

Oil Storage and Handling at NIST-Boulder

NIST S 7301.09

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1. PURPOSE

The purpose of this suborder is to establish the requirements and associated roles and responsibilities regarding the handling of petroleum products and prevention, control and reporting of petroleum spills at the NIST Boulder and WWV/WWVB facilities.

2. BACKGROUND

a. The Department of Commerce (DoC) Boulder Laboratories is comprised of NIST, the National Oceanic and Atmospheric Administration (NOAA), the National Telecommunications and Information Administration (NTIA), and the General Services Administration (GSA).

(1) The NIST Boulder Facility and NIST WWV/WWVB facilities each operate under separate spill prevention control and countermeasures (SPCC) plans that identify requirements and responsibilities for prevention and control of spills from petroleum storage containers with a capacity greater than 55 gallons as required under 40 CFR 112. This suborder applies to NIST personnel and tenants in NIST-owned buildings.

(2) The GSA/NOAA area-of-responsibility (AOR) at the DoC Boulder Labs has a separate SPCC plan and is not covered by this suborder.

(3) The NIST WWVH facility located near Kekaha (Kauai), Hawaii is not included in the scope of this suborder since it is covered under a SPCC Plan produced by the Pacific Missile Range Facility Barking Sands (U.S. Navy), on which the WWVH facility is located.

(4) This suborder does not apply to NIST personnel working on the University of Colorado campus since the university has its own SPCC plan.

¹ For revision history, see Appendix A.

- 37 (5) Reporting of releases of chemicals other than petroleum products and all releases to
38 stormwater, surface water or wastewater is covered under the NIST Boulder Accidental
39 Hazardous Materials Release Reporting Procedure (AHMRRP).
40
- 41 b. NIST P 7300.00 articulates NIST’s commitment to making prevention, control and reporting
42 of chemical and petroleum spills and releases in compliance with applicable regulations and
43 permits an integral core value and vital part of the NIST culture by, in part:
44
- 45 (1) Complying with applicable laws, regulations, policies, permit terms and other
46 promulgated safety and health requirements; and
47
- 48 (2) Abating deficiencies and taking actions to prevent incidents from occurring.
49
- 50 c. NIST Boulder and WWV/WWVB must meet the requirements of 40 CFR Part 112.
51
- 52 d. NIST Boulder must meet the requirements of:
53
- 54 (1) Industrial Discharge Permit, CIU-2021-4, A9962C2618_NIST;
55
- 56 (2) Municipal Separate Storm Sewer System COR042002; and
57
- 58 (3) The applicable Spill Prevention Control and Countermeasures (SPCC) Plan.
59
- 60 e. NIST WWV/WWVB must meet the requirements of its Spill Prevention Control and
61 Countermeasures (SPCC) Plan.
62
63

64 3. APPLICABILITY

- 65 a. This suborder applies to the management of petroleum storage containers including storage
66 tanks, oil-filled equipment, and drums with a capacity of 55 gallons or greater at the NIST
67 Boulder and WWV/WWVB facilities.
68
- 69 b. Reporting and cleanup of spills or releases of chemicals other than petroleum products and
70 small quantities of petroleum products from containers not regulated under 40 CFR 112
71 (containers with a capacity less than 55 gallons) is addressed under NIST Suborder 7101.60,
72 *Chemical Management*.
73
74

75 4. REFERENCES

- 76 a. 40 CFR 112, [*Oil Pollution Prevention*](#)

- 77 b. 6 CCR 1007-3, 264.56, [Contingency Plan and Emergency Procedures](#)
- 78
- 79 c. 6 CCR 1007-3, Part 279, [Standards for the Management of Used Oil](#)
- 80
- 81 d. 8 CCR 1507-25, [Rules and Regulations Concerning Minimum Standards for the Operation of](#)
- 82 [Commercial Vehicles](#)
- 83
- 84 e. BRC 11-3, [Industrial and Prohibited Discharges](#)
- 85
- 86 f. COR042002, *Municipal Separate Storm Sewer System (MS4) Permit*
- 87
- 88 g. 2017-2, *Industrial Discharge Permit*
- 89
- 90 h. *NIST Boulder Spill Notification Policy*
- 91
- 92 i. *Spill Prevention, Control and Countermeasures Plan, NIST Boulder*
- 93
- 94 j. *Spill Prevention, Control and Countermeasures Plan Amendment, NIST Boulder*
- 95
- 96 k. *Spill Prevention, Control and Countermeasures Plan, NIST WWV/WWVB*
- 97
- 98 l. *Steel Tank Institute (STI), Specifications SP001, SP031*
- 99

