STORM WATER POLLUTION PREVENTION PLAN

Prepared for:

LoneStar Airport Holdings, LLC
The South Terminal
Austin-Bergstrom International Airport
10000 Logistics Lane
Austin, TX 78719

Prepared by:

505 East Huntland Drive, Suite 250
Austin, Texas 78752

March 2017

APPENDIX M

(ABIA SWP3)

STORM WATER POLLUTION PREVENTION PLAN FOR THE SOUTH TERMINAL AUSTIN-BERGSTROM INTERNATIONAL AIRPORT

Prepared for:

LoneStar Airport Holdings, LLC
South Terminal, Building #8170
Austin-Bergstrom International Airport
10000 Logistics Lane
Austin, TX 78719

Prepared by:

505 East Huntland Drive, Suite 250
Austin, Texas 78752

TRC Project No. 236252.0001.0000

March 2017

STORM WATER POLLUTION PREVENTION PLAN CERTIFICATIONS

for

The South Terminal
Austin-Bergstrom International Airport
10000 Logistics Lane
Austin, TX 78719

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

"I also certify that the storm sewer system has been evaluated for the presence of non-stormwater discharges and that the discharge of non-permitted non-stormwater does not occur."

LoneStar Airport Holdings, LLC – The South Terminal

Printed Name: Jeff Pearse Title: Chief Executive Officer

Signature: _____ Date: _____

***See Appendix I for completed certifications and the forms section for an electronic copy.**

REVISION TABLE

Revision No.	Date of Revision	Description of Revision	Date of Incorporation
1	March 2017	Initial Plan	

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1.0 INTRODUCTION

The Austin-Bergstrom International Airport (ABIA) Storm Water Pollution Prevention Plan (SWP3) prepared by the City of Austin (COA) Department of Aviation (DOA) provides the information needed to guide the DOA and ABIA Tenants in the identification of potential sources of pollution, the implementation of work practices, personnel training, and other actions that will prevent or control the potential degradation of storm water runoff. The SWP3 has been prepared pursuant to the requirements of the Texas Pollutant Discharge Elimination System (TPDES) Multi-Sector General Permit (MSGP) No. TXR050000, administered by the Texas Commission on Environmental Quality (TCEQ) under the Clean Water Act, Section 402, and the Texas Water Code Section 26.040. Regulated DOA Tenants participating in the shared SWP3 have their own TPDES permit numbers, which are included in Appendix I of the ABIA SWP3.

The South Terminal is a co-located facility within ABIA, and is an ABIA Tenant. The operator of each of co-located facility must individually obtain authorization to discharge under the general permit. That is the reason the South Terminal has developed their own SWP3 as an Appendix to the ABIA SWP3. The South Terminal is located at 10000 Logistics Lane, Austin, Texas, 78719. The South Terminal includes the Terminal building, the south portion of the Maintenance Apron (Apron D), surrounding facility driveways and parking, and the South Terminal parking booth and access gate. This appendix provides the specific information needed to guide the South Terminal and its subtenants the identification of potential pollutant sources, implementation of best management practices, and other actions that will prevent or control the potential impacts to storm water runoff from the South Terminal facilities.

Parking areas are excluded from coverage under the MSGP and are not addressed in this SWP3.

The South Terminal and its subtenants shall participate in the ABIA SWP3 in compliance with the requirements of the DOA, the TPDES regulations, and the COA storm water regulations promulgated under Title VI, Chapter 6-5 of the Austin City Code. Based on the facility's Standard Industrial Classification (SIC) Code, which is *SIC 4581- Airports, Flying Fields, and Airport Terminal Services,* South Terminal operations are regulated under "Sector S – Air Transportation Facilities" of the MSGP. The operator of each co-located facility must individually obtain their own authorization number to discharge under the TPDES General Permit. The authorization number is obtained by completing and submitting a Notice of Intent (NOI) form to the TCEQ. Prior to the NOI submittal, TPDES requires that each applicant develop and implement an SWP3 or participate in a shared SWP3. The South Terminal is developing this separate SWP3.

The required activities/elements of the SWP3 that are the responsibility of the DOA and those that are the responsibility of the South Terminal are listed below.

The DOA will:

- Perform the quarterly **visual** storm water sampling
- Perform the outfall and DOA Water Quality Pond inspections
- Perform annual Hazardous Metals sampling
- Track total airport deicing fluid usages, management, and discharges of runoff containing deicing fluid
- Perform the Comprehensive Site Compliance Inspection (CSCI) with the tenant
- Complete the CSCI Report
- Keep records for the appropriate archive time frames (typically 3 years)

The South Terminal will:

- Maintain the South Terminal SWP3 with regard to activities and sub-tenants
- Obtain a permit and manage sub-tenants (determine sub-tenant responsibilities)
- Establish a Storm Water Pollution Prevention Team
- Complete the three Quarterly Self Inspections (CSCI counts as the 4th quarterly inspection)
- Manage BMPs including spill supplies
- Manage structural controls
- Train personnel (at least once annually)
- Communicate with the DOA when Appendix M of the ABIA SWP3 (South Terminal SWP3) has had significant updates
- Report spills to DOA and other applicable authorities
- Keep records for the appropriate archive time frames (typically 3 years)

1.1 Storm Water Pollution Prevention Plan Requirements.

The requirements of the SWP3 are provided in Section 1.2 of the ABIA SWP3.

The SWP3 implementation at the South Terminal identifies sources of potential stormwater pollution and identifies and implements Best Management Practices (BMPs) to reduce or prevent pollutants associated with industrial activities from combining with stormwater discharges and authorized non-stormwater discharges. BMPs designated for this facility are found in Appendix V of the South Terminal SWP3. The responsible person designated in the South Terminal SWP3 Team shall ensure implementation of the elements of this plan. Prior to incorporation into the ABIA SWP3, the site operator shall review the plan and ensure that the appropriate measures are taken at the facility to comply with the ABIA requirements.

1.2 Elements of the SWP3 for the South Terminal

The following appendices are provided for the recordkeeping requirements for the ABIA SWP3, specific to the South Terminal:

- Appendix I Inspection Forms and Tables
- Appendix II Training Records
- Appendix III Annual Review Records
- Appendix IV Periodic Monitoring and Inspection Records
- Appendix V Best Management Practices
- Appendix VI Spill Response Plan
- Appendix VII Spill Records and Response Actions
- Appendix VIII De-icing and Anti-icing Records

2.0 POLLUTION PREVENTION TEAM

A team of individuals will retain primary responsibility for the proper administration and implementation of the South Terminal SWP3. The SWP3 Team structure and responsibilities, personnel training, and education requirements are summarized in Table 1, below.

2.1 South Terminal SWP3 Team Structure and Responsibilities

Table 1. Pollution Prevention Team

TEAM POSITION	NAME	TITLE	PHONE	RESPONSIBILITIES
SOUTH TERMINAL REPRESENTATIVES				
Team Leader	Jeff Pearse	Chief Executive Officer (CEO)	(917) 574-8475	Signatory authority. Develop, schedule, organize, direct, coordinate, and control overall quality of South Terminal SWP3 activities. Implement and perform required SWP3 activities, including maintain records, submit reports, train employees, BMPs, record data, control quality, and coordinate spill response and cleanup. Ensures BMP maintenance is completed and SWP3 record updates are provided to DOA as needed. Participate in SWP3 training. Develop specific SWP3 elements. Select and implement appropriate BMPs.
Inspector	TBD	Operations Supervisors		Provide continuity of SWP3 management activities in absence of Team Leader. Assist in day-to-day management of SWP3 activities. Inspect and control stormwater pollution prevention quality.
Supervisor	TBD	Operations Supervisors		Responsible for overseeing daily tasks that occur at the facility. Present during the transfer/handling of material.
ABIA PERSONNEL (advisory)				
SWP3 Environmental Coordinator	Chrissy Mount	Environmental Compliance Specialist	(512) 530-5539	Responsibilities are managing overall compliance with the ABIA SWP3; tenant compliance with applicable BMPs, DOA Policies and Procedures; and that operations at ABIA are in compliance with TPDES regulations.

At a minimum, the South Terminal SWP3 team members will be responsible for ensuring that their facility complies with the following SWP3 requirements:

- Implement applicable stormwater BMPs at Tenant facility and common areas.
- Provide all applicable TCEQ and DOA notifications/communications due to personnel and ownership changes.
- Attend SWP3 Team meetings.
- Maintain a current copy of the TPDES General Permit and SWP3, with all applicable amendments attached.
- Maintain all applicable SWP3 records pertaining to their facility and operation.
- Implement spill prevention and spill response procedures pursuant to the Spill Response Plan.
- Implement applicable DOA Material Storage and Handling Guidelines.
- Perform proper Hazardous Waste Management (if applicable).
- Implement internal employee training and education programs.
- Identify and implement changes to BMPs, as appropriate.
- Inform the DOA prior to on-site inspections and allow them to attend, if desired.

The SWP3 Team will meet once per year, at a minimum. The meeting will be conducted by the South Terminal SWP3 Team Leader. The Team will evaluate the inspection results and the effectiveness of the current BMPs and compliance with DOA Policies and Procedures. As appropriate, the Team will identify and implement any needed changes to this SWP3.

The DOA will not certify SWP3 compliance for individual tenant facilities. The South Terminal CEO will certify that the SWP3 will be implemented at the Facility.

2.2 South Terminal Employee Training

Personnel with day-to-day supervisory authority and those who perform services that involve significant materials (i.e., fuels, chemicals, detergents, etc.) must be aware of stormwater pollution prevention management practices, and understand the contents of the SWP3, the General Permit, and the BMP implementation strategies applicable to the South Terminal Facility. Initial and periodic refresher training of all employees who are responsible for implementing or maintaining activities identified in the SWP3, including SWP3 Team Members, is required to

support consistent and effective implementation of the SWP3 at the South Terminal. Training requirements are provided in Section 5.6.

The DOA may conduct an annual SWP3 BMP implementation training seminar for all industrial tenants that contribute stormwater discharge to the ABIA storm water system. One representative from each of the above described operations is required to attend the annual meeting. These representatives will then be responsible for training and educating their own internal staff.

3.0 NON-STORMWATER DISCHARGES EVALUATION

Pursuant to the requirements of TPDES permit, the LoneStar Airport Holdings, LLC South Terminal Facility Manager has conducted an investigation to identify which allowable (permitted) non-storm water discharges occur and if any non-permitted non-storm water discharges occur at the South Terminal Facility. The data used to complete the evaluation were derived through the following tasks:

- South Terminal files and drawing reviews
- The ABIA Tenant Questionnaire
- Site inspection
- Dry weather visual inspection of South Terminal points of storm water discharge

Based on the information obtained, no non-permitted non-storm water discharges were identified. Several routine operations and maintenance activities that represent potential allowable non-storm water discharges were identified, as discussed below.

3.1 Allowable Non-Storm Water Discharges

The TPDES permit allows several types of onsite non-storm water sources to discharge without any additional authorization required. The following list presents non-storm water sources covered by the permit that have been observed and have the potential to be discharged from the South Terminal Facility:

- Discharges from emergency firefighting activities, uncontaminated fire hydrant flushing, and blow down from terminal fire suppression systems conducted as routine maintenance activities by Airport Rescue and Fire Fighting (ARFF).
- Potable water sources (excluding discharges of hyperchlorinated water).
- Lawn watering and similar irrigation drainage.
- Water from the routine external washing of structures, conducted without the use of detergents or other chemicals and where spills or leaks of toxic or hazardous materials have not occurred (unless all spilled material has been removed).
- Air conditioner and compressor condensate water.
- Water from foundation or footing drains where flows are not contaminated with pollutants (e.g., process materials, solvents, and other pollutants).

3.2 Non-Permitted Non-Storm Water Discharges

Based on the South Terminal's evaluation, certain activities may potentially result in a non-storm water being released to the South Terminal's apron storm water drainage system components (e.g., trench drain, concrete holding tank, vegetated swales). As a proactive and conservative measure, the South Terminal has instituted additional policies, and associated BMPs, to further reduce the potential for adverse impact to storm water quality from these activities.

- Washing of outdoor pavement where oil and grease might accumulate such as aprons, parking lots and garages, is only allowed where there is a permitted connection for wash water and rinsate to discharge to the waste water system or where wash waters are reclaimed.
- Paved surfaces where leaking aircraft, vehicles, and ground support equipment are parked or where outdoor maintenance of the above occurs must be cleaned as appropriate and power washed on a regular basis. Wash waters must be reclaimed.
- Water from routine washing of pavement where detergents or other chemicals are used or where spills or releases have occurred must be reclaimed.

In particular, the South Terminal has a trench drain on the apron where the aircraft park. All drainage is directed via the trench drain to a concrete spill containment tank at the west edge of the facility. All material is retained in the tank and evaluated to determine whether it contains spills, contaminants, or other non-permitted non-storm discharges. If non-permitted, the tank is pumped out into a tank truck and disposed of appropriately off site. If allowable, it is pumped out into the drainage system.

DOA Policies and Procedures and BMPs applicable to all of the industrial activities performed at South Terminal are presented in Appendix V of the SWP3.

3.3 Non-Storm Water Discharge Evaluation Certification

The certification is presented at the front of this SWP3.

4.0 POTENTIAL POLLUTANTS AND SOURCES

The following section lists the potential pollutants, sources, and drainage pathways at the South Terminal Facility.

4.1 Description of Facility

The South Terminal is located within the Austin-Bergstrom International Airport (ABIA) property, located south of the main airport terminal. The facility consists of the South Terminal building, and the surrounding property including the aircraft apron area, surrounding facility driveways and parking, and the parking booth and access gate. The two primary operational areas (material loading, unloading, and access areas) that are exposed to stormwater include: (a) the outdoor apron area, where airplane refueling, lavatory servicing, food refuse disposal, de-icing, and small scale maintenance will occur, and, (b) the outdoor baggage claim area where Ground Service Equipment (GSE) will be transporting baggage from the airplanes to the terminal, and carousels with greased moving parts will be exposed to the stormwater. The building and parking area are not areas associated with industrial activity and are excluded from the permit. The primary operational areas are shown on the Facility Location Map and the Site Layout plan.

4.2 Inventory of Exposed Materials

Through implementation of material storage requirements at the site, the South Terminal Facility has successfully eliminated the storage of potential pollutants in locations that are exposed to precipitation. As a result of the practices at the site, exposure of potential pollutants to precipitation is limited to new supplies material transferring, refuse transportation and storage, recycling waste transfer and storage, and fueling activities, as summarized in Table 2.

Table 2. Potential Pollutants

MATERIAL DESCRIPTION	LOCATION	QUANTITY STORED ON SITE	CONTAINER	LIKELIHOOD OF CONTACT WITH STORMWATER	DRAINAGE PATHWAY	PAST SPILL OR LEAK
Jet Fuel	Airfield Apron	Not Stored on Site	Mobile Refueler Tank	Low	Drains to trench drain that leads to spill containment tank.	No
Gasoline	Refueling Trucks Onsite	TBD	Mobile Refueler Tank	Low	Drains to trench drain that leads to spill containment tank.	No
Diesel	Terminal Service Yard	TBD	Generator reservoir	Low	Drains to stormwater culvert and vegetated swales, overland flow.	No
Food Refuse Waste	Waste Storage Area	30 cubic yards	Trash compactor	Low	Drains to stormwater culvert and vegetated swales, overland flow.	No

MATERIAL DESCRIPTION	LOCATION	QUANTITY STORED ON SITE	CONTAINER	LIKELIHOOD OF CONTACT WITH STORMWATER	DRAINAGE PATHWAY	PAST SPILL OR LEAK
Lavatory Resupply Fluids	Airfield Apron	TBD	Lavatory Service Trucks	Low	Drains to trench drain that leads to spill containment tank.	No
Lavatory Waste	Airfield Apron	30 cubic yards	Lavatory Service Trucks	Low	Drains to trench drain that leads to spill containment tank.	No
De-icing Fluid*	Airfield Apron	Not Stored on Site	De-icing Fluids Truck	Low	Drains to trench drain that leads to spill containment tank.	No

*Future activity to be added to SWP3

4.3 Activities and Potential Sources of Pollution

The primary activities and potential sources that may be reasonably expected to add pollutants to stormwater discharges include:

- potential spills from airplane refueling, lavatory servicing, and light maintenance that may occur in the South Terminal apron area addressed in Table 2; and
- potential leaks and spills from the transportation of baggage, and the moving parts of the baggage handling equipment and vehicles.

The primary concern is the process of material transfer vehicles and fueling vehicles. All transfers and fueling will follow the procedures discussed in section 4.3.1. No other potential pollutants are stored in areas that are exposed to stormwater runoff or stormwater drains.

4.3.1 Material Loading, Unloading, Access Areas

The material loading, unloading, and access areas are restricted to South Terminal personnel and contractors for fueling and lavatory services. Fueling and lavatory services vehicles must stay on the designated routes and obey all traffic signs within the facility.

During the loading of materials into airplanes, any spills or contaminated runoff that occur in the apron may potentially discharge into the trench drain located at the south side of the apron. This trench drain conveys spills and contaminated stormwater to the west into the concrete spill containment tank onsite to be retained and pumped out for off-site disposal.

Uncontaminated stormwater collected in the concrete tank is pumped through a sand-oil separator immediately south of the tank. The outlet of the sand-oil separator discharges to the south via sheet flow to a grassy area of ABIA off site, and eventually discharges to ABIA Outfall 16, as depicted on Figure 3. Stormwater that is not collected in the concrete tank sheet flows to the east offsite into a grassed drainage swale. The topography allows surface flow to reach stormwater ditches that lead to ABIA Outfall 16.

During fuel loading and unloading processes, a South Terminal designated person must be present to oversee the loading of fuel into the airplanes. These persons must arrive before the tank is opened, must watch the entire refill operation, and must observe the fuel provider closing the refill pipes and reloading its hoses onto its truck. The South Terminal representative will verify that the contractor has checked the hoses and equipment for leaks prior to exiting the facility.

During lavatory services, a South Terminal designated person must be present to oversee the process. These persons must arrive before the lavatory pump is connected, must watch the entire vacuum operation, and must observe the lavatory services provider disconnect the hoses and reload them in its truck. The South Terminal representative will verify that the contractor has checked the hoses and equipment for leaks prior to exiting the facility.

