by a permit issued under section 402 of the Clean Water Act.

Facility means a building or structure in which oil is used. This includes mobile and fixed onshore and offshore installations, equipment, and piping used in oil well drilling operations, oil production, oil refining, oil storage, oil gathering, oil processing, oil transfer, oil distribution, and waste treatment. A more specific description of facilities covered by the regulation can be found in Appendix A of 40 CFR 112.

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

Navigable Waters include all waters that are used in interstate or foreign commerce, all interstate waters including wetlands, and all intrastate waters, such as lakes, rivers, streams, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds. This term is broadly defined under the Clean Water Act and Oil Pollution Act, and essentially means any natural surface water in the U.S.

Oil includes a variety of substances that are petroleum and non-petroleum based. Examples of oils and oil-containing products include, but are not limited to:

Petroleum-based Oils	Non-Petroleum-based Oils	Oil-containing Products
<ul style="list-style-type: none"> • Gasoline 	<ul style="list-style-type: none"> • Animal-based oil 	<ul style="list-style-type: none"> • Oil-based paint
<ul style="list-style-type: none"> • Diesel fuel 	<ul style="list-style-type: none"> • Vegetable oil 	<ul style="list-style-type: none"> • Oil-based thinner
<ul style="list-style-type: none"> • Motor oil 	<ul style="list-style-type: none"> • Biofuel 	<ul style="list-style-type: none"> • Oil-based ink
<ul style="list-style-type: none"> • Heating fuel 		<ul style="list-style-type: none"> • Petroleum-based parts washer solvent
<ul style="list-style-type: none"> • Jet fuel 		<ul style="list-style-type: none"> • Roofing tar
<ul style="list-style-type: none"> • Aviation fuel 		
<ul style="list-style-type: none"> • Hydraulic fluid 		

Spill Prevention, Control, and Countermeasure (SPCC) Plan refers to the document required by [40 CFR 112.3](#). The document must detail the equipment, workforce, procedures, and steps required to prevent, control, and provide adequate countermeasures to a discharge of oil.

Worst Case Discharge for an onshore non-transportation-related facility means the largest foreseeable discharge in adverse weather conditions. This can be determined using the worksheets in [Appendix D of 40 CFR 112](#).

KEY PROVISIONS OF INTEREST TO SMALL BUSINESSES

1. Facility Location

A facility is subject to the SPCC regulations if oil discharged from the facility could be reasonably expected to reach navigable waters. This determination is based solely upon consideration of the geographical and location aspects of the facility (such as proximity to navigable waters or adjoining shorelines, land contour, and drainage). It excludes consideration of manmade features such as dikes, equipment, or other structures which may serve to restrain, hinder, contain, or otherwise prevent a discharge.

2. Aggregate Oil Storage Capacity: Aboveground Storage and Completely Buried Storage

A small business facility must prepare a SPCC Plan if it has an aggregate aboveground storage capacity of greater than 1,320 gallons of oil where spilled oil has a reasonable potential to reach navigable waters. For purposes of this regulation only containers of oil with a capacity of 55 gallons or greater are counted.

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

If small business facility has a completely buried storage capacity of greater than 42,000 gallons of oil that has reasonable potential to reach navigable waters if discharged, they must also prepare a SPCC Plan. (Note that this regulation does not apply to underground storage tanks containing hazardous substances that are regulated under 40 CFR 280 and 281.)

3. SPCC Plan Contents

The SPCC Plan should clearly address the following three topics:

- Operating procedures implemented to prevent oil spills.
- Control measures installed to prevent a spill from reaching navigable waters.
- Countermeasures to contain, clean up, and mitigate the effects of an oil spill that reaches navigable waters.

How these three topics are addressed will be unique to the facility, operations, and location. Development of an SPCC Plan requires detailed knowledge of the facility and potential effects an oil spill could have on the environment and natural resources.