100

101 **5. APPLICABLE NIST DIRECTIVES**

- 102 a. NIST S 7101.24: [Incident Reporting and Investigation](#)
- 103
- 104 b. NIST S 7101.26: [Workplace Inspection Program](#)
- 105
- 106 c. NIST S 7101.59: [Chemical Management](#)
- 107
- 108 d. NIST O 7301.00: [Environmental Management](#)
- 109
- 110 e. NIST S 7301.01: [Environmental Management System](#)
- 111
- 112 f. NIST S 7301.07: [Chemical Waste Accumulation and Disposal at NIST Boulder](#)
- 113
- 114 g. NIST S 7301.11: [Stormwater Management at NIST Boulder](#)
- 115
- 116 h. NIST S 7301.13: [Wastewater Management at NIST Boulder](#)

117 **6. REQUIREMENTS**

118 a. General Requirements

119

120 (1) Aboveground oil storage containers and tanks with a capacity of 55 gallons or more:

121

122 (a) Shall be visually inspected on a monthly basis to ensure the integrity of the
123 container(s), and the inspections shall be documented;

124

125 (b) Shall be equipped with secondary containment (*e.g.*, double walled containers,
126 containment berms) with a capacity no less than 110% of the capacity of the largest
127 container if exposed to precipitation or 100% of the capacity of the largest container
128 if not exposed to precipitation; and

129

130 (c) Shall be inventoried and included in the NIST Boulder or WWV/WWVB Spill
131 Prevention Control and Countermeasure (SPCC) Plans.

132

133 (2) Oil filled equipment, OFE, (*e.g.*, electric transformers) with a capacity of 55 gallons or
134 more:

135

136 (a) Shall be inspected at a frequency specified by the equipment maintenance
137 specifications;

138

139 (b) Shall be equipped with either secondary containment sufficient to prevent a release
140 from reaching wastewater, stormwater or surface water or written spill procedures for
141 containing a spill or discharge; and

142

143 (c) Shall be inventoried and included in the NIST Boulder and WWV/WWVB SPCC
144 Plans.

145

146 b. Site Security

147 The following site security measures shall be met at each oil handling and storage area:

148

149 (1) Access to starter controls on oil pumps shall be secured;

150

151 (2) Master flow and drain valves shall be secured; and

152

153 (3) Adequate lighting shall be present to deter acts of vandalism and assist in the discovery
154 of oil discharges.

155

156

- 157 c. Equipment Specific Requirements:
158
159 (1) Requirements identified in the SPCC Plans and amendments in Appendices B, C and D
160 shall be followed.
161
- 162 d. Oil Spill Response Procedures
163
164 Any person observing a spill of a petroleum product from a tank, drum or oil-filled
165 equipment shall take the following actions.
166
- 167 (1) Ensure that you, and all other personnel in the area, are safe (clear the spill area);
168
169 (2) Only if safe to do so, remove any ignition sources;
170
171 (3) Provide notification of the spill:
172
- 173 (a) Call extension 7777 to report the oil spill. From a non-system phone, call 303-497-
174 7777
175
- 176 (b) Notify the Boulder Fire Department by calling 911 if any of the conditions listed
177 below apply:
178
- 179 i. Fire
180
181 ii. Ignition source cannot be safely removed
182
183 iii. A tank has ruptured
184
185 iv. Spill enters the storm sewer, sanitary sewer, creek or irrigation ditch
186
187 v. Spill is too large to mitigate with available spill control materials
188
- 189 (c) Contact the Boulder Safety, Health, and Environment Division (x5375, option 3).
190
- 191 (4) Provide information requested by the emergency responders and follow their guidance;
192
193 (5) Attempt to contain the spill only if the following criteria are met:
194
- 195 (a) Personnel know the source of the spill and are familiar with the hazards;
196