De-icing is not yet in operation, but will be added later to the SWP3. During de-icing activities, a South Terminal designated person must be present to oversee the process. These persons must arrive before the de-icing occurs, and must watch the entire de-icing operation. The South Terminal representative will verify that the contractor has checked the de-icing hoses and equipment for leaks prior to exiting the facility.

4.3.2 Vehicle and Equipment Storage and Cleaning

Vehicles are stored on the South Terminal apron. Cleaning of the vehicles will occur offsite.

4.3.3 Fueling Areas

The fueling areas on site are equipped with spill kits to provide protection of petroleum products from entering the storm drains. Spill kits are maintained at the facility in accordance with Table 3, below. The spill kits will be checked by the designated SWP3 team member during the monthly inspection to ensure that they are present and complete. The standard spill kit contains absorbent materials, rags, gloves and other personal protective equipment (PPE) needed to attend to a spill.

4.3.4 Lavatory Services Areas

The Lavatory Services areas on site are equipped with spill kits to provide protection of substances (i.e. BlueJuice) from entering the storm drains. Spill kits are maintained at the facility in accordance with Table 3, below. The spill kits will be checked by the designated SWP3 team member, during the monthly inspection to ensure that they are present and complete. The standard spill kit contains absorbent materials, rags, gloves and other personal protective equipment (PPE) needed to attend to a spill.

4.3.5 De-icing/Anti-icing Areas (future)

De-icing is not part of the operations at the South Terminal at this time. It will be added to the SWP3 at a later time. For information, the de-icing/anti-icing areas onsite will be equipped

with spill kits to provide protection of de-icing fluids from entering the storm drains. Spill kits will be maintained at the facility in accordance with Table 3, below. The spill kits will be checked by the designated SWP3 team member, during the monthly inspection to ensure that they are present and complete. The standard spill kit contains boom absorbent materials, rags, gloves and other personal protective equipment (PPE) needed to attend to a spill.

Table 3. Spill Kit Locations

LOCATION	MATERIALS DESCRIPTION
Fueling Area- Spill Kit #1	Standard spill kit
Lavatory Services Area- Spill Kit #2	Standard spill kit
De-icing/Anti-icing Area- Spill Kit #3	Standard spill kit

4.4 Drainage Areas and Outfalls

The South Terminal is a *co-located facility*, as defined in the TPDES General Permit, which is within ABIA. The South Terminal facility drains to one drainage area referred to as Drainage Area (DA)-7B, as illustrated in the ABIA SWP3. Within each drainage area, stormwater flow is dictated by constructed surface topography and by structural controls (e.g., culverts, curb ditches, vegetated swales, etc.).

As dictated by topography and structural control features, stormwater runoff from the Facility is directed to ABIA stormwater swales and sewers that are located outside of the South Terminal Facility area. The stormwater discharge from the South Terminal facility joins other stormwater discharges from ABIA draining to Outfall 16, and is managed by ABIA's stormwater system.

Information about the storm water outfalls at ABIA is provided in the ABIA SWP3 main document.

4.5 Site Map

The South Terminal Site Location Map, Site Layout Plan, and Site Drainage are provided on Figures 1, 2, and 3 of this SWP3.

4.6 Reportable Spill History

There have been no reportable spills at the South Terminal facility. All records of spill incidents and releases will be incorporated into the summary tables provided in Appendix VII.

USEPA defines "significant spills" to include releases of hazardous substances occurring within a 24-hour period in excess of reportable quantities as listed in Section 311 of the Clean Water Act and Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). In the event of a leak or spill, South Terminal personnel will update the table in Appendix VII to reflect the information specific to the incident.

Pursuant to the Spill Response Plan (Appendix VI), spills greater than 3 gallons or any spilled amount that enters a storm drain must be reported immediately to DOA (Dispatch at 512-530-2242 or 512-530-ABIA). An ABIA Spill Incident Report (SIR) form (Form 10-1) must be submitted to the DOA within 24 hours of becoming aware of the spill. The Party responsible for the spill will be responsible for ensuring an SIR is submitted to the DOA. If the spill volume is equal to or greater than the substance RQ, then additional notifications are required pursuant to the specified spill response procedures.

5.0 STORMWATER POLLUTION PREVENTION MEASURES AND CONTROLS

Stormwater pollution prevention practices that are deemed reasonable and effective by the Pollution Prevention Team, are required by the State or local authority, or are required to remain in compliance with the ABIA SWP3, shall be implemented at the South Terminal. These practices are presented in this section of the SWP3.

5.1 Good Housekeeping Measures

Good housekeeping measures are activities that employees perform during the course of normal work activities. These processes are general baseline best management practices required by ABIA. Good housekeeping measures ensure facility grounds and equipment are maintained in a neat and orderly fashion and significant materials are not unnecessarily exposed to stormwater. Good housekeeping practices include such actions as frequent equipment cleanings, maintaining clean floor and pavement areas, proper centralized storage of chemical containers, etc. Good housekeeping practices must be utilized by all employees involved in the management and handling of significant materials.

5.2 Spill Prevention and Response Measures

South Terminal personnel will follow spill prevention and response measures that are in compliance with the Spill Response Plan (Appendix VI). The designated employee at the South Terminal Facility will contact the Airport Communications Dispatch to report the extent of the spill. Actions taken on the South Terminal facility will include:

- identifying potential spill areas and drainage routes;
- encourage reporting of spills to the appropriate Spill Response Team Member;
- post warning signs in potential spill areas with emergency contacts and telephone numbers;
- introduce the Health and Safety Manager and the Response Team;
- educate employees on spill clean-up procedures; and
- post the locations of spill containment and clean-up equipment and the persons responsible for operating the equipment.

5.3 Erosion Control Measures

The South Terminal Facility includes paved and grassy surfaces that are designed to control stormwater across the Facility. On the South Terminal Facility structural controls include grassed drainage swales, stormwater inlets, and drains. The presence of these features

consequently reduces the potential for erosion impacts to the quality of stormwater discharged at the ABIA outfalls off site.

5.4 Maintenance Program for Structural Controls

Structural controls will be inspected on a quarterly basis by the Pollution Prevention Team to ensure that the controls are in effective operation. Records will be kept of all inspections, and the records will include the volume of solids and/or oil removed from the stormwater inlets and sand-oil separator, when applicable. If maintenance is required, the South Terminal will arrange for the repairs or restoration to storm water management structural controls.

5.5 Best Management Practices

The best management practices to be implemented at the site for the various categories of pollution prevention and control measures are provided in Appendix V.

5.6 Employee Training Program and Employee Education

ABIA requires that at a minimum, training for South Terminal must cover items such as:

- SWP3 applicability, goals, objectives, and requirements;
- proper material management, handling, and storage practices for specific chemicals and significant materials;
- spill prevention methods and response;
- the location of materials and equipment necessary for spill cleanup;
- spill cleanup techniques;
- proper spill reporting procedures;
- familiarization with good housekeeping measures;
- familiarization with DOA stormwater and environmental policies and procedures; and
- familiarization with, and implementation of, applicable BMPs.

Training materials may include a stormwater training video, photographic slides of BMPs, and/or overhead presentation materials regarding program implementation.

South Terminal supervisors must provide annual training to employees that perform activities that could contaminate stormwater. Initial SWP3 training must be given to new hires and annual (at a minimum) refresher training to those employees who will be involved with stormwater pollution prevention. Implementation of the training program, including the participation of each person, must be documented.

All South Terminal employees, regardless of their supervisory authority or involvement in handling or use of significant materials, will be provided general SWP3 education. At a minimum, all employees will be informed of the basic SWP3 goals and will receive an overview of the SWP3 Team member responsibilities and contact numbers.

The SWP3 Team will meet once per year, at a minimum. The meeting will be conducted by the South Terminal SWP3 Team Leader. The Team will evaluate the inspection results and the effectiveness of the current BMPs and compliance with DOA Policies and Procedures. As appropriate, the Team will identify and implement any needed changes to the SWP3.

Additional information on these topics is provided in the following section.

5.7 Employee Training Program Topics

Good Housekeeping

- review and demonstrate basic clean-up procedures (sweeping, mopping);
- discuss proper management and disposal of chemicals used at the site;
- clearly indicate proper disposal locations;
- emphasize prompt cleanup of spilled material;
- post signs in materials handling areas and vehicle maintenance areas reminding staff of good housekeeping procedure;
- ensure that employees know where routine and emergency clean-up equipment is located; and
- provide instruction on the proper sealing of waste containers and regular inspection for leaks.

Spill Prevention and Response

- clearly identify potential spill areas and drainage routes;
- familiarize employees with past spill incidents, why they happened, and the environmental impact;
- encourage reporting of spills to the appropriate individuals;
- post warning signs in potential spill areas with emergency contacts and telephone numbers;
- introduce the Health and Safety Manager and the Response Team;
- drill on spill clean-up procedures; and

- post the locations of spill containment and clean-up equipment and the persons responsible for operating the equipment.

Materials Handling and Storage

- advise employees which materials are hazardous and where those materials are stored;
- point out and explain container labels;
- require neat organization of materials for storage;
- explain recycling practices;
- demonstrate how valves are tightly closed and how drums should be sealed; and
- demonstrate proper handling and transport of waste containers around the site.

5.8 Periodic Inspections

The Pollution Prevention Team or qualified personnel designated by this team who are familiar with operations at the site will conduct inspections to determine the effectiveness of Good Housekeeping Measures, Spill Prevention and Response Measures, Erosion Control Measures, Maintenance Program for Structural Controls, Best Management Practices, and the Employee Training Program.

In addition to facility inspections that should be conducted by the South Terminal as a routine part of their day-to-day operations, there are a variety of formal inspections that are required by ABIA and the General Permit. The inspection protocol that will be implemented at the South Terminal is described in the following sections.

5.9 Quarterly SWP3 Compliance Inspections

The objective of the Quarterly SWP3 Compliance inspections is to evaluate the effectiveness of the facility's overall operational practices with regard to stormwater protection. The inspections will include an assessment of the effectiveness of BMPs, compliance with DOA Policies and Procedures, spill prevention and response measures, maintenance programs for structural controls, employee training programs, and any erosion control measures in place.

The South Terminal team will perform quarterly SWP3 compliance inspections. The annual Comprehensive Site Compliance Inspection (CSCI) can replace one of the Quarterly inspections required, thus only three Quarterly SWP3 compliance inspections per year may be required.

If deficiencies or non-compliances are noted, the South Terminal employees will be required to implement changes and establish a reasonable schedule. The time allowed to address the identified deficiency will be based upon the level of risk to stormwater quality.

5.10 Annual Inspections

Once per year, a Comprehensive Site Compliance Inspection (CSCI) will be performed by the DOA in conjunction with the South Terminal team. The results of the CSCI will be documented in a Site Compliance Evaluation Report (CSCIR). The CSCI and SCIR requirements are described in more detail in the following sections.

5.10.1 Comprehensive Site Compliance Inspection:

The objectives of the CSCI are to:

- confirm the accuracy of the descriptions of South Terminal facilities, materials potentially exposed, and activities contained in the SWP3;
- determine the effectiveness of the SWP3; and
- assess the implementation and effectiveness of BMPs necessary for mitigation of potential water quality impacts.

The annual CSCI can replace the need a Quarterly inspection, if it is conducted during the regularly scheduled period for the Quarterly inspection.

The CSCI evaluation must be conducted by personnel familiar with the industrial activities performed at the facility and all elements of the SWP3. During inspection of their facilities, the South Terminal SWP3 Team Member, or designee, must accompany the DOA inspector(s). The South Terminal representative should be prepared to present all documentation pertaining to compliance with the SWP3 during the inspection. The general requirements of the CSCI include:

- inspection of all areas where significant materials are used or stored;
- inspection of all structural controls, including their maintenance and effectiveness;
- inspection of all non-structural controls including BMP effectiveness, good housekeeping measures, and spill prevention;
- inspection of monitored outfalls for evidence of dry-weather flow;
- inspection of all areas immediately downstream of each industrial stormwater outfall;
- a review of all records (visual monitoring, inspection, spill reporting, training, etc.) required by the SWP3; and

- [FUTURE REQUIREMENT] evaluation of de/anti-icing procedures and alternative practices.

For purposes of this inspection, a non-compliance incident is any instance where an element of the SWP3 is either not implemented, or where specific conditions of the permit are not met. Form 12-2: "Annual Comprehensive Site Compliance Inspection Form" is to be used for the CSCI inspection.

5.10.2 Comprehensive Site Compliance Inspection Report

The DOA in conjunction with the South Terminal team will prepare a report to document the findings of the CSCI. The CSCI Report (CSCIR) must include a narrative discussion of the permittee's compliance with the current SWP3. The CSCIR must also identify the personnel conducting the evaluation, the dates of the evaluation, and any incidences of non-compliance. If non-compliances are not identified, the CSCIR must contain a certification that the facility is in compliance with the SWP3. The South Terminal will be responsible for certifying their comprehensive SWP3 compliance. If the CSCIR indicates an incident of non-compliance, the DOA will:

- identify the problem areas;
- provide written notification to the South Terminal;
- provide recommendations regarding a course of corrective action and time line to correct the problem;
- schedule a follow-up site visit; if the follow-up visit reveals that no corrective measures have been taken by the Responsible Party (RP) to correct the area of non-compliance, and the RP is unable to produce documentation that corrective measures are in progress, or cannot provide a date by which the non-compliance will be resolved, it will be at the discretion of the DOA to take any or all of the following actions:
  - Write a Memorandum of Record to the Executive Director of Aviation and property management describing specifically the areas of non-compliance and the lack of cooperation by the Tenant.
  - Notify the COA Watershed Protection and Development Review Department and/or the TCEQ.
  - Revoke airport privileges and leases.

Upon completion of the recommended corrective actions, if required, the CSCIR must be updated to contain a certification that the facility is in compliance with the SWP3 at that time. The CSCIR shall either be included as a part of the SWP3, or referenced in the SWP3. The CSCIR is not submitted to the TCEQ, but must be made readily available for inspection and

review by TCEQ personnel upon request. The DOA CSCIR is maintained at 2716 Spirit of Texas Dr., Austin, Texas 78719.

5.11 Records

Records that will be routinely generated through implementation of the SWP3 will include, among others:

- regulatory notifications and general correspondence;
- employee education and training documentation;
- facility inspection documentation and corrective actions taken;
- facility quarterly inspection results; and
- spill records and response actions taken.

The South Terminal managers will be responsible for maintaining all SWP3 records pertinent to their operations. When modifications to the SWP3 are made, copies of the modifications must be incorporated into the records. The records must be made available to DOA, TCEQ, or COA representatives upon request and must be maintained onsite for a period of three years.

6.0 TPDES NOTIFICATION AND SWP3 MODIFICATON REQUIREMENTS

In accordance with TPDES permitting requirements, there are several activities that require written notifications and formal modifications of the SWP3. The South Terminal is responsible for ensuring that the TCEQ and DOA are notified of changes in ownership, management, facility name, or ceasing operations at ABIA. The following sections describe the applicable requirements.

6.1 Notice of Intent

The South Terminal must submit a completed Notice of Intent (NOI) and maintain a TPDES authorization number. NOIs provide basic information including:

- facility name, address, SIC code, responsible party contact, identification of receiving waters.

The NOI may be submitted electronically through the State of Texas Environmental Electronic Reporting System (STEERS) or by mail. Submitting via STEERS results in a discounted fee of $100 (submitting via mail fee is $200). STEERS can be accessed from the TCEQ's website: https://www3.tceq.texas.gov/steers/. The NOI form can be downloaded from the "Forms" section of the TCEQ's website (Form #10382). If mailed, the original forms must be submitted to the TCEQ at the address shown on the NOI; copies of the forms must also be submitted to the addresses shown for the DOA and the COA Watershed Protection Department in Section 9.5 of the ABIA SWP3.

6.2 Notice of Change

Any changes to the information provided in the original NOI will require the submittal of a Notice of Change (NOC) to the TCEQ, with copies to the DOA and COA Watershed Protection Department. Examples of information that may be submitted on an NOC include the following:

- Change in applicant contact or billing information.
- Changes to the General Characteristics section of the NOI.
- Operator name change, provided that only the name has changed and that no transfer of ownership has occurred.

The NOC must be submitted within 14 days of the change. South Terminal is responsible for preparing and submitting NOCs as necessary. The NOC may be submitted through STEERS or by mail. The NOC form may be downloaded from the "Forms" section of the TCEQ's website (Form #20390). A copy of the NOC Form is also included in the Forms Section of the ABIA SWP3.

6.3 Notice of Termination

Termination of the South Terminal TPDES permit, for any reason, will require the submittal of a Notice of Termination (NOT) to the TCEQ, with copies to the DOA and COA Watershed Protection Department. Reasons for an NOT may include a Tenant vacating the property or a change in ownership. The NOT must be submitted within 10 days of the termination. The NOT may be submitted through STEERS or by mail. The NOT form may be downloaded from the "Forms" section of the TCEQ's website (Form No. 10443). A copy of the NOT Form is also included in the Forms Section of the ABIA SWP3.

6.4 Notification of Requirements for Change of Operator

Permit coverage may not be transferred. When the operator of the South Terminal facility changes, the new operator must submit an NOI at least 10 days before the change in ownership.

6.5 Notice of Submittal Addresses

When used, the completed forms must be submitted to the following addresses:

TCEQ (Optional. Preferred submittal is via STEERS.):
Attention: TCEQ Storm Water and Pretreatment Team MC-288
PO Box 13087
Austin, TX 78711-3087
(512) 239-4671

City of Austin:
Attention: Storm Water Permits Department Watershed Protection Department
P.O. Box 1088
Austin, TX 78767

City of Austin Department of Aviation:
Attention: Planning and Engineering 2716 Spirit of Texas Drive
Austin, Texas 78719

6.6 Modifications to South Terminal SWP3

Pursuant to TPDES requirements, the South Terminal SWP3 must be updated/amended when the following occurs:

1. There is a change in:
    - site drainage features or structural controls,
    - the type of significant materials used at a facility,
    - the material handling areas,
    - BMPs, or

- permit requirements;

2. An inspection or spill investigation results in the identification of new BMPs;
3. A Reportable Quantity Spill occurs; or
4. The TCEQ notifies the permit holder that the SWP3 is deficient. The schedule by which modifications must be made is as follows:

    - In the event it is determined that changes to BMPs or structural controls are needed to correct an identified non-compliance or deficiency, the corrections must be implemented before the next storm event, if practical, but not more than 12 weeks after documenting the problem. For deficiencies identified during the annual Comprehensive Site Compliance Inspection, documentation will be considered to occur after the associated evaluation report is completed. After the change has been made, the SWP3 must be modified to reflect the change within 14 days.

