



State of New Jersey  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE  
Governor  
Commander-in-Chief

☆  
MICHAEL L. CUNNIFF  
Brigadier General  
The Adjutant General

DEPARTMENTAL DIRECTIVE  
NO. 600.9\*

15 June 2015

**INSTALLATION SPILL CONTINGENCY PLAN (ISCP)**

1. **PURPOSE:** This Directive prescribes the processes involved in maintaining, implementing, revising and updating of the Installation Spill Contingency Plan (ISCP). The ISCP will be used as the guideline for procedures and policies that will be followed when responding to discharges of petroleum products and/or hazardous substances within the confines or originating from New Jersey Department of Military and Veterans Affairs (NJDMAVA) facilities or activities.
2. **APPLICABILITY:** This Directive applies to all NJDMAVA and NJ Army National Guard facilities that have the capability to discharge petroleum products and/or hazardous substances that do not have a site-specific Spill Prevention, Control, and Countermeasure Plan (SPCCP). A SPCCP is assigned only for those facilities that meet specific requirements. NJDMAVA requires all facilities under this Directive to implement and maintain an ISCP. The ISCP and the SPCCP will be developed by the Construction Facilities Management Office – Environmental Management Bureau (CFMO-EMB), NJDMAVA.
3. **REFERENCES:**
  - a. 29 Code of Federal Regulations (CFR) §1910.120, Hazardous Waste Operations and Emergency Response (HAZWOPER)
  - b. 40 CFR §109, Criteria for State, Local, and Regional Oil Removal Contingency Plans
  - c. 40 CFR §112, Oil Pollution Prevention Regulations
  - d. 40 CFR §300.33, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Regulations
  - e. Army Regulation (AR) 200-1, Environmental Quality – Environmental Protection and Enhancement, 13 December 2007.
  - f. New Jersey Administrative Code, Chapter 7:1E-1.1 *et seq.*, “Discharges of Petroleum and Other Hazardous Substances.”

***\*This Directive supersedes Departmental Directive 600.9 dated 17 April 2006.***

4. **DEFINITIONS:**

a. **Discharge:** A term that includes, but is not limited to, any spilling, leaking, pumping, pouring, emitting, emptying or dumping of a petroleum product or hazardous substance. Minor releases that occur in the work place and are contained quickly and completely are not considered discharge for the purpose of this regulation.

b. **Environment:** Environment means any one of the following in the United States:

- (1) Navigable waters
- (2) Near-shore and open waters and any other surface water
- (3) Groundwater
- (4) Drinking water supply
- (5) Land surface or subsurface strata
- (6) Ambient air
- (7) Wildlife
- (8) Vegetation

c. **Hazardous Substance:**

(1) Any element, compound or mixture, including oil and petroleum products, that, when discharged in any quantity to the environment, pose a threat to human health or the environment.

(2) Elements, compounds or mixtures designated as a hazardous substance.

d. **Hazardous Waste:**

(1) Any solid or liquid waste or combination of solid or liquid wastes, including those that are toxic, corrosive, irritating, sensitizing, radioactive, biologically infectious, explosive or flammable, that when improperly handled, stored or transported, pose a substantial hazard to human health or the environment.

(2) Any solid or liquid waste, or combination of solid or liquid wastes, listed as hazardous in accordance with regulations, policies, standards and procedures set forth in the New Jersey Administrative Code.

e. **Installation/Facility:** Used intermittently throughout the plan to describe any NJDMAVA facility/installation to include, but not be limited to, the following: Armory, Field Maintenance Shop (FMS), Combined Support Maintenance Shop (CSMS), Motor Vehicle Storage Building (MVS), Training Sites, Unit Training Equipment Site (UTES), Combined Logistics Training Facility (CLTF), Joint Training and Training Development Center (JT2DC), National Guard Training Center (NGTC), Northeast Combat Arms Training Brigade (NE-CATB), Army Aviation Support Facility (AASF), Veterans Memorial Home, Veterans Cemetery and any other NJDMAVA-operated property or building.

f. **Installation Spill Contingency Plan (ISCP):** This plan is used to promptly identify, report, contain, and clean up accidental discharges and spills of petroleum products or hazardous

substances.

5. **OBJECTIVES:**

a. Establish the responsibilities, duties, and resources that are to be employed and implemented in order to prevent, contain, mitigate, and clean up spills of petroleum products and/or hazardous substances that occur at or near NJDMAVA installations and their associated activities that do not have a site specific SPCCP.

b. Develop an organized, planned, and coordinated course of action to be followed in case of fire, explosion, or discharge of petroleum products, hazardous substances, or waste constituents, which could threaten human health or the environment.

6. **RESPONSIBILITIES:**

a. **The Adjutant General, NJDMAVA:**

(1) Issue instruction to prepare and periodically review the ISCP.

(2) Provide program guidance and budget for personnel, materials, and equipment required for petroleum products and hazardous substance spill prevention, countermeasure, and control.

b. **Construction Facilities Management Office – Environmental Management Bureau (CFMO-EMB):**

(1) Prepare, implement, and distribute to each Facility Commander, CEO, or AO the ISCP and SPCCP (if applicable), in accordance with regulations.

