

**WORK STATEMENT  
FOR  
ALASKA ARMY NATIONAL GUARD**

**REWRITE AND AMEND SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) PLANS**

**1.0 PURPOSE**

The Contractor will provide services as detailed below, relative to supporting the Alaska Army National Guard's (AKARNG) Water Resources Program of the Department of Military and Veterans' Affairs (DMVA) Facility Management Office's Environmental Compliance Office (FMO/ENV). The AKARNG is required to comply with the Clean Water Act, identified in Title 40 of the Code of Federal Regulations (CFR), numerous state and local regulations, and Army Regulation (AR) 200-1, *Environmental Protection and Enhancement*.

**2.0 BACKGROUND**

The DMVA-FMO/ENV maintains and operates approximately 60 facilities and training areas for the AKARNG in support of unit mission requirements, environmental compliance standards, and energy efficiencies. These facilities and training areas are located throughout the State of Alaska. Many of them are in remote areas accessible only by small aircraft or by watercraft. Additionally, sites often have limited local resources and are subject to extreme climatic conditions. Many facilities do not have personnel assigned to them, or only occasionally during training events.

- a. In accordance with the requirements set forth in 40 CFR § 112, facility Spill Prevention, Control and Countermeasure (SPCC) Plans are required to be reviewed and/or amended every five years.
- b. All sites have been visited and SPCC plans have been prepared, however, 5-year SPCC updates are mandated. Additionally, tanks have been permanently closed or modified with appurtenances at these sites and thus a Professional Engineer-certified plan technical amendment is required within six months as specified in 40 CFR § 112.5.
- c. DMVA-FMO/ENV seeks to have existing SPCC plans rewritten in a concise, user-friendly format that guides the reader through the steps necessary to maintain compliance with 40 CFR § 112.

**3.0 SCOPE OF SERVICES**

**a. REWRITE AND AMEND SPCC PLANS**

- (1) Current SPCCs shall be reviewed and rewritten with updates for all locations specified in **Attachment A: Site List for Spill Prevention, Control and Countermeasure (SPCC) Plans** in accordance with requirements set forth in 40 CFR § 112, AR 200-1/Chapter 4, 7 & 11, all applicable federal, and state/local environmental laws and regulations.
  - (a) The Contractor shall prepare Draft, Draft Final, and Final SPCC Plans for all locations specified in **Attachment A**. If deemed necessary by DMVA-FMO/ENV in consultation with the Contractor, additional drafts may be prepared for review to resolve all comments and concerns.
  - (b) Plans shall be rewritten with an emphasis on "How To Comply" and shall follow the outline in **Attachment B: SPCC Outline**. Any deviations from this format shall be reviewed and approved by the DMVA-FMO/ENV office.
  - (c) Verbiage concerning monthly tank inspections shall be updated (if necessary) to reflect that tank inspections are conducted periodically by personnel that are knowledgeable of storage facility operations, characteristics of the liquid stored, the type of Aboveground Storage Tank, and its associated components.
  - (d) Draft plan submittals shall include an MS Word file and a "clean copy" Adobe PDF file. DMVA-FMO/ENV will provide comments on drafts by using the MS Word "Track Changes" feature.
  - (e) The Contractor shall be required to constructively resolve all DMVA-FMO/ENV office comments and concerns.