    - If the TCEQ notifies the South Terminal or DOA that this SWP3 does not meet the minimum requirements of the GP, the South Terminal must modify the SWP3 as necessary to correct the deficiencies. The modification must be made within 30 days. Upon correction, the South Terminal will certify in writing to the TCEQ that the changes have been made.

    - In the event of a Reportable Quantity (RQ) release, the cause and nature of the release, and the nature of the response, must be documented pursuant to the requirements of the Spill Response Plan (Appendix VI). This documentation must be incorporated into the SWP3 within 14 days of the occurrence.

When required, modifications to the SWP3 can be made in one of three primary ways. The appropriate method for modifying the SWP3 will depend on the nature of the modification. The three primary ways to modify the SWP3 are explained as follows:

1. (Preferred Option) Replacement pages for discrete portions of text, tables, or figures can be placed directly into the applicable section of the SWP3. The replacement pages should be stamped or otherwise annotated to indicate the date of revision so that changes can be tracked. The Revision Table at the front of the SWP3 must also be updated to indicate the changes and dates. The old versions should be retained for a period of 3 years, or
2. Standard forms documenting the prescribed changes or modifications can be attached into an appendix to the SWP3, or

3. Changes, including the acquisition of new analytical data, or preparation of new monitoring or inspection reports, and training records can be placed in a separate file that is dedicated to SWP3 documentation.

On a periodic basis, at the discretion of the DOA, the SWP3 document will be formally updated. During the update, modifications that have been made using methods 2 or 3 above will be incorporated into the body of the document, as appropriate.

7.0 GENERAL REPORTING REQUIREMENTS

7.1 Record Keeping

All monitoring, reporting, and other records required by this plan shall be retained at the Facility, and shall be readily available for review by authorized TCEQ personnel upon request, for a period of 3 years from the date of the record. A copy of each revised SWP3 shall be maintained and made readily available for review. If the number of revisions to the SWP3 makes this requirement burdensome, a log or record of revisions from the preceding 3-year period may be maintained.

The following appendices to the SWP3 have been established for recordkeeping:

- Appendix I: Inspection Forms and Tables
- Appendix II: Training Records
- Appendix III: Annual Review
- Appendix IV: Periodic Monitoring and Inspection Records
- Appendix V: Best Management Practices
- Appendix VI: Spill Response Plan
- Appendix VII: Spill Records and Response Actions
- Appendix VIII: De-icing and Anti-icing Records [FUTURE]

7.2 Reporting

All monitoring and reporting records, copies of all other records required by this plan shall be retained in *Appendix IV – Periodic Monitoring and Inspection Records*.

7.2.1 Spill Reporting

Pursuant to the Spill Response Plan (Appendix VI), spills that are greater than 3 gallons or any spilled amount that enters a storm drain, must be reported immediately to DOA (Dispatch at 512-530-2242 or 512-530-ABIA). An **ABIA Spill Incident Report (SIR) Form 10-1** must be submitted to the DOA within 24 hours of becoming aware of the spill. The Party responsible for the spill will be responsible for ensuring an SIR is submitted to the DOA. If the spill volume is equal to or greater than the substance RQ, then additional notifications are required pursuant to the specified spill response procedures detailed in the Spill Response Plan (Appendix VI).

7.2.2 Information Correction Reporting

When South Terminal becomes aware that they either submitted incorrect information or failed to submit any relevant facts in an NOI, NOT, or NOC, or any other report, it shall promptly

report the deficiencies to the TCEQ and provide the appropriate facts or information. **The party responsible for submitting the incorrect information will be responsible for Information Correction Reporting.** A copy of all such reporting must be provided to the DOA and COA De-icing and Anti-icing Reporting

[FUTURE] When South Terminal conducts dry-weather de/anti-icing operations, they must maintain daily records of the operations and document the types and amounts of chemicals used on a daily basis. These operations should be summarized on **Form 10-2 – De/anti-icing Chemical Use Record,** and submitted to the DOA Planning and Engineering Section within 24 hours. During periods of de/anti-icing operations, the South Terminal will conduct weekly inspections (see Section 12.1 of ABIA's SWP3 and document the findings on **Form 10-3 - De/anti-icing Area Inspection Record**. Form 10-3 must be provided to the DOA on a weekly basis.

APPENDIX I

INSPECTION FORMS AND TABLES

ABIA TENANT FACILITY SWP3 TEAM PERSONNEL INFORMATION

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

FORM 8-1

FACILITY NAME:_____ **DATE**:_____

Address:_____

Telephone:_____

Fax:_____

E-mail:_____

The SWP3 must identify a specific individual, or group of individuals, within each tenant's leasehold as members of the SWP3 Team. Tenants shall supply the following to the DOA Environmental Section: phone numbers, pager numbers, or other means of contacting the SWP3 Team Member, or designated alternate, 24 hours per day, 7 days per week.

TENANT SWP3 TEAM MEMBER RESPONSIBILITIES: The Tenant SWP3 Team Member is responsible for ensuring the Facility's compliance with the permit via ongoing implementation of the SWP3. Key SWP3 requirements include implementing Best Management Practices (BMPs) to prevent contact of pollutants by storm water, inspecting outdoor operations areas at the specified frequencies, and completing required documentation. R ecords of all required inspections must maintained at the leasehold. The SWP3 Team Member shall sign off on the inspection forms and on follow-up records where corrective action or other follow-up is required.

The Tenant SWP3 Team designee is:

Facility SWPP Team Member:_____ **Title**:_____
This person may be reached 24 hours per day, 7 days per week, at one of the following contact numbers:

Facility Phone:_____ **Cell Phone:** _____ **Other:**_____

Alternate emergency contact:_____ **Phone:**_____ **Other:**_____

TRAINING RECORD FORM AND GENERIC TRAINING PROGRAM OUTLINE **FORM 8-2**

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

Facility Name:_____ Date:_____

Description of Training Received:

Materials Used:

My signature below certifies that I have read the required sections of the Storm Water Pollution Prevention Plan, dated_____, that apply to my work area and clearly understand my responsibilities concerning prevention of potential pollutants entering storm drainage systems and management's dedication to the quality of water which exits the Facility. I certify that I have completed the training indicated.

Trainee Name And Signature	Job Title	Initial(I) or Review(R)	Date Completed

TRAINER & TITLE:

*For On-the-Job Training, the Supervisor is to complete these sections, date, and sign as trainer.

1. Submit completed training records to the DOA Environmental Section
2. SWPP training records shall be kept on all current and former SWPP Team members and their employees, when trained, for at least three years.
3. File any training materials in the SWPPP training file.

SPILL INCIDENT REPORT

FORM 10-1

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

Name of Person Making Report:	
Organization:	
Date of Spill:	Material Spilled:
Quantity:	Spill Source:
Location of Spill:	
Person/Organization Discovering the Spill:	
1. Did material reach a storm drain? (If yes, indicate amount entering drain)	
2. Cause and circumstances of spill?	
3. What steps are being taken to prevent similar spills in the future?	
4. Method of clean-up:	
5. Type of absorbent material or device used?	
6. Were proper clean-up procedures followed? (If not, what was done incorrectly?)	
7. Method and location of absorbent material or device disposal:	
8. Time spill originated:	Time spill clean-up completed:
9. Unusual circumstances or pertinent data:	
Signature:	Date:

DE-ICING/ANTI-ICING CHEMICAL USE RECORD

FORM 10-2

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

In order to track the amount of de-icing/anti-icing fluids dispensed at Austin Bergstrom International Airport (ABIA), please complete this form within 24 h ours of each de-icing/anti-icing event and fax it to The Department of Aviation Environmental Section at (512) 530-6630.

Company Name:_____

_____

Date of Fluid Application: _____

Length of Time Fluid was Applied: _____

Fluid Type	Glycol Type Ethylene or Propylene	Applied as De-icer or Anti-icer	Mix Ratio	Quantity Dispensed	Weather Conditions (Dry or Wet)	Fluid Dispensing Location
Type I						
Type II						
Type III						
Type IV						

Additional Information:

_____

_____

_____

_____

_____

_____

Form Completed by (print name): _____

Signature: _____ Date: _____

Fax to the DOA Environmental Section at (512) 530-6630

DE-ICING/ANTI-ICING AREA INSPECTION RECORD **FORM 10-3**

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

An Airside Operations Inspector familiar with de/anti-icing activities must conduct inspections weekly in the areas where de/anti-icing has been performed and complete this inspection form.

For each area inspected, indicate if the following conditions exist:

1) Pooling of de/anti-icing chemical that would be indicative of a spill or leak. (YES NO) circle one
2) Excess use of de/anti-icing chemicals indicated by run-off. (YES NO) circle one

Area Inspected: Terminal Apron 1) (YES NO) 2) (YES NO)

Area Inspected: Cargo Apron 1) (YES NO) 2) (YES NO)

Area Inspected: GSEM De-icing Fluid Tanks 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

FOLLOW-UP REQUIRED: If a spill or leak is indicated, the condition must be addressed immediately in accordance with the ABIA Spill Prevention and Response Plan. If excess use is indicated, the DOA will schedule a meeting with appropriate airline to discuss alternatives.

ADDITIONAL INFORMATION: _____

_____

_____

_____

_____

Form Completed by (print name): _____

Signature: _____ Date: _____

Fax to the DOA Environmental Section (512) 530-6630

APPENDIX II

TRAINING RECORDS

TRAINING RECORD FORM AND GENERIC TRAINING PROGRAM OUTLINE **FORM 8-2**

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

Facility Name:_____ Date:_____

Description of Training Received:

Materials Used:

My signature below certifies that I have read the required sections of the Storm Water Pollution Prevention Plan, dated_____, that apply to my work area and clearly understand my responsibilities concerning prevention of potential pollutants entering storm drainage systems and management's dedication to the quality of water which exits the Facility. I certify that I have completed the training indicated.

Trainee Name And Signature	Job Title	Initial(I) or Review(R)	Date Completed

TRAINER & TITLE:

*For On-the-Job Training, the Supervisor is to complete these sections, date, and sign as trainer.

1. Submit completed training records to the DOA Environmental Section
2. SWPP training records shall be kept on all current and former SWPP Team members and their employees, when trained, for at least three years.
3. File any training materials in the SWPPP training file.

APPENDIX III

ANNUAL REVIEW RECORDS

ANNUAL SWP3 COMPREHENSIVE SITE COMPLIANCE EVALUATION INSPECTION **FORM 12-2**

Storm Water Pollution Prevention Plan

Austin Bergstrom International Airport - South Terminal

Business Name: _____ Date: _____

Inspector(s): _____ Inspector(s) Affiliation: _____

Business Type & SIC Code: _____ Co-Permittee (Yes/No) TPDES# _____

Weather: _____

Business Representative Name _____ Title: _____ Phone: _____

INSPECTION ITEMS	YES / NO or N/A	RECOMMENDED ACTIONS	FOLLOW-UP DATE
❑ Copy of SWPPP on site			
❑ SWP3 Certification			
❑ TPDES Permit On-site			
❑ SWPPP training records on site			
❑ SWPPP-related inspection records on site			
❑ Spill records on site			
☐ Waste Manifest available			
Effectiveness of Spill Prevention and Response Measures			
❑ Outdoor areas free of spilled material			
❑ Spill Kit available and stocked			
❑ Storage containers are clearly labeled			
❑ Other			
Inventory of Exposed Materials Inspection			
❑ Material storage areas protective of storm water			
❑ Storage containers leaking			
❑ Waste storage areas protective of storm water			
❑ New materials stored on-site w/potential exposure to storm water			
❑ Other			
Structural Controls and Maintenance Programs Inspection			
❑ Evidence of flooding or other drainage problems			
❑ Structural Controls Operating (O/W Separators, WQPs, etc.)			
❑ Maintenance being performed on structural controls			
❑ Records available documenting maintenance			
❑ Other			

ANNUAL SWP3 COMPREHENSIVE SITE COMPLIANCE EVALUATION INSPECTION **FORM 12-2**

Storm Water Pollution Prevention Plan

Austin Bergstrom International Airport - South Terminal

Business Name: _____ Date: _____

Inspection of BMPs and housekeeping effectiveness	**YES / NO or N/A**		
❑ Leasehold free of trash and debris	_____	_____	_____
❑ Waste receptacles available and intact	_____	_____	_____
❑ Dumpster closed and free of leaks	_____	_____	_____
❑ BMPs being performed satisfactorily	_____	_____	_____
❑ Other	_____	_____	_____

DOA maintained records:

❑ De-icing Area Inspections	_____	_____	_____
❑ De-icing Activity Records	_____	_____	_____
❑ Visual Monitoring	_____	_____	_____
❑ Hazardous Metals Monitoring	_____	_____	_____
❑ WQP Maintenance	_____	_____	_____
☐ Down stream inspection of TPDES regulated outfalls	_____	_____	_____

Business changes (de-icing, new maintenance activities, operational locations, etc.)

_____

_____

_____

_____

New chemicals stored on-site (quantities < 55 gallons or acutely toxic)

_____

_____

_____

_____

ANNUAL SWP3 COMPREHENSIVE SITE COMPLIANCE EVALUATION INSPECTION **FORM 12-2**

Storm Water Pollution Prevention Plan

Austin Bergstrom International Airport - South Terminal

Business Name: _____ Date:_____

Staff changes (station manager, PPT member, sub-contractors)

OTHER COMMENTS OR OBSERVATIONS:

ANNUAL COMPREHENSIVE SITE COMPLIANCE EVALUATION CERTIFICATION

FORM 12-3

Storm Water Pollution Prevention
Austin Bergstrom International Airport
South Terminal

Based on the results of the annual comprehensive facility compliance evaluation, I hereby certify that this facility is in compliance with Texas Pollutant Discharge Elimination System Storm Water General Permit for Industrial Activities. I also certify under penalty of law that the annual comprehensive site compliance evaluation was completed under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Facility Name: _____

Location: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

APPENDIX IV

PERIODIC MONITORING AND INSPECTION RECORDS

RECORD OF QUARTERLY VISUAL STORM WATER MONITORING **FORM C-1**

Storm Water Pollution Prevention Plan

Austin Bergstrom International Airport - South Terminal

An employee trained in accordance with the facility SWP3 shall complete this form for each outfall for each quarterly monitoring period.

Instructions:

1. Confirm that the storm event is a "representative" storm event as defined in Appendix C. (Check Yes or No) ____Yes ____No
2. If the answer to Number 1 is "No" do not proceed with the visual storm water monitoring. Indicate the date of the attempted visual monitoring and the reason the storm was not a "representative event" in the spaces provided below.
3. If the answer to Number 1 is "Yes" proceed with collection and visual examination of storm water discharge samples, and complete the form for each outfall.
4. If a visual examination was not performed during a quarterly monitoring period, provide an explanation in the space provided below (examples: adverse climatic conditions [lightning]; a representative storm event did not occur during this quarter).
5. Maintain the completed forms, both for visual monitoring attempts and for actual visual monitoring events, in the SWP3 file.

Quarterly Monitoring Period (circle one): 1st January – March 2nd April – June 3rd July – September 4th October – December

Outfall Number	Monitoring Date and Time	Floating, Settled, or Suspended Material? (circle Yes or No)		Turbidity or Discoloration? (circle Yes or No)		Odors? (circle Yes or No)		Oil and Grease Sheen Present? (circle Yes or No)		Foam Present? (circle Yes or No)	
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
		If Yes, Describe:		If Yes, Describe:		If Yes, Describe:		If Yes, Describe:		If Yes, Describe:	
		If Yes, List Potential Sources:		If Yes, List Potential Sources:		If Yes, List Potential Sources:		If Yes, List Potential Sources:		If Yes, List Potential Sources:	

Comments:

1. This was not a representative storm event because: _____
2. Visual monitoring was not performed this Quarter because: _____
3. Other notes or observations: _____

_____

Examination Personnel Name: _____ Title: _____

Signature: _____ Date: _____

QUARTERLY SWP3 INSPECTION

Austin-Bergstrom International Airport - South Terminal

Form 12-1

Business Name: _____ **Date:** _____ **Weather:** _____

Inspector(s): _____ **Inspector Affiliation:** _____

Tenant Contact Name _____ **Title:** _____

Inspector familiar with industrial activities performed at this facility? Yes or No

INSPECTION ITEM	**YES / NO or N/A**	**RECOMMENDATIONS**
Effectiveness of Employee Training and Education Program		
❑ SWP3 training records will be checked during Comprehensive Site Compliance Evaluation	_____	_____
Effectiveness of Spill Prevention and Response Measures		
❑ Outdoor areas are free of spilled material	_____	_____
❑ Spill Kit available and stocked	_____	_____
❑ Storage containers are clearly labeled	_____	_____
❑ Other _____	_____	_____
Effectiveness of the Good Housekeeping Measures		
❑ Leasehold free of trash and debris	_____	_____
❑ Waste receptacle intact with no leakage	_____	_____
❑ Other _____	_____	_____
Effectiveness of Maintenance Program for Structural Controls		
❑ No evidence of flooding or other drainage problems	_____	_____
❑ Structural controls maintained/functional (e.g., oil/water separators, water quality ponds)	_____	_____
❑ Other _____	_____	_____
Effectiveness of Erosion Control Measures		
❑ Area is free of soil erosion	_____	_____
❑ Other _____	_____	_____
Effectiveness of BMPs		
❑ BMPs are being performed satisfactorily	_____	_____
❑ Other _____	_____	_____

ADDITIONAL COMMENTS: _____

N/A = Inspection item is not applicable at this location.

APPENDIX V

BEST MANAGEMENT PRACTICES

Appendix V

Best Management Practices and DOA Policies and Procedures
Storm Water Pollution Prevention Plan
South Terminal

Section 1 – Baseline BMPs

SC1 – BASELINE BEST MANAGEMENT PRACTICES (BMPs)

PURPOSE:

Stormwater regulations are designed to protect stormwater quality through the use of both "activity-specific" best management practices (BMPs) and "baseline" BMPs. Baseline BMPs are those practices that are applicable to the South Terminal facility, regardless of the specific industrial operations conducted. Baseline BMPs are developed in recognition of the fact that, through improper or sloppy practices and inadequate training, inspection, and preventative maintenance programs, the South Terminal facility has the potential to cause adverse impact to stormwater quality. Baseline BMPs, therefore, provide a foundation over which other BMPs are built.