Each SPCC Plan, while customized to the facility it covers, must include certain standard elements to ensure compliance with SPCC regulations. SPCC Plan requirements include the following:

- Discussion of the facility's conformance with applicable SPCC requirements.
- Description of the facility's physical layout and a facility diagram that indicates the locations of oil storage and handling.
- Discharge prevention measures including procedures for routine handling of products.
- Discharge or drainage control.
- Explanation of regulatory applicability (i.e., how the threshold was exceeded).
- General facility description including name, function, and drainage patterns.
- Description of oil storage and handling areas.
- Description of spill events in the previous 12 months.
- Analysis of potential spill scenarios, including predictions of direction, rate of flow, and total quantities of oil that could be released.
- Designation of SPCC responsibilities, including a Spill Coordinator.

Facility Diagram Details

The facility diagram must include all transfer stations and connecting pipes and mark the location and contents of each container. It must identify the location of underground storage tanks regulated under 40 CFR 280 and 281, even though they do not need to be otherwise addressed in the SPCC Plan. The Facility Diagram should identify these storage facilities as "Exempt."

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

- Description of spill containment and drainage control structures and equipment for oil storage and handling facilities.
- Description of spill emergency response equipment.
- Description of spill notification procedures.
- Oil Spill Contingency Plan describing spill response and cleanup procedures, including coordination with local authorities and spill response contractors.
- Spill Prevention Plan, including inspection and monitoring program, tank integrity testing procedures, preventive maintenance and housekeeping procedures, formal spill response training, and exercises and security measures.
- Documented review and update of procedures every five years.
- Certification that a Substantial Harm Analysis has been conducted and that the facility is either not subject to Facility Response Plan (FRP) requirements or that an FRP has been completed.
- Professional engineer's certification.
- Management approval.

4. Plan Certification

Regulations require that a licensed Professional Engineer (PE) review and certify the plan. However, the information for the plan can be collected and the plan written by someone other than a PE. The plan must be re-certified by a PE whenever technical amendments are made. Non-technical amendments, such as changes to phone numbers and contact names, do not require PE certification. The plan must be reviewed, revised, and recertified by a PE at least every five years.

5. Effective Date for Regulatory Revisions

On July 17, 2002, EPA amended the SPCC regulations. These amendments included changes in or clarification of operating requirements and clarification of applicability provisions. Changes went into effect in August 2002, and this fact sheet reflects the operating requirements of the rule as revised. SPCC Plans were required to be amended to reflect the changes. However, through a series of actions, EPA extended the deadline for revising existing SPCC Plans or putting new ones in place. The current deadlines for SPCC Plans are:

- If a facility was in operation on or before August 16, 2002, they may maintain their existing SPCC plan, but must amend it to ensure compliance with amendments to the regulations, on or before August 17, 2005. The amended plan must be implemented as soon as possible and no later than February 18, 2006.

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

- If a facility became operational between August 16, 2002 and February 18, 2006, and meets the criteria for coverage under these regulations, they must prepare a SPCC plan on or before February 18, 2006, and fully implement it as soon as possible, no later than February 18, 2006.
- If a facility becomes operational after February 18, 2006, and, then a SPCC plan must be prepared and implemented before the facility personnel undertake operations.

FIRST QUESTIONS FOR THE SMALL BUSINESS OWNER

- Do you use or store petroleum products or other oils, or products that contain oil, at your facility?
- Do you use oil to heat the building or any of the equipment at the facility? Do you have tanks for oil storage, including heating oil tanks?
- What are the sizes of the containers that you use to store oil?
- Do you know if there are is any water body, such as a lake, river, stream, wetland, close to the facility?
- Do you know how rainwater drains from the property and where it drains to?
- Do you have any written procedures for spills that occur on the property?

WHAT TO LOOK FOR

- Total aboveground oil storage capacity greater than 1,320 gallons in storage containers greater than or equal to 55-gallons; or
- Completely buried (underground) storage greater than 42,000 gallons.
- Observe facility drainage to identify if there is a potential for an oil release to reach a nearby waterway. Be sure to consider worst case scenarios based on site topography and potential weather conditions.

THE POLLUTION PREVENTION CONNECTION

- Look for ways to reduce the quantity of oil and oil products stored at the facility and purchase these materials in containers with less than 55-gallon capacity when possible.
- Plan and institute procedures to prevent spills before they occur.
- Provide adequate resources to respond to and minimize the effect of spills that do occur.

