



# Spill Prevention, Preparedness, and Response Program

WASHINGTON STATE  
Department of Ecology  
Spill Prevention, Preparedness, and Response Program  
Prevention Section  
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## Marinas and Small Fueling Facilities Class 4 Inspection Checklist

Facility Name: \_\_\_\_\_ Facility Phone Number: \_\_\_\_\_  
Location: \_\_\_\_\_ Facility Email: \_\_\_\_\_  
Inspector(s): \_\_\_\_\_ Date/ Time of Inspection: \_\_\_\_\_

### OIL TRANSFER EQUIPMENT

- \_\_\_\_\_ Hoses and piping free of defects which would permit the discharge of oil.
- \_\_\_\_\_ All oil transfer equipment (pumps, valves, hoses, piping, etc.) tested annually by required method.

### RESPONSE AND RECOVERY EQUIPMENT

- \_\_\_\_\_ Minimum 200' of sufficient and appropriate boom in standby position.
- \_\_\_\_\_ Spill sorbents, containers suitable for holding recovered oil, non-sparking scoops/shovels and buckets to cleanup 25 gallon spill (50 count standard 18" square sorbents capacity is about 33-38 gals per bundle) available.
- \_\_\_\_\_ Personal protective gear necessary to safely respond to spill (clothing or splash protection, gloves, glasses) available.

### OIL TRANSFER TRAINING

- \_\_\_\_\_ Records of Oil Transfer Training kept at facility and available to Ecology inspectors.
- \_\_\_\_\_ Training includes: Dangers and safe practices of oil transfers, safe and effective use of response equipment, and spill notification procedures.

### NOTIFICATION INFORMATION

- \_\_\_\_\_ Employees know notification procedures and have ready access to notification phone numbers.
- \_\_\_\_\_ Notification procedures posted at the fuel dock for customers to see. Notification phone numbers include State, USCG, Spill Response Contractor, and Facility's 24-hour response contacts.
- \_\_\_\_\_ Semi-annual report submitted to Ecology in January/ July.

### COMMENTS / RECOMMENDATIONS

- Facility in **compliance** with State Oil Transfer Regulations
- Facility in **violation** of State Oil Transfer Regulations as identified, corrective measures required

Signature of Marina Manager/Operator: \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

\* Check Mark "√" = compliance, "X" = violation, "N/A" = Not Applicable

## WASHINGTON ADMINISTRATIVE CODE (WAC) REQUIREMENTS

### WAC 173-180-025 Definitions.

- (11) "Class 4 facility" means a structure that
- Is a marina, boatyard, marine fueling outlet, and other fueling installations that transfer to a non-recreational vessel with a capacity to hold less than ten thousand five hundred gallons of oil whether the vessel's oil capacity is used for fuel, lubrication oil, bilge waste, or slops or other waste oil;
  - Does not transfer oil in bulk to or from a tank vessel or pipeline; and
  - Does not include any: Railroad car, motor vehicle, or other rolling stock while transporting oil over the highways or rail lines of this state; underground storage tank regulated by ecology or a local government under chapter 90.76 RCW; or a motor vehicle motor fuel outlet; or a facility that is operated as part of an exempt agricultural activity as provided in RCW 82.04.330.

### WAC 173-180-205 Oil transfer equipment at Class 1, 2, 3, and 4 facilities.

- (1) All hoses or piping used in an oil transfer operation must meet the following criteria:
- Hoses or piping must be supported so as to avoid crushing or excessive strain. Flanges, joints, hoses, and piping must be visually checked prior to the transfer for cracks and signs of leakage.
  - All hoses and loading arms are long enough to allow the vessel to move to the limits of its moorings without placing strain on any component of the oil transfer equipment.
  - Each hose must have no unrepaired loose covers, kinks, bulges, soft spots, or any other defect which would permit the discharge of oil or hazardous material through the hose material and no gouges, cuts, or slashes that penetrate the first layer of hose reinforcement ("reinforcement" means the strength members of the hose, consisting of fabric, cord and/or metal).
  - Hoses or piping must not be permitted to chafe on the dock or vessel or be in contact with any source that might affect the integrity of the hoses.
  - Hose ends must be blanked tightly when hoses are moved into position for connection, also immediately after they are disconnected, and residue drained either into the vessel tanks or into suitable shore receptacles before they are moved away from their connections.
- (2) Testing of all oil transfer equipment, including, but not limited to, pumps, valves, piping, manifolds, connections, and hoses, must be done annually, and must be conducted by using one of the following methods:
- In accordance with manufacturers' recommendations and industrial standards; or
  - Procedures identified in 33 CFR 156.170.

### WAC 173-180-210 Requirements for Class 4 facilities

- (1) **Response and recovery equipment:** The owner or operator of each Class 4 facility must ensure that cleanup of at least a twenty-five gallon spill can occur by having all of the following: Response and recovery equipment maintained in a standby condition and available to the receiving vessel:
- Sufficient and appropriate boom of no less than two hundred feet available in the standby position;
  - Oil spill sorbent materials appropriate for use in water and on land;
  - Non-sparking hand scoops, shovels, and buckets;
  - Containers suitable for holding the recovered oil and oily water; and
  - Protective clothing and other appropriate personal protective gear necessary to safely respond to oil spills.
- (2) **Trained personnel:** The owner or operator of each Class 4 facility must:
- Provide annual training for employees involved in an oil transfer operation, that at a minimum includes:
    - Dangers and safe practices regarding the petroleum products transferred at that location;
    - Safe and effective use and handling of response and recovery equipment; and
    - Spill notification procedures;
  - Train all employees with oil transfer duties within ninety calendar days of the date of hire. No employee may be in charge of an oil transfer operation at the Class 4 facility without proper training;
  - Keep a record of oil transfer training at the facility and make the record available to ecology upon request.
- (3) **Spill notification information:** The owner or operator of each Class 4 facility must provide spill notification information on a wallet-sized card for each employee and posted at the dock for fueling customers. The notification information must include:
- Required notifications in RCW 90.56.280;
  - A phone number for a spill response contractor; and
  - If the Class 4 facility is not always staffed, a twenty-four-hour phone number where someone designated by the owner or operator of the facility can be reached to start the spill response. The contact phone number must be posted on the dock or transfer location in a location that is easy to see.
- (4) The owner or operator of each Class 4 facility must ensure all oil transfer equipment is properly inspected and maintained in accordance with WAC 173-180-205.
- (5) Class 4 facilities, also known as marine fueling outlets, that are transferring less than three thousand gallons of oil in a single transaction, are exempt from advance notice requirements for oil transfer operations as described in RCW 88.46.165.
- (6) **Semi-annual reporting:** Class 4 facilities must report all bulk oil transfers conducted at the facility.
- The report must include types of oil transferred and total volume of transfers by oil type.
  - The facility must **submit the report to ecology by January 15 and July 15 of each year.**

The **Semi-annual Report Form** is available at: [http://www.ecy.wa.gov/programs/spills/Class\\_4\\_Facilities/Marinas.html](http://www.ecy.wa.gov/programs/spills/Class_4_Facilities/Marinas.html)

You can submit the report

Online at: [www.ecy.wa.gov/biblio/ecy070242.html](http://www.ecy.wa.gov/biblio/ecy070242.html)  
By E-mail: [oiltransfernotifications@ecy.wa.gov](mailto:oiltransfernotifications@ecy.wa.gov)  
By U.S. mail: Department of Ecology  
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