DOA POLICIES AND PROCEDURES:

- The South Terminal facility must adhere to the policies and procedures contained in the SWP3.

BEST MANAGEMENT PRACTICES:

The following is a list of baseline BMPs that are applicable to the South Terminal facility.

- *Good Housekeeping* - Employ good housekeeping practices to ensure facility grounds and equipment are maintained in a neat and orderly fashion and significant materials are not unnecessarily exposed to stormwater. Good housekeeping practices include such actions as frequent cleanings of baggage claim equipment, maintaining clean passenger walkways and pavement areas, proper centralized storage of chemical containers, keeping trash dumpsters closed, etc. Good housekeeping practices must be utilized by all employees involved in the management and handling of significant materials.

- *Employee Training* - Develop and implement internal employee training programs designed to educate all appropriate personnel regarding stormwater regulations and to meet TPDES program requirements. The training programs should inform the employee of the regulatory requirements and the potential consequences for non-compliance, as well as the desired result of the prescribed protocols. The training requirements are presented in Section 5 of this Storm Water Pollution Prevention Plan (SWP3).

- *Preventive Maintenance* - Implement internal preventive maintenance programs designed to reduce the occurrence of leaks and spills that could result in a release of potential stormwater pollutants. The programs should focus on identifying and proactively replacing worn or deteriorated parts, such as hoses on gasoline trucks, broken valves on lavatory service hoses, etc.

- *Inspections* - Develop and implement internal inspection programs designed to identify and prevent or mitigate facility, equipment, and operational conditions that do not meet applicable activity-specific BMPs or minimum TPDES compliance requirements. In addition, adhere to the stormwater-related inspection schedules and protocol that have been developed by the DOA and are specified in Section 12 of the ABIA SWP3.

- *Spill Prevention and Response* - Implement procedures and practices designed to prevent spills, and in the event of a spill, follow proper spill notification and response procedures in accordance with the Spill Response Plan, which is provided in Appendix VI of this SWP3.

Section 2 – Activity-Specific BMPs and DOA Policies and Procedures

SC3 – SMALL SCALE AIRCRAFT AND GROUND SERVICE EQUIPMENT MAINTENANCE

PURPOSE:

Aircraft and ground service equipment (GSE) maintenance routinely involves activities such as parts cleaning, engine repairs, and replacement of fluids (oil, oil filters, hydraulic fluids, transmission fluids and radiator fluids). These activities involve the use or handling of a variety of chemicals including solvents, acids, caustics, new and used lubricating oils, and fuels. The South Terminal facility conducts minimal aircraft/GSE maintenance activities; all activities that occur will follow ABIAs BMPs and SWP3 requirements.

DOA POLICIES AND PROCEDURES:

The DOA has established certain policies regarding aircraft/GSE maintenance, as follows:

Aircraft/GSE Maintenance

- Minor maintenance activities are permitted on the Terminal, Air Cargo, FBO, and SAPB aprons. Minor maintenance includes addition of fluids, changing tires, batteries and hoses, and other actions that do not produce pollutants. No fluid changes are permitted in the above noted locations.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to prevent storm water from contacting contaminants associated with outdoor maintenance activities. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility in consideration of their specific operations.

1. Provide cover over outdoor work areas.
2. Conduct maintenance activity off airport property.
3. Maintain equipment in clean condition and store in suitable designated areas.
4. Use "dry" cleaning and surface preparation techniques.
5. Use water-based cleaning agents or non-chlorinated solvents to clean equipment parts.
6. Conduct maintenance in areas equipped with runoff controls that prevent discharges to storm sewers or directly to receiving waters.
7. Do not perform maintenance activities or stage equipment near any drainage feature.
8. Install and maintain catch basin filter inserts that assist in the removal of oil and grease, sediments and floating contaminants that may discharge from maintenance work area surfaces.
9. Use drip pans, absorbent materials, booms, etc. to collect fluid drippings.

10. Use absorbent materials at potential problem areas. Collect/remove absorbent and spill materials from areas promptly and dispose of them in a salvage drum for appropriate off- site disposal.

11. Drain and crush oil filters (and oil containers) before recycling or disposal. Store crushed oil filters and empty lubricant containers in a leak-proof container staged on secondary containment indoors. Hydraulic oil cans/filters/used absorbent materials are not to be placed in trash carts or trash receptacles/dumpsters.

12. Regularly clean any catch basins that receive runoff from a maintenance area, especially after larger storms. Do not flush wastes into receiving waters.

13. Store all parts and equipment indoors and provide secondary containment.

14. Drain and properly dispose of all fluids. Remove batteries from salvage aircraft, vehicles, and equipment.

15. Recycle or properly dispose of the following: greases, oils, antifreeze, brake fluid, cleaning solutions, hydraulic fluid, batteries, transmission fluid, and filters.

16. Use biodegradable products and substitute materials with less hazardous properties.

17. Post instructional signs identifying "Do Not Dump. Leads to Storm Drain" on floor drains and on other inlets that lead to storm drains

18. Power wash outdoor areas where maintenance occurs, on a regular basis. All wash waters are to be reclaimed and properly disposed.

SC4 – AIRCRAFT, GROUND SERVICE EQUIPMENT, OR VEHICLE FUELING OR DEFUELING

PURPOSE:

Vehicle fueling operations create an opportunity for fuels to be released to the environment. Primary causes for such releases include spills and overfills. Another source is residual buildup of hydrocarbons on the fueling equipment itself. When in contact with stormwater, these fuels can be transported into the stormwater drainage system.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for aircraft, ground service equipment (GSE), and vehicle fueling/defueling operations:

- All fueling operations must be conducted in designated areas.
- All fuel trucks must be equipped with spill response kits.
- Manually overriding volumetric top-off valves on fuel trucks is prohibited.
- Topping off aircraft, GSE, or vehicle fuel tanks is prohibited.
- Defueling of aircraft is permitted on all aprons, with approval from DOA Operations Division and Airport Rescue and Fire Fighting (ARFF), provided such actions are conducted in accordance with the Uniform Fire Code (UFC) using proper environmental controls. Proper environmental controls include the use of secondary containment devices and absorbent materials. Additional restrictions may apply. DOA Operations Division and ARFF must be contacted prior to commencing defueling operations.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to prevent stormwater from contacting contaminants associated with fueling activities. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility in consideration of their specific operations.

1. Provide cover for outdoor fueling areas.
2. If a dead-end sump or containment is not used to collect spills, install an appropriately sized oil-water separator to operate under stormwater runoff design conditions. NOTE: the South Terminal has a spill containment tank with oil-sand separator following.
3. Divert stormwater run-on away from fueling areas through the use of grade control, berms, or curbing to avoid stormwater contact with contaminated surfaces.

4. Use fuel dispensing equipment equipped with "breakaway" hose connections that provide emergency shutdown of flow should the fueling connection be broken.
5. Use automatic shutoff valves on fuel tankers.
6. Post “No Topping Off” signs on fuel pumps intended for vehicular fueling to prevent overfills.
7. Provide secondary containment and cover where fuel is transferred between tank trucks and bulk fuel storage tanks.
8. Develop and implement policies and procedures prohibiting the “topping off” of vehicles to prevent venting of fuel.
9. Use absorbents, drain blocking devices (i.e., mats), gate valves at catch basins, or other means of containment during fueling to prevent spilled fuel from entering storm drains.
10. Collect and properly dispose of any spilled fuel.
11. Provide and maintain an adequate supply of spill response materials and equipment in fueling areas and on all fuel trucks.
12. Manage the disposal of water that collects in fuel tanks and fueling hydrant sumps according to applicable regulations.
13. Record all maintenance activities and inspections relating to fueling equipment, containers and containments in dedicated logbooks for each tank battery and fuel truck.
14. Test and monitor fuel storage tanks as required by federal and state laws.

SC6 – AIRCRAFT, GROUND SERVICE EQUIPMENT, OR VEHICLE STAGING AND STORAGE

PURPOSE:

Aircraft, vehicles, and ground service equipment (GSE) are routinely staged or stored outdoors on airport aprons, parking lots, and staging areas. Staging is temporary; storage is typically longer term. It is a common occurrence for materials, such as motor oils, hydraulic fluids, battery acids, and greases, to leak onto the paved surface from the aircraft, GSE, and vehicles. Storm water that comes in contact with the paved surfaces will pick up contaminants resulting from this leakage. The South Terminal facility will implement rules to regulate these activities and will be in compliance with ABIA's SWP3.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for aircraft, ground service equipment and/or vehicle staging and storage operations:

- All aircraft, GSE, and vehicles must be stored on paved surfaces.
- Well maintained, non-leaking GSE and vehicles may be staged in unpaved areas as long as vegetative cover is not affected.
- Drip pans must be placed under leaky stored aircraft, GSE, and vehicles to capture fluid leaks and or drips. Alternatively, all fluids must be drained from aircraft, GSE, and vehicles.
- All storage areas must be cleaned as appropriate or power washed on a regular basis.
- Storage of old, broken down or non-functioning aircraft, GSE, or vehicles for extended periods of time is prohibited on airport property. A 30-day grace period will be provided from the date of notification to remove the aircraft, GSE, or vehicle.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for wash water contaminants to impact storm water quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Move storage/staging areas indoors.
2. Provide a cover over outdoor storage/staging areas.
3. Conduct storage/staging off-airport property.
4. Maintain stored/staged aircraft, vehicles, and GSE in clean condition.
5. Drain and properly dispose of fluids and remove batteries from stored aircraft, vehicles, and GSE. Conduct these pre-storage maintenance activities indoors.

6. Designate suitable storage/staging areas for aircraft, vehicle, and GSE awaiting maintenance.
7. Repair or remove disabled aircraft, vehicles, and GSE from the airport promptly after tag out. Temporarily tarp or otherwise cover stored/staged vehicles and GSE
8. Place absorbents in areas of leaks. Replace absorbents before they become saturated and remove absorbents before any threat of inclement weather or any condition occurs that would cause them or absorbed fluids to be dispersed.
9. Inspect equipment for evidence of leaks and repair or empty remaining fluids to prevent further leaks.
10. Implement routine washing of all storage areas. Collect all wastes generated from washing and dispose of in accordance with applicable regulations.
11. Eliminate excessive buildup of significant materials from storage activities on vehicles, equipment and work area surfaces.
12. Do not store/stage vehicles or GSE near any drainage feature.
13. Install and maintain catch basin filter inserts that assist in the removal of oil and grease, sediments and floating contaminants that may discharge from storage/staging area surfaces.
14. Provide secondary containment for stored equipment that is known to be leaking when stored if it may yield even small amounts of contaminants (i.e., oil or grease).
15. Minimize storm water run-on by building a berm or other diversion structure on the upgradient side of the staging/storage area.

SC7 – AIRCRAFT AND AIRFIELD DEICING, ANTI-ICING, DEICING/ANTI-ICING RECOVERY AND FLUIDS STORAGE

PURPOSE:

Aircraft deicing/anti-icing activities involve the outdoor application of chemical solutions, which prevent potential operational problems associated with the buildup of ice. Deicing also includes de-frosting, in which frost forms on the aircraft. Type I deicing fluid is typically used, which contains an approximate 50/50 mix of propylene glycol and water. It is a viscous fluid and does not flow easily on the ground. In exceptional conditions, Type IV fluid is used, which is undiluted and more viscous, resulting in a longer hold over time during which the fluid is effective. Airfield pavement deicing/anti-icing involves the application of potassium acetate to airfield pavements where ice build-up may endanger the operation of aircraft during colder weather. During these deicing/anti-icing activities, excess fluids will drip to the ground surface, and deicing chemicals can become a source of storm water contamination. The South Terminal facility will implement rules to regulate these activities and will be in compliance with ABIA's SWP3.

Only dry-weather deicing or anti-icing will be performed at the South Terminal, and under conditions such that the deicing/anti-icing fluids do not contact storm water. At the South Terminal, this will primarily be de-frosting. Wet-weather deicing activities will occur at other approved areas dictated by Department of Aviation (DOA) Airside Operations. ABIA wet weather deicing operations can occur at multiple locations such as the Cargo Ramp, Taxiway G-1 (Golf-1), or an empty gate at the Barbara Jordan Terminal. Wet-weather deicing is not addressed in this plan.

All deicing at the South Terminal will be performed by a contractor, Menzies Aviation, who is hired by the tenant airline(s). When deicing occurs, a South Terminal representative will contact Airside Operations to notify them so that Airside Operations can dispatch a glycol recovery vehicle as appropriate for cleanup and fluid recovery. Airside Operations will coordinate or schedule DOA Field Maintenance personnel to recover the glycol. Deicing fluid will be cleaned up and removed prior to entering the trench drain.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for deicing/anti-icing operations:

- Aircraft dry weather deicing/anti-icing must be performed in approved designated areas. Approved areas include the airfield apron uphill of the trench drain.
- Aircraft deicing fluid and water ratios should be correlated to temperature to reduce the amount of glycol used per deicing/anti-icing event.
- Employees must be properly trained on aircraft deicing/anti-icing procedures to ensure that over-application of fluid does not occur.
- All deicing/anti-icing mobile tanks must be manufactured to meet UL 142 standards and be equipped with secondary containment.
- All deicing/anti-icing mobile tanks must be stored at approved locations.

- Long term storage of deicing and anti-icing fluids at the South Terminal and Maintenance Apron is prohibited.
- Drums containing deicing/anti-icing fluids must be stored in areas not subject to precipitation events in facilities that meet the Uniform Fire Code and applicable environmental rules and regulations.
- During periods of inclement weather, deicing/anti-icing trucks and materials may be temporarily staged at the designated area of application.
- The use of deicing/anti-icing trucks to store deicing/anti-icing materials during off-peak periods must be undertaken in accordance with Uniform Fire Code and applicable environmental rules and regulations.
- DOA Airside Operations Division must be notified prior to conducting deicing/anti-icing operations.
- Completed ABIA deicing/anti-icing form must be faxed or emailed to the DOA Environmental Section within 24 hours of applying deicing/anti-icing fluids.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for deicing/anti-icing fluids to impact storm water quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Perform only dry-weather deicing/anti-icing in those areas designated by the DOA as appropriate for such activities. For the South Terminal, the approved area is the South Terminal apron north/uphill of the spill collection trench drain up to the taxi line as shown on Figure 3. This area is relatively flat, but slowly drains to the trench drain.
2. Apply only enough fluid to surfaces to ensure the safe operation of the aircraft.
3. Notify Airside Operations when deicing occurs to clean ramp areas following deicing/anti-icing operations. Glycol recovery vehicles are effective in removing deicing fluids from paved areas. Dispose of or recycle the fluids in accordance with applicable regulations.
4. Implement recommendations of the FAA technical committee on deicing.
5. Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may be likely to occur.
6. Surround airfield pavements that may have deicing/anti-icing chemical runoff with vegetative filter strips or other treatment controls.
7. Make chemical substitutions and use more environmentally friendly chemicals to replace ethylene glycol and urea. Propylene glycol mixtures will be used at the South Terminal.
8. Adjust deicing/anti-icing mix ratios to correspond with weather conditions.

SOUTH TERMINAL DEICING STANDARD OPERATING PROCEDURES:

The below procedures will be followed for deicing at the South Terminal. Menzies Aviation is the contractor who will be performing the deicing.

- During deicing activities, weekly inspections must be conducted and documented, as discussed in Section 5.9. (See also Section 7.2.3 and Appendix I, Form 10-3).
- The annual Comprehensive Site Compliance Inspection must be conducted during periods of actual deicing operations, if possible, or at least during the season when deicing operations occur and the materials and equipment for deicing are in place, as discussed in Section 5.10.
- Deicing will only be done during dry weather.
- Deicing will be performed primarily when there is frost on the aircraft (de-frosting). Any accumulation of ice exceeding approximately 1/8-inch thickness will be done off site at the designated ABIA (wet weather) deicing location.
- Aircraft requiring off-site deicing will proceed under their own power to the designated location.
- For on-site deicing at South terminal, Contact Airside Operations to notify them so that they can dispatch a glycol recovery vehicle.
- The aircraft will be pushed back approximately 150 feet to the deicing area shown on Figure 3.
- Secure the aircraft.
- Deice the aircraft using the appropriate fluid (normally Type I). Little fluid is expected to be used for de-frosting with little accumulation on the ground.
- Move the aircraft out.
- Because the deicing fluid has a high viscosity, it will tend to remain where it is on the ground and not flow. Deploy booms from the spill kit if fluid begins to flow toward the trench drain.
- Airside Operations glycol recovery vehicle will clean up and remove the fluid as soon as the aircraft has taxied out.
- Prepare a Deicing/Anti-icing Chemical Use Record Form and fax to DOA Environmental Section at (512) 530-6630. (See Section 7.2.3 and Appendix I, Form 10-2).

SC8 – MATERIAL HANDLING

PURPOSE:

With regard to stormwater, outdoor material handling activities represent a potential contaminant source because of the type of materials (i.e. significant materials) being handled and/or because of the equipment or procedures being used to handle the materials. Materials may be spilled or leaked during loading and unloading operations. These materials can accumulate on the ground surface or collect on the equipment, and can be picked up by rainfall runoff or wash-down waters.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for outdoor material handling:

- All outdoor materials handling areas must be cleaned as appropriate or power washed on a regular basis to remove material buildup. All wash water and rinsate must be reclaimed and disposed of in accordance with applicable environmental rules and regulations.
- An adequate supply of spill response kits must be maintained in areas where spills are likely to occur.
- Materials may not be transferred at locations in close proximity to stormwater inlets.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for contaminants to impact stormwater quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Position tank trucks or delivery vehicles so that possible spills or leaks can be contained.
2. Use door seals or skirts between vehicles and structures to prevent material exposure to rain.
3. Contain and absorb leaks during transfers and spillage from hose disconnects; dispose of residue properly.
4. Use drip pans under hose connections.
5. Transfer liquids on paved surfaces. Locations with concrete paving should be used if the liquid is asphalt reactive.
6. Provide contractors and haulers with copies of pertinent BMPs. Require contractor/hauler adherence to BMP specifications.
7. Contract maintenance operations for material handling equipment.
8. Require contractors to perform equipment maintenance activities off-site or within covered and contained areas of the facility.