- (f) The Contractor shall allow AKARNG staff review periods of approximately three (3) weeks per draft plan.
  - (2) The Contractor shall visit each identified facility.
    - (a) The existing SPCC Plans shall be studied for site-specific familiarization. DMVA-FMO/ENV shall provide existing plans in electronic format.
    - (b) Each AKARNG location shall be individually evaluated on-site, by a Professional Engineer currently registered in the State of Alaska, or an authorized and qualified agent of that engineer.
    - (c) During the site visit, the Contractor shall verify that information displayed on the site map is accurate and reflects the true and current condition of each site.
    - (d) The Contractor shall compile and supply DMVA-FMO/ENV with a list of deficiencies, if any, for each facility within 10 days of visiting that facility.
  - (3) Final plans shall be delivered no later than 30 days before the technical amendment deadline, as required by 40 CFR § 112.5.
- b. SITE VISIT SCHEDULES.** The Contractor shall coordinate closely with the DMVA-FMO/ENV office in scheduling site visits to avoid interference with other projects, and to coordinate with the DMVA Tribal Liaison Manager. Site visits and schedules shall be projected by the contractor within five (5) working days of receipt of notice to proceed. Site visits are subject to approval by the DMVA-FMO/ENV office two weeks prior to field execution.
- c. SPCC PLAN LAYOUT.** The Contractor shall rewrite and make updates based upon actual information that is obtained during site visits. Final plans shall reflect the true current condition of each site.
- d. MAPS.** The Contractor shall supply new maps that reflect the true current condition of each site. Each SPCC plan shall include at least three maps as follows:
- (1) State/Area map.
  - (2) Community Aerial Photograph Map. The most current available imagery shall be utilized and the AKARNG facility shall be clearly indicated on the map.
  - (3) Site diagram/map. Minimum data to be shown on site diagram/map include:
    - (a) Structural footprints;
    - (b) Building access points;
    - (c) Tank location(s) and contents;
    - (d) Type and location of ancillary equipment;
    - (e) Fuel system emergency valve(s)/shut down(s);
    - (f) Additional site features such as conex units, drums, spill kits, outbuildings, etc;
    - (g) Roads, boardwalks, and/or trails;
    - (h) Significant surface features that might prevent or promote surface drainage such as culverts, pipelines, and utility corridors;
    - (i) Hazardous material storage lockers;
    - (j) Day tank(s) and interior/exterior piping;
    - (k) Surface drainage information and direction;
    - (l) General site topography and direction/distance to nearest potentially impacted navigable water body;
    - (m) Approximate location of subject and adjacent property lines; and
    - (n) Map north orientation arrow, map scale, features key, and map legend.
- e. SPCC PHOTOGRAPHS**
- (1) During each site visit, photographs shall be taken of each facility for which a plan is prepared.
  - (2) Photographs shall show each side of the facility from approximately 100 feet out, showing the viewer the type of vegetative ground cover around and up to the facility from each side.
  - (3) Photographs shall be taken of each aboveground fuel storage tank (AST) and all of its appurtenances to include, but not limited to: vents, spill buckets, vent whistle, remote monitoring sensors, alarms, cam-lock fittings and/or fill limiters, and any labels and placarding, if present.

- (4) These photos shall provide a means to determine the capacity and type of tank. The photograph shall include one each view of the end, side, top, and base of each AST.
  - (5) Photographs shall be taken of any existing or potential spill problem areas (indoor or outside). These have historically included concerns with storage tank piping, hazardous substance storage areas, day tanks, fuel transfer sites, drums, etc.
  - (6) All photographs shall be clearly labeled to include facility identification, description of photographed subject, direction of view, and date of inspection.
  - (7) Photos shall be included on the SPCC Plan computer Compact Disc (CD) deliverable.
- f. REPORTS.** The Contractor shall report to the Project Manager or their alternate as soon as possible any condition that is unusual, hazardous to human health or the environment, new or recent soil staining, and/or any potential violation of the Clean Water Act, 40 CFR § 112 and/or AR 200-1.

#### **4.0 DELIVERABLES**

- a. SPCC PLANS.** The Contractor shall establish suspense dates to meet the prescribed deadline with due consideration to required review period for each plan. Suspense dates are subject to approval by DMVA-FMO/ENV office. All sheets and covers of all draft reports shall be overprinted with the word "DRAFT". The original copies of the final documents shall become the property of the National Guard Bureau (NGB). Plan deliverables are:

- (1) One complete electronic copy each of the Draft and Draft Final SPCC plans for each facility.
- (2) Final Printed SPCC Plans.
  - (a) Three printed copies for each facility as follows:
    - i. One unbound original, single-sided final plan.
    - ii. One individually spiral bound, double-sided final plan.
    - iii. One cardstock laminated, double-sided copy bound with a single ring binder.
  - (b) Formatting for plans shall be as follows:
    - i. Normal (1") margins all around.
    - ii. Arial font type utilizing font size 11.
- (3) Final Electronic SPCC Plans.
  - (a) One separate electronic CD copy for each facility Final SPCC plan.
  - (b) One each copy formatted in both MS Word and Adobe PDF.
  - (c) Original graphics files for each Figure in the Final SPCC plan.
  - (d) All copyrighted portions of the document including aerial photographs should be formatted in Adobe PDF and embedded within the MS Word document.

- b. SUSPENSES.** The Contractor shall be required to meet established suspense dates as approved by DMVA-FMO/ENV office with due consideration to the required review period.

