Oil Spill Response Plan

Last updated: January 26, 2018
FACILITY INFORMATION

NAME: SOUTH BAY Marina

MAILING ADDRESS: 101 Bay Beach Rd.
Green Bay, WI 54302

STREET ADDRESS: 101 Bay Beach Rd.
Green Bay, WI 54302

PHONE NUMBER: (920)884-1464

E-MAIL harbormaster@southbaymarina.com

OWNER: SOUTH BAY Marine Center, Inc.
101 Bay Beach Rd.
Green Bay, WI 54302

FACILITY CONTACT: Chet McDonald
(920) 265-9222
Andrew Holzem
(920) 327-3190

LOCATION: At the mouth of the Fox River, at the most southern point of the Bay of Green Bay. Road access at the far west end of Bay Beach Rd. to the right (north)
Latitude: 44.5395
Longitude: -87.9996
32.4 min North
60.0 min West
FACILITY DESCRIPTION:

SOUTH BAY Marina has 186 boat slips, 2 jet boat ports and 24 jet ski ports with more to be added in the future. This is a full service marina to include fuel dock, lift well, service and boat storage facilities, warehouses, restrooms, showers, pavilion, poolside bar, in-ground pool and laundry facilities.

Acres of land: ___ 27 ____

Facilities and equipments:

[X] wet slips, how many? 220 (Includes 24 PWC docks)

___ dry slips, how many? ___

[X] maintenance/boat storage buildings, how many? ___ 1 ____

[X] Ship’s store

7 restrooms

[X] laundry facilities

2 offices

3 pavilions

[X] picnic area

1 pump-out station

[X] commercial fuel dock

___ non-commercial fuel pump

[X] travel lift-50 ton

[X] hydraulic trailer-30 ton

[X] fork lift

[X] other structures and equipment: Boaters Lounge, Poolside Bar, In-ground Pool, Pool Equipment and Chemical Storage Room, Harbor Master Office, Gas Shack, Block House, Marine Center Office, Marine Storage and Maintenance Facility

FIXED TANK STORAGE

<table>
<thead>
<tr>
<th>Tank 1</th>
<th>10,000 Gallon Diesel, Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tank 2</td>
<td>10,000 Gallon Gasoline, Mid-Grade Ethanol Free</td>
</tr>
</tbody>
</table>

TOTAL STORAGE: 20,000 Gallons
OIL SPILL HISTORY

Place an X on the appropriate line and proceed accordingly.

___ There has never been a significant (i.e. Large or Major) spill at the above named facility.

___ There have been one or more significant spills at the above named facility. Details of such spill(s) are described below.

For each spill that occurred, supply the following information

Type and amount of oil spilled

- Location, date and time of spill(s)
- Watercourse affected
- Description of physical damage
- Cost of damage
- Cost of clean-up
- Cause of spill
- Action taken to prevent recurrence
EMERGENCY RESPONSE ACTION:

REACTION:

- Identify the source of the spill if possible
- Quantify the amount spilled
  - Gasoline
    - Small: ≤ 1 gallon
    - Large: > 1 gallon
  - Petroleum other than Gasoline
    - Small: ≤ 1 gallon
    - Large: > 1 gallon
  - Major: Multiple gallons
- Attempt to secure the source of the spill
- If a spill is observed at the fueling dock, immediately cease all fueling activities.
- Make a preliminary assessment as to what the spill material is and approximately how much has entered the waterway. This information will dictate what equipment needs to be deployed.
- Advise the facility manager or spill response manager if necessary.

Note: All fuel spills, no matter how small, must be reported to the NRC

REPORTING

- Contact Harbormaster immediately (920) 884-1464 / (920) 327-3190
  - If unable to reach Harbormaster revert to “Emergency Phone List” on page 16 of this plan
- Harbormaster calls National Emergency Response Center @ 1-800-424-8802
  - The NRC is responsible for directing the proper agency to the site (DNR, Coast Guard, Police)

RESPONSE

A spill does not include burping of gasoline from the tank out of the vent. For a spill to be considered, fuel quantity is to be larger than a burp.

