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BY: ESM

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RCRA

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Hazardous Waste Regulation

**Ms. Tiffaney Noland**  
Department of Environmental Protection  
Hazardous Waste Management Section – MS 4555  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**RE: Hazardous Waste Transfer Facilities**  
**Jacksonville TRANSFLO Terminal – FLD984253526**  
**Tampa TRANSFLO Terminal – FLR000105338**

Dear Ms. Noland:

As instructed by Anthony Tripp, FL DEP, Hazardous Waste Regulation Section, please find the following enclosed annual update notification items for our Jacksonville and Tampa TRANSFLO Terminals:

1. Florida Notification of Regulated Waste Activity form (8700-12FL)[Form 62-730.900(1)(b)]
2. Terminal General Description
3. Closure Plan
4. Emergency Action Plan
5. Map of the transfer facility
6. Evidence of transporter financial responsibility and Hazardous Waste Transporter Status form [Form 62-730.900(5)(d)]

As information, the Closure Plan, item 3, was originally submitted on June 26, 2003 for the Jacksonville Terminal and September 13, 2007 for the Tampa Terminal. The Emergency Action Plan, item 4, for the Jacksonville Terminal is a revised version. However, there has not been a revision to the Tampa Terminal's plan since the 2007 original submittal. Item 6 is a combination of the financial responsibility and the Hazardous Waste Transporter Status form which was previously submitted on January 12, 2009 to the Florida Department of Environmental Protection, Hazardous Waste Management Section for both facilities.

If additional information is needed or you have any questions, please contact me at (904) 279-6323 or via email [jbarnes@transflo.net](mailto:jbarnes@transflo.net).

Sincerely,

**Jan M. Barnes**  
Director HS&E and Quality

cc: Anthony Tripp, Hazardous Waste Regulatory Section, FL DEP



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JAN 16 2009

BY: BSHW

January 12, 2009

**Mr. Rick Neves**  
Department of Environmental Protection  
Hazardous Waste Management Section – MS 4555  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**RE: Hazardous Waste Transporter Status and Transfer Facility Notification Forms:**  
**Jacksonville TRANSFLO Terminal – FLD984253526**  
**Tampa TRANSFLO Terminal – FLR000105338**

Dear Mr. Neves:

Enclosed please find the Hazardous Waste Transporter Status Forms and the Hazardous Waste Transfer Facility Notification Forms for the Jacksonville and Tampa TRANSFLO Terminals. I have also enclosed the Certificate of Liability Insurance for these facilities.

If you have any questions or concerns regarding the enclosed information, please contact me at (904) 279-6323 or via email [jbarnes@transflo.net](mailto:jbarnes@transflo.net).

Sincerely,

**Jan M. Barnes**  
Director HS&E and Quality

	Initials _____
	Date _____

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JAN 16 2009

BY: BSHW

**TRANSFER FACILITY NOTIFICATION FORM**

This form must be completed as required in Florida Administrative Code Rule 62-730.171(3) by transfer facilities storing hazardous waste in accordance with Florida Administrative Code Rule 62-730.171. All information must be typed or printed clearly.

I. Transporters identification:

Company Name TRANSFLO Terminal Services, Inc.

E.P