9. Verify proper waste disposal practices of contractors.
10. Include spill kits on appropriate material handling vehicles and equipment.
11. Develop and implement a written operations plan that describes loading/unloading procedures.

SC10 – WASTE HANDLING AND DISPOSAL

PURPOSE:

The South Terminal facility's operations generate waste materials that contain chemical or suspended solid pollutants. Common waste materials include soil or other material stockpiles, spent solvents, used oils and hydraulic fluids, excess de/anti-icing fluids, discarded equipment, and lavatory waste fluids. If these materials are not handled and disposed of properly, they can become a source of stormwater pollutants.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for waste handling and disposal operations:

- Storage of waste materials outside of proper waste containers is prohibited.
- If possible, waste storage and disposal areas must be located indoors and equipped with secondary containment. If wastes cannot be stored indoors, the area must be paved, covered, and equipped with secondary containment.
- Documentation that tracks all materials storage, waste generation, and disposal must be maintained, as required by state and federal rules.
- Retain a licensed EPA or TCEQ waste transporter and disposal facility for removal and disposal of all chemical wastes and absorbent materials.
- Place spent absorbent, batteries, and filters and in appropriate secondary containment at a designated waste disposal area within the leasehold. Do not dispose of such materials in ABIA dumpsters.
- RCRA empty chemical containers with a capacity of less than 5 gallons may be placed in ABIA waste receptacles.
- Maintain adequate supplies of spill response kits in accessible locations near areas where spills are likely to occur.
- Trash compactor carts must be sealed and lined.
- All storage areas must be cleaned appropriately or power washed utilizing reclamation technologies on a regular basis.

BEST MANAGEMENT PRACTICES:

The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Track chemical inventories. SARA Title III, Section 313 requires inventory reporting for hundreds of listed chemicals and compounds. This federal requirement can be used to track these chemicals although it is not as accurate a means as other approaches.

2. Maintain minimal inventories of required chemicals.
3. Reduce waste generation through substitutions for harmful chemicals, source reduction, reuse, and recycling.
4. Properly dispose of unusable chemical inventory.
5. Prevent run-on and runoff from waste management areas.
6. Track chemical storage, waste generation, waste storage, and waste disposal. Maintain the following information at the South Terminal facility for review upon request.
7. Waste streams characterization.
8. The process generating the waste.
9. Waste manifests, bills of lading, biennial reports, permits, environmental audits, emission reports, Safety Data Sheets (SDS), PPP inspection records.
10. Inventory reports.
11. Chemical spill data.
12. Emissions in accordance with the applicable PBRs.
13. Shelf life expiration.
14. Maintain an inventory of the types and amounts of material disposed.
15. Segregate waste based on type and compatibility.
16. Inspect waste management areas for spills and leaks.
17. Avoid waste handling and storage in areas near storm drain inlets/catch basins.
18. Schedule waste pickup as frequently as necessary to keep storage of waste to a minimum and to avoid overloaded/overfilled disposal containers.
19. Promptly remove empty containers from ABIA premises.
20. Prevent sediments and wastes from being washed, leached, or otherwise carried off-site.
21. Stencil "No Dumping" warnings on storm drain inlets.
22. Minimize spills and fugitive losses such as dust or mist from loading areas.
23. Equip waste transport vehicles with spill containment equipment.
24. Perform and document in the South Terminal facility logbook, periodic inspections of hazardous and non- hazardous waste storage areas. Inspect for the following:
    a) External corrosion and /or structural failure.
    b) Spills and overfills due to operator error.
    c) Failure of piping system (pipes, pumps, flanges, couplings, hoses, and valves).

d) Leaks or spills during pumping of liquids or gases.

e) Loose linings, poor welds, and/or improper or poorly fitted gaskets on new tanks or containers.

f) Integrity of tank foundations, storage area coatings, and containment.

25. Collect outdoor washdown water and properly dispose of it through a permitted connection to an approved treatment facility. Obtain approval from the treatment facility operator prior to discharge.

26. Drain fluids from parts prior to disposal.

27. Maintain copies of all manifests, bills of lading, receipts, and other related documents at the South Terminal facility for review upon request.

28. Perform regular sweeping or cold water wash (with no additives) of all non-chemical solid waste staging areas. Where functioning sediment traps are used in lieu of collection of such wash waters, ensure that such controls receive regular debris removal and maintenance for proper operation.

29. Keep dumpster lids closed to prevent rainfall infiltration and leakage.

SC11 – BUILDING AND GROUNDS MAINTENANCE

PURPOSE:

Building and grounds maintenance operations involve a wide variety of activities, including pest control, structural maintenance and repairs, mechanical sweeping and cleaning of paved surfaces, and cleaning of catch basins. These activities can involve the use of chemicals such as pesticides, wash-down waters, paints, and solvents, and the generation of associated waste materials.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for building and ground maintenance operations:

Pesticides

- The use of pesticides must be performed by licensed applicators with prior approval of the DOA.
- Track chemical inventories and usage. More specifically, track application date, time, location, personnel, target result and chemical mix, type, and quantity.
- Application of chemicals before precipitation events and during windy conditions is prohibited.
- Application of chemicals within 150 feet of springs or wetlands is prohibited.

Erosion Control

- Utilize erosion and sedimentation control measures detailed in the City of Austin approved manual for maintenance activities and for all stockpile areas. Erosion and sedimentation control measures include, but are not limited to, the installation of silt fence, rock berms, grassed swales, and inlet protection.

Structural Mechanical Maintenance and Repairs

- Where appropriate, conduct structural mechanical maintenance and repairs in designated areas equipped with proper environmental controls. Proper environmental controls include performing maintenance activities on paved surfaces with the use of drip pans and absorbent materials. Outdoor maintenance areas must be cleaned as appropriate or power washed on a regular basis.

Structural Washing

- Water from routine washing of buildings where detergents or other chemicals are used must not enter the stormwater system. This provision also applies to routine washing of air conditioning systems.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for pollutants from building and ground maintenance operations to adversely impact stormwater quality. The list is purposely

exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Wash and clean non-contaminated structures using as little cold water (no additives) as possible and ensure that water is conveyed to a vegetative strip. Runoff must not enter ABIA's stormwater system or conveyances.
2. Prevent and clean up spills promptly.
3. Keep debris from entering storm drains.
4. Maintain the stormwater collection system on a regular basis. Remove debris and clean any catch basins that receive runoff from maintenance areas. Use a vacuum truck to remove accumulated materials. Do not flush wastes into receiving waters.
5. The following applies to pesticide use by DOA Field Maintenance:
6. Minimize chemical use. Calibrate application equipment.
7. Utilize integrated grounds maintenance and pest management procedures whereby a least toxic control evaluation is made.
8. Introduce and support a target pest's natural predators
9. Use chemicals that pose minimal hazards.
10. Keep transportation of concentrated chemicals to a minimum.
11. Apply chemicals at the appropriate time of year.
12. Apply chemicals according to manufacturer directions and do not exceed recommended application rates.
13. Only apply the amount necessary for the job.
14. Record quantity, location, and date of applications.
15. DO NOT apply chemicals before or during precipitation events or during windy conditions.
16. DO NOT apply chemicals within 50 feet of waterways or within 150 feet of springs or wetlands.
17. Maintain SDS files on chemicals that have been used or are planned for use.
18. Clean equipment where discharges approved for acceptance by the wastewater authority will drain to an approved connection to the sanitary sewer; otherwise collect wash water for appropriate off-site disposal.
19. Store chemical containers indoors. Store liquid containers on pallets. Store liquid containers on secondary containment pallets when containers are in use.
20. Properly seal and label chemical containers.

21. Regularly sweep and remove collected materials from paved surfaces.
22. Properly dispose of wash water, sweepings, and sediments.
23. Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may occur.
24. Regularly clean paved surfaces that are exposed to industrial activity. Collect outdoor washdown water from pavements and industrial areas and properly dispose of according to applicable regulations.
25. Perform periodic inspection of sewer lines. Snake lines if inspection indicates obstructions.
26. Block storm drains during cold water pressure cleaning activities to divert wash water overland rather into storm drains.
27. Employ "dry" cleaning methods.
28. Inspect liquid waste and product containers frequently for leaks and proper closure seal.

SC12 – LAVATORY SERVICE OPERATIONS

PURPOSE:

Lavatory service operations involve the collection of lavatory waste fluids and sludge (i.e. blue juice) from aircraft reservoirs, re-filling of aircraft lavatory fluid reservoirs with new blue juice, and the transportation of the waste fluids to a triturator for pretreatment prior to discharge to the City of Austin publicly owned treatment works (POTW). These operations are performed using trucks and/or trailers outfitted with the necessary storage compartments, pumps, and hoses. Fluid releases to the ground surface or equipment can occur by overfills, hose connection, or valve leaks, residue drippage, etc. These releases may occur from operator errors or equipment failures. Based on the nature of both the new and used blue juice, such release will cause adverse impact to storm water quality if not properly cleaned up. The South Terminal facility will implement rules to regulate these activities and will be in compliance with ABIA's SWP3.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for lavatory service operations:

- Adherence to established triturator procedures posted at the Ground Service Equipment Maintenance (GSEM) facility is required at all times.
- All employees utilizing the triturator facility must be trained on triturator operating procedures and Department of Aviation Spill Response Procedures Plan prior to utilizing the facility.
- Lavatory trucks will not be left unattended at the triturator bay.
- Discharge of lavatory wastes to the storm water system or non-permitted sanitary sewer connection is prohibited.
- Discharge of unapproved chemicals or materials into the triturator is prohibited. This includes protective gloves, paper, syringes and other non-biodegradable materials.
- Lavatory trucks must be parked on paved surfaces at all times
- Maintain an adequate supply of spill response materials at the triturator facility and on all lavatory trucks.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for pollutants from lavatory service operations to adversely impact storm water quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Do not hose down spills unless the discharge enters the sanitary sewer system through a permitted connection to a triturator facility.

2. Carefully handle chemicals and chemical concentrates. Immediately collect dry chemicals or absorb liquid chemicals for proper disposal.
3. Perform all surfactant/disinfectant mixing and transfers in the triturator area. This will allow the rinsing of minor spills and splashes to enter the sanitary sewer system
4. Drain the aircraft connecting hose into the storage tank after servicing an aircraft. Properly secure all hoses, valves and equipment when transporting waste to eliminate leakage and spills.
5. Utilize drip pans at hose connections and valves.
6. Practice good housekeeping techniques, such as storing and disposing of waste properly, sweeping the outdoor area and storing materials according to manufacturer's recommendation in the triturator area. Immediately clean up spills of wastes and chemicals.
7. DO NOT discharge lavatory waste to sanitary sewer connections other than through the triturator facilities. Other industrial type connections may be equipped with bypass gates that if improperly maintained or defective may discharge to the storm water system.
8. Perform regular inspections of equipment and vehicles used for lavatory waste operations. Keep all equipment in good working order. Replace worn equipment before leaks develop. Notify appropriate ground service personnel if aircraft lavatory fittings require maintenance.
9. Perform regular inspections of the triturator facilities. Keep all equipment in good working order. Replace worn equipment before it malfunctions. Notify appropriate individuals if the triturator is malfunctioning. If the triturator is malfunctioning, DO NOT attempt to discharge waste into it OR the storm water system. Lavatory waste is to remain in the equipment storage tank until the triturator is functioning.
10. Provide and maintain an adequate supply of spill response equipment and materials on lavatory waste trucks, at the triturator building, and near areas where spills may be likely to occur. Implement spill response in an expeditious fashion.
11. Provide and maintain an adequate supply of personal protective equipment (PPE) and ensure properly trained employees don such equipment when cleaning a spill.
12. Utilize buckets or pans to capture drippage from aircraft lavatory access fitting and hoses. Immediately dump the drippage into bulk storage on the service cart of truck.

In addition to employing DOA policies, the South Terminal facility must also employ appropriate BMPs, and comply with applicable local, state, and federal regulations.

SC13 – PAVEMENT WASHDOWN

PURPOSE:

Washdown of paved surfaces occurs as part of routine housekeeping measures and may also be employed during spill cleanup. Solids and chemical residues that have accumulated on the paved surfaces are picked up by the wash waters and can be carried into the stormwater drainage system.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policy for outdoor pavement washdown operations:

- Washing of outdoor pavement where oil and grease might accumulate such as parking lots and garages is only allowed where there is a permitted connection for wash water and rinsate to discharge to the waste water system or where wash waters are reclaimed.
- Paved surfaces where leaking vehicles and process equipment are staged or where outdoor maintenance of the above occurs, must be cleaned as appropriate, and power washed on a regular basis.
- Water from routine washing of pavement where detergents or other chemicals are used or where spills or releases have occurred must be reclaimed.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for pollutants associated with outdoor pavement washdown operations to adversely impact stormwater quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Use designated and approved discharge facilities to dispose of wastes derived from apron/ramp cleaning.
2. Use "dry" sweeping techniques and dispose of sweepings in an appropriate manner.
3. Maintain adequate supplies of spill response equipment and materials in accessible locations near areas where spills may be likely to occur.
4. Retain a qualified pressure wash contractor to perform routine pavement and industrial area cleaning and reclamation of wash waters.
5. Use no heat, detergents, or soaps when performing wash down of sidewalks or pavements where there are pollutants associated with industrial operations, such as oils, lubricants, and de/anti-icing chemicals. Ensure that cold water (no additives) rinse is discharged to a down-stream vegetated filter strip/grassed swale that will collect solids and promote infiltration.

Section 3 - Treatment Control BMPs and DOA Policies and Procedures

TC1 – OIL-WATER SEPARATORS

PURPOSE:

There are two types of oil-water separators: the American Petroleum Institute (API) separator and the Coalescing Plate Separator (CPS). In general, oil-water separators are baffled chambers that are designed to remove petroleum compounds and greases from waters that flow through them. Oil/water separators also remove floatable debris and settled solids (sediment). Oil-water separators are typically used in areas where the concentration of petroleum hydrocarbons, floatables, or sediment may be abnormally high and source control techniques are not very effective. Design, sizing, and placement of oil-water separators are dependent on several factors including tributary area, types of activity, pollutant type and concentration, and water temperature. Given the designed function of oil-water separators, accumulated solids, hydrocarbons, and floatables represent a potential pollutant source for stormwater.

DOA POLICIES AND PROCEDURES:

The DOA has established the following policies for oil-water separators:

- Implement a formal annual inspection program and clean out accumulated oil, grease floating debris and sediments as needed. The inspection program shall include but may not necessarily be limited to the depth of sludge, notation of the quantity and type of floating debris, and observation of walls and structural components and any valves or piping for deformation or cracks that may allow separate oils to leak from the system. Document all inspection results.
- Retain documentation regarding inspection, maintenance and disposal activities.
- Remove all sludge if volume exceeds 20% capacity.

BEST MANAGEMENT PRACTICES:

The BMPs listed below are designed to reduce the potential for accumulated pollutants associated with the use of oil-water separators to adversely impact stormwater quality. The list is purposely exhaustive with the understanding that Operators must only implement those BMPs appropriate for use at their given facility, in consideration of their specific operations.

1. Conduct informal, routine inspections of structural integrity to ensure proper operation.
2. Inspect structure for accumulated pollutants after any spill event that could have impacted the oil-water separator.
3. Use oil absorbent pads to collect oil discharges and replace prior to each wet season, or as needed, whichever period is shorter.
4. Close all effluent valves during cleaning operations.
5. Properly characterize and dispose of all standing fluids, sludge, and other waste generated during cleaning operations.
6. Use an EPA or TCEQ-approved waste transportation and disposal contractor.

7. Replace any removed water with clean water to prevent oil carryover through the outlet.
8. There is an oil-water separator (sand-oil separator) following the concrete spill containment tank that collects any spills from the apron at the South Terminal. The tank can be manually pumped out through the separator to discharge accumulated storm water once the water is determined to be clean (i.e. no spills, fuel, oil, or grease). This separator must be managed and maintained as described above.

Appendix VI

SPILL RESPONSE PLAN

ABIA South Terminal

1.0 INTRODUCTION

This Spill Response Plan (SRP) identifies emergency and non-emergency response procedures to be used during major and minor spill events. The primary activities and potential sources that may be reasonably expected to add pollutants to stormwater discharges include:

- Potential spills from the containers of materials listed in Table 2 of the Storm Water Pollution Prevention Plan (SWP3) in material storage areas.
- Loading and unloading areas.
- Fueling areas
- Lavatory Services areas

2.0 FACILITY OPERATIONS AND SPILL CHARACTERISTICS

2.1 Spill Categories

For purposes of implementing certain response and notification protocols specified in this SRP, two distinct categories of spills have been identified: Major Spills and Minor Spills. Spill response and notification protocols will differ depending on the category of a given spill. Definitions for these spill categories are provided below.

Major Spills are those that meet ANY of the following criteria:

- The spilled material is considered a health or physical hazard based on its chemical or physical properties and the spill quantity exceeds 3 gallons or a Reportable Quantity (RQ) as defined under Title 30 of the Texas Administrative Code Chapter 327.4 (30 TAC 327.4) whichever is less;
- The spilled material has entered the stormwater drainage system or such entry is imminent;
- The spilled material has the potential to migrate off property;
- The chemical and physical properties of the spilled material are unknown, or the type of material is unknown;
- The spilled material adversely affects the environment; or,
- The spilled material cannot be controlled or contained by the responsible Tenant.

Minor Spills are those that do not meet ANY of the above criteria.

2.2 Reportable Quantities

Understanding the term "Reportable Quantity" (RQ) is important to the proper implementation of this SRP as it has a direct bearing on spill notification and reporting requirements. RQ is the term that is used by the U.S. Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ) to define pre-set measures of chemicals which, if spilled in excess of, trigger special notification and reporting requirements. RQs differ depending on the specific chemical or product type, and depending on the whether the release is to land or to water.

Spills greater than 3 gallons or any spilled amount that enters a storm drain, must be reported immediately to the Department of Aviation (DOA) at Dispatch at 512-530-2242 (512-530-ABIA). An ABIA Spill Incident Report (SIR) form (Form 10-1), which is provided in Appendix I of the South Terminal SWP3 (Appendix M of ABIA SWP3), must be submitted to the DOA within 24 hours of becoming aware of the spill. The Party responsible for the spill will be responsible for ensuring an SIR is submitted to the DOA. If the spill volume is equal to or greater than the substance RQ, then additional notifications are required pursuant to the specified spill response procedures.

