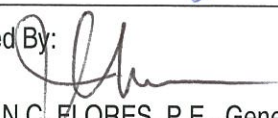


<b>GUAM POWER AUTHORITY</b>  <b>Standard Operating Procedure</b>	<b>** No.: SOP-050 *</b>	<b>Issued:</b> 5/2/12
	<b>Prepared By:</b>  Planning and Regulatory	
<b>Title: OIL SPILL CONTAINMENT, CLEAN UP AND REPORTING</b>	<b>Approved By:</b>  JOAQUIN C. FLORES, P.E., General Manager	
<b>Effective Date:</b> 5/2/12	<b>Supersedes No.:</b>	Page 1 of 2

**1) PURPOSE:**

The purpose of this SOP is to establish the proper procedures for responding to oil spills, clean-up procedures, and reporting.

**2) SCOPE:**

This procedure covers oil spills at all GPA Facilities.

**3) RESPONSIBILITY:**

All operations personnel at the Power Plants are responsible for this procedure.

**4) PROCEDURE:**

CLEAN UP SHOULD BE CARRIED OUT PROMPTLY AFTER AN OIL SPILL OR WHEN DISCHARGE IS DETECTED. IF COMMERCIAL ASSISTANCE IS NEEDED FOR EMERGENCY RESPONSE OR CLEAN UP, REFER TO THE TABLE "Oil Spill Notification Contacts." SAFETY FOR ALL PERSONNEL SHALL BE FIRST PRIORITY.

- a) Locate the source of the oil spill, and stop it as quickly as reasonably possible by closing valves, shutting down pumps, plugging leaks, or utilizing other appropriate methods.
- b) Contain spreading or moving oil before concentrating on other efforts. If very little has reached water, for example, but a tendency to flow towards any watercourse, channel, canal, drainage, etc. concentrate on blocking oil first. On-site conditions dictate proper actions. On-site supervisors should insure proper actions are taken.
- c) Oil spills on land consisting of puddles or pools of oil should be picked up by pumps or buckets and loaded into tanks or tank trucks for delivery as directed by the GPA Oil Spill Officer. Any remaining oil-contaminated earth is then removed by hand shovels or construction equipment and loaded into drum containers for disposal at a GEPA approved waste disposal facility.
- d) Disposal:

- i) Oil-saturated earth and absorbent pads shall be deposited in drums and disposed at a GEPA approved disposal facility.
  - ii) Liquid oil waste consisting of oil or oil and water will be transferred to the oil/water separator at Cabras Power Plant.
- e) Reporting:
- An Oil Spill Incident Report form (Appendix A) is filled up and submitted to Planning and Regulatory. This is normally filled up by the person who discovered the spill or their supervisor.
- f) Also attached for reference is the Oil Spill Control Procedures (Appendix B).

**GUAM POWER AUTHORITY****ATURIDAD ILEKTRESEDAT GUAHAN****P.O. BOX 2977 • HAGATNA, GUAM, USA 96932-2977****OIL SPILL INCIDENT REPORT**

SPILL DATE: \_\_\_\_\_

LOCATION OF SPILL: \_\_\_\_\_

INDIVIDUAL WHO DISCOVERED SPILL: \_\_\_\_\_

TYPE OF OIL: \_\_\_\_\_

ESTIMATED VOLUME: \_\_\_\_\_

ESTIMATED VOLUME REACHING WATERWAY: \_\_\_\_\_

ESTIMATED AREA AFFECTED: \_\_\_\_\_

CLEANUP ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

CORRECTIVE ACTIONS AND COUNTERMEASURES TAKEN TO STOP SPILL: \_\_\_\_\_

\_\_\_\_\_

FAILURE ANALYSIS OF CAUSE OF SPILL: \_\_\_\_\_

\_\_\_\_\_

MEASURES NECESSARY TO PREVENT RECURRENCE: \_\_\_\_\_

\_\_\_\_\_

GOVERNMENT AGENCIES CONTACTED: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPORT PREPARED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

## OIL SPILL CONTROL PROCEDURES

**REMEMBER, SAFETY FIRST**  
NEVER PUT OIL  
SPILL CONTROL  
BEFORE YOUR  
PERSONAL SAFETY

**FOLLOW THESE PROCEDURES IN  
THE EVENT OF AN OIL DISCHARGE**

**ASSESS:**  
SAFETY CONCERNS  
SOURCE OF LEAK  
TYPE OF EQUIPMENT FAILED (TANK, CIRCUIT BREAKER, TURBINE...)  
WHERE LEAK ORIGINATES (SEAM, VALVE, PIPING...)  
TYPE OF OIL (FUEL, DIELECTRIC...)  
QUANTITY LEAKED/SPILLED  
POTENTIAL SPREAD OF OIL (DESCRIBE OR TAKE PHOTO)

YES  
ONE PERSON REPORTS LEAK TO  
PERSON(S) IDENTIFIED ON THE  
OTHER SIDE OF THIS SHEET  
WHILE OTHER PERSONNEL WILL  
ATTEMPT TO STOP LEAK

MORE THAN ONE  
PERSON ON

YES

INSIDE  
CONTAINED

NO

MORE THAN ONE  
PERSON ON

YES

NO

REPORT SPILL TO PERSON(S)  
IDENTIFIED ON THE OTHER SIDE  
OF THIS SHEET THEN BEGIN  
CONTROL AND COUNTERMEASURE  
PROCEDURES

ONE PERSON REPORTS SPILL TO  
PERSON(S) IDENTIFIED ON THE OTHER  
SIDE OF THIS SHEET WHILE OTHER  
PERSONNEL BEGINS CONTROL AND  
COUNTERMEASURE PROCEDURES

REPORT TO OIL SPILL CONTROL  
OFFICER:  
BE PREPARED TO REPORT WHERE  
INCIDENT OCCURRED, TYPE OF  
EQUIPMENT FAILED, HOW FAILURE  
OCCURRED, TYPE OF OIL, TOTAL  
AMOUNT THAT COULD DISCHARGE,  
RATE OF DISCHARGE, WHETHER  
SPILL IS IN OR THREATENING WATER,  
AMOUNT OF WATER, AND SAFETY  
CONCERNS SUCH AS FIRE

REPORT LEAK TO PERSON(S)  
IDENTIFIED ON THE OTHER  
SIDE OF THIS SHEET

ATTEMPT TO STOP LEAK

BEFORE ENDING YOUR SHIFT WRITE A MEMO TO OIL SPILL CONTROL  
OFFICER DESCRIBING:  
SOURCE OF LEAK  
TYPE OF EQUIPMENT FAILED (TANK, CIRCUIT BREAKER, TURBINE...)  
WHERE LEAK ORIGINATES (SEAM, VALVE, PIPING...)  
TYPE OF OIL (FUEL, DIELECTRIC...)  
QUANTITY LEAKED/SPILLED  
DESCRIPTION OR PHOTO OF LEAK/SPILL  
CONTROL AND COUNTER MEASURES TAKEN

CONTROL AND COUNTERMEASURE PROCEDURES:  
ATTEMPT TO STOP LEAK AND PREVENT OIL (OR MORE OIL)  
FROM ENTERING WATER USING TOOLS AVAILABLE SUCH AS  
SHOVELS, OIL ABSORBENT, OIL BOOMS, EARTH-MOVING  
EQUIPMENT, OR OTHERS. OIL SPILL CONTROL OFFICER WILL  
NOTIFY U.S. COAST GUARD, USEPA AND GUAM EPA, AS  
APPROPRIATE

Planning & Regulatory, GPA

TO REPORT OIL SPILLS, SEE INSTRUCTIONS ON BACK