Spill Prevention Control and Countermeasures Hazardous Material Handling and Use

FOR FURTHER INFO

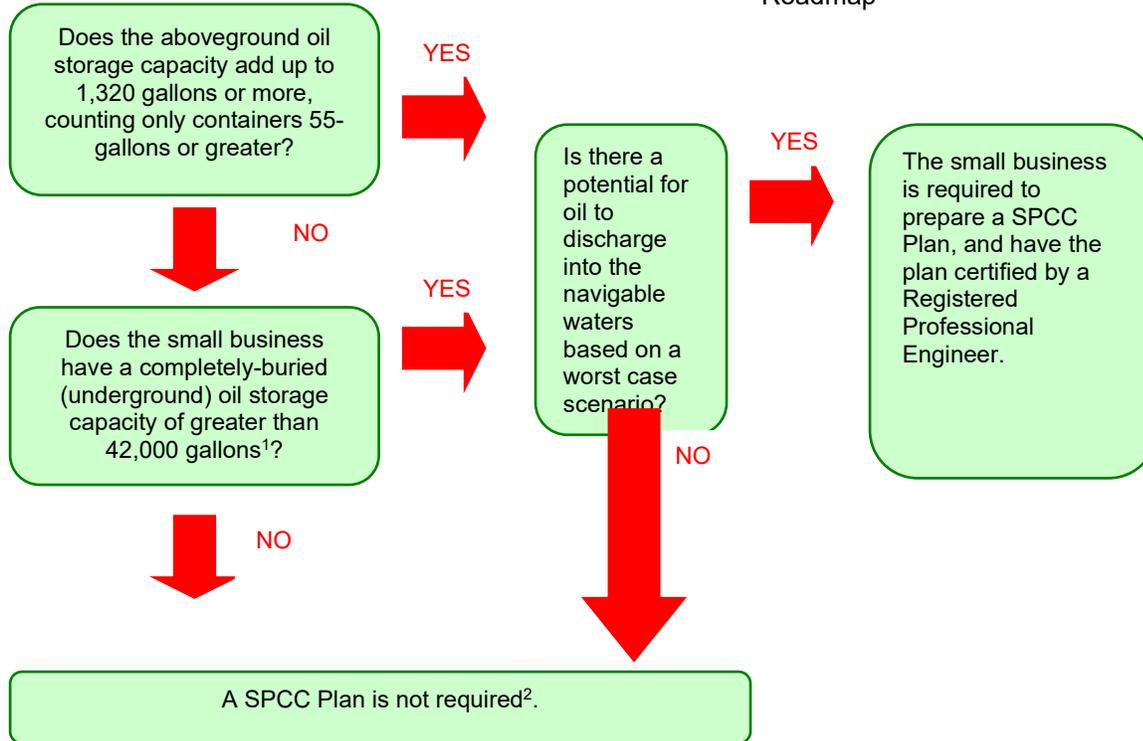
- EPA's website on SPCC requirements and Oil Pollution Prevention Regulations: <http://www.epa.gov/oilspill/index.htm> .

This fact sheet provides a general overview of regulatory requirements. It is not all-inclusive and does not describe specific state and local requirements. Its purpose is to provide state SBAP staff with guidance on key provisions so that they may recognize potential applicability to small business and be more effective when seeking interpretations from regulatory experts.

Hazardous Material Use Spill Prevention Control and Countermeasures

Spill Prevention Control and Countermeasure Plan (SPCC)

Roadmap



NOTES:

¹Underground storage tanks are regulated under 40 CFR 280 and 281, and are not included in determining the 42,000-gallon capacity threshold for the SPCC regulation.

²Regional Administrators can require the preparation of a SPCC Plan by a facility that does not meet the criteria specified in the regulation.

Hazardous Material Use Spill Prevention Control and Countermeasures

Appendix 3

FDEP SITE NUMBERS

FACILITIES MAINT.

