SCOTIA DEPOT ESOHMS ORIENTATION GUIDE FOR CONTRACTORS AND VISITORS

December, 2013

"I Am The Key"

Statement of Acceptance: I have received, read and accepted the information contained in this depot orientation guide and will brief other employees on the information contained herein. Accepted by:

NAME	COMPANY	DATE

INTRODUCTION

DLA Strategic Materials has developed an Environmental, Safety and Occupational Health Management System (ESOHMS) that is based on ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 - "Occupational Health and Safety Management Systems - Specification.". The ESOHMS encompasses all of our environmental, safety and occupational health (ESOH) policies and programs, and applies to all our employees and all those working on our behalf. We wish to inform visitors and others working at our depots about the key components of the ESOHMS. The purpose of this briefing is to ensure everyone is aware of our ESOHMS and the key environmental, safety and occupational health information that is critical to protecting human health and the environment.

ESOH POLICY STATEMENT

The Environmental, Safety and Occupational Health Policy Statement establishes the framework for the ESOHMS. As such, the ESOH Policy Statement provides the foundation for controlling the environmental impacts, safety and occupational health risks of its activities, commodities, and services and establishing environmental goals and objectives. The key elements of the ESOH Policy Statement include:

- Compliance with applicable laws and policies
- Continuous improvement
- Management review on a regular basis
- Communication with employees as well as the public
- Use of best management practices in protecting our natural resources and preventing pollution
- Providing the resources for all mandatory training
- A social responsibility toward their customers

FIVE COMMANDMENTS

The Five Commandments of the ESOHMS are:

1. Be Safe
2. Recycle
3. Conserve Our Natural Resources
4. Understand Your Job Responsibilities
5. Know What Regulations Apply To Your Job

Critical ESOHMS Information for Scotia Depot

EMERGENCY RESPONSE

The Scotia Depot has an Emergency Response Plan. The pages attached provide key contacts for the Scotia Depot. The Emergency Coordinator, is the primary contact for emergencies (518) 370-3347 (office). Also, 911 emergency service is available in the area. In the event of an emergency, all contractors and visitors are directed to calmly make a spot check of their immediate work area, and then proceed to the depot security office, or if without transportation, exit work area to a safe distance, if necessary. Contractors and visitors are required to communicate all emergency information to the Depot Manager's office immediately. The nearest emergency room is St. Clare's Hospital; directions and a map to the hospital are attached.

HAZARDOUS MATERIALS STORAGE

Hazardous materials stored at Scotia Depot are identified by National Fire Protection Association (NFPA) color-coded signs as follows:

BLUE – HEALTH HAZARD
RED – FIRE HAZARD
YELLOW – REACTIVITY
WHITE – SPECIFIC HAZARD

1 (one) is the Least Hazardous and 4 (four) is the Most Hazardous

POLLUTION PREVENTION

We have a pollution prevention policy and a spill prevention control and countermeasures policy. Scotia Depot maintains a Storm Water Pollution Prevention (SWPP) Plan and a Spill Prevention, Control and Countermeasures (SPCC) Plan. These plans describe the aboveground petroleum storage tanks, commodity storage areas and other potential sources of contamination and the procedures to follow in the event of a spill or release. Aboveground storage tanks containing gasoline or diesel fuel are located in the vehicle fueling area, and in the pump house (see attached depot map).

Spills of petroleum or hazardous materials contaminate not only the stormwater runoff pathways, but also the soil and air. Spill response should be focused on protecting human health and preventing impacts to the environment. In the event of a spill, remember SWIM:

S – Stop the spill
W – Warn others (and contact the depot manager)
I – Isolate the area
M – Minimize your exposure

The commodities stored at the depot could also pose a risk to the environment if released from the site. Follow these best management practices when handling commodities:

- Identify and locate all storm drains and surface water flow pathways in the vicinity of the work area.
- Appropriate materials, such as hay bales, silt fence, or railroad ties, should be readily available and placed as a barrier between the commodity area and the storm drainage system, to help reduce the amount of any loose commodity material that could get washed into the drainage system by runoff from the outloading area.
- Surface runoff that flows towards nearby drainage ditches, swales, streams, etc., should also be similarly blocked.
- These activities should be performed not only while storm water runoff is actively occurring, but also to plan ahead for any rainfall, snowfall, snowmelt, etc. that may occur during the handling of commodities.

