

**City of Dearborn**  
**Department of Motor Transport Garage Facility**

MICHIGAN DEPARTMENT OF ENVIRONMENTAL  
QUALITY  
PART 5 RULES

Pollution Incident Prevention Plan

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# Chapter 1: General Facility Information

Table 1: General Facility Information

<b>NAME OF FACILITY:</b>	Dearborn Department of Motor Transport Garage
<b>FACILITY ADDRESS:</b>	2650 Greenfield Road, Dearborn, MI 48210
<b>SPILL PREVENTION AND CONTROL COORDINATOR</b>	
Name and Title:	Nick Watts- Supervisor Auto Fleet
Mailing Address:	2650 Greenfield, Dearborn MI 48120
Telephone:	(313) 943-2424
Email:	<a href="mailto:nwatts@ci.dearborn.mi.us">nwatts@ci.dearborn.mi.us</a>
<b>FACILITY CONTACT SPILL PREVENTION AND CONTROL COORDINATOR</b>	
Name and title:	Nicole Golich, Deputy Director of Public Works & Facilities
Telephone:	(313) 943-2845 C (313) 682-8230
Email:	<a href="mailto:ngolich@ci.dearborn.mi.us">ngolich@ci.dearborn.mi.us</a>
24-Hour Emergency Telephone:	Police Dispatch (313) 943-2100

## Chapter 2: Spill Response Team

The City of Dearborn Motor Transportation Facility (Facility) has one main building, two cold storage buildings, and a fueling station connected to underground storage tanks. The Facility stores oil in threshold management quantities that require the development of a Pollution Incident Prevention Plan (PIPP). The City of Dearborn Motor Transportation staff identified to assist in pollution incident prevention activities is as follows:

Table 2: Spill Response Team

NAME AND TITLE	RESPONSIBILITY
Tim Hawkins, Director	Example: Spill Response Program Oversight
Nick Watts- Supervisor Auto Fleet	Example: Onsite spill prevention and control, Surveillance and monitoring activities

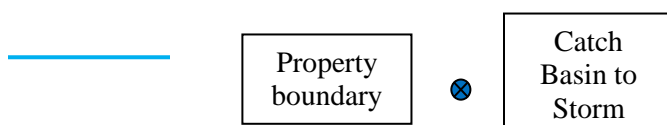
## Chapter 3: Site Map

As indicated on the Site Map, the Dearborn Motor Transport Facility consists of one main building, two cold storage buildings, an outdoor used oil storage area and a fueling station connected to underground storage tanks.

The Facility houses the materials and parts necessary to maintain the City's fleet of approximately 525 vehicles and equipment. Maintenance occurs inside the Facility where interior floor drains are connected to the sanitary sewer. The Motor Transportation Facility houses an interior wash bay where the majority of fleet vehicles and equipment are cleaned (other vehicles such as administrative and police cars are taken to a nearby carwash). The interior wash bay has floor drains that are connected to the sanitary sewer where the two sumps are vactored out as need by the DPW staff.

The Facility has a fuel pump station providing both diesel and gasoline, connected to underground fuel tanks. **All City of Dearborn Underground Storage Tanks are inspected and maintained as required by Michigan State / LARA.** This includes the connected spill wells to capture any spills or leaks. These spill wells are pumped out as needed and the waste is stored in secured proper containment systems for disposal when needed. The fuel site has the necessary spill kits mounted in the fuel shed adjacent to the pumps for use.

There are two cold storage sheds locate on the north side of the property that store excess equipment, parts, and new drums of vehicle maintenance fluids stored on spill containment platforms. These sheds have an asphalt floor, a metal roof and a metal wall. There are no interior floor drains inside these sheds.



# Chapter 4: Polluting Material Inventory

## Inventory and Description of Polluting Materials

To identify potential sources of significant materials, City staff, with the assistance of the Southeast Michigan Council of Governments (SEMCOG) conducted an inventory of municipal buildings, activities and materials that may be identified as polluting materials under Part 5 at the City of Dearborn Motor Transport Facility. The MSDS for all materials are located inside the DPW Maintenance Office. The polluting materials stored onsite requiring a PIPP include the following:

Material Name	Quantity Stored	Location
Oil (new and used)	Approximately 1,490 gallons	Five 55-gallon drums of new oil-based materials stored inside Maintenance Garage, thirteen 55-gallon drums of new oil-based material stored inside Cold Storage Shed, 500-gallon used oil tank stored outside Maintenance Garage.