1.	COURTHOUSE UST 2,000 DIESEL	500 WHITEHEAD ST. Installed May 1999	44/9103267
2.	COURTHOUSE ANNEX UST 4,000 DIESEL	530 WHITEHEAD ST. Installed Jan. 2001	44/9103265
3.	GATO BUILDING UST 10,000 DIESEL	1100 SIMONTON ST. Installed Dec. 2000	44/9804406
4.	HARVEY GOVT. CENTER UST 10,000 DIESEL	1200 TRUMAN AVE. Installed Aug. 1996	44/9602046
5.	DETENTION CENTER UST 12,000 DIESEL	5501 COLLEGE RD. Installed March 1993	44/9300210
6.	SHERIFF ADMIN. BLDG. UST 8,000 DIESEL	5525 COLLEGE RD. Installed Nov. 1994	44/9501974
7.	MARATHON EOC AST 1,000 DIESEL	2790 OVERSEAS HWY. Installed Jan. 1993	44/9300654
8.	MARATHON JAIL AST 600 DIESEL W/ 0902-5911 (GEN)	3981 OCEAN TERRACE Installed Jan. 2008	44/9810308 No annual required
9.	PK COURTHOUSE UST 2,500 DIESEL	88820 OVERSEAS HWY. Installed Oct. 1991	44/9200345
10.	PK SHERIFF AST 1,500 DIESEL	52 HIGH POINT RD. Installed June 2004??	44/9807229

FLEET MANAGEMENT

11.	KEY WEST GARAGE AST 8,000, 5,000 GAS/ 3,000 DIESEL	3583 S. ROOSEVELT BLVD. Installed May 1999	44/8624745 EPA-FLR000025585
12.	MARATHON GARAGE AST 8,000, 5,000 GAS/ 3,000 DIESEL	10600 AVIATION BLVD. Installed May 1999	44/9102658
13.	PLANTATION KEY UST 8,000 GAS/AST 3,000 DIESEL	186 KEY HEIGHTS DRIVE Installed July 1991/March 1993	44/9102657 EPA-FLR000034967

FIRE RESCUE

14.	KEY LARGO FIRE STATION UST 2,500 DIESEL	MM 99.5 FAST DR.	44/9601842
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Hazardous Material Use Spill Prevention Control and Countermeasures