OTHER CONTRACTOR REQUIREMENTS

- Contractors working on site must advise the Depot Manager, in writing, of the presence of hazardous material, hazardous waste and their method of fuel supply.
- .Contractors must maintain (on-site) an MSDS for all hazardous materials on site.
- Contractors must store and dispose of hazardous waste in accord with state, local & federal regulations.

- Contractors must conduct operations in accordance with applicable OSHA hazardous waste regulations (29 CFR 1910).
- Hazardous materials must be stored, used and transported in accordance with state, local and federal regulations.
- Contractors must comply with the depot recycling program.
- Contractors should refer all media enquiries regarding operations, environmental management, safety, occupational health, etc. to the Depot Manager.

YOU ARE THE KEY!

The Environmental, Safety and Occupational Health Policy Statement provides the foundation for controlling the environmental impacts of our activities, commodities, and services and establishes environmental goals and objectives. Compliance with the SWPP and SPCC Plans and protecting water quality are a part of these goals.

It is your duty to keep an eye open to identify conditions that may contribute to contamination of storm water runoff. During your daily routine should you notice a potential problem, take the steps to fix it! Keep the lines of communication open.

Remember that whatever goes into the storm water system will end up in our groundwater or local waterways. Often times, that waterway is used for recreation, as a source for food (i.e., fish), and as a source for drinking water.

EMERGENCY PHONE LISTING

Use a wired (non-cellular) telephone if possible when calling 911. If using a cell phone, you may need to give your location to the 911 operator.

The Scotia telephone system does not require a "9" before calling outside numbers.

Local Emergency Phone Numbers	
Fire Department	911
Police Department	911
Ambulance	911

Chain of Command for Emergency Events

1. Call 911 if appropriate.
2. Notify the Emergency Coordinator at: (518) 370-3347 (office), or (518) 858-4099 (cell).

Depot Office	(518) 370-3347
Security Guards-Main Gate	(518) 370-3346 Cell: (518) 858-4110
Bomb Disposal and Federal Protective Service	(518) 431-4310
Poison Control Center	(Emergency) (800) 222-1222
National Response Center and Terrorist Hotline (Oil & Toxic Chemical Spills from Terrorist Activity)	(Emergency) (800) 424-8802
Gas and Electric: Niagara Mohawk	(Emergency) (800) 892-2345 (Power outages) (800) 867-5222

Water: Glenville Public Works	(518) 382-1406

Sewer: Scotia Public Works	(518) 393-2159
Verizon Telephone	(800) 722-2300
Fire Alarm Services: Alarm & Suppression, Inc.	Voice: (518) 399-5110 Fax: (518) 399-8702
St. Clare's Hospital	(518) 382-2000
Ellis Hospital	(518) 243-4000
Radiological, Rob Skruck:	Office: (330) 652-1456 Cell: (571) 221-4250

NEAREST EMERGENCY ROOM

The closest Emergency Room to Scotia Depot is at:

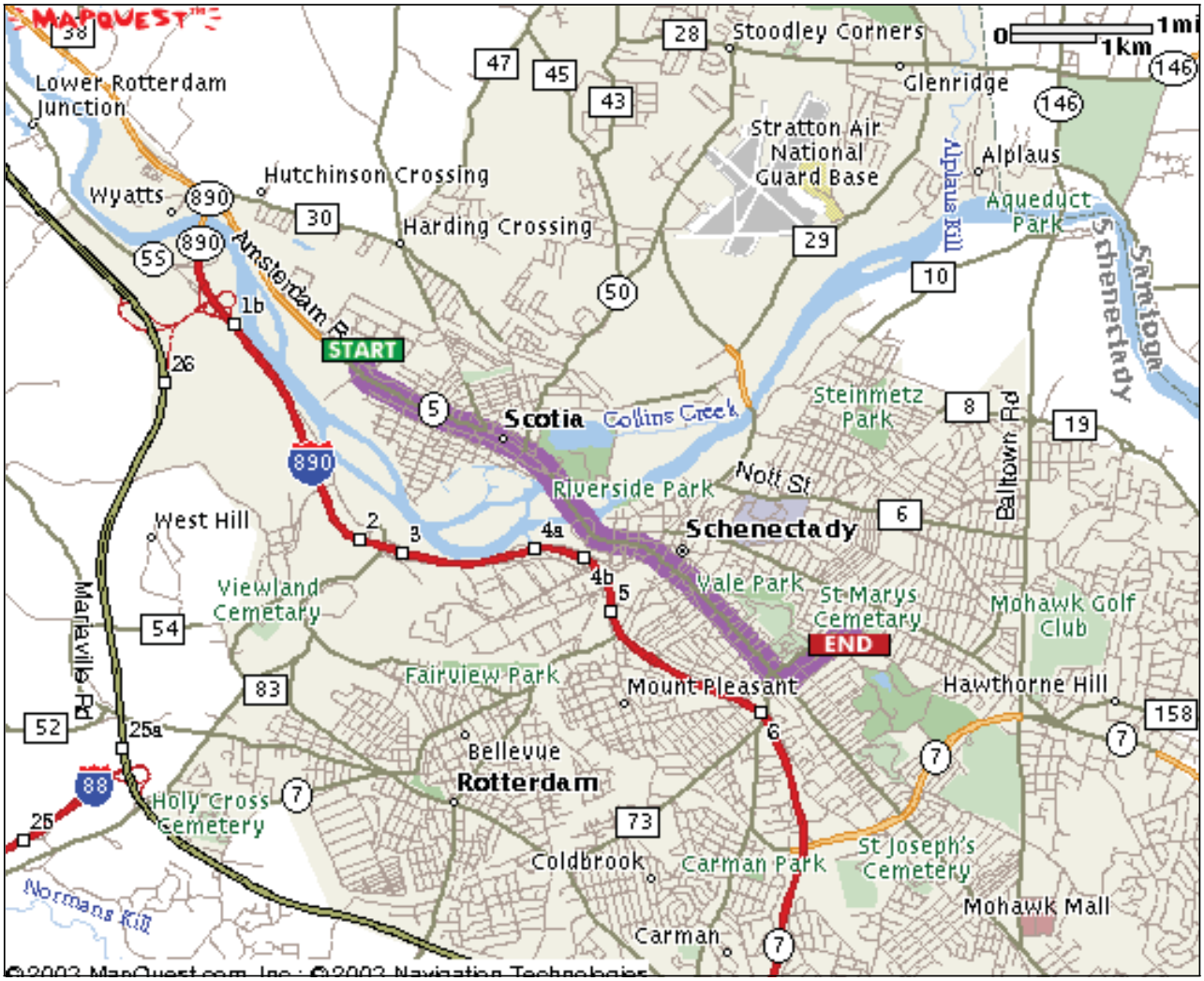
St. Clare's Hospital
700 McClellan Street
Schenectady, NY 12304
(518) 382-2000

Directions to hospital:

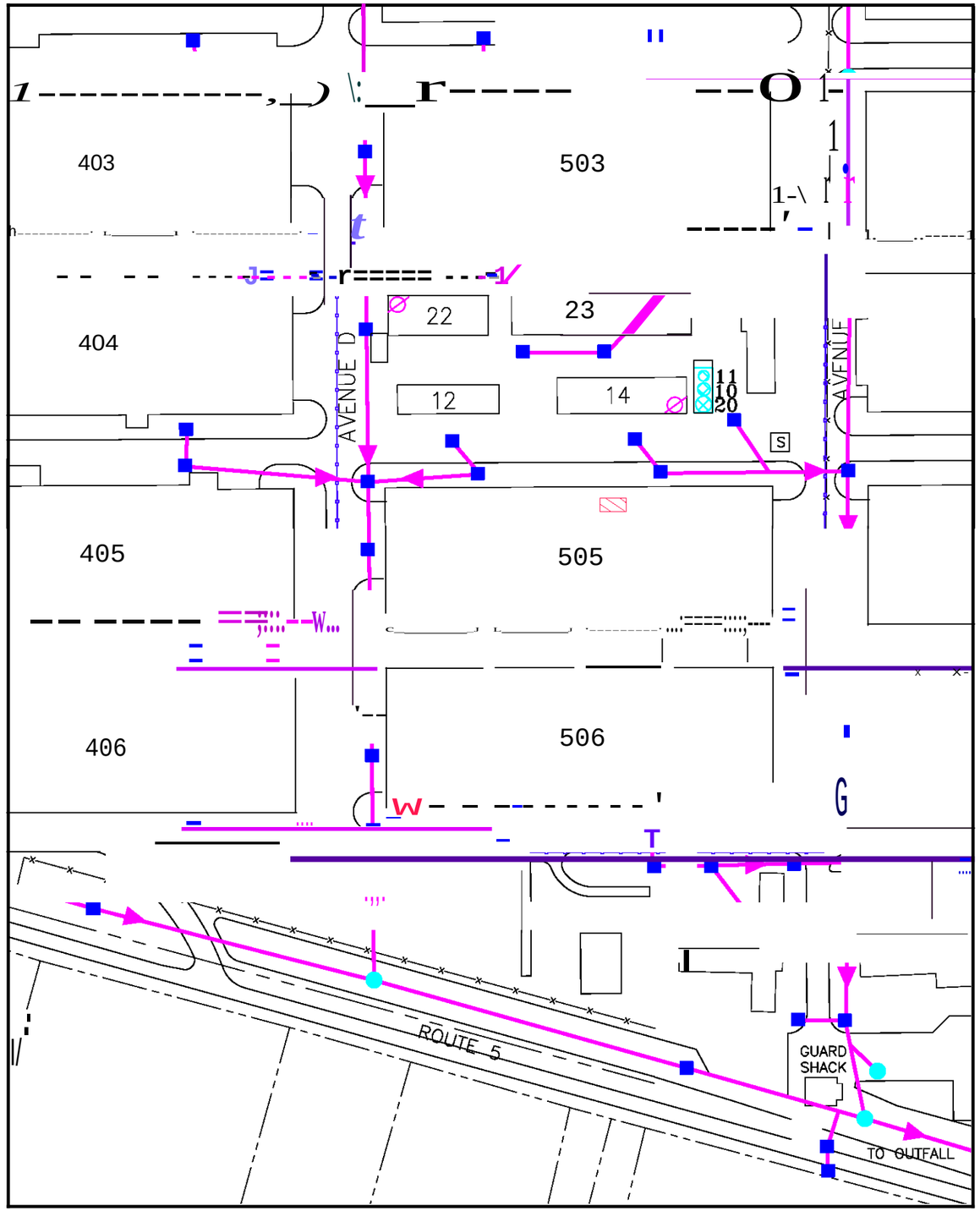
1. Exit depot and travel 1 block east in Corporations Park.
2. Turn RIGHT (south) on Capital Boulevard
3. Follow Capital Blvd (approx 2/10 mile) to NY Route 5.
4. Turn LEFT onto NY Route 5. Continue to follow NY-5, through Scotia and over the bridge into Schenectady. (3.8 miles)
5. Turn LEFT onto MCCLELLAN ST. (0.6 mile)
6. End at St. Clare's Hospital.

Total Est. Time: 15 minutes Total Est. Distance: 4.6 miles

Figure 1. Map to Hospital



START indicates Scotia Depot; END indicates St. Clare's Hospital at 700 McClellan Street.



NOTES:

1. "S" INDICATES NEW SECURITY CENTER.

2. SYMBOLS FOR ASTS AND TRANSFORMERS ARE NOT TO SCALE.

LEGEND

- DNSC PROPERTY LINE
- TRANSFORMER LOCATIONS INSIDE BUILDINGS (APPROXIMATE)
- ABOVEGROUND STORAGE TANKS (AST)
- STORM SEWER
- MANHOLES
- CATCH BASINS
- INDICATES FLOW OF STORMWATER DRAINAGE
- SPILL KIT LOCATION

ABOVEGROUND STORAGE TANK (AST) IDENTIFICATION

AST ID NO.	CAPACITY	CONTENTS	LOCATION
10	560 GALLONS	DIESEL FUEL	CENTER TANK ON FUEL ISLAND
11	250 GALLONS	KEROSENE	NORTH TANK ON FUEL ISLAND
20	1,000 GALLONS	GASOLINE	SOUTH TANK ON FUEL ISLAND

200 100 0 200 400

APPROX. SCALE: 1"=200'

FIGURE 2

DLA/DNSC SCOTIA DEPOT
SCOTIA. NEW YORK SPCC PLAN
OIL PRODUCT STORAGE LOCATIONS

PARSONS
290 ELWOOD DAVIS ROAD, SUITE 312. LIVERPOOL. N.Y. 13088, PHONE: 315-451-9560

XREF: P:\742714\CAD\BASE-1.DWG
P:\742714\SCOTIA\CAD\714C001FIGURE2.dwg, 5/13/09