



	Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual	
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Approver: Joe Berry		Revision: 2
POLLUTION / SPILL PREVENTION RESPONSE PLAN		


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SUBPART A - PURPOSE

The health and safety of our employees and the protection of our environment continues to be the first consideration in the operations of our business. The preservation of health, safety and to provide environmental excellence must be a part of every operation.

SUBPART B - GOALS

- To comply with all applicable governmental laws as well as customer-specific policies and procedures to ensure the protection of the environment at all times.
- To encourage and train employees in applying environmental responsible practices.
- To promote genuine concern and respect for the environment.
- To assist customers and governmental agencies in developing new policies and procedures in efforts to further protect the environment.
- To hold periodic reviews of our environmental policy to ensure compliance and assess its effectiveness.

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- To communicate with our employees and customers on any environmental-related incidents that may be utilized as an educational aid, training and meeting topic, and to promote a general awareness.
- To facilitate the entire process of compiling, interpreting and distributing various types of environmental data.

SUBPART C - SCOPE

The Oil Prevention Act (OPA) of 1990 requires oil storage facilities and vessels to submit plans detailing how they will respond to large discharges. The EPA has published regulations for aboveground storage facilities. The OPA also requires the development of Area Contingency Plans to prepare and plan for oil spill response on a regional scale.

This emergency response plan is prepared to comply with the Oil Pollution Act of 1990. This program also ensures the cooperation and support of all Berry Bros. departments in an effort to achieve the environmental goals of Berry Bros. and to meet Federal, State, and local environmental regulatory requirements.


The purpose of this plan is to provide guidance to Berry Bros. personnel with regards to the steps to be taken when a pollution / spill incident has occurred or is likely to occur.

SUBPART D - TRAINING

All Berry Bros. personnel will know the location of the spill prevention equipment and their roles in responding to any type of environmental response while on location or on company property. Supplies will be easily accessible for quick response time. In addition, considerations must be made for both the type and quantity of the material.

The training will include the following:

- Materials available for use
- Proper waste disposal
- PPE
- Communication

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- Procedures for reporting
- Spill prevention
- Response procedures

SUBPART E - STORAGE

Berry Bros. General Contractors will make every effort possible to assure that all hydrocarbons and chemicals will be stored in the original manufacturer containers or in proper containers to minimize the potential for spills. Whenever possible, hydrocarbons and chemicals will be stored / kept in closed containers and stored so as not to be exposed to storm water runoff.

In addition, areas where hydrocarbons and chemicals are used or stored, best housekeeping management practices will be in place. This includes but not limited to clean and organized storage, labeling, and secondary containment where needed / necessary.

SUBPART F - SPILL RESPONSE MATERIALS / KITS


Berry Bros. General Contractors, Inc.'s spill response materials include but are not necessarily limited to the following material:

- Oil wipes / pads
- Oil booms if applicable
- Absorbent material such as granules, sand, clay, etc.
- Disposal drums
- Shovels

Supplies must be easily accessible when required and considerations must be made for both the type and quantity of the materials.

SUBPART G - NOTIFICATION / COMMUNICATION REQUIREMENTS

Upon the release of materials or a spill, the communication procedures will be based on the type and quantity of materials spilled. The following is an outline of the notification process.

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Company

Berry Bros. General Contractors, Inc. shall report any hydrocarbon or chemical release from primary containment to the appropriate authorities or to the client as soon as practical.

Sub-contractors shall report any hydrocarbon or chemical release from primary containment to Berry Bros. personnel immediately who then will contact the appropriate authorities or to the client as soon as practical.

Agencies

Berry Bros. shall report any releases to the appropriate regulatory agency as soon as possible and complete any necessary paper work accordingly.

Notification Process


A report shall be made whenever an incident involves:

- A discharge of oil, fuel, or hazardous material resulting from damage or malfunction of equipment.
- A probable discharge. Factors to be considered in determining whether a discharge is probable include, but is not limited to:
 - Equipment location and proximity to land or navigational hazards.
 - Weather
 - Traffic density.
 - Equipment failure that results in fuel or hydraulic oil release to the water or land.

SUBPART H - ACTIONS TO TAKE

The notification procedures for releases to water, which will be followed in order of priority in the event of an emergency, are as follows:

- Superintendent, foreman, or operator shall contact Berry Bros. management personnel, HS&E / Risk Management Department as soon as possible.

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- The Client or client representative will be notified next.
- Berry Bros. management personnel will notify the Louisiana State Police at (1-800-925-6595) or the appropriate state authority (United States Coast Guard) and the National Response Center. (1-800-424-8802).
- State and local authorities such as the local emergency response coordinator for the parish or county if known.
- Spill response contractors to initiate mitigation, control, and clean up to the spill.

See “Appendix A” for the Uniform Hazardous Material Reporting form.

SUBPART I - RESPONSIBILITIES

Superintendent / Supervisor / Foreman

These individuals are Berry Bros. site representative(s). They are authorized to act on behalf of Berry Bros. and to initiate the emergency response procedures.

Spill Coordinator

This individual is a Berry Bros. officer and will assume direction of operations after being notified by the onsite contact. Once the spill coordinator has been notified, the onsite company representative’s authority will then become secondary for directing operations. However, both individuals will be the leading authorities to conduct the supervision and coordination of activities onsite on behalf of Berry Bros. General Contractors, Inc.