Gasoline Spill:

If the spill is small (1 gallon or less)
- Allow natural weathering to reduce and eliminate the spill
- Do not allow smoking during any spill
- Do not contain or collect gasoline because confined gasoline may create risk of explosion or fire
- Use absorbent pad to wipe contaminated areas; to include boat, equipment, dock and water

For larger spills (more than 1 gallon)
- Use absorbent pad to wipe contaminated areas; to include boat, equipment, dock and water (boom diesel or oil only)
- Implement the reporting requirements
- Secure and isolate all electricity
- Make sure everyone is away from the affected area
- Do not allow anyone to enter the affected area
• Contact the harbormaster and or spill response manager
• National Emergency Response Center.

*Other petroleum-based spills other than gasoline* (i.e. crude and refined residual oils, diesel fuel and kerosene, etc.):

• Use absorbent pad to wipe contaminated areas; to include boat, dock and water.
• Contain the oil spill using a curtain boom to prevent spreading. When possible, surround the source.
• If the oil was spilled in an upland area, use the absorbent boom and pads to contain the material and prevent it from entering the water body.
• If more than 5 gal. of “heavy” oil is spilled and/or there is more oil than can be contained by the boom was spilled, contact: MARINA MANAGER and SPILL RESPONSE MANAGER. The National Emergency Response Center must also be notified.
• Once the spill is contained, use absorbent material to collect the oil. Absorbent pads can be placed within the boomed area, retrieved, wrung out and placed back in boom area.
• If spreading is occurring too rapidly or other conditions prevent the containment of the oil, use the boom to deflect the oil from critical or sensitive areas.

When reporting a spill, be prepared to give the following information:

• Location of the incident.
• Cause or source of spill.
• The type of fuel spilled.
• The amount of fuel spilled.
• Level of danger or threat.
• Weather conditions at location.
OIL SPILL CLEAN UP

STEP-BY-STEP

1. If you are fueling....STOP!

2. If spill has happened at fuel dock AND if the spill is the result of a malfunction causing damage to the fuel dispensing device, hit the emergency shut off switch located near the maintenance room at Dock Master Office, or on the gas shack building.

3. Determine what and how much was spilled and act accordingly, depending upon the amount and size of the spill.

4. Call Marina Manager, Spill Response Manager or Supervisor of Day.

5. If you are alone, call for additional help from the Marina or McDonald Lumber Co. (use phone, walkie-talkie’s, cell phone.

6. If a major spill (public danger or environmental concern)– Call the Green Bay Fire Department – 911 (They are trained to handle large spills and have boat/boom on site)

DO NOT USE THE VHF RADIO!

7. From the time of spill until it is cleaned up or contained, one (1) SOUTH BAY employee must be present at the site of the spill at all times.