(2) Update the ISCP as required.

c. **Facility/Station Commander / Veterans Homes Chief Executive Officer (CEO) / Administrative Officer (AO):**

(1) Ensure adherence to the procedures contained within this ISCP.

(2) Ensure prompt reporting to CFMO-EMB, containment, and clean-up of accidental discharges of petroleum products and hazardous substances that occur at NJDMAVA installations and activities.

(3) Provide spill drill training at their facility.

(4) Assign personnel to be the Installation On-Scene Coordinator (IOSC) and-Alternate.

(5) Assign personnel to their ISCP's Installation Response Team (IRT) and maintain updated records as these personnel change. Names and numbers will be kept current.

(6) Ensure adequate spill response materials are kept onsite and copies of this ISCP are distributed to appropriate parties.

(7) Respond appropriately to spills in accordance with the steps listed in Figure 1.

(8) Ensure timely and accurate completion and annual submission of document revisions using NJDMAVA Form 39, "Installation Spill Contingency Plan Update Request" (Figure 2) to CFMO-EMB.

(9) Ensure copies of revised plans received from NJDMAVA, CFMO-EMB are forwarded to local police and fire departments within his/her jurisdiction.

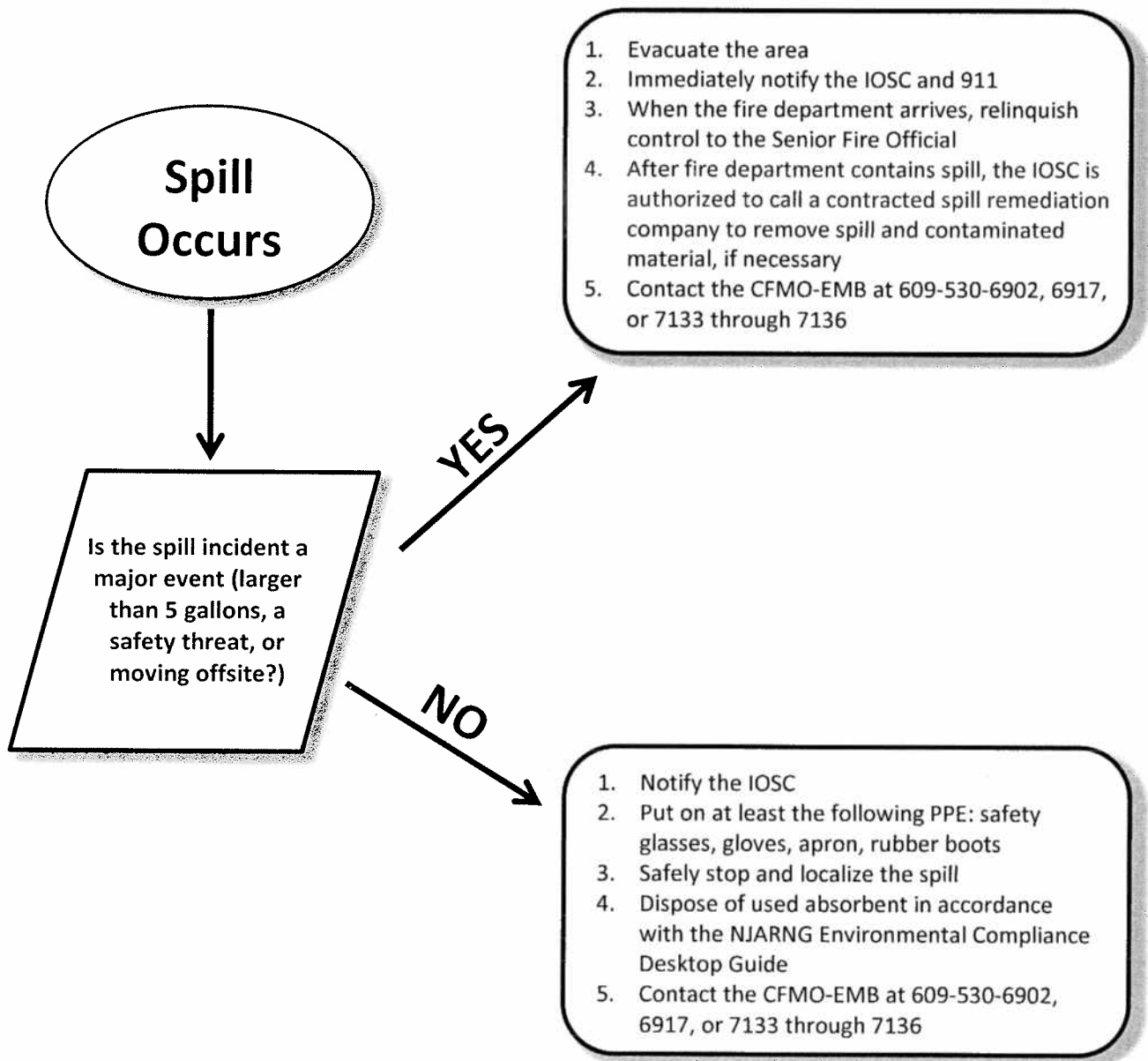


FIGURE 1

d. **Installation On-Scene Coordinator (IOSC) and/or Alternate:** All NJDMAVA installations/facilities will maintain an IOSC and Alternate. These individuals will be assigned by the Installation/Facility Commander, CEO, or AO and will coordinate and direct all efforts at the scene of a spill or discharge.