THE EMERGENCY GENERATORS HAVE FUEL TANKS LARGER THAN 55 GALLON

NOTE: GENERATORS IN BLUE ARE NOT UNDER GENERATOR CONTRACTOR

LOCATION	UNIT#	KW'S	DESCRIPTION	TRANSFER SWITCH
1. KW Old Jail	GENKWOJL	230	CUMMINS 500FDR7116JJW	Auto transfer-Lake Shore 17234P1
2. KW Courthouse	0902/438	500	Caterpillar 3412dit	Auto transfer (3switches)-Westinghouse 3T2378
3. KW Garage	0903/668	100	Kohler 100ROZJ81	Portable generator on trailer
4. KW New Trailer mounted	0903/5934	150	Detroit Diesel	Trailer mounted
5. KW Garage At Bayshore Manor	0903/671	150	Kohler fast response / 150ROZJ101	Portable Generator on trailer / Auto Transfer
6. KW Garage to KW fuel approx. 4/08	0901/1205	15	Kohler 15ROZ	Portable generator on trailer
7. KW Garage Fuel	0903/871	30	30ROZJ	Portable generator, Auto transfer
8. KW Garage	0903/988	30	Spectrum 30DSEJ	Portable generator on trailer
9. KW Garage	0903/990	40	Spectrum 40DSEJ	Portable generator on trailer
10. KW Garage	0903/994	80	Spectrum 80DSEJ	Portable generator on trailer
11. KW New Jail	0902/519	1000	Caterpillar SR4	Auto transfer-ASCO Type 1 (3 sections)
12. KW Sheriff Admin	GENKWSAD	650	Kohler 600ROZD71, Genset 573RSL4032	Auto transfer-Kohler ACS166341
13. KW Juvenile Center	?	1000	Caterpillar	Auto transfer
14. At KW Garage	GENKWPSB	60	Onan 60DGCBL	Was at PSB on skid tank
0. KW R Sands Center was Douglas Center	2000/4465	15	Kohler 15ROZ81 S/N 339664	Transferred bldg to KW approx FY04-05
15. KW Truman School	1808/1013	20	Kohler 20ROZ-J8 S/N 332439	Auto transfer-Westinghouse 06T843
16. KW Harvey Center	GENHARVC	500	Kohler500ROZ	Kohler 200 amp
17. KW Sheriff Fire Pump	GENSHEFP	50	Detroit 351	No transfer switch
18. KW Sigsbee Translator	2500/5930	33	Detroit Diesel	Auto Transfer
19. KW Courthouse Chiller	GENCHILL	275	Generac	Auto Transfer
20. KW Gato Bldg.	GENGATOB	600	Caterpillar	Auto Transfer
21. KW Freeman Bldg.	GENFRMAN	750	Cummins Power	5 transfer switches
22. KW Big Coppitt Fire Station	GENBCFST	100	Kohler 100ROZ	Kohler 300 amp
23. KW Sugarloaf Fire Station	GENSGLFS	25	Kohler 25ROZ	Kohler
24. KW Cudjoe Sheriff Substation	0903/5929	80	Taylor Power Systems s/n 20764	Auto Transfer / Trailer mounted
25. KW New Trailer mounted	0903/5935	150	Detroit Diesel	Trailer mounted
26. MAR Big Pine Sr. Ctn	0901/148	15	Kohler 15ROZ	Auto transfer, Westinghouse 06T843.4
27. MAR Levit Sr. Ctn	1808/4477	15	Kohler 15ROZ S/N 339634	Auto transfer, Westinghouse 06T7842
28. MAR West Summerland Translator	GENWSMLD	60	Cummins Power	Auto Transfer
LOCATION	UNIT#	KW'S	DESCRIPTION	TRANSFER SWITCH
29. MAR Garage	GENMARGA	100	Spectrum DDA	Auto transfer, Spectrum S-168341-600
30. MAR Garage	0903/669	100	Kohler 100ROZJ71	Portable generator on trailer
0. MAR Airport Runway	GENMAAIR	80	Kohler 80R0Z261 S/N 175088	Got flooded, due to be replaced as of 1/28/08
31. MAR Airport (in chiller room)	GENMCHIL	180	Kohler 180R0Z581 S/N 352395	Auto Transfer
32. MAR Airport Beacon	GENMABCN	12	Guardian Plus Propane	Auto Transfer
33. MAR Garage	0903/986	80	Spectrum 80DSEJ	Portable generator on trailer
34. MAR Garage	0903/992	30	Spectrum 30DSEJ	Portable generator on trailer
35. MAR Garage	0903/993	80	Spectrum 80DSEJ	Portable generator on trailer
36. MAR 63 St. Govt. Center	0903/654	100	Kohler power system	Manual Square D double throw
37. MAR EOC	GENMAEOC	180	Kohler 180ROZJ101	Auto transfer, Kohler K-166341225
38. MAR EOC BACKUP	0903/5649	170	TEREX T230	