8. Ensure there is no one smoking near spill!

9. Have Captain shut down engine, if running, PULL KEYS! Place on dashboard of vessel.

10. Remove all passengers from boat immediately and surrounding areas.

11. Do not allow anyone to go near the affected area

12. Un-hook all electrical (if connected to dock pedestal)

13. Have Captain shut down all blowers and electrical equipment (to include radios, TV, depth finder, radar, etc...)

14. From now until the spill is cleaned up, RECORD ALL steps, changes, and progress as you go. This is very important!
15. Assess wind and weather (what direction is the sheen or spill going?)
16. Come up with a plan to remediate, contain and address the problem.
   a. Does the size of the spill (Diesel only) warrant placement of a boom? Do not boom gasoline! - use pads to absorb - booming may cause a fire hazard
      i. If so, where are you going to place the boom?
   b. Where are you going to lay the absorbent pads?
17. Obtain the necessary equipment to begin clean-up. Remember there must be one SOUTH BAY/McDonald Lumber Co. employee present at the scene at all times.
18. Be sure to use Personal Protective Equipment (PPE) (i.e. Gloves, Goggles.) PPE is located in yellow spill bins at A, B C, D and E-dock ramps, Fuel Dock and inside spill containment trailer inside South Bay Marine Center.
19. If there are boats nearby, STOP THEM!!
20. If the spill occurs at the fuel dock and there is more than one boat tied to the dock, that boat is to be quarantined as well. (The less movement of water, the better chance you have to contain the spill.)
21. Begin clean-up. DO NOT DO IT BY YOURSELF. Get some assistance. Refer to the emergency contact list provided in the SPCC plan.
22. Place the boom where deemed necessary. Attach to anchors or surrounding docks to keep in place. Attach as many booms needed together, in order to contain the spill.
23. Once the boom is in place, place the oil sweep behind the boom. This will catch the remainder of the sheen that the boom does not absorb.
24. Begin to lay absorbent pads in the water to help absorb the spill.
25. Remember to keep people away from the contaminated area!
26. After leaving the boom in the water for an extended period of time, begin to slowly pull the boom inward towards the contaminated area.
27. As the absorbent pads become saturated with fuel, replace them as deemed necessary.
28. If there are any weather changes, be sure to have additional boom and absorbent pads close by to trap the spill.
29. As the sheen on the water starts to dissipate, you may begin clean-up. It is utterly impossible to absorb the entire spill; however, make sure the majority (90%) is cleaned up and absorbed.

30. **ALL BOOMS AND ABSORBENT MATERIAL MUST GO INTO A DISPOSABLE BAG.** (found in the Spill Containment Kit located on fuel dock, A, B, C, D and E-dock ramps and inside spill containment trailer). Large 55 gal. garbage bags also work.

31. After all absorbent material has made its way into a disposable bag; determine what is re-usable and what is not.

32. The re-usable material can be laid on a tarp in direct sunlight to dry out. The tarp is located in the fuel spill trailer. Based on the size of the spill, a majority of the boom and absorbent material can be put on the tarp to dry.

33. Once absorbent materials are dry, place in a plastic bag, label and date. This will provide a life expectancy date for future use.

34. Unusable items must be disposed of properly at a hazardous materials site—contact Marina Manager or Spill Prevention Manager for direction.

35. All materials should be returned to proper location (i.e. spill kits, gas shack, deck box, trailer or building 5-2/3)

36. Be sure to **record all aspects of spill from start to finish and submit to Harbor Master ASAP.** All of these records will be logged in to the spill history section of the SPCC plan.
PERSONNEL

Spill Managers
Andrew Holzem, Marina Manager/ Harbor Master
Willy Schadrie, Spill Prevention Manager

Qualified Staff
All personal employed by South Bay Marina

Marina Spokesperson: 1. Chet McDonald 2. Andrew Holzem

Responsible for communicating to enforcement officials, customers, and the media. AT NO TIME SHOULD YOU EVER RESPOND TO ANY QUESTIONS FROM REPRESENTATIVES OF THE MEDIA!

Contact for Additional Assistance
In the event that this facility needs the services of a professional oil response company...contact:
Petroleum Equipment Service (UST’s, Fuel dispensers, Hoses, Breakaways, Alarms, Auto-Shutoffs, etc):
(920) 499-5404

THREATS

Maximum Threat(s)
Overfilling of fuel during fueling, creating explosion hazard: The most common spill occurrence will result from overfilling of gasoline and diesel fuel tanks at the fueling dock or from accidents during the filling of Underground Storage Tanks (UST’s). Gasoline, because of its flammability, is the greatest threat.

Vessel spill or sunken vessel:
Under a worst-case scenario, the largest on-board fuel tank is aboard a 70-foot Marquis (Carver) that carries approximately 1380 gallons of diesel fuel (with auxiliary tank) and 80 gallons of oil (40 gallons per engine). This would pose a maximum threat if this vessel were to sink within the marina basin.

Spill during fuel delivery to Underground Storage Tank (UST)
This is especially dangerous because of the high volume of fuel being transferred from the fuel tank truck to the UST and the speed at which the fuel is being transferred from truck to tank. The spill could occur due to the failure of the fuel supply hose or a tank overfill situation.