For purposes of this SRP, the chemicals or product types for which RQs are provided are described as follows:

- Hazardous substances – chemicals specified by the EPA under Title 40 Code of Federal Regulations (CFR) 40 CFR Part 302.4 and the TCEQ under Title 30 Texas Administrative Code (TAC) 30 TAC Chapter 327.4. The chemicals are listed due to their toxicity.
- Petroleum products – petroleum substances derived from distillation and processing of crude oil, including vehicle and aircraft fuels such as diesel, gasoline, and JP-4. This category, however, does not apply to naphtha-type or kerosene-type jet fuels such as those used at ABIA.
- Oils – crude oil and any other oils that do not meet the definition of a petroleum product. Naphtha-type and kerosene-type jet fuels are considered oils for RQ purposes.
- Industrial solid wastes or other substances – materials defined by the TCEQ as solid wastes resulting from or incidental to any process of industry or manufacturing, mining, or agricultural operations.

The RQs specified under each are presented in the following sections.

2.2.1 Hazardous Substances

For releases to land, hazardous substance RQs are listed in 30 TAC 327.4 as a reference to 40 CFR 302.4, Table 302.4—List of Hazardous Substances and Reportable Quantities. This table can be found at: http://www.ecfr.gov/cgi-bin/text-idx?node=se40.28.302_14&rgn=div8.

For releases to state waters, the RQ for a hazardous substance is the lesser of: 100 pounds, or the RQ listed in the above table. By example, the RQ listed in 302.4 for toluene is 1,000 pounds (140 gallons). If released to waters of the state, however, the RQ is 100 pounds (14 gallons).

2.2.2 Petroleum Products (and Used Oils)

For releases to land, the RQ is 25 gallons.

For releases to water, the RQ is the quantity sufficient to create a visible sheen on the surface of the water.

2.2.3 Industrial Solid Waste and Other Substances

There is no RQ for releases to land.

For releases to waters in the state the RQ is 100 pounds.

3.0 SPILL RESPONDER ROLES AND RESPONSIBILITIES

The spill responder roles and responsibilities are summarized in the table below:

Spill Response Team

TEAM POSITION	NAME	TITLE	PHONE	RESPONSIBILITIES
SOUTH TERMINAL REPRESENTATIVES				
Director of Facilities and Operations for South Terminal Facility	Jeff Pearse	Facility Manager	(917) 574-8475	Responsible for ensuring a prompt and orderly response to all spills and for continuously maintaining a state of readiness on the part of the Spill Responders. Not required to be onsite during a spill response.
Team Leader	TBD	Facility Manager		Responsible for contacting Airport Communications Dispatch to report the extent of the spill. Responsibilities are to take the lead in spill response for all spill containment and cleanup activities. Operations will be supported as necessary by ARFF and/or the AFD HazMat Team.
Field Maintenance	TBD	Assistant Facility Manager		Responsibilities include providing onsite spill response assistance during spill events.
Spill Response Contractor	TBD			Responsibilities are to conduct all containment clean-up for Major and Minor spills.
DOA REPRESENTATIVES				
DOA Environmental Coordinator (EC)	Kane Carpenter	Environmental Conservation Program Manager	(512) 530-6621	The DOA EC has responsibilities for spills that occur at the airport. To the extent practicable, the EC will respond onsite during responses to all Major spills.

TEAM POSITION	NAME	TITLE	PHONE	RESPONSIBILITIES
ABIA REPRESENTATIVES				
Airport Dispatch			(512) 530-2242	Responsibilities are to be the first point of contact in the Notification Sequence. After they are contacted that are to contact AFD and Operations according to the notification sequence.
Aircraft Rescue and Fire Fighting (ARFF)	Travis Walden	ARFF Chief	911 (512) 530-2733	**(Airside)** Hazardous Materials Technician responders to a spill to directly address the source of the spill, as well as spill containment and cleanup. Responsible to plug, patch, or otherwise stop the release; perform advanced control, containment, and confinement of spills using available resources.
Austin Fire Department (AFD)	Hazardous Materials Management Team (HAZMAT)		911	(**Landside**) Hazardous Materials Technician responders to a spill to directly address the source of the spill, as well as spill containment and cleanup. Responsible to plug, patch, or otherwise stop the release; perform advanced control, containment, and confinement of spills using available resources.
Public Safety-Airport Police			911	Properly trained Airport Police personnel will provide on-site support as needed during all chemical spills at ABIA. Depending on the nature of the spill event, Airport Police duties will include: secure the spill site, control vehicle and pedestrian traffic, initiate crowd control measures, and implement evacuation procedures.

3.1 Responsible Tenant

The Tenant responsible for a chemical spill is required to provide on-site spill response support. Each ABIA Tenant is required to have a Spill Response Contractor available to respond to Major Spills and is expected to conduct all containment and clean-up of Minor Spills at the Tenants facility. Depending on the nature of the spill, the Responsible Tenant's duties will include:

- Undertake the necessary measures to control, contain, and cleanup the spilled materials;
- Use proper disposal techniques;
- Restore the site to pre-spill conditions;
- Complete the ABIA Spill Incident Report and maintain the report in SRP records onsite; and

- Assist with the follow up inspections.

3.2 Airport Communications Dispatch

Airport Communications Dispatch is the first point of contact in the Notification Sequence (see Section 5.0). Airport Communications Dispatch then contacts the Austin Fire Department (AFD) and ABIA Operations according to the Notification Sequence.

4.0 SPILL RESPONSE PROCEDURES

There are three primary components that are common to all spill responses, described as follows:

- **Countermeasures** - immediate actions taken to eliminate the source or cause of the spill; and/or to stop or slow the spread or migration of spilled materials;

- **Cleanup** - controlled and coordinated actions taken to contain and remove spilled materials and any impacted media, such as soils, sediments, concrete, and/or asphalt;

- **Restoration** – Post-cleanup actions taken to return the site to its pre-spill condition, including replacement of impacted soil, power washing of paved surfaces, sampling, revegetation, and removal of debris.

Regardless of the location or the nature of a chemical spill at ABIA, the objective of the spill response will always be the same: To accomplish spill containment and cleanup in an expeditious and orderly manner that maximizes the protection of all spill responders, the general public, and the environment.

Although all spill response operations share this common goal, the specific procedures that will be used, and the Spill Responders that will be involved, will be different depending on the spill classification. From a response perspective, the two main response procedures are:

Procedure 1 - Responses for all major spills.
Procedure 2 - Responses for all minor spills.

The attached Flowcharts 1, 2, and 3 illustrate the spill response procedures. The following subsections provide a summary of the spill response procedures for Major and Minor spills at the South Terminal Facility.

4.1 Procedure 1 – Major Spills at South Terminal Facility

Flowchart 1 illustrates the Spill Response Procedures for all major spills that occur at the South Terminal facility. The initial response to Major Spills involves the implementation of countermeasures by the individual(s) who first observe the spill (i.e. the First Observer). Countermeasures may involve:

- Closing valves or flipping switches to quickly stop the release;
- Blocking storm drains or pipe inlets to prevent or slow the migration of the spilled materials.

Countermeasures can only be performed by persons trained in First Responder Awareness (See Section 6.0)**, and only if the actions can be implemented safely**.

After, or concurrent with, taking appropriate countermeasures, the First Observer must initiate the **Notification Sequence** (see Section 5.0) by calling the Airport Communications Dispatch at **512-530-2242** (ABIA). The First Observer must then move away from the immediate area of the spill and standby to assist the Spill Responders.

For major spills, **ABIA Operations** will take the lead, with assistance from the Austin Fire Department (AFD) in assessing spill conditions and providing direction and coordination of all spill response activities, as follows:

- Operations and AFD personnel will determine the severity of the spill.

- If it is determined the spill requires implementation of ABIA's Emergency Response Plan, an Incident Command Post will be activated. AFD Hazmat will act in the role of Incident Commander and all other Spill Responders must conduct their activities under the direction of the AFD Captain.

- If an emergency response is required, AFD Hazmat will perform primary spill containment and cleanup activities, with applicable support as needed from all other Spill Responders (see Section 3.0 for identification of Spill Responders and associated responsibilities).

- If an emergency response is not required, and the Responsible Tenant has been identified and is capable of quickly performing containment and cleanup, **Operations, with assistance AFD Hazmat, will direct the Tenant in the containment and cleanup of the spilled materials**.

- If an emergency response is not required, and a Responsible Tenant has not been identified, or is not capable of quickly addressing the spill, **DOA Field Maintenance, and/or AFD Hazmat will perform containment and cleanup activities**.

- Should the spill require closure of the affected areas, Operations must issue an appropriate NOTAM. Operations may open all movement areas and cancel all NOTAMS when conditions justify

- Once the Spill Responders are at the scene, spill containment and cleanup should commence as soon as possible. As directed by the Spill Responders, properly trained personnel should proceed with the following, as appropriate:
    - Locate Spill Response Kits;
    - Don appropriate Personal Protective Equipment (PPE);
    - Contain the spill by placing absorbent socks or berms around the perimeter of the spill;
    - Initiate spill clean-up by placing absorbent materials such as pads, pillows, or sheets over the spill to immobilize and recover the spilled materials;
    - Place used absorbent materials in disposable bags, or other appropriate containers depending on the type of material spilled, and transport to a designated waste storage area located within the Responsible Tenant's leasehold, or to another locations as approved by the Spill Responders (DO NOT place used absorbent materials in DOA dumpsters); and
    - Arrange for an EPA or TCEQ-licensed waste transporter to remove the waste materials from the site

- To the maximum extent possible, spill cleanup procedures should be conducted in a manner that does not cause the spread of contamination. **To this end, spilled materials must not be washed or otherwise allowed to flow into the storm water drainage system**. If there is any threat of the spilled material entering the storm drain system, Operations, or other appropriately trained personnel, will close all gates and valves or block the spilled materials in channels for capture and removal from the site. When conditions allow, Field Maintenance will open appropriate storm water drainage gates and valves. As necessary, the DOA EC should be contacted for technical assistance regarding protection of the storm drain system.

- After the spill is contained and cleaned up, the site must be restored to pre-spill conditions and all waste materials and impacted media must be removed from the site in accordance with applicable state, federal, and local regulations. These activities will be performed by the Responsible Tenant, or AFD as appropriate.

- Within 24 hours of the spill event, a Spill Incident Report must be completed and submitted by ABIA Operations to the DOA EC.

- Follow up inspections of the site will be conducted by the EC as necessary. The Responsible Tenant or Operations, as appropriate, will be responsible for assisting in post-cleanup inspections.

4.2 Procedure 2 – Minor Spills at South Terminal Facility

Flowchart 2 illustrates the Spill Response Procedures for all minor spills that occur at the South Terminal facility. The initial response action involves the implementation of countermeasures by the individual(s) who first observe the spill (i.e. the First Observer). Countermeasures may involve:

- Closing valves or flipping switches to stop the release,
- Blocking storm drains or pipe inlets to prevent or slow the migration of the spilled materials.

Countermeasures can only be performed by persons trained in First Responder Awareness (see Section 6.0), and only if the actions can be implemented safely.

After, or concurrent with, taking appropriate countermeasures, the following procedures should be implemented as appropriate:

- Notify the Supervisor of the Responsible Tenant, if other than self;
- Assess spill and determine method for cleanup if not completed during countermeasures;
- Locate Spill Response Kits;
- Don appropriate Personal Protective Equipment (PPE);
- Contain the spill by placing absorbent socks or berms around the perimeter of the spill;
- Initiate spill clean-up by placing absorbent materials such as pads, pillows, or sheets over the spill to immobilize and recover the spilled materials;
- Place used absorbent materials in disposable bags, or other appropriate containers depending on the type of material spilled, and transport to a designated waste storage area located within the Responsible Tenant's leasehold, or to another locations as approved by the DOA Environmental Coordinator (DO NOT place used absorbent materials in DOA dumpsters);
- Arrange for an EPA or TCEQ-licensed waste transporter to remove the waste materials from the site;
- Restore site to pre-spill condition;
- Complete a Spill Incident Report and maintain the report on-site;
- Perform follow-up activities.

Tenants must retain all records relating to minor spills at their facilities and must implement measures to prevent their reoccurrence.

5.0 NOTIFICATION SEQUENCE

The Notification Sequence is initiated by the individual who first observes the spill (i.e. the First Observer). The First Observer calls **Airport Communications Dispatch at 512-530–2242 (ABIA)** and provides the following information:

- Name, address, and telephone number of party responsible for the spill;
- Date, time, and location of the spill;
- Source of the spill;
- Type of material spilled;
- Quantity spilled;
- Actions taken to contain and respond to the spill; and
- Whether the spill entered the stormwater drainage system.

After notifying the Airport Communications Dispatch, the First Observer notifies his/her Supervisor. Upon receiving notice, the Airport Communications Dispatch notifies Spill Responders, as follows

For Airside Spills:

- □ ARFF at 911 for emergencies and 411 for non-emergencies, and
- □ Operations Coordinator at 530-7550 or 845-7336 (cell).

For Landside Spills

- □ AFD Hazmat at 911 for Emergencies and 411 for non-emergencies, and
- □ Operations Coordinator at 530-7550 or 845-7336 (cell).

A Notification List of spill response contacts and telephone numbers is attached.

5.1 Reportable Quantity Notification Requirements

In addition to the Spill Responder notifications described above, depending on the specific spill conditions, certain outside governmental agencies, and ABIA's Public Information Office, may also require notification. The **DOA EC, or his designee**, will be responsible for these notifications. The criteria to be used by the EC or designee are as follows:

- If the spill is over 25 gallons or enters ABIA's stormwater system, but under the RQ (see Section 2.2), the **DOA EC, or his designee**, will notify the following City of Austin Department:
    - Watershed Protection and Development Review (512) 974-2550
- If the spill is equal to or greater than the RQ for the spilled material, the **DOA EC, or his designee**, will provide verbal notification to the following agencies within 24 hours:
    - State Emergency Response Center 1-800-832-8224
    - National Response Center 1-800-424-8802

▪ COA Watershed Protection Department	(512)-974-2550
▪ COA Water & Wastewater*	(512) 972-1060 Office
	(512) 972-1000 Dispatch
	(512) 802-8919 Pager

* Only if the spilled material enters ABIA's sanitary sewer system.

If the Spill Conditions threaten, or potentially threaten public safety, the **DOA EC, or his designee**, will also notify the Public Information Office. Records of all verbal reports should be retained within the South Terminal facility's spill plan records.

5.2 Minor Spills Notification Requirements

For Minor spills that occur at ABIA, the Notification Sequence described above is not required. The only notifications that are required for this category of spill are as follows:

- The First Observer must notify his/her supervisor,
- The Supervisor must notify the Responsible Tenant, if other than self.

6.0 TRAINING

The South Terminal will arrange for the training of all employees and subtenants on who to contact in case of a spill, and what the necessary measures to prevent pollutants from entering the stormwater drains. Training is required for all new employees, and is required once a year after initial training is completed. The South Terminal will also ensure that their subcontractors who provide refueling services or deliver chemicals and/or maintenance services to the South Terminal facility are currently certified under the Occupational Health and Safety Administration (OSHA) regulations, as discussed below.

To maintain a proper state of readiness, two types of training are required: Spill Responder training, and Spill Response Plan training. Each is discussed below.

6.1 Spill Responder Training

OSHA regulations specify the training requirements for Spill Responders. These requirements are outlined in Title 29 of the Code of Federal Regulations, Chapter 17, Section 1910.120 (q)(6). The level of training required for a Spill Responder is based on the level of spill response activity assigned. It is the responsibility of the Tenant to ensure each employee receives the appropriate amount of spill response training. At a minimum, all Tenants performing industrial activities at ABIA shall ensure their designated operational employees receive "First Responder Awareness Level" OSHA training.

6.1.1 Training in Spill Recognition and Reporting

First Responder Awareness Level Training is geared towards those individuals who are likely to witness or discover a spill. They will initiate the spill response by notifying the appropriate persons. First responders at the awareness level shall have sufficient training or experience to recognize the material, and understand the potential outcomes associated with a spill of the material, and implement initial countermeasures when they can be implemented safely. Most importantly, the first responder shall have the ability to recognize the need for additional resources, and the ability to obtain those resources.

6.1.2 Training in Basic Spill Countermeasures

First Responder Operations Level Training is designed for individuals who initially respond to spills. This first response is intended to protect nearby people, property, and the environment from the spill. First Responders at the Operations Level possess the basic knowledge of hazard and risk assessment techniques and shall perform basic control and containment of spills (i.e. countermeasures) using available resources. Those individuals who receive *First Responder Operations Level Training* are capable of containing a release from a safe distance, minimizing the spread of a release, and limiting or preventing exposure.

6.1.3 Training in Advanced Spill Response

Hazardous Materials Technician Training enables responders to a spill to directly address the source of the spill, as well as spill containment and cleanup. They are capable of approaching the point of release to plug, patch, or otherwise stop the release,

and are capable of performing advanced control, containment, and confinement of spills using available resources. Hazardous materials technicians understand hazard and risk assessment techniques and are capable of implementing the ABIA's emergency response plan. **Fueling contractors** shall ensure their employees or designated employees receive *Hazardous Materials Technician* training.

6.2 Spill Response Plan (SRP) Training

By necessity, spill response procedures at the South Terminal will involve multiple Spill Responders working collectively as a Team. To ensure spill response is accomplished expeditiously and effectively, all Spill Responders must know their own roles and responsibilities as well as those of the other Responders. To accomplish this, the DOA will conduct annual SRP training. At a minimum, the training will be conducted as part of ABIA's Annual Stormwater Pollution Prevention Plan (SWP3) comprehensive evaluation. All ABIA Spill Responders, including the South Terminal Subcontractors and the Subtenant operators, will be required to attend this training. Additional training may be conducted as deemed appropriate by the DOA.

7.0 SPILL RESPONSE EQUIPMENT AND MATERIALS

Equipment and materials used to contain and confine a spill typically consist of spill pans and absorbent materials. Absorbent materials come in several forms—granular, socks, berms, pillows, pads and sheets. For Minor Spills, these may be utilized by placing pans or pads under a continuing drip-type leak, surrounding a spill with berms or socks, covering drainage inlets with sealing covers, and/or spreading absorbent material directly onto the spill.

The South Terminal will have Spill Response Kits readily available and maintained at the South Terminal facility. Kits should be capable of absorbing a 30-gallon liquid spill.

