

April 2, 1998

Memorandum

To: Palm Beach County NPDES Permittees
From: Alan D. Wertepny, P.E., Project Manager
Subject: Palm Beach County NPDES Steering Committee Meeting of March 18, 1998
Hazardous Materials Spill Response Workshop
(Our Ref. No. 93154.01)

I. Attendees/Introduction

The attached sign-in sheet provides a listing of the individuals who were present at the March 18, 1998 NPDES Workshop. Approximately 29 of the 40 permittees were represented at the meeting (please see attached sign-in sheet). Steering Committee Members present included: Laurent Van Cott (Chairman), Ken Ferry (Vice Chairman) and Randall Krejcarek (Secretary) and Rebecca Travis (Member). The guest speakers included Don Widing, West Palm Beach Fire Department Assistant Chief of Operations; Randy Sheppard, Palm Beach County Fire Rescue Chief; and William Krick, West Palm Beach Fire Department Battalion Chief.

II. Purpose

The purpose of this meeting was to obtain information from the County's Hazardous Material Response program, which can assist municipalities in fulfilling the following NPDES permit obligations:

- Illicit Discharges - Spill prevention, response procedures and personnel training
- Industrial and High Risk Runoff - Inventory, inspections and monitoring

III. Presentation

A. Regional Hazardous Materials Response Program - Chief Randy Sheppard spoke about the Regional Hazardous Materials Response Program in Palm Beach County, key points included:

1. Authority - Palm Beach County is divided into four Incident Response quadrants.
2. The four Quadrants and their Incident Response teams are listed below:
 - Northeast Palm Beach County - West Palm Beach Fire Department
 - Northwest Palm Beach County - Palm Beach County Fire Department
 - Southeast Palm Beach County - Boca/Delray Fire Department
 - Southwest Palm Beach County - Palm Beach County Fire Department
3. Hazardous Materials - Hazardous materials can be defined as any explosive, flammable, oxidizer, poison, etiological agent, radioactive, corrosive or any other substance or materials in a quantity or form that may pose unreasonable risk to health, safety or the environment. The classification of hazardous materials encompasses hazardous chemicals, hazardous substances and

hazardous waste. Hazardous materials incidents are categorized as the following:

- Level I - A Level I incident is a minor situation.
 - Level II - A Level II incident is one in which a more serious threat is posed by a release of hazardous materials.
 - Level III - A Level III incident is a major incident requiring specialized assistance and may require assistance from support agencies.
 - Level IV - A Level IV incident is a local disaster.
4. Responsibilities - It is the responsibility of the Department of Emergency Management to respond to and contain a spill but not to remediate the release. It is the responsibility of the generator to clean up the spill and submit all of the required notifications.
 5. Funding- The funding for the regional hazardous material program is provided by the Solid Waste Authority.

B. Hazardous Materials Response Training - Assistant Chief Widing spoke on hazardous materials response training. The key points included:

1. Awareness Level - Incident response teams should be aware of what hazardous materials are, where they are stored at the response location and the types and amounts of hazardous materials at each location for facilities storing, manufacturing or utilizing hazardous materials.
2. Command Level - The first unit arriving at a hazardous materials incident shall establish command. Higher ranking officers arriving at the scene should take over command. Task associated with command include evacuation, obtaining information concerning the hazardous material, recommending safety materials, decontamination, setting up hot zones, recommending possible mitigation efforts and providing other technical assistance.
3. Community Awareness - SARA Title III "Emergency Planning and Community Right-to-Know Act" establish mandatory requirements for federal, state and local governments and industry regarding emergency planning and reporting on hazardous chemicals. Facilities storing, manufacturing or utilizing hazardous chemicals are required to report types and amounts of hazardous materials along with key operating personnel on site, emergency contacts, fire protection features, run-off impacts, site access points, location and quantity of chemicals.
4. A handout entitled, 'Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986: The "Everything Local Officials Should Know about EPCRA" Guide', developed by the Treasure Coast Regional Planning Council, was handed out to those present. Please find a copy attached.

C. Haz/Mat Incident Reporting and Recording Requirements - Chief Krick spoke on hazardous materials incident reporting and recording requirements. Key points included:

1. Incident reporting requirements - Facilities storing, manufacturing or utilizing hazardous chemicals are required to report types and amounts of hazardous materials.
2. Notification Requirements - These facilities are required to report the type of spill and quantity to the Department of Emergency Management of Palm Beach County and all other appropriate agencies.
3. Containment Procedures - It is the job of The Department Of Emergency Management to contain the spill, not to clean it up. It is the responsibility of the

generator to clean up the spill and submit all of the required notifications. The state of Florida has a list of approved Emergency Response Contractors.

IV. Conclusion

A. The Department of Emergency Management has developed and will continue to maintain a hazardous materials inventory within Palm Beach County. This inventory can be used to help develop an industrial high runoff inventory. The Chairman of the Steering Committee instructed the staff to obtain more information on this inventory of high risk facilities. Assistant Fire Chief Don Widing suggested we contact Brian Hanley (Palm Beach County Department of Environmental Resources Management) at 233-3500 for details.

B. Ordinances - The proposed West Palm Beach Hazmat Ordinance is consistent with the NPDES program and will provide a listing of high risk facilities, periodic inspection and a hazmat box to be maintained by the facility. This hazmat box will include a hazardous materials list, locations, quantities, etc., which will be useful in controlling and containment of chemical fires. The municipal contact person, outfall inventory and stormwater system (major canals, pipe network, GIS) would be extremely helpful to the hazmat fire department in responding to incidences to reduce pollutant impacts to receiving water bodies.

C. Incident reports may be obtained from Palm Beach County Environmental Resources Management approximately 7 days after a hazardous material incident has occurred.

D. The Department of Emergency Management is a source of information on when and where spills have occurred, how much hazardous material was released, the remediation process and if the release entered at the storm drainage system or waterway. This information can be added to the affected Co-permittee's database.

E. The hazmat program can provide useful information to the NPDES permitting to fulfill some of the NPDES permit requirements with high risk facilities, spill prevention and response and spill training.

V. Meeting Schedule

The date of the next meeting has not been scheduled. Permittees will be given advance notice of any future meetings or programs. We believe these minutes accurately reflect the discussions and decisions of this meeting; however, additions and/or corrections will be accepted in writing within seven days of the date of these minutes.

Very truly yours,

MOCK, ROOS & ASSOCIATES, INC., as
Engineer for the Northern Palm Beach
County Improvement District

Alan D. Wertepny, P.E.
Project Manager

ADW:kmm

Enclosure

Copies: Peter L. Pimentel
Tracy O. Bennett