Spill from fuel storage tank or connections to pumping station
On site there are two 10,000 gallon in-ground storage tanks that are connected to the fuel pumping station by a series of flexible and rigid hoses. A fuel spill could result from the failure of one of the connections. A spill could also result when the fuel tank is being filled.
Minimum Threat(s) *(examples)*
A boater fills their boat right before returning to their slip for docking. Over the course of time, the fuel will expand in the on board tank, and may come out of the fuel vent. If this occurs, place a “No Spill Device” over the vent and absorb discharged fuel with absorbent material. Some fuel finds its way into the spill bucket of the UST. If this occurs, clean up with a fuel absorbent pad after the fuel drop has been completed.

**SPILL RESPONSE EQUIPMENT**

Available On-site Resources

(1) Absorbent Boom:
   a. **Operational Characteristics:** Boom has little inherent strength and might need extra flotation to keep from sinking when laden with oil.
   b. **Deployment:** Can be attached to a fixed structure or to an anchor. Place downstream or in the direction that the oil spill is moving. If surface current is moving greater than 0.7 knot, the boom will not contain oil acting at the right angle to it. The boom angle will need to be adjusted to decreasing angles as the speed of the current increases.
   c. **Disposal:** The boom, if maintained properly, can be used multiple times. The average life span for the boom is approximately 5-10 years, depending on the use it receives.
   d. **Maintenance:** Rinse thoroughly with fresh water, after the boom has been thoroughly dried by direct sunlight. Be sure to collect (using absorbents) any remaining oil on the boom. Store out of sunlight in a manner that allows quick deployment.
   e. **Location:** Spill containment kit, deck box and drum on fuel dock, drums on A, B, C, D and E-docks. Also in RED spill trailer in building 5/2-3.

(2) Absorbent Pads:
   a. **Operational characteristics:** Use absorbent pads only in low current velocity situations
   b. **Deployment:** Place absorbent pads on spilled oil. Recover efficiency decreases rapidly once outer layer is oil-soaked
   c. **Disposal:** May be wrung out and reused (See manufacturer’s specifications.) At the end of the useful life, wring out and store in sealed container. The container will be disposed of by a contracted waste hauler.
   d. **Maintenance:** When possible, wring out and dry after use. (See manufacturer’s specifications.) Otherwise, material will be disposed of properly.
   e. **Location:** Gas shack, deck box on fuel dock, spill containment kits, and drums on A, B, C, D and E-docks.

(3) Oil Spill Powder:
   a. **Operational characteristics:** White powder will absorb oil and render the substance inert, eventually turning it black in color and making it possible to collect and safely dispose of
   b. **Deployment:** Sprinkle powder directly on spilled oil
   c. **Disposal:** Residue may be collected, bagged and disposed of in accordance with current laws and regulations
   d. **Location:** Spill containment kits, deck drums, RED spill trailer

(4) Disposal bags—Located in spill containment kits
(5) Gloves—Located in spill containment kits
(6) Two anchors—Located in deck box on fuel docks
(7) Mooring lines—Located in deck boxes on fuel dock and on A,B, C, D and E-docks
(8) Standard mop—Located in gas shack
Location
The spill response equipment is stored in the gas shack located on the fuel dock or in the dock box located below the ramp on the most southern point of the fuel dock. Some absorbent material will also be found in the yellow spill drums located on the top of the ramps on A, B, C, D and E-docks and inside of spill containment trailer. All marina personnel will receive a key to the gas shack. The spill drums are not locked.

**IMPORTANT: IF YOU OPEN A DRUM, DO NOT OVER TIGHTEN THE COVER WHEN YOU CLOSE IT. KEEP THE COVER LOOSE.**

Additional Equipment
If the rapid deployment of additional resources is necessary, we have secured permission to use equipment from McDonald Lumber Company. Contact the MDL office or Willy or Joe.

