

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

Division: Finance & Management

Responsible Office: Environmental Health & Safety

Date Established: 04/01/2008

Date Last Revised: 04/30/2026

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy is intended to ensure that any oil spills and releases occurring on the SUNY Buffalo State premises are properly reported and managed in accordance with United States Environmental Protection Agency (EPA) and New York State Department of Environmental Conservation (NYSDEC) requirements for environmental protection.

POLICY STATEMENT

This policy describes the notification, response, countermeasures, and regulatory reporting requirements and protocols for oil spills and releases occurring on the SUNY Buffalo State premises. For spills involving chemicals or wastes other than oil, the SUNY Buffalo State Integrated Contingency Plan (ICP) should be consulted.

DEFINITIONS

Discharge - Any intentional or unintentional action or omission resulting in the releasing, spilling, leaking, pumping, pouring, emitting, emptying or dumping of petroleum into the waters of New York State or onto lands from which it might flow or drain into said waters, or into waters outside the jurisdiction of the state.

Major oil spill - A release or spill of oil, where the quantity released or leaked is greater than 25 gallons or the hazards (e.g. electrical) are unknown.

Minor oil spill - A release or spill of oil, where the quantity released or leaked is 25 gallons or less, and the hazards are known.

Navigable waters of the United States - An example of a navigable water of the U.S. is Scajaquada Creek. This term includes but is not limited to:

1. All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters subject to the ebb and flow of the tide;
2. All interstate waters, including interstate wetlands;
3. All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sand flats, wetlands, sloughs, prairie potholes, wet meadows, playa

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

lakes, or natural ponds; the use, degradation, or destruction of which could affect interstate or foreign commerce including any such waters:

- a. That are or could be used by interstate or foreign travelers for recreational or other purposes; or
 - b. From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or,
 - c. That are or could be used for industrial purposes by industries in interstate commerce;
4. All impoundments of waters otherwise defined as waters of the United States under this section;
 5. Tributaries of waters identified in this definition;
 6. The territorial sea; and
 7. Wetlands adjacent to waters identified above.

Oil - For the purposes of this policy, oil of any kind or in any form, including, but not limited to: fats, oils, or greases of animal, fish, or marine mammal origin; vegetable oils, including oils from seeds, nuts, fruits, or kernels; and, other oils and greases, including Petroleum, fuel oil, sludge, synthetic oils, mineral oils, oil refuse, or oil mixed with wastes other than dredged spoil.

Petroleum - For the purposes of this policy, any petroleum-based oil of any kind which is liquid at 20°C under atmospheric pressure and has been refined, re-refined, or otherwise processed for the purpose of being burned as a fuel to produce heat or usable energy, or which is suitable for use as a motor fuel or lubricant in the operation or maintenance of an engine. Examples include but are not limited to gasoline, diesel, motor oil and waste oil.

Spill - Any escape of oil from the ordinary containers employed in the normal course of storage, transfer, processing or use.

RESPONSIBILITIES

SUNY Buffalo State employees Response and countermeasures to minor oil spills, as identified in this policy, are the responsibility of all properly trained and qualified SUNY Buffalo State employees.

SUNY Buffalo State employees who procure, specify, monitor, or supervise vendor/contractor services, including fuel oil deliveries, are also responsible for ensuring contractors/vendors comply with the applicable provisions of this policy and procedure and referenced regulations. Methods to ensure compliance include communicating appropriate requirements as specifications into procurement documents and work instructions, monitoring of vendor/contractor activities, and interfacing with the vendor during work on campus premises.

Environmental Health & Safety Office

The Environmental Health and Safety (EH&S) Office is responsible for:

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

- a. Monitoring, assessing, and improving the process for compliance with this policy and procedure;
- b. Monitoring regulations and disseminating information to affected SUNY Buffalo State employees on new or modified requirements for oil spill and release reporting and response;
- c. Providing Spill Prevention Control and Countermeasures (SPCC) training to SUNY Buffalo State employees on appropriate methods for responding to spills;
- d. Preparing reports and notifications to regulatory agencies, including EPA and the NYSDEC as necessary;
- e. Providing an Oil SPCC Coordinator or Alternate Oil SPCC Coordinator to the Incident Command Team (ICP); and
- f. Maintaining the ICP and procedures for addressing campus-related spills and releases

SUNY Buffalo State Oil Spill Prevention, Control and Countermeasure (SPCC) Coordinator and Alternate Coordinator

The SUNY Buffalo State Oil SPCC Coordinator and Alternate Oil SPCC Coordinator are responsible for providing spill response assistance to the Incident Commander in accordance with the ICP. Specific responsibilities of the Oil SPCC Coordinator and Alternate Oil SPCC Coordinator include: assessing the type and magnitude of the spill, contacting qualified spill responders to bring spill containment equipment to the spill location, supervising qualified spill responders, contacting and coordinating offsite spill responders, arranging for medical related care and transportation for off-scene medical services, reporting spills exceeding reportable quantities to regulatory agencies, and ensuring proper management of spill clean-up waste.

APPLICABILITY

Oil spill notification protocols, as identified in this policy, apply to all SUNY Buffalo State employees and contractors performing work on SUNY Buffalo State premises.