- 197 (b) Personnel can safely remove any ignition sources;
198
199 (c) The spill area is sufficiently ventilated; and
200
201 (d) Personnel have the training, personal protective equipment and supplies necessary to
202 contain the spill.
- 203 (6) When containing a spill, the first priority is to prevent the oil from flowing into a storm
204 drain, stream, irrigation ditch or sanitary sewer;
205
206 (7) As applicable, contain spills on blacktop or concrete and prevent spills from flowing into
207 permeable surfaces; and
208
209 (8) Complete an incident report in accordance with NIST S 7101.24: *Incident Reporting and*
210 *Investigation*.
211
- 212 e. Spill Reporting
213
- 214 (1) All releases shall be reported in accordance with the SPCC Plan applicable to the facility
215 on which the spill occurred;
216
217 (2) Releases of quantities less than those specified in the SPCC Plan shall be reported in
218 compliance with the NIST Boulder Spill Notification Policy;
219
220 (3) Releases of hazardous materials or incident presenting a risk of a release during transport
221 shall be reported to the nearest law enforcement agency as required under 8 CCR 1507-
222 25;
223
224 (4) Releases of petroleum products and chemicals shall be reported in accordance with the
225 requirements of the NIST Boulder Spill Notification Policy, including:
226
- 227 (a) Notification of supervisor;
228
229 (b) Notification of DoC Police and ESO Emergency Manager;
230
231 (c) Notification of Boulder Fire-Rescue (911) in the event of:
232
- 233 i. A release that cannot be controlled by personnel;
234
235 ii. A release entering surface water/stormwater/storm sewer/sanitary sewer; or
236

- 237 iii. A ruptured tank;
238
239 (d) Notification of BSHED;
240
241 (e) Notification of Division Chief; and
242
243 (f) Notification of DoC Boulder Labs Board of Directors.
244
245 (5) Make verbal reports of releases to CDPHE, CDLE and the City of Boulder, Water
246 Quality and Environmental Services (dependent upon release pathway) within 24 hours
247 after discovery of the release; and
248
249 (6) Submit written reports to the agencies identified in 6.e(5) within five business days.
250
251 f. Inspections by NIST personnel or contractors
252
253 (1) Tanks shall be inspected in accordance with the requirements of STI SP001;
254
255 (2) Leaks, malfunctions, damage or other noncompliant conditions must be reported to the
256 chief of the division owning the tank;
257
258 (3) Repairs shall be made in accordance with the requirements of STI SP031; and
259
260 (4) Releases must be reported to DoC Police immediately.
261
262 g. Inspections by regulatory agencies
263
264 (1) The U.S. Environmental Protection Agency (EPA), Colorado Department of Public
265 Health and Environment (CDPHE), Colorado Department of Labor and Employment
266 (CDLE), City of Boulder Water Quality and Environmental Services (WQES) have the
267 authority to conduct announced or unannounced inspections of federal workplaces and
268 operations in order to verify regulatory compliance. All NIST personnel will cooperate
269 fully during any such inspection. The Chief of BSHED shall be notified whenever
270 CDPHE and/or EPA inspectors request access to NIST facilities and will assign an OSHE
271 representative to coordinate the inspection process; coordination requirements include:
272
273 (a) Notifying the affected OU(s) of the inspection when permitted by the agency
274 performing the inspection;
275