e. **Installation Response Team (IRT):** All NJDMAVA installations/facilities will also maintain an IRT. Personnel assigned to these positions will act in coordination with each other in implementing procedures as set forth in the ISCP. IRT members are listed in the ISCP.

7. **PROCEDURES:**

a. The ISCP will be reviewed by CFMO-EMB every three (3) years. Upon completion of revisions, CFMO-EMB will provide a revised plan to the facility and retain a copy on file.

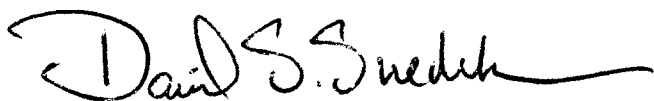
b. Upon receiving the revised plan from CFMO-EMB, the Installation/Station Commander / CEO / AO will submit copies to the local police and fire departments within their jurisdiction.

c. The ISCP will be updated every year by the Facility/Station Commander / CEO / AO. This update will consist of submitting a completed NJDMAVA Form 39 (Figure 1), if changes occur, no later than 1 May of every year. Revisions will be submitted by Installation/Station Commander / CEO / AO to the Construction Facilities Management Office, NJDMAVA, ATTN: CFMO-EMB. A copy of the NJDMAVA Form 39 will be inserted into the plan annually. Updates will replace previous information found within the ISCP.

The proponent of this Directive is the Construction Facilities Management Office, Environmental Management Bureau. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: CFMO-EMB, 101 Eggert Crossing Road, Lawrenceville, NJ 08648.

OFFICIAL:

MICHAEL L. CUNNIFF  
Brigadier General, NJANG  
The Adjutant General



DAVID S. SNEDEKER  
Chief Information Officer  
Acting Director, Information and  
Administrative Services Division

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## Installation Spill Contingency Plan Update Request

Request Submission by 1 May Annually

TO: CFMO-EMB DATE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ FACILITY: \_\_\_\_\_  
 SUBMITTED BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**SECTION 1 – MEMBERS OF THE INSTALLATION RESPONSE TEAM (IRT)**

INSTALLATION ON-SCENE COORDINATOR (IOSC): \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ALTERNATE IOSC: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SECURITY OFFICER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

FACILITY ENGINEER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SAFETY OFFICER: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

FIRE MARSHALL: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

LOCAL FIRE DEPARTMENT: \_\_\_\_\_

LOCAL POLICE DEPARTMENT: \_\_\_\_\_

<b>SECTION 2 – AVAILABLE MATERIAL RESOURCES</b>					
<b>A. SPILL CLEAN-UP MATERIAL AND PROTECTIVE EQUIPMENT</b>					
ITEM	QUANTITY	BUILDING	ITEM	QUANTITY	BUILDING
SHOVELS			RUBBER GLOVES		
NON-SPARKING SHOVELS			RUBBER BOOTS		
SAND BAGS			FULL FACE SHIELD		
SOLID ABSORBENT (BAGS)			LONG SLEEVE SHIRT		
SODIUM BICARBONATE (FOR ACID SPILLS)			COVERALLS (DISPOSABLE OR REUSABLE)		
OIL SELECTIVE SORBENTS			55-GALLON DRUMS		
BLANKETS			GOGGLES		
PADS			OTHER (SPECIFY)		
BOOMS			OTHER (SPECIFY)		

NJDMAVA FORM 39 – REVISED 15 APRIL 2015 (PAGE 1 OF 2)

FIGURE 2

## Installation Spill Contingency Plan Update Request

### B. MANPOWER (INDICATE NUMBER OF PERSONNEL):

ARMORY:		FMS:		CSMS:		AASF:	
VET HOME:		CEMETERY		OTHER (SPECIFY):			

### SECTION 3 – LOCATION AND CAPACITY OF POTENTIAL POL/CHEMICAL SPILL SOURCES

PRODUCT	UNUSED QUANTITY (GALLONS)	BUILDING / AREA	WASTE QUANTITY (GALLONS)	BUILDING / AREA
PAINT (ENAMEL / LATEX)				
PAINT THINNER				
HYDRAULIC FLUID				
BATTERY ACID				
ENGINE LUBES AND OILS				
BRAKE FLUIDS				
CLEANING SOLVENTS				
INDUSTRIAL CLEANERS				
GASOLINE				
DIESEL				
ANT-FREEZE				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
OTHER (SPECIFY)				
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