8.0 SAFETY

Personnel safety is the top priority when addressing a spill. Therefore, it is important that the type of material spilled be identified in order to ensure that proper safety measures are implemented.

When addressing a spill, the situation must be assessed prior to initiating a response. The spill should be approached from up wind and from higher ground if possible. Contact with smoke, fumes, vapors, and liquids should be avoided. Proper personal protective equipment (PPE) should be used when such contact cannot be avoided to properly respond to the spill.

Responding personnel should secure the site to limit exposure to the spilled material by others. The area should be immediately isolated and ABIA Operations should close all affected areas and issue Notice to Airmen (NOTAMS), as necessary. If necessary, Airport Police and ARFF should redirect all pedestrian and vehicular traffic away from the spill area and assist with crowd control efforts and access to the spill site. Airport Public Safety (ARFF or Police) will also evacuate all buildings and the area immediately downwind of the spill, if necessary.

In order to reduce the risk of fire and explosion at spills of flammables or combustibles, all potential ignition sources should be eliminated. Response personnel should also seek to eliminate the source and commence containment activities as soon as possible.

9.0 WASTE DISPOSAL AND SITE RESTORATION

Spill response activities are not complete until all response-derived wastes are properly disposed and the site is restored to pre-spill conditions, to the extent feasible. Each of these requirements are described below.

9.1 Waste Disposal

Transportation, storage, and disposal of waste must be undertaken in accordance with applicable local, state, and federal regulations. Improper disposal of waste materials can result in fines and/or imprisonment for the responsible individuals.

Spill response materials associated with all spills at Tenant facilities shall be disposed by the responsible Tenant. Absorbent materials used to clean up spills are NOT to be placed in the COA dumpsters. Spent absorbent materials are to be placed in proper containment and transported to a designated waste storage area located in the Tenant's leasehold.

Complete records of all disposal manifests, receipts, and other documentation are to be maintained by the responsible party. Manifest records for all RQ spills must be sent to the DOA EC. All records must be readily available for review by the DOA EC at all times.

9.2 Site Restoration

The goal of restoration is to return the site to its pre-spill condition. Examples of restoration efforts include, but are not limited to, replacement of impacted soil and sod; revegetation of impacted surface; removal of debris; and replacement of damaged materials such as asphalt, concrete, etc. removed during spill containment and cleanup. At a minimum:

- All affected paved surfaces may require power washing after a spill,
- All affected storm drain lines must be flushed, and
- All materials that have entered a water quality pond must be removed and the surface restored.

Planning and Engineering, Building Maintenance, and Field Maintenance personnel will be involved in all restoration efforts. The City of Austin reserves the right to recover costs associated with restoring a spill site to its pre-spill condition.

10.0 POST-CLEANUP ASSESSMENT

The following sections describe follow up inspections procedures and conditions under which environmental investigations may be conducted.

10.1 Follow Up Inspections

The DOA Environmental Coordinator will perform a follow up inspection of all Major Spill locations after cleanup is completed. South Terminal Personnel will support the Environmental Coordinator in the performance of these inspections.

10.2 Environmental Investigations

Soil and water samples may need to be obtained when the spilled material encounters soils, penetrates pavements, or enters the stormwater drainage system, Onion Creek, or other tributaries of the Colorado River. All sampling will be coordinated by the DOA Environmental Coordinator at (512) 530-6621. The organization or individual responsible for the spill will be responsible for the costs associated with containment, cleanup, sampling, disposal, and restoration of the spill site.

11.0 REPORTING AND RECORD KEEPING

The following sections describe spill reporting and record keeping requirements for the DOA EC as well as the South Terminal facility.

11.1 Spill Incident Reports

South Terminal must complete an ABIA Spill Incident Report (SIR) for all Major or Minor Spills that occur within the South Terminal Facility. A copy form of a SIR is attached. SIRs must be submitted to the DOA EC within 24 hours of the spill and all reports shall be retained on file.

For minor spills at the facility, the South Terminal facility shall keep a complete record of the spill. These Minor Spill records must be readily available for review by the DOA EC at all times.

11.2 Governmental Reporting

In addition to verbal notification requirements (see Section 5.0), written reporting to certain governmental agencies shall be performed by the DOA EC. Agencies which require written reports, and the reporting criteria, include:

- The U.S. Environmental Protection Agency, Division of Emergency and Remedial Response must be provided a written report within 30 days of any Reportable Quantity spill;
- The Texas Commission on Environmental Quality (TCEQ), Oil and Hazardous Substance Spills Division must be provided a written report within 30 days any Reportable Quantity spill; and
- The City of Austin, Watershed Protection Department must be provided a written report within 30 days of any Major Spill.

The nature of the report provided will depend on the quantity and type of material spilled, and whether it entered the ABIA drainage system or a waterway. The agencies listed above can provide current requirements at the time of notification.

The DOA EC will be identified as the point of contact to these agencies, in the event that they require further information or follow-up action. In the event that regulatory fines, penalties, fees, monitoring, corrective action, or other responses are required by any regulatory agency for a spill at a Tenant facility, the Tenant is fully responsible for meeting all regulatory requirements.

11.3 Record Keeping

The DOA EC will maintain a file on all Major Spills reported at ABIA, and all Minor Spills reported at non-Tenant facilities within the Landside Operations area.

The South Terminal will maintain a file on all Major Spills reported to the DOA EC, and on all Minor Spills that occurred within the South Terminal Facility. The files will consist of a written record or electronic spreadsheet incorporating, at a minimum, the following information:

- Date and time of spill notification;
- Date and time of spill occurrence (a range of times or stop and start times may be appropriate, depending on the nature of the spill);
- Person reporting;
- Responsible party;
- Contact name and phone number for future information;
- Name and description of material spilled;
- Estimated quantity of material spilled;
- Initial response action taken;
- Supplemental response action taken (if any);
- Time, date, and nature of governmental reporting (if any); and
- Date and conclusions of follow-up inspection.

If supplemental materials, such as correspondence, consulting reports, or written reports to government agencies, are produced in association with a spill, these should also be maintained in the files.

12.0 PLAN REVISIONS

The South Terminal shall ensure that all copies of the SRP maintained by operators at the South Terminal Facility are kept up to date.

FLOWCHARTS

FLOWCHART 1
PROCEDURE 1 – SPILL RESPONSE PROCEDURES FOR ALL MAJOR SPILLS
Austin-Bergstrom International Airport
Austin, Texas

SPILL EVENT

Spill can be safely eliminated or contained by simple counter measures (e.g., close valve, block drain)?

NO → Perform **Notification Sequence** (see Section 5.0).
- Notify Airport Communications Dispatch (530-2242)
- Notify Supervisor

YES

First Observer is trained at "First Responder" Awareness Level (see Section 6.0)?

NO →

YES

First Observer is properly equipped to implement counter measures (see Section 7.0)?

NO →

YES

Implement counter measures (e.g., close valves, block drains, etc.) as necessary to control spills.

Airport Communications Notifies Operations and ARFF (airside) or AFD (landside) of Spill Event.

Operations notifies other Spill Responders as appropriate.

Operations and ARFF/AFD Determine Spill Response Requirements?

NO

Responsible Party, is identified and is capable of quickly performing spill containment and cleanup?

NO →

YES

Responsible Party implements spill containment and cleanup under direction of Operations and/or ARFF and/or AFD HazMat, with necessary support from Spill Responders*.

Operations completes ABIA Spill Incident Report.

Responsible Party restores site under direction of EC, Operations, Building and Field Maintenance.

Responsible Party or Operations assists with follow up inspections by EC.

ARFF/AFD determines spill severity triggers ABIA Emergency Plan?

YES → Activate Incident Command Post per ABIA Emergency Plan. AFD HazMat acts as ICP Captain.

NO

ARFF and/or AFD perform spill containment and cleanup with applicable support/assistance from Spill Responders*. Responsible Party arranges for removal of all response-derived wastes.

Operations completes ABIA spill Incident report and submits to EC within 24 hrs.

Responsible Tenant is identified and accepts responsibility for spill?

YES →

NO

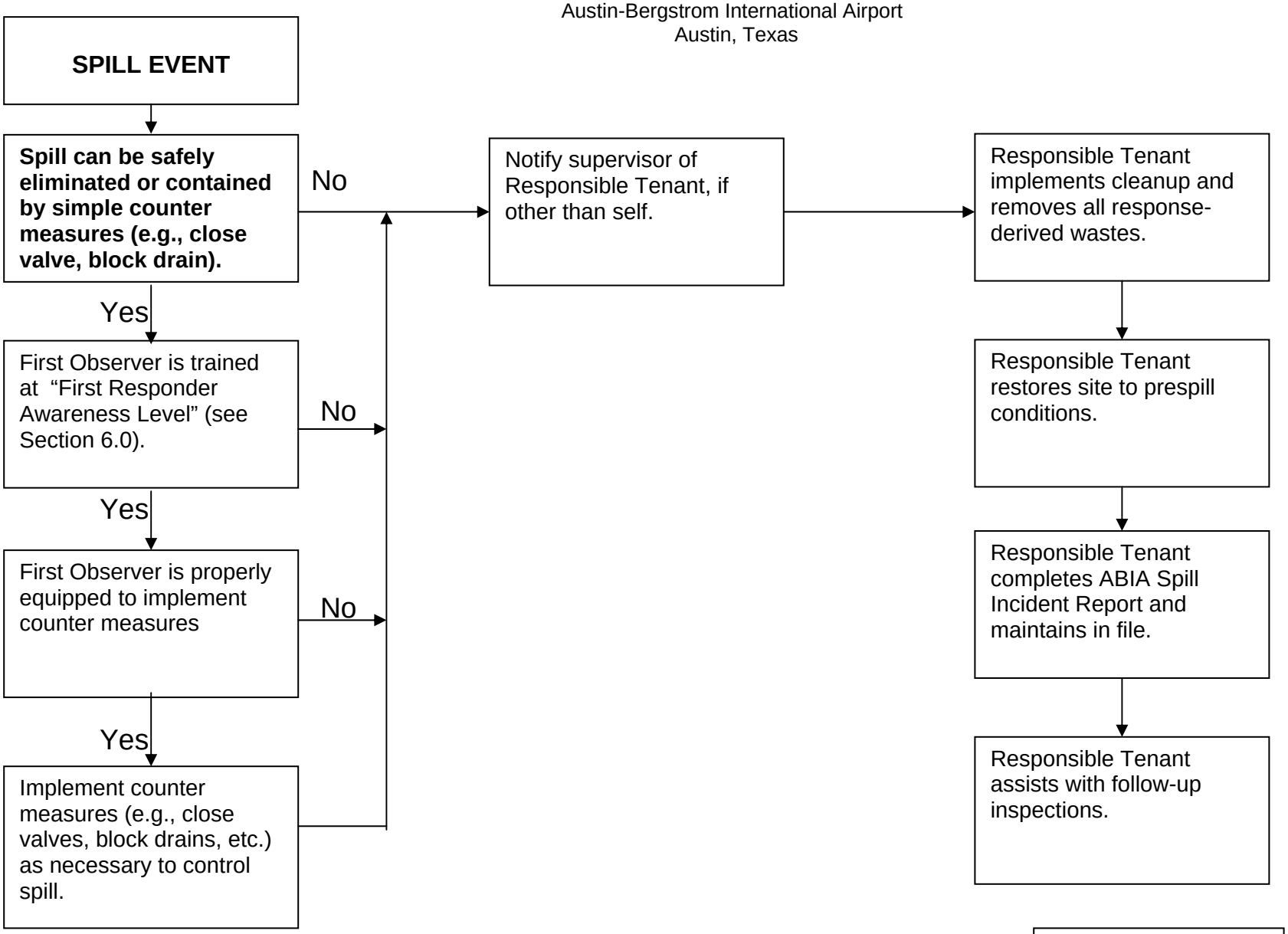
Operations and Field Maintenance assists with site restoration.

Operations assists with follow-up inspections.

* As dictated by spill conditions and response needs, Spill Responders will include properly trained personnel from Aircraft Rescue and Fire Fighting (ARFF) Operations, AFD, Field Maintenance, Airport Communications, Planning and Engineering, Public Information Office, and Responsible Party(s). Spill Responder Responsibilities are described in Section 3.0.

FLOWCHART 1

FLOWCHART 2
PROCEDURE 2 – SPILL RESPONSE PROCEDURES FOR MINOR SPILLS
Austin-Bergstrom International Airport
Austin, Texas



FLOWCHART 2

FLOWCHART 3
SPILL NOTIFICATION SEQUENCE FOR ALL MAJOR SPILLS
Austin-Bergstrom International Airport
Austin, Texas

First Observer Notifies Airport Communications at
530-2242

Airport Communications
NOTIFIES

FOR AIRSIDE SPILLS

Airport Rescue and Fire Fighting
530-2733 Direct Line to ARFF
Station or
911 for Emergency
411 for Non-Emergency

NOTIFIES-as appropriate

Austin Fire Department HazMat Team - 911

Operations Coordinator
530-7550-o
845-7336-m
802-0555-p
Notifies

Field Maintenance Manager
530-5535-o

DOA Environmental Coordinator
530-6621-o
748-3263-m

NOTIFIES

Building Maintenance Manager
530-7504

FOR LANDSIDE SPILLS

Austin Fire Department Haz Mat Team
911 – For Emergency
411 – For Non-Emergency

As Appropriate

If spill is greater than 25 gallons or enters ABIA's storm water system, but less than Reportable Quantity:

COA Watershed Protection and Development Review (COA Watershed Protection) – 974-2550

If spill is in excess of Reportable Quantity:

COA Watershed Protection – 974-2550
COA Water and Wastewater – 972-1060*
State Emergency Response Center – 1800-232-8224
National Response Center – 1800-424-8802

*If spill enters the sanitary sewer system.

If spill is in excess of Reportable Quantity and may adversely affect public:

COA Watershed Protection –974-2550
COA Water and Wastewater – 972-1060*
State Emergency Response Center – 1800-232-8224
National Response Center – 1800-424-8802
ABIA Public Info Office – 530-6681/802-0582

FLOWCHART 3

o – office phone #
m – mobile phone #
p - pager

NOTIFICATION LIST

Austin-Bergstrom International Airport

South Terminal

Spill Response Plan

Notification List

Organization	Contact	Phone Number
Department of Aviation		
Airport Communications Dispatch	On Duty 24/7	512-ABIA (2242)
City of Austin		
Watershed Protection Department		512-974-2550
Water and Wastewater		512-972-1060
AFD Hazmat		911
Police		911
State Agencies		
TCEQ		512-339-2929
State Emergency Response Center		800-832-8224
Federal Agencies		
EPA	National Response Center	800-424-8802
	Environmental Emergencies	214-665-2222
	General Information	214-665-2200
	Compliance Assurance and Enforcement	214-665-2210

SPILL INCIDENT REPORT

SPILL INCIDENT REPORT
Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport

FORM 10-1

Name of Person Making Report:	
Organization:	
Date of Spill:	Material Spilled:
Quantity:	Spill Source:
Location of Spill:	
Person/Organization Discovering the Spill:	
1. Did material reach a storm drain? (If yes, indicate amount entering drain)	
2. Cause and circumstances of spill?	
3. What steps are being taken to prevent similar spills in the future?	
4. Method of clean-up:	
5. Type of absorbent material or device used?	
6. Were proper clean-up procedures followed? (If not, what was done incorrectly?)	
7. Method and location of absorbent material or device disposal:	
8. Time spill originated:	Time spill clean-up completed:
9. Unusual circumstances or pertinent data:	
Signature:	Date:

APPENDIX VII

SPILL RECORDS AND RESPONSE ACTIONS

Spill Records and Response Actions

INCIDENT DATE (M/D/Y) AND TIME	LOCATION	DESCRIPTION					RESPONSE PROCEDURE		RESPONSE AND PREVENTIVE MEASURES TAKEN
		TYPE OF MATERIAL	QUANTITY SPILLED	DURATION (hr.)	SOURCE, IF KNOWN	REASON FOR RELEASE	AMOUNT OF MATERIAL RECOVERED	MATERIAL NO LONGER EXPOSED TO STORM WATER (true/false)	
First Year Prior									
Second Year Prior									
Third Year Prior									

APPENDIX VIII [FUTURE]

DE-ICING AND ANTI-ICING RECORDS

SOUTH TERMNIAL AIRCRAFT DEICING PLAN
STANDARD OPERATING PROCEDURES

Purpose

The purpose of the deicing/anti-icing plan at the South Terminal is to ensure consistent compliance with Airport Operations and Environmental regulations by outlining proper procedures to conduct deicing/anti-icing operations at the South Terminal.

Applicability

All operators at the South Terminal and the surrounding ramp will be familiar with this plan and adhere to this standard operating procedure.

Definitions

Anti-icing: When freezing precipitation exists and accumulation may occur prior to and after dispatch, apply Aircraft Deicing Fluid (ADF) Type IV to the aircraft surfaces to prevent icing.

Deicing: Removing contaminants on aircraft surfaces from frozen moisture prior to dispatch utilizing ADF Type I.

Dry Weather: Little to no chance of precipitation in the forecast.

Wet Weather: Precipitation to include light freezing rain, rain on cold soaked aircraft wings, sleet and snow. If a front producing any precipitation is 2-3 hours away, treat as wet weather event to ensure there is enough time to preform glycol recovery.

Hold-Over Time (HOT): The period of time an aircraft exposed to the elements can safely take off. If the HOT is exceeded the aircraft will need to be deiced/anti-iced again.