Hazardous Material Use Spill Prevention Control and Countermeasures

39. MAR Sheriff Sub Station	GENMASHE	60	Kohler 60ROZJ81	Auto transfer, Westinghouse 06T6843.9
40. MAR Jail	0902/5911	200	Taylor Power Systems s/n 20660	Surplus 3000/013 (old gen) from Faster when done as of 5/24/07.
0. MAR Medical Examiner's Office		400	Cummins	Auto Transfer / to be in service approx. 5/30/08
41. MAR Long Key State Park Tower	GENLKSP Moving 3/8?	25	Generac S/N 2067047	Auto Transfer model GTS020W S/N# 79739, 200 Amp
42. PK Garage	0903/667	100	Kohler 100ROZJ101	Portable generator on trailer
43. PK Garage	0903/670	150	Kohler 150ROZJ101	Portable generator on trailer
44. PK Garage	0903/984	80	Spectrum 80DSEJ	Portable generator on trailer
45. PK Garage	0903/985	80	Spectrum 80DSEJ	Portable generator on trailer
46. PK Garage	0903/987	30	Spectrum 30DSEJ	Portable generator on trailer
47. PK Garage	0903/989	40	Spectrum 40DSEJ	Portable generator on trailer
48. PK Garage	0903/991	20	Spectrum 20DSEJ	Portable generator on trailer
49. PK Public Works Office / Building	0903/134	60	Kohler	Auto transfer-Westinghouse 06T2414
50. PK Senior Citizen	1808/4838	15	Kohler, Yanmar S/N 339662	Auto transfer-Westinghouse 06T55293
51. PK Courthouse	GENPKCTH	325	Sanford, Onan engine 250DFB2	Auto transfer-TCU80000
52. PK Ellis Bldg	GENPKELL	50	Kohler genset, Cummins engine 4BT3.9GC	Auto transfer
53. PK Card Sound Road Toll Booth	3200/079	25	Kohler genset, Yanmar engine 4TN84R-RK	Auto transfer-OGT55293
54. PK Card Sound Road Transfer Station	2500/021	60	Kohler 60ROZJ61	Auto transfer-K62828
PK Key Largo Fire Station	GENKLFST	100	Katolight	ASCO 940 300 amp We don't work on this anymore
55. PK Tavernier Fire Station	1437/492	60	Kohler 60ROZ	ASCO
LOCATION	UNIT#	KW'S	DESCRIPTION	TRANSFER SWITCH
56. PK Old Public Works Bldg.	1404/058	50	Kohler 50ROZJ81 / John Deere engine	Manual Transfer
57. PK Garage	0903/567	80	Cummins 6BT59-GC1	Auto Transfer
58. PK Roth Building / Sheriff Admin.	GENPKSHR	670	Sanford/Baldor	
59. PK Key Largo MM106 Andros Rd. State Tower	GENKLAST	25	Cummins DKAF-5001107 S/N I010286522	Auto Transfer model OTPCA-5001897 S/N J010291620

Marathon Airport

Cristal Clear Aviation – (2) 12,000 gallon Jet A
(1) 8,000 gallon Av Gas

Marathon Jet Center – (1) 12,000 gallon Jet A
(1) 10,000 gallon Av Gas

Mosquito Control

Director Steve Bradshaw 289-3700

Next to Monroe County Marathon Airport

- 4000 gal Jet A fuel Tank
- 1000 gal Unleaded Gas for vehicles
- 600 gal diesel fuel for generator
- (2) 300 gal Jet A fuel for Ground Chemical distribution
- 275 gal Permethrin for ground chemical distribution

Hazardous Material Use

Spill Prevention Control and Countermeasures

Appendix 4

Hazardous Material Emergency Response

Purpose:

To maintain a procedure for handling hazardous material emergencies, to ensure community and employee safety, and provide for emergency medical services should there be contamination or injury resulting from a spill, fire, or explosion from hazardous chemicals, waste or materials.

PROCEDURES:

In all incidents of emergency involving hazardous materials, the following persons should be notified:

1. Supervisor
2. Department Director
3. Division Director

Major Spill:

1. Notify Supervisor (report type of material)
2. Evacuate personnel from area
3. Contain the spill using absorbent material in the area
4. Consult MSDS for proper decontamination methods, PPE and medical requirements.
5. Follow procedures for major spill incident

Fire:

1. Notify all occupants in immediate area
2. Call 9-1-1 (9-9-1-1 on County Line)
3. Evacuate personnel from danger area
4. Contain blaze (if applicable) until assistance arrives
5. Coordinate with the Incident Commander of the responding Emergency Services
6. Review MSDS for additional precautionary precautions/dangers.
7. Decontaminate the area when fire is extinguished, using proper PPE and decontamination procedures.

Explosion:

1. Notify all occupants in immediate area of type of danger
2. Notify 9-1-1
3. Initiate Emergency Response Preparedness Plan
4. Coordinate with the Incident Commander of the responding Emergency Services
5. Evacuate danger area
6. Review MSDS for additional dangers or precautions.

State Warning Point: 1-800-320-0519

Hazmat Clean up Vendors:

Safety Kleen: (863) 533-6111

Cliff Berry: (954) 763-3390

Magnum: (305) 785-2320
(800) 394-8601

OHM: (352) 394-8601