

# Guidelines for the Identification of Oil, Fuel and Chemical Storage Containers and Equipment

**Purpose:** The purpose of these guidelines is to identify existing and planned storage containers and equipment that hold 55-gallons or more of any type of oil, fuel or chemical, in order to ensure that the container/equipment is appropriately designed and in compliance with regulations, construction standards, safety policies, and EHS program requirements, and that facility personnel are adequately trained in the inspection and monitoring procedures to prevent releases. In addition, the container/equipment may need to be incorporated into an environmental emergency plan to ensure that spills and releases are properly addressed.

Oils, fuels, and chemicals are stored at various locations throughout the University such as in maintenance facilities and shops, testing laboratories, landscape shops, food preparation areas, and agricultural operations. If these materials are stored improperly, they may be released into the environment. By identifying these sources, good practices, such as training, storage, and inspections can be used to help reduce the risk of spills and releases, and to mitigate the environmental impacts of spills and releases. In addition, there are regulatory requirements that must be satisfied.

**Reference:**  The University is required by the Environmental Protection Agency (40 CFR 112) and by the Pennsylvania Department of Environmental Protection (25 Pa Code Chapters 91 and 245, and “Guidelines for the Development and Implementation of Environmental Emergency Response Plans) to ensure that oils, fuels, and chemicals are properly handled, personnel are trained, and that spills and releases are cleaned up.

**Procedure:** All existing oil, fuel and chemical storage containers and equipment containing 55-gallons or more are required to be identified to the Department of Environmental Health and Safety (EHS). Planned storage containers and equipment must be identified to EHS before being placed into service. Facilities storing oil, fuels or chemicals in these quantities will be required to have an environmental emergency plan. These facilities will need to meet storage requirements (secondary containment and spill kits), meet annual training requirements, perform inspections, and be subject to audits.

**Responsibilities:** EHS has overall responsibility for the administration of the University’s environmental health and safety programs.  Their mission is to work with the campus community to develop and implement efficient, comprehensive and pro-active health and safety programs.

EHS responsibilities include:

* Developing safety programs that protect the health and safety of students, faculty, staff, visitors and the environment.
* Assisting the campus community in complying with federal, state, and local regulations.
* Providing oversight to help ensure conformance with these programs.

EHS is responsible for oversight of the Storage Tank Management Program and for the development of environmental emergency plans. In this role we ensure that at risk storage equipment/containers are removed/replaced and that Penn State storage tanks meet all regulatory requirements.

Administrative units are responsible to ensure that all containers and equipment meeting the requirements listed above have been identified to EHS.

Safety officers are responsible for establishing a mechanism for determining if areas under their jurisdiction have these storage containers or equipment that meets the requirements given above, and for annually reviewing their areas to determine if any new equipment or containers have been added.

Supervisors, including principle investigators, are required to notify EHS in the event that their oil, fuel and chemical storage changes prior to the change occurring, and to annually review their storage of these materials to determine if their environmental emergency (spill) plans are accurate. They must ensure that their area meets the requirements of their environmental emergency plan for proper storage, personnel training, container/equipment inspections, spill/release reporting, and clean-up.

Individuals that work with oils, fuels, and chemicals are required to be trained annually in good handling practices, and to know how to respond to spills and releases.