### Oil Storage Description Maintenance Garage

There are five 55-gallon drums of oil-based materials stored in a designated area inside the Facility for vehicle and equipment maintenance. The drums are stored against the Facility wall to avoid hazards and spills. Each drum is labeled with a clear, readable label is connected directly to hydraulic hoses that lead into the ceiling where the material is pumped by mechanics through overhead nozzles, most of not all drums are stored on spill containment platforms. This approach minimizes spills and leaks throughout the Facility.

Oil filters are drained and crushed with an onsite crusher. Used oil filters are then bagged and properly disposed of in the trash.

### Cold Storage Shed

Approximately thirteen new 55-gallon drums of oil are temporarily stored inside one of the cold storage sheds on spill containment platforms until they are needed inside the Facility. Oil drums are labeled and neatly stored inside the shed to minimize hazards. Each drum is also topped with a secondary containment cap to protect against leaks or spills during storage or transport.

### Used Oil Storage

The used oil generated onsite from vehicle and equipment maintenance is collected and stored in a 500-gallon double wall storage tank. The used oil is poured into an indoor port that is hydraulically pumped through the Facility wall directly into the storage tank located just outside the facility. The storage tank is built within a secondary containment unit that has the ability to store 100% of the tank's capacity and indicate a leak into the interstitial space. The tank level is monitored by staff through a visible sight gauge on at least a weekly basis. When the tank reads  $\frac{3}{4}$  full, a contractor is called to pump the oil and halt it for proper disposal.

## Spill Response Procedures and Equipment

If oil is released to the environment in the following quantities, the *City of Dearborn Motor Transport Response Plan – Oil* shall be followed (**Appendix B**):

To The Ground:		To Waters of the State:		To Sanitary Sewer (contact WWTP only):	
Oil	7 gallons	Oil	Any quantity that causes visible sheens, oil films, unnatural turbidity, foams or deposits in water body.	Oil	Any quantity not currently authorized by receiving WWTP

The details for cleaning up a spill are indicated in the *City of Dearborn Motor Transport Facility Spill Response Plan – Oil* which also indicates that a report shall be created and sent to the following agencies, should a release occur:

During Regular Business Hours:

SE Michigan District Office  
27700 Donald CT  
Warren MI 48092-2793  
(586) 753-3700

During Non-Business Hours:

Pollution Emergency Alert System (PEAS)  
1-800-292-4706

## Chapter 5: Surveillance

The Part 5 Rules indicate that “adequate surveillance” of the manufacturing process, treatment system, and storage areas for oil shall be conducted to detect any material loss in a timely manner and implement procedures to prevent materials from reaching waters of the state.

The new oil drums stored inside the Cold Storage Shed are monitored when a new oil drum is needed inside the Facility. Drums are inspected for potential leaks on the floor or movement within the shed.

The oil drums stored inside the Facility are in active use and monitored daily for leaks, spills, or potential hazards. There are six porter staff assigned to the Facility to ensure its cleanly appearance and organization and help to minimize potential hazards that could cause a spill. In addition, the maintenance staff are well organized at each of their stations and daily inspect their areas, and the vehicle maintenance fluid storage area, for leaks or spills.

The used oil storage area is monitored to least weekly by the porter staff for the presence of oil in the secondary containment unit and the level of used oil in the tank. The area surrounding the used oil tank and filling port and monitored for leaks and spills.

## Chapter 6: Three-Year Plan Review

The completed PIPP requires that City of Dearborn will notify the DEQ Water Bureau District Office within 30 days at:

SE Michigan District Office  
27700 Donald CT  
Warren MI 48092-2793  
(586) 753-3700

City of Dearborn will also notify the following agencies that the PIPP requirements have been completed:

1. Wayne County Health Department  
Michelle Varran  
Septage/Sewage Manager  
33030 Van Born Rd.  
Wayne, MI 48184  
Phone: 734-727-7400
2. Local Emergency Planning Committee:  
Ms. Lisa DiRado  
10250 Middlebelt  
Detroit MI 48242  
734-942-5289

Part 5 requires that the PIPP be evaluated every three years and after any release requiring implementation of the Plan. The Plan will also be updated if any facility personnel, processes, materials, or procedures that were included in the plan change (See **Appendix A** for PIPP Review Form).

Based on the three-year review, the City of Dearborn Motor Transport staff will amend the PIPP as needed to ensure continued compliance with the terms and conditions of Part 5. Recertification and re-notification of updates need to be sent to the DEQ District Office, the Wayne County Health Department, and the Local Emergency Planning Committee.

The City of Dearborn Motor Transport staff will maintain records of all PIPP-related inspections and activities, including Routine Inspections, Three-Year Review, and Spill Reports. All such records will be retained for three years.