- 276 (b) Accompanying² the representative(s) of the inspecting agency while on-site; and
277
- 278 (c) Documenting the observations of the inspectors, including photographing areas
279 photographed by the representative(s) of the agency performing the inspection.
280
- 281 (2) OUs, in coordination with the Boulder Laboratory Board of Directors and BSHED Chief,
282 will abate any negative findings identified during the inspection in accordance with
283 CDLE, CDPHE and/or EPA instructions and the requirements of this suborder; and
284
- 285 (3) The NIST Management Resources, Boulder Business Operations Group Leader and
286 BSHED Chief, in coordination with affected OUs, will take the lead on all inspection-
287 related correspondence with CDLE, CDPHE and/or EPA.
288
- 289 h. Training.
- 290
- 291 (1) NIST Boulder and WWV/WWVB personnel identified as having duties related to
292 petroleum storage tanks, oil-filled equipment or other containers of petroleum products
293 with a capacity of 55 gallons or greater shall complete:
- 294
- 295 (a) Spill Prevention Control and Countermeasures training specific to the facility at
296 which the person performs their duties;
- 297
- 298 i. NIST S 7301.09: SPCC Training for Division 184;
- 299
- 300 ii. NIST S 7301.09: Boulder Spill Prevention, Control and Countermeasures
301 Training for Division 194
- 302
- 303 iii. NIST S 7301.09: Spill Prevention, Control and Countermeasures Training for
304 Division 647; or
- 305
- 306 iv. NIST S 7301.09: Spill Prevention, Control and Countermeasures Training for
307 Division 688 (Boulder and WWV/WWVB);
308
- 309 (b) The training specified in OSH suborders, or equivalent training specified by the OU,
310 applicable to the duties assigned to them; and
311
- 312 (c) Retraining identified by the Official First-Level Supervisor whenever inadequacies in
313 the employee's knowledge indicate the need for retraining.

² For workplaces outside of NIST Boulder, OSHE will coordinate with the responsible OU to ensure an OU representative performs j(1)(b) and j(1)(c)

314 i. Evaluation of Compliance
315 The NIST Boulder Oil Storage and Handling program manager shall conduct a compliance
316 audit of this program on an annual basis.

317
318 j. Records

319
320 (1) Reports of releases shall be kept on file for no less than three years;

321
322 (2) Releases shall be tracked in a spreadsheet or database; and

323
324 (3) Records of inspections of petroleum storage tanks and oil-filled equipment shall be
325 maintained in accordance with the applicable SPCC Plan.

326
327
328 **7. DEFINITIONS**

329 Definitions common to all NIST Environmental suborders can be found in NIST O 7301-00.
330 The definitions specific to this suborder are as follows:

331
332 a. Aboveground Storage Tanks (ASTs) – Any container or a combination of containers,
333 including structures and appurtenances connected to them, constructed of non-earthen
334 materials, used to contain or dispense fuel products or oil having at least ninety percent of the
335 volume of the container, including connected pipes, above the surface of the ground, if not
336 permanently closed. This includes tanks located indoors or in vaults below the surface of the
337 ground.

338
339 b. Discharge – Any spilling, leaking, pumping, pouring, emitting, emptying, dumping, addition
340 of, introduction of any pollutant into waters of the state, or the placing of any pollutant in a
341 location where it is likely to pollute.

342
343 c. Occupant Emergency Plan – A plan that describes the actions that NIST employees and
344 associates should take to ensure their safety if a fire or other emergency situation occurs.

345
346 d. Oil – Any kind of oil, in any form, including petroleum, fuel oil, gasoline, diesel fuel,
347 synthetic oils, mineral oils, or oil refuse; fats, oils, or greases of animal, fish, or marine
348 mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels.

349
350 e. Oil-filled Equipment – Equipment, including hydraulic equipment and oil-filled
351 transformers, containing 55 or more gallons of petroleum products except for storage tanks,
352 as defined in Section 7.a.