RELATED PROCEDURES

Discovery, Campus Notification, and Recording of Spills

1. If an oil spill is discovered that cannot be readily wiped up because of traffic hazards, quantity released (e.g., greater than one quart), spill duration, or other safety hazards:
 - a. If possible, isolate and cordon off the area with caution tape, traffic cones, etc.; and
 - b. Notify the University Police Department at 716-878-6333 or via two-way radio. The University Police Department will notify appropriate personnel (Campus Services Office, City of Buffalo Fire Department, etc.) to respond.
2. Oil spills and releases, including underground storage tank leaks or overfills, shall be immediately reported to the Environmental Health & Safety (EH&S) Office unless the spill or release meets all of the following criteria:
 - a. The spill is known to be less than five (5) gallons of oil;
 - b. The spill is contained and under control by the spiller or SUNY Buffalo State employee;

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

- c. The spill has not or will not reach New York State waters or any land. (Land does not include areas with non-porous surfaces, such as blacktop pavement, concrete, spill containment berms, etc., that obstruct migration of oil.); and
- d. The spill is cleaned up within two hours of discovery.

3. EH&S shall record the date, time, quantity of oil spilled, and corrective action when oil spills are reported.

Spill Response and Countermeasures

1. The Oil Spill Prevention, Control and Countermeasure (SPCC) Coordinator or Alternate Oil SPCC Coordinator from EH&S shall coordinate spill response activities as identified in the ICP.
2. SUNY Buffalo State employees who have received SPCC training are qualified and authorized to undertake response and countermeasures to minor oil spills as follows:
 - a. Isolate and restrict access to impacted and potentially threatened areas;
 - b. Eliminate ignition sources and do not smoke;
 - c. Avoid contact with the spilled oil;
 - d. Place oil absorbent booms or snakes and/or drain covers and mats on all floor drains, catch basins and any other drainage pathway to limit oil dispersion to the extent possible; and
 - e. Ensure recovered spill material residues and absorbents are collected, containerized, labeled, properly characterized, and disposed of. Contact EH&S for assistance to ensure proper management of this waste.
3. For major oil spills, a private spill response contractor company (i.e., Tonawanda Tank, 716-873-9703) that provides 24-hour emergency response and clean-up service, shall be contacted to provide countermeasures services.

Regulatory Agency Notification

1. EH&S shall immediately make verbal notification to the NYSDEC at 716-851-7220 and 1-800-457-7362 and report those oil spills not meeting the criteria identified in this policy.
2. For oil spills that cause a sheen on nearby navigable waters of the U.S., or oil spill releases from underground storage tank leaks or overfilling that exceed 25 gallons, EH&S shall make verbal notification to the EPA at 1-800-424-8802 within 24 hours. If the spill cannot be cleaned up within 24 hours, EPA shall be notified of the circumstances.
3. A Telephone Conversation Record shall be completed when performing verbal notification to the EPA or NYSDEC. A copy of this notification form is provided as Appendix A.
4. The EH&S shall make written notification to the EPA Region II for oil spills meeting the following criteria:
 - a. A single discharge of oil into or upon navigable waters of the U.S. or adjoining shoreline that exceeds 1,000 gallons; or
 - b. Within a twelve (12) month period, two (2) discharges of more than 42 gallons of oil into or upon navigable waters of the U.S. or adjoining shorelines.

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

5. Written notification to EPA Region II shall include: location of the facility; maximum storage or handling capacity of the facility and normal daily throughput; corrective action and countermeasures taken including a description of repairs and replacements; an adequate description of the facility (including topographical maps, diagrams, etc.); the cause of the discharge including a failure analysis of the failed system or subsystem; additional preventive measures to prevent failure recurrence; and other information requested by EPA.

Records Management

A log of all oil spills reported to EH&S and notifications to regulatory agencies shall be maintained on file in EH&S for a minimum of three (3) years.

RELATED INFORMATION

Documents and Forms:

Detailed information on oil spill prevention and response for the SUNY Buffalo State campus is contained in the SPCC Plan, which is maintained in the Environmental Health & Safety Office.

Internal Reference: PBS-007-001.JPB

Related Links:

[40 CFR Parts 110 \("Discharge Oil"\) and 112 \("Oil Pollution Prevention"\)](#)

[NYS DEC Petroleum Bulk Storage Program](#)

[NYS DEC Spill Response & Remediation FAQ](#)

[6 NYCRR Part 613, "Handling and Storage of Petroleum"](#)

CONTACT INFORMATION

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APPROVAL

Approved prior to 2016

REVISION HISTORY

Date of change: 03/01/2015

Brief description of edit: Adapted to standard template

Date of change: 04/22/2026

Brief description of edit: Adapted to ADA compliant template

OIL SPILL NOTIFICATION, REPORTING AND RESPONSE POLICY

Appendix A

Regulatory Agency Contact Record SUNY Buffalo State – Environmental Health & Safety Office	
BSC Employee Name(s): Phone Number:	Regulatory Agency: Name of Agency Contact: Phone Number:
Call Type: Outgoing/Incoming/Return Left Message: yes/no	Date: Time: am/pm
Information:	
_____ _____ BSC EH&S employee signature date	
Distribution: cc:	