# Appendix A: Three-Year PIPP Review Form

Date of Review:
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Reviewer Name	
Print:	Signature:

1) Facility general information and Spill Response Team information is current and accurate	Yes	No
2) Site map is current and accurate	Yes	No
3) Polluting material inventory is current and accurate	Yes	No
4) New exposures, processes and related controls have been documented	Yes	No
5) Spills have been recorded and reported as appropriate	Yes	No
6) Review Routine Inspections to ensure all repairs or actions have been made as necessary	Yes	No
7) Review spill reports (if applicable)	Yes	No
8) Review Spill Response Procedures and phone numbers for updates	Yes	No
9) Ensure Material Safety Data Sheets are up-to-date and accessible	Yes	No

Additional Comments:
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## Appendix B: City of Dearborn Motor Transportation Facility Spill Response Plan – Oil

EMERGENCY NUMBERS (to be posted at key telephones throughout facility)

<b>Agency Name</b>	<b>Phone Number</b>
<b>Local Fire Department</b>	
Emergency	<b>911</b>
Nonemergency	<b>(313) 943-2100</b>
<b>Police</b>	
Emergency	<b>911</b>
Nonemergency	<b>(313) 943-2100</b>
<b>Wayne County Environmental Health Department</b>	
Nonemergency	<b>734-727-7000</b>
<b>U.S. Coast Guard</b>	
National Response Center	<b>800-424-8802</b>
<b>Michigan Department of Environmental Quality (DEQ)</b>	
<b>8:00 a.m. – 5:00 p.m.</b> Southeast Michigan District Office	<b>(586) 753-3700</b>
<b>After Hours:</b> PEAS Hotline	<b>1-800-292-4706</b>
<b>EMERGENCY SPILL RESPONSE COMPANY</b>	
Inland Water Pollution Control Inc. 4086 Michigan Avenue Detroit, MI. 48210 Walter Rozycki	<b>1-877-478-3205</b> <b>1-313-899-3014</b> <b>1-313-841-5800</b>
<b>Waste Water Treatment Plant</b>	
For spills into the sanitary system, contact the local WWTP Plant Operations	DWSD System Control 1-313-267-6000 1-313-297-0275

# SPILL RESPONSE PLAN – Oil (Greater than 7 gallons)

1. Make sure area is safe for entry and the spill does not pose an immediate threat to health or safety of responder
2. Stop source of spill (plug hole, shut off valve, etc.)
3. Call Central Garage (313) 943-2422 to make them aware of the spill and potential dangers. Notify police and fire departments if necessary for possible lane closure and need for assistance.
4. After Hours Call: Nick Watts- 734-812-5357 or Pam Brophy 313-695-1674

**5. IF NECESSARY, CONTACT SPILL RESPONSE SERVICES FROM:**

Inland Water Pollution Control Inc. Walter Rozycki	<b>1-877-478-3205</b> <b>1-313-841-5800</b>
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6. For both outdoor and indoor spills, protect nearby drains from oil by blocking with absorbent pads, booms, etc. Clean oil with absorbent material (do not flush with water). Properly dispose of clean-up materials.
7. A call to the DEQ or PEAS will be made to report the release:

**During Regular Business Hours:**

SE Michigan District Office  
27700 Donald CT  
Warren MI 48092-2793  
(586) 753-3700

**During Non-Business Hours:**

Pollution Emergency Alert System (PEAS)  
1-800-292-4706

8. A written report **MUST** be submitted within 10 days after the release to:

**MDEQ Water Bureau Chief**

525 West Allegan Street  
P.O. Box 30473  
Lansing, MI 48909-7973

**Wayne County Health Department**

Carol Austerberry, Director of  
Environmental Health  
33030 Van Born Rd.  
Wayne, MI 48184  
Phone: 734-727-7000

**AVAILABLE SPILL RESPONSE EQUIPMENT [REQUIRED TO LIST, EDIT AS NECESSARY]**

- 20-50 lb floor dry
- 2 - Brooms
- 2 – Shovels
- Caution Tape
- 5– Absorbent Brooms
- 20 – Absorbent Pads

## Appendix C: SPILL REPORTING SHEET

<b>Date of Incident</b>	
<b>Time of Incident</b>	
<b>Location &amp; Cross Streets</b>	
<b>Type of Spill</b>	
<b>Estimated Quantity</b>	
<b>Reported To</b>	
<b>Time Reported</b>	
<b>Responsible Party</b>	
<b>Address</b>	
<b>Phone Number/Contact</b>	
<b>Describe materials used to clean up spill:</b>	
<b>Describe response measures that have been done, and the schedule for completion of other measures to be taken, or both</b>	
<b>Describe measures taken to prevent recurrence of similar releases</b>	
<b>Completed By:</b>	

**Additional Notes:**