AIRCRAFT DEICING/ANTI-ICING PROCEDURES

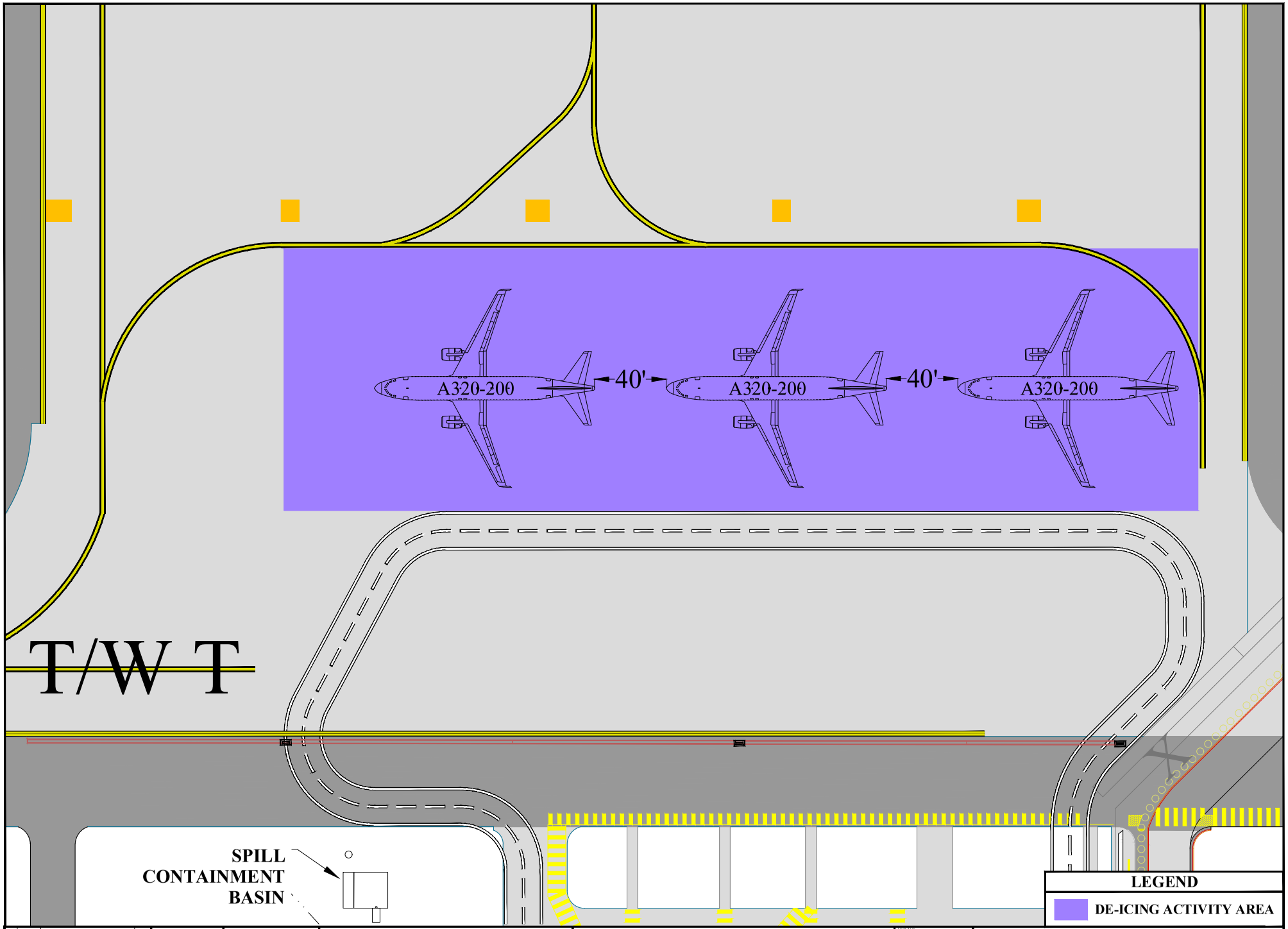
The vendor providing the deicing/anti-icing activities at the South Terminal, or approved wet weather location, will submit the Deicing/Anti-icing Chemical Usage Form and fax to the Department of Aviation Environmental Division at (512) 530-6630 or email to AirportEnvironmentalAffairs@austintexas.gov within 24 hours (see Section 7.2.3 and Appendix I, Form 10-2).

Dry Weather Procedures

1) Contact the Department of Aviation (DOA) Airside Operations (512-530-7550) prior to conducting deicing operations at South Terminal.
2) Airside Operations will approve or require deicing activities move to a different location.
3) For approved dry weather deicing activities, Airside Operations will coordinate with DOA Field Maintenance personnel to schedule Glycol Recovery activities at the South Terminal.
4) Push back aircraft approximately 150 feet between the South Terminal Service Lane and the closest taxi-line to the north (See Figure 3).
5) Deice the aircraft using appropriate fluid (typically Type I).
6) Prevent deicing fluid from entering the trench drain on the southern portion of the South Terminal apron. This drain is for emergency spill containment purposes only.
7) If deicing fluid or spilled material is migrating away from the designated deicing area, use spill kit supplies to prevent discharges. Prevent any materials from entering the trench drain. The South Terminal operator will remediate deicing fluid that enters the trench drain.
8) Department of Aviation (DOA) Field Maintenance personnel will recover the deicing fluid using a glycol recovery vehicle as soon as possible after the aircraft taxis away from the South Terminal deicing area.

Wet Weather Procedures

1) Contact DOA Airside Operations to coordinate an approved wet weather deicing location.
2) Taxi aircraft under power or escorted to an approved location.
3) Deice the aircraft using appropriate fluid (Type I or Type IV).



No.	Date	Issue Description	By

PLANNING & ENGINEERING
DEPARTMENT OF AVIATION
CITY OF AUSTIN, TEXAS

AUSTIN–BERGSTROM INTERNATIONAL AIRPORT

SOUTH TERMINAL
DE–ICING AREA

ABIA Project No. | Permit Issue No. | AIP/CIP No.

DRAWING DESCRIPTION:
TAXIWAY G1 DE-ICING PAD LOCATION

NOTES:
1. CALL AIRSIDE OPERATIONS (512-530-7550) TO SCHEDULE.
2. DURING WET WEATHER CONDITIONS AN ALTERNATE LOCATION WILL BE DESIGNATED BY AIRSIDE OPS.

JOB NO:
DRAWN BY: JG
CHECKED BY:
COORD. CHECK:
FILE: DE-ICING.DWG
DATE: 06NOV18
SCALE: N.T.S.
SHEET NO:

EXHIBIT B

SITE PLAN

DE-ICING/ANTI-ICING CHEMICAL USE RECORD

FORM 10-2

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

In order to track the amount of de-icing/anti-icing fluids dispensed at Austin Bergstrom International Airport (ABIA), please complete this form within 24 h ours of each de-icing/anti-icing event and fax it to The Department of Aviation Environmental Section at (512) 530-6630.

Company Name:_____

_____

Date of Fluid Application: _____

Length of Time Fluid was Applied: _____

Fluid Type	Glycol Type Ethylene or Propylene	Applied as De-icer or Anti-icer	Mix Ratio	Quantity Dispensed	Weather Conditions (Dry or Wet)	Fluid Dispensing Location
Type I						
Type II						
Type III						
Type IV						

Additional Information:

_____

_____

_____

_____

_____

_____

Form Completed by (print name): _____

Signature: _____ Date: _____

Fax to the DOA Environmental Section at (512) 530-6630

DE-ICING/ANTI-ICING AREA INSPECTION RECORD **FORM 10-3**

Storm Water Pollution Prevention Plan
Austin Bergstrom International Airport
South Terminal

An Airside Operations Inspector familiar with de/anti-icing activities must conduct inspections weekly in the areas where de/anti-icing has been performed and complete this inspection form.

For each area inspected, indicate if the following conditions exist:

1) Pooling of de/anti-icing chemical that would be indicative of a spill or leak. (YES NO) circle one
2) Excess use of de/anti-icing chemicals indicated by run-off. (YES NO) circle one

Area Inspected: Terminal Apron 1) (YES NO) 2) (YES NO)

Area Inspected: Cargo Apron 1) (YES NO) 2) (YES NO)

Area Inspected: GSEM De-icng Fluid Tanks 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

Area Inspected: _____ 1) (YES NO) 2) (YES NO)

FOLLOW-UP REQUIRED: If a spill or leak is indicated, the condition must be addressed immediately in accordance with the ABIA Spill Prevention and Response Plan. If excess use is indicated, the DOA will schedule a meeting with appropriate airline to discuss alternatives.

ADDITIONAL INFORMATION: _____

_____

_____

_____

_____

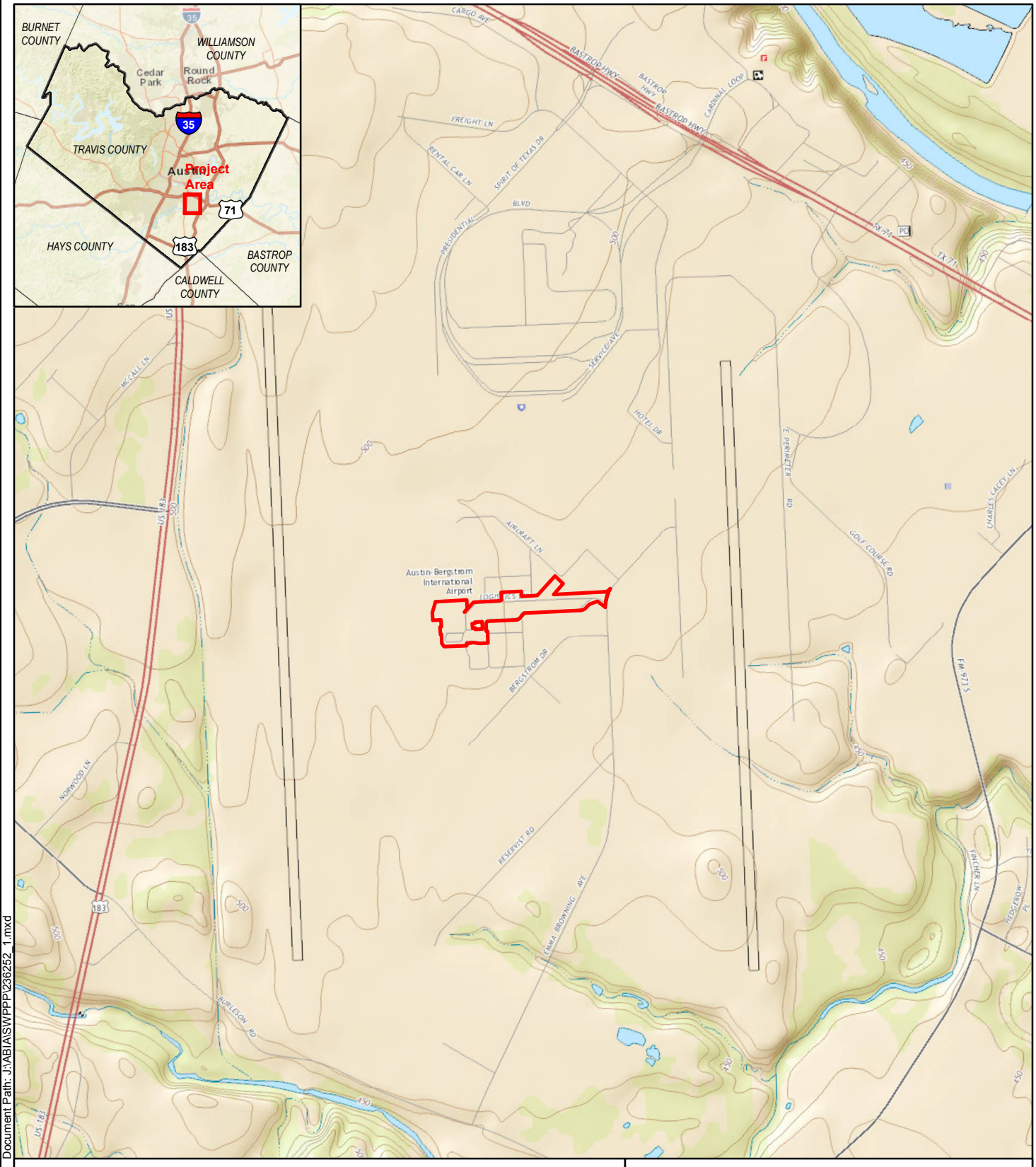
Form Completed by (print name): _____

Signature: _____ Date: _____

Fax to the DOA Environmental Section (512) 530-6630

FIGURE 1

SITE LOCATION MAP



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LEGEND

Site Boundary

N

0 1,000 2,000

Feet

1 in = 2,000 ft

SOURCE: USGS 7-Minute Topographic Quadrangle - Montopolis NE, Texas (2012)

SITE LOCATION MAP

ABIA South Terminal Lease Site
10000 Logistics Lane
Austin, Texas 78719

PROJECT: 236252.1000.0002	FILENAME: 236252_1
AUTHOR: MLOVELACE	SAVED: 4/14/2016

TRC
505 E. HUNTLAND DR.
SUITE 250
AUSTIN, TX 78752
PH: 512-329-6080

FIGURE 1

FIGURE 2

FACILITY LAYOUT PLAN

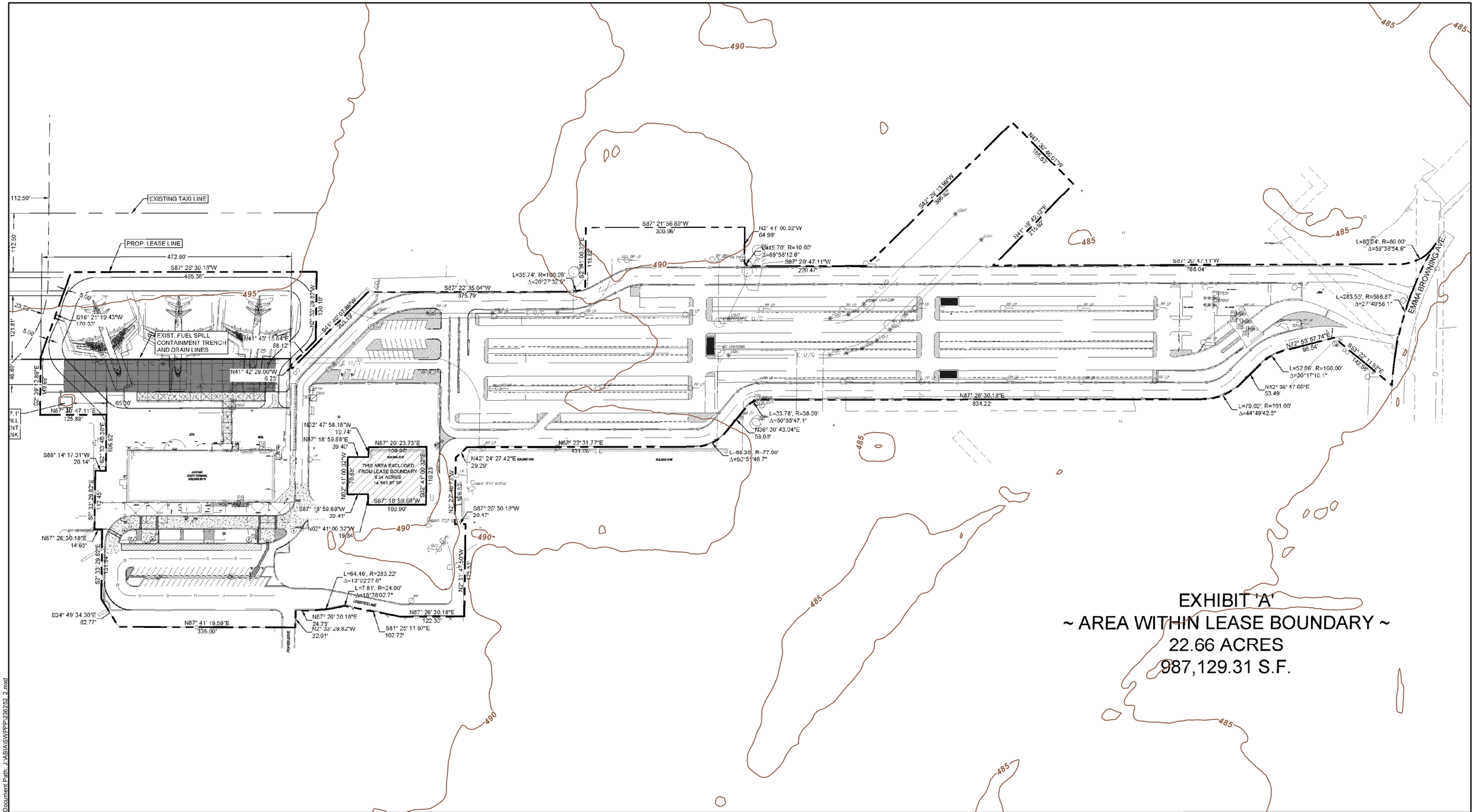

EXHIBIT 'A'
~ AREA WITHIN LEASE BOUNDARY ~
22.66 ACRES
987,129.31 S.F.

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Legend

CONTOURS - 5 FT INTERVALS

1 inch = 170 feet

0 85 170
Feet

SOURCE: DAVCAR ENGINEERING - 3/23/2016, CAPCOG CONTOUR DATA - 2012.

SITE LAYOUT PLAN - SWPPP
ABIA SOUTH TERMINAL LEASE SITE
10000 LOGISTICS LANE
AUSTIN, TRAVIS COUNTY, TEXAS 78719

PROJECT: 236252.1000.0002	FILENAME: 236252_2
AUTHOR: MLOVELACE	DATE SAVED: 4/15/2016

TRC
505 E. HUNTLAND DR.
SUITE 250
AUSTIN, TX 78752
PH:512-329-6080

FIGURE 2

FIGURE 3

SITE DRAINAGE

AREA OF FUELING, GSE ACTVITIES, CLEANING, DE-ICING, AND STORAGE DRAINS TO TRENCH

EXISITING FUEL SPILL CONTAINMENT INTERCEPTOR TRENCH

DRAIN LINES

SPILL CONTAINMENT TANK

SAND-OIL SEPARATOR

TANK DISCHARGE, SHEET FLOW TO VEGETATED FILTER STRIP AND OFF-SITE OUTFALL 16

DRAINS TO GRASSED SWALE AND OFF-SITE OUTFALL16

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LEGEND

- SURFACE FLOW DIRECTION
- DRAIN DIRECTION
- TRENCH
- DRAIN LINES
- PROPERTY BOUNDARY

SOURCE: GOOGLE AND THEIR DATA PARTNERS (2017)

N
W E
S

1 inch = 45 feet

0 22.5 45

Feet

SITE DRAINAGE - SWPPP

ABIA SOUTH TERMINAL LEASE SITE
10000 LOGISTICS LANE
AUSTIN, TRAVIS COUNTY, TEXAS 78719

PROJECT: 236252.0001.0000	FILENAME: 236252_3
AUTHOR: MLOVELACE	DATE SAVED: 3/3/2017

TRC
505 E. HUNTLAND DR.
SUITE 250
AUSTIN, TX 78752
PH:512-329-6080

FIGURE 3