SUBPART J - RESPONSE ACTIVITIES

Oil & Hazardous Materials Release to Water or Land

The location, responsibilities, and procedures for use of oil spill equipment to mitigate oil discharge are as follow:

- Identification and location of equipment – Oil spill equipment consists of containment booms and absorbent pads/material which is stored on the marine vessels or onsite.



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- Crew Responsibilities – Supervisor, foreman, or operator is responsible for making sure the deployment of the oil containment booms are completed and may designate any other member of the crew to perform whatever task is required to minimize the spill and contain the spill.
- Procedures – The procedures for the response of an oil discharge are to determine the source and magnitude of the discharge so as to define the amount of Absorbent boom required and the location to deploy it. The objective is to confine the oil in close proximity of the vessel or piece of equipment to prevent the spill from reaching shore.

Transfer Systems Leak


The procedures to be followed by the “Person-in-Charge” in the refueling or leak are as follows:

- Shut down the transfer pumping system.
- Close valves associated with the leak.
- Initiate corrective action.
- Deploy containment booms if leaks are overboard.
- Proper disposal of spill and absorbent materials.
- Recovered oil is to be transferred to an available tank or stowed into an approved container for disposal at an authorized facility.
- Clean up materials are to be stowed into approved containers and sent to licensed disposal facilities for processing.
- Evaluate leak and execute corrective measures.

Potential Contingencies that Could Trigger a Spill

Notify the superintendent or company representative and activate the emergency procedures:

- Ruptured Hydraulic Hose or Line
 - Shut down the piece of equipment to reduce the potential additional release of fluid.
 - Determine the location where the rupture or leak is from and isolate if possible to minimize the spill and deploy absorbent oil booms.
 - Notify authorities.
 - Notify Company Representative.

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- Explosion and or Fire
 - Abandon and evacuate
 - Notify project superintendent
 - Notify authorities
 - Notify company representative

- Leak or Spill During Fueling Operation
 - Crew qualifications: Maneuver equipment close to refueling area to minimize hazard of hose damage.
 - Maintain spill absorbent pads and oil boom on the equipment or at the fueling site.
 - Deploy containment booms in a manner, which will minimize spread of oil.
 - Evaluate the circumstances for the need of protection clothing and/or respiratory protection if needed.

Documentation

Appropriate personnel will be trained about the spill plan and will know how to activate the plan if needed and start filling out the Uniform Hazardous Materials Reporting form. In addition, the office shall have a copy of the Pollution Response Plan and form too.

Additional Information

For more specific and detailed information on the equipment and marine vessels, contact the corporate office of Berry Bros. General Contractors, Inc. at (985) 384-8770 or at the following address: 1414 River Road, Berwick, LA 70342. This information and plan is accessible 24 hours a day by management personnel or their designated representatives.

SUBPART K - SPILL RESPONSE CONTRACTORS

In the event of a spill, it is the intent of Berry Bros. General Contractors to use the following:

- ES&H located at 1730 Coteau Rd., Houma, LA (1-888-422-3622)



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UNIFORM HAZARDOUS MATERIALS REPORTING FORM

The following is a detailed explanation of the content and format of the Uniform Hazardous Materials Reporting Form.

- 1) Incident Number.....Issued by the State Police
- 2) Courtesy vs. Reportable.....Determined by State Police
- 3) Parish.....Parish of occurrence
- 4) Caller's Name.....Name of person making report
- 5) Caller's Phone No.....Callback number which will be answered by caller
- 6) Date & Time Notified.....Date & time of notification as recorded by State Police
- 7) Date & Time Occurred.....Date & time of occurrence as provided by the reporting facility
- 8) Date & Time Secured.....Date & time release ends or is terminated
- 9) Incident Location.....Specific location of the release-street address, latitude & longitude, or range, township & section should be provided
- 10) Company.....Facility owner/operator or transportation company responsible for the release
- 11) Company Address.....Mailing address of reporting facility or transporter
- 12) Chemical(s) Released.....Complete chemical name - no abbreviations, trade names or industry slang terminology will be accepted
- 13) Quantity Released.....Total quantity of the release is to be provided or an estimate of the amount release is to be made. Initial estimates can be revised via an update notification
- 14) RQ - Reportable Quantity.....Designated reportable quantity in Federal and State Regulations
- 15) Hazard Classification.....Designation of the chemical hazards of the material, for example the DOT or NFPA hazard classification
- 16) ID Number.....Transportation only - obtained from the DOT shipping documents
- 17) EHS - Extremely Hazardous Substance.....Designation by USEPA
- 18) Solid - Liquid - Gas.....Physical state of the chemical at the time of release

- 19) Did the material go offsite?.....Question which must be answered by the caller, whether the material escaped beyond the facility Gaseous and vapor releases are reportable as escaping offsite
- 20) Released to: Land - Water - Air.....Medium to which the release occurred
- 21) Any off-site protective action?.....Question which **must** be answered by the caller, recommendation must be provided
- 22) Road Closure - Shelter - Evacuation.....Examples of off- site protective actions
- 23) Wind Direction.....Explanation of direction “to” or “from” must be provided
- 24) Wind Speed.....Self-explanatory
- 25) Temperature.....Self-explanatory
- 26) Precipitation.....Self-explanatory
- 27) Fire - Injuries - Fatalities.....Occurred as a result of the release
- 28) Details.....Any additional information which is communicated in the notification