Maryland Department of Transportation
Maryland Port Administration
Oil Spill/Incident Response Procedure
Marine Terminals

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Purpose: The purpose of the Oil Spill/Incident Response Procedure is to ensure a uniform, orderly response to an oil spill/incident.

Responsible Party: In all instances, the responsible party will be determined to be the party that has care, custody, and control of the cargo or equipment at the time of the spill/incident.

The term *responsible party* (RP) means the party required to perform containment and clean-up activities, to take steps to prevent entry of spill/incident material into waters of Maryland, to make appropriate notifications to regulatory bodies, and to be accountable for all costs associated with these activities.

Responsibilities:

MDOT MPA Office of Environmental Quality
- Offer assistance and direction to Maryland Department of Transportation Maryland Port Administration (MDOT MPA) Operations and Maintenance.
- Interact with responding agencies.
- Revise and update procedures.
- Provide awareness training for oil spill/incident response.
- If oil spill/incident is MDOT MPA's responsibility, RP unknown, or limited resources to RP, coordinate notifications and clean up with Maryland Department of the Environment (MDE), National Response Center (NRC), United States Coast Guard (USCG), and "oil Spill/Incident response" vendor.
- If command/communications post (CP) is established by incident commander, report to CP.
- When necessary, report incident to appropriate regulatory agencies.
- Complete Oil/HAZMAT Spill/Incident Report Form, if necessary.
- Complete and submit the appropriate MDE, USCG spill forms if MDOT MPA is the RP.
- When necessary, report incident to MDOT Emergency Response Director.

MDOT MPA Operations
- Make appropriate calls, as per the call procedures.
- Maintain contact with personnel from Office of Environmental Quality, maintenance, and fleet.
- Interact with RP, such as tenant, vendors, trucker, etc.
- Be available to MDOT MPA communications for updates.
- Have available other MDOT MPA emergency procedures (Emergency Preparedness Plans).
- If CP is established by incident commander, report to CP.

- Provide a person for the MDOT MPA Command Post if one is established.
- Complete Oil/HAZMAT spill/incident Report Form.

MDOT MPA Communications
- Report to scene or CP, if necessary.
- Establish a communications post either onsite or offsite.
- Prepare and provide updates to media.
- Provide a person for the MDOT MPA CP if one is established.

MDOT Maryland Transportation Authority (MDOT MDTA) Police
- Secure area.
- Investigate incident to determine RP.
- Follow MDOT MDTA SOP.
- Advise RP of responsibility to report Spill/Incident to National Response Center, the USCG, and/or MDE.
- Provide a person for the MDOT MPA Command Post if one is established.

MDOT MPA Maintenance
- If required, respond to scene and remain in contact with Duty Operations Person.
- Minimize any potential for oil entering the waterways.
- If necessary, clean up spill and dispose of spent material.
- Wear appropriate personal protective equipment (PPE).
- Maintain a record of actions taken.

MDOT MPA Security
- If necessary, coordinate actions of security.
- Respond to scene, if appropriate.

Basic Procedures:
1. An oil spill/incident is observed or reported.

2. Try to determine the RP, the amount of the oil spill/incident and if any has entered the waterways, and if the RP is taking proper actions to mitigate the spill/incident. Be specific with the location.

3. Immediately contact MDOT MDTA Police, 410-537-7911, who will in turn contact the MDOT MPA Duty Operations Person by radio or phone, 410-633-1077.

4. MDOT MPA Duty Operations Person will inquire as to the specifics of the spill/incident and follow internal call procedures for an oil spill/incident.

5. MDOT MPA Duty Operations Person will call Office of Environmental Quality 410-633-1146 and supply details of the incident.

6. MDOT MDTA Police Officer responds to the scene and assumes control of the incident.

7. The MDOT MDTA Police Officer or MDOT MPA will direct the RP to call the National Response Center, the U.S. Coast Guard, and/or the MDE and will verify that the RP made the call.

8. Office of Environmental Quality will respond to the scene. If necessary, Office of Environmental Quality will contact or will direct the MDOT MPA Duty Operations Person to contact the National Response Center, the USCG, and/or the MDE.

9. If RP is not known or cannot respond or MDOT MPA is the RP, MDOT MPA maintenance will take emergency actions to prevent any oil from entering the waterways, either directly or through storm drain. This may include use of speedi-dri and/or absorbents and building a dike around the storm drain. MDOT MPA maintenance may also complete the clean-up if no RP can be determined.

Please be advised that the RP must immediately report any oil or HAZMAT spill/incident, regardless of amount or actual entry into the waterways, to MDE. Depending upon amount and entry into waterways, RP will notify the National Response Center. The RP may also want to report the spill/incident to United States Coast Guard, Sector Maryland – National Capital Region (NCR). Questions that may be asked include location, amount, type, and has it entered the water.

The Maryland Department of Transportation Maryland Transportation Authority (MDOT MDTA) Police will verify that the proper agencies are notified.

Phone Numbers:

MDOT MDTA Police	410-537-7911
National Response Center	1-800-424-8802
Sector Maryland –NCR, United States Coast Guard	410-576-2693 or
	410-576-2525
Maryland Department of the Environment	1-866-633-4686
MDOT MPA Duty Operations Person	410-633-1077
MDOT MPA Office of Environmental Quality	410-633-1146

A list of approved oil/HAZMAT spill/incident response vendors is available from the MDOT MPA Office of Environmental Quality.