353

- 354 f. Oil-Handling Personnel - Employees, including associates, engaged in the maintenance of
355 regulated oil storage containers (e.g. drums, tanks, oil filled operational equipment), oil
356 transfer operations, inspection of oil storage containers, and emergency response.
357
- 358 g. Petroleum Products – Gasoline, diesel, heating oil, grease, lubricating oil, hydraulic oil/fluid,
359 pump oil and similar products refined from crude oil.
360
- 361 h. Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging,
362 injecting, escaping, leaching, dumping, or disposing into the environment, including the
363 abandonment or discarding of barrels, containers, and other closed receptacles containing any
364 hazardous substance or pollutant or contaminant except vehicle emissions, application of
365 fertilizer, and permitted releases.
366
- 367 i. Secondary Containment – A means to contain a spill from an oil storage container.
368 Secondary containment may consist of drain covers over floor drains, berms surrounding
369 storage containers, double-walled tanks or other means to contain the release of a container’s
370 contents in the event of a failure.
371
- 372 j. Spill – Any release of oil outside of its intended container.
373
- 374 k. Spill Prevention, Control, and Countermeasure Plan (SPCC Plan) – The document required
375 by 40 CFR Part 112 that details the equipment, workforce, procedures, and steps to prevent,
376 control, and provide adequate countermeasures to a discharge.
377
- 378 l. Used Oil – Engine, hydraulic, lubricating or pump oils that are no longer wanted or have
379 been rendered unusable following use.
380
- 381 m. WWV/WWVB – NIST broadcast facility near Fort Collins, Colorado
382
383

384 8. ACRONYMS

385 Acronyms common to all NIST Environmental suborders can be found in of NIST O
386 7301.00. The acronyms specific to this suborder are as follows:
387

- 388 a. AHMRRP – NIST Boulder Accidental Hazardous Material Release Reporting Procedure
389
- 390 b. AMD – NIST Acquisitions Management Division
391
- 392 c. AST – Aboveground Storage Tank
393

- 394 d. BRC – Boulder Revised Code
- 395
- 396 e. BSHED – NIST Boulder Safety, Health, and Environment Division
- 397
- 398 f. CCR – Code of Colorado Regulations
- 399
- 400 g. CDLE – Colorado Department of Labor and Employment
- 401
- 402 h. CDPHE – Colorado Department of Public Health and Environment
- 403
- 404 i. CFMO – NIST Chief Facilities Management Officer
- 405
- 406 j. CFR – Code of Federal Regulations
- 407
- 408 k. CSO – Chief Safety Officer
- 409
- 410 l. DoC – United States Department of Commerce
- 411
- 412 m. EPA – United States Environmental Protection Agency
- 413
- 414 n. ESC – Executive Safety Committee
- 415
- 416 o. GSA – General Services Administration
- 417
- 418 p. NIST – National Institute of Standards and Technology
- 419
- 420 q. NOAA – National Oceanic and Atmospheric Administration
- 421
- 422 r. NTIA – National Telecommunications and Information Administration
- 423
- 424 s. OFE – Oil-Filled Equipment
- 425
- 426 t. OFPM – NIST Office of Facilities and Property Management
- 427
- 428 u. OSHE – NIST Office of Safety, Health, and Environment
- 429
- 430 v. OU – Organizational Unit
- 431
- 432 w. RCRA – Resource Conservation and Recovery Act
- 433

434 x. SPCC – Spill Prevention Control and Countermeasures

435

436 y. STI – Steel Tank Institute

437

438

439 **9. RESPONSIBILITIES**

440 Roles and responsibilities common to all NIST Environmental suborders can be found in
441 Section 8 of NIST O 7301.00. The roles and responsibilities specific to this suborder are as
442 follows:

443

444 a. Chief Safety Officer

445 As NIST’s designated Environmental Manager, the CSO is responsible for overseeing
446 NIST’s efforts in complying with the requirements identified in this suborder.

447

448 b. OU Directors

449

450 (1) Establishing implementing policies and procedures, as needed, to meet the requirements
451 of this suborder;

452

453 (2) Ensuring subordinate managers have the authority, resources, and training needed to
454 implement OU-established policies and procedures; and

455

456 (3) Using OU funds to pay any civil penalties identified in regulatory inspections and
457 resulting from regulatory violations in their respective OUs.