- (1) The original copies of the Final documents shall become property of the DMVA/NGB.
- (2) Transmittal letters for each deliverable shall be forwarded to DMVA-FMO/ENV office.

#### **5.0 POINT OF CONTACT:**

The Contractor shall submit to the DMVA-FMO/ENV Project Manager or Alternate, a detailed project schedule within five (5) working days of receipt of notice to proceed. The schedule shall include a timeline chart of activities showing project task activities, field site activities, a description of project staffing and responsibilities, appropriate milestones, identification of decision points, deliverable dates, review times, and key schedule responsibilities.

If, for any reason, the schedule is changed or modified, the Contractor shall provide an amended schedule as soon as possible. Amended schedules shall not be permitted to affect previously scheduled milestones that were to occur within five (5) working days of an amended schedule submission date. Schedule revisions shall not be effective until approved.

- a. DMVA-FMO/ENV PROJECT MANAGER:**

Nicole Warner  
907-428-7151 phone  
kelley.tu@alaska.gov

**b. DMVA-FMO/ENV ALTERNATE PROJECT MANAGER:**

Alyssa Murphy  
907-428-7176 phone  
Alyssa.murphy@alaska.gov

**6.0 ADDITIONAL REQUIREMENTS UPON THE CONTRACTOR INCLUDE:**

- a. The Contractor shall utilize qualified personnel and subcontractors during the performance of the regulated activities of this contract. Subcontracted tasks and work elements shall be clearly identified in the work plans.
- b. All reporting will be submitted without reservation or claim to intellectual property, content, or copyright.
- c. The Contractor shall provide appropriate documentation that shows all aspects of this contract are performed to achieve the desired outcome and performance objectives.

**7.0 APPLICABLE DOCUMENTS:**

The historical SPCC material is available for informational purposes. Drawings, site graphs, and former SPCC plans are also available to be copied by the successful bidder. However, the Contractor is responsible for confirmation of actual site conditions and data.

**8.0 WORK SCHEDULE:**

- a. This contract action is subject to federal reimbursement. The performance period for the contract shall not extend beyond June 30, 2019 without prior approval.
- b. The contract term and work schedule set out herein represent the State's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days, however, the contract start date will remain the same.

**ENCLOSURES:**

- 1. **Attachment A:** *Site List for Spill Prevention, Control and Countermeasure (SPCC) Plans.*
- 2. **Attachment B:** *SPCC Outline.*

## Attachment A

### Site List for Spill Prevention, Control and Countermeasure (SPCC) Plan Updates

#### Sites Requiring SPCC Plan Updates

<i>Facility</i>	<i>Tank Number</i>	<i>Individual Volume (gal)</i>	<i>Aggregate Volume (gal)</i>
EMMONAK	FOT-1	1500	1500
BETHEL READINESS CENTER	FOT-1	10,000	1500
JUNEAU AAOF	FOT-1	6000	6250
JUNEAU FMS	FOT-1	1100	1870
JUNEAU READINESS CENTER	FOT-1	2500	2670

**Attachment B:**  
*Spill Prevention, Control and Countermeasure (SPCC) Plan Outline*

Cover – “Quick Reference” Table of Contents

Emergency Contact Numbers

Installation Spill Contingency Plan

Part 1 – How to Comply

i.e. maintenance of SPCC, roles and responsibilities, how to respond to spills/spill response procedures, notification procedures.

Part 2 – Certifications

i.e. management approval, professional engineer certification, certification of applicable substantial harm criteria.

Part 3 – Facility Information

i.e.: site description, fuel storage/tank inventory, description of tank characteristics, potential spill and predicted flow, discharge prevention, security, countermeasures.

Part 4 – Diagrams and Maps

Part 5 – Regulatory Cross-Reference

Part 6 – How to Inspect

Part 7 – How to Discharge Water and Remove Snow from Secondary Containment Areas

Part 8 – How to Train Personnel

Part 9 – How to Update and Amend SPCC Plan

Part 10 – How to Manage Mobile Refuelers and Portable Storage Units

Attachments:

Alaska Department of Environmental Conservation and Spill Notification Form  
Containment Dewatering Log  
SPCC Personnel Training Form  
SPCC Personnel Training Log Sign-in Sheet  
SPCC Plan Revision/Annual Review Log