NOTES
Do not use dispersants on oil/fuel spills! Dispersants include products manufactured specifically for that purpose and more common products such as detergent. Using them simply forces the oil in the water column, where it might be more harmful. Dispersants may be used only with the approval of the Coast Guard, EPA official or federal on-scene coordinator.
Safe and Clean Fueling Tips

Before Fueling:

- **Put out all smoking materials** and secure your boat to the dock.
- **Know how much fuel your boat holds** and how much you need.
- **Know which type of fuel** (i.e. Diesel or Gasoline) **is required.**
- **Turn off engine(s), electronics, and extinguish all open flames, to include blowers.**
- **Send passengers ashore and close hatches, ports, and doors.**
- **Remove portable tank(s) from boat and fill on the dock.**

During Fueling:

- **ONLY OPEN ONE (1) PORT ON A SIDE AT ANY GIVEN TIME!**
- Assure you have selected the proper type of fuel needed for the vessel.
- Be certain that fuel is going into the proper fill entry point.
- Use an absorbent pad or donut around deck fill to catch spills.
- Use the Chadd Pads.
- Catch spills from the fuel vent with a device like a “No Spill.”
- Maintain contact between nozzle and deck fill to prevent sparking.
- **Hold the nozzle when refueling** – don’t use a hands-free clip or other methods to keep fuel flowing.
- **Fuel slowly, and listen** for a change in tone as the tank gets full. You will be able to hear a “gurgling” sound as the level in the tank begins to reach the top.
- **Don’t rely on the automatic shut-off device** – Marina fuel pumps move fuel at a faster rate than land-based pumps - they often don’t shut off in time.
- **DO NOT top off** – As the temperature rises, fuel expands. **Fill tanks to 90% capacity to leave room for expansion.**
- **Avoid turning on switch for fuel gauge (or any switch) while refueling.** Turning on any electronics while fueling is dangerous and can increase the risk of sparking. **If this happens, STOP THE FLOW OF FUEL IMMEDIATELY!**

After Fueling:

- **Wipe up all spills and drips** on deck from the overboard fuel vent. **Dispose of pads properly.**
- **Do not use detergents to disperse a sheen or spill on the water** – it’s illegal.
- Collect payment for the fuel purchase
- **Double check to make sure the gas cap was replaced and is on tight!**
- **THANK THE CUSTOMER AND ASK THEM TO COME AGAIN!**
- **Go Boating and Have a Great Day!**
<table>
<thead>
<tr>
<th>DATE</th>
<th>DRILL SIMULATION</th>
<th>WHO PARTICIPATED</th>
<th>SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-22-16</td>
<td>Deploying absorbent boom</td>
<td>All 2016 summer staff</td>
<td>Andy H.</td>
</tr>
<tr>
<td>5-20-2107</td>
<td>Deploying absorbent boom</td>
<td>All 2017 summer staff</td>
<td>Andy H.</td>
</tr>
</tbody>
</table>
## INSPECTION

<table>
<thead>
<tr>
<th>Facility Inspected</th>
<th>Date</th>
<th>Result Pass/Fail</th>
<th>Inspected by</th>
<th>Conditions/Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>Every</td>
<td>Must pass</td>
<td>Staff</td>
<td>Constant observation / dock walks, etc.</td>
</tr>
</tbody>
</table>
EMERGENCY PHONE LIST

- **Marina Manager / Harbormaster**
  Andy Holzem-
  (920)884-1464 Marina
  (920)327-3190 Work / Personal Cell
  (920)965-4749 Home

- **Operations Manager**
  Mike Osmanski-
  (920)593-1741

- **Service Manager**
  Robert Nicholson-
  (920)593-1740

- **MDL Operations Manager / Safety Manager / Spill Response Manager(s)**
  Willy Schadrie-
  (920)606-0281 Cell

- **McDonald Lumber Co.**
  Chet McDonald-
  (920)465-3230 Office
  (920)265-9222 Cell
  Chip McDonald-
  (920)217-7932 Cell
  (920)351-3091 Home

- **Green Bay Police Department**  911
- **Fire Department**  911
- **National Response Center**  1-800-424-8802

Plan last updated: 1-26-18
Updated by: Andrew Holzem