458

459 c. Division Chiefs and Group Leaders

460

461 (1) Ensure that adequate spill control materials are procured for all division-owned tanks
462 and OFE;

463

464 (2) Ensure that all division-owned tanks and oil-filled equipment are inspected in
465 compliance with the applicable industry standards and SPCC Plan for the facility on
466 which the tank is located;

467

468 (3) Ensure that work orders for inspection and maintenance of any division-owned tanks
469 are submitted with adequate time to ensure that inspections and maintenance are
470 performed in a timely manner;

471

472 (4) Ensure that inspection records for all division-owned tanks and OFE are maintained in
473 compliance with the SPCC Plan;

- 474 (5) Ensure that division personnel are trained to operate petroleum storage tanks and oil-
475 filled equipment in compliance with the SPCC Plan;
476
- 477 (6) Ensure that any release of a petroleum product is reported to BSHED;
478
- 479 (7) Ensure that division personnel are trained in requirements for reporting releases;
480
- 481 (8) Make available to inspectors all relevant information which pertains to the inspection
482 and operation of petroleum storage tanks;
483
- 484 (9) Ensure that corrective actions are made to address an inspection finding relevant to
485 tanks or OFE owned by the division; and
486
- 487 (10) Ensure that deficiencies or violations resulting from regulatory inspections of areas
488 operated by that division are addressed in the timeframe required by the regulatory
489 agency.
490

491 d. Workplace Supervisors
492

- 493 (1) Ensure that regulatory inspectors are provided access to areas under their supervision;
494
- 495 (2) Upon receiving monthly or annual inspection reports or testing reports, ensure that
496 corrective actions are performed in the timeframe specified in the inspection report or
497 in accordance with the SPCC Plan and the applicable STI standard;
498
- 499 (3) Ensure that group leader and division chief are informed of conditions out of
500 compliance with the SPCC Plan.
501

502 e. All Employees and associates
503

- 504 (1) Ensure that observed petroleum releases are reported in compliance with the AHMRRP
505 and SPCC Plan for the site on which the release occurred; and
506
- 507 (2) Operate petroleum storage tanks and oil-filled equipment in accordance with the SPCC
508 Plan and the manufacturer's instructions;
509

510 f. BSHED Oil Storage and Handling at NIST Boulder Program Manager
511

- 512 (1) Act as the NIST point of contact with regulatory agencies for oil storage, spill prevention
513 and control issues;

- 514 (2) Maintain overall compliance with this suborder and applicable federal, state, and local
515 regulations;
516
- 517 (3) Perform an internal compliance evaluation once per calendar year at a minimum to verify
518 ongoing compliance with this Suborder;
519
- 520 (4) Communicate the regulatory requirements of this suborder to affected personnel;
521
- 522 (5) Maintain this suborder and keep it up to date;
523
- 524 (6) Review inspection reports;
525
- 526 (7) Maintain the following records:
527
- 528 (a) Oil spill reports identified in Section 6.e
529
 - 530 (b) Regulatory correspondence
531
 - 532 (c) Compliance evaluation reports
533
 - 534 (d) Required training records
535
 - 536 (e) SPCC Plan
537
- 538 (8) During normal working hours, provide emergency response support to the DoC Police
539 and ESO Emergency Manager, including:
540
- 541 (a) Assisting in containing and cleaning up oil spills
542
 - 543 (b) Disposing of all oil spill cleanup material (*e.g.*, absorbent pads, granular absorbent,
544 recovered liquids)
545
 - 546 (c) Providing regulatory agency notifications as required
547
 - 548 (d) Assisting AMD with procuring contractor services for emergency cleanup actions
549
- 550 (9) Coordinate or conduct oil spill response training for applicable employees and associates
551 at NIST Boulder and WWV/WWVB;
552

- 553 (10) Report releases of petroleum products to the Colorado Department of Public Health and
554 Environment, Colorado Department of Labor and Employment Division of Oil and
555 Public Safety and/or City of Boulder Water Quality and Environmental Services as
556 required under the Industrial Discharge Permit (wastewater), Municipal Separate Storm
557 Sewer System (MS4) Permit (stormwater) or SPCC Plan.
558
- 559 (11) Serve as the contracting officer representative (COR) or technical point-of-contact for
560 the following contracts:
561
- 562 (a) Development or revision of SPCC Plans for NIST Boulder and WWV/WWVB;
563
- 564 (b) Hazardous waste management services, which includes some spill response
565 services; and
566
- 567 (c) Emergency mitigation and/or remediation of spills of chemicals or petroleum
568 products.
569
- 570 (12) Provide support to NIST Boulder personnel, including identifying appropriate spill
571 control materials
572
- 573 (13) Verify compliance with 6 CCR 1007-3, Part 279 if used oil containers are observed
574 during periodic inspections of Hazardous Waste SAAs as required under *NIST S*
575 *7301.07 Chemical Waste Accumulation and Disposal at NIST Boulder*;
576
- 577 (14) Use reports from stormwater inspections to identify any spills or releases;
578
- 579 (15) Prepare and submit an annual summary report to the BSHED Chief; and
580
- 581 (16) Compile, analyze, and report inspection data periodically at the direction of the CSO.
582
- 583 g. NIST Boulder, Emergency Services Office, Emergency Manager
584
- 585 (1) Ensure that Occupant Emergency Plan is followed during response to any emergency;
586 and
587
- 588 (2) Inform the DoC Boulder Labs Boulder Board of Directors of the emergency and the
589 nature of the response.
590
591
592

593 h. Department of Commerce Police

594

595 (1) Secure areas around reported releases;

596

597 (2) Notify Emergency Manager of release;

598

599 (3) Serve as incident commander until relieved; and

600

601 (4) Assist emergency responders from outside agencies (Boulder-Fire Rescue) with
602 accessing the DoC Boulder labs facility and locating the release.

603

604 i. NIST Chief Facilities Management Officer (CFMO)

605

606 (1) Ensure all tanks and OFE owned by OFPM are inspected and maintained in compliance
607 with the SPCC Plan;

608

609 (2) Ensure leaks from ASTs and/or OFE owned by OFPM are reported to BSHED and
610 information required for reporting to regulatory agencies is provided;

611

612 (3) Communicate any proposed project that may result in adding a permanent petroleum
613 storage tank or oil-filled equipment to BSHED;

614

615 (4) Ensuring secondary containment equal to no less than 110% of the storage capacity of the
616 tank if exposed to precipitation or 100% of the storage capacity of the tank if not exposed
617 to precipitation is installed for all new petroleum storage tanks or container storage areas;
618 and

619

620 (5) Ensure specifications for operation and maintenance of new tanks or OFE are turned over
621 to the division owning the tank or equipment.

622

623

624 **10. AUTHORITIES**

625 Authorities common to all NIST Environmental Compliance and Management suborders can
626 be found in NIST O 7301.00. The authorities specific to this suborder are as follows:

627

628 a. Inspectors and inspection team members are authorized to:

629

630 (1) Enter without delay, and at reasonable times, any building, installation, facility,
631 construction site, or other area, workplace, or environment where tanks or OFE are
632 located. Escort may be required into areas with significant hazards present.

- 633 (2) Consult with a reasonable number of employees during inspection.
634
635 (3) Question privately any worker, supervisor, or manager in charge of the workspace.
636
637 (4) Deny the right of accompaniment to any person whose participation interferes with a fair
638 and orderly inspection.
639
640 b. Personnel, emergency responders or contractors responding to a reported spill are authorized
641 to:
642
643 (1) Enter without delay any building, installation, facility, construction site, or other area,
644 workplace, or environment in which a release has occurred or access is required to
645 mitigate a release in a nearby area.
646
647

648 **11. DIRECTIVE OWNER**

649 Chief Safety Officer
650

651 **12. APPENDICES**

652 a. Revision History
653
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Appendix A. Revision History

Version #	Approval Date	Effective Date	Brief Description of Change
1	06/08/2021	06/08/2021	Initial document
2	01/03/2022	01/03/2022	Administrative changes. Removed embedded SPCC Plans since documents are available on the program web page. Added new wastewater permit number.
3	09/08/2022	09/30/2023	All OFPM responsibilities consolidated under CFMO. Secondary containment requirements clarified. References to SNP changed to AHMRRP. Updated footer. NOTE: Effective date was originally TBD due to the COVID-19 pandemic. It was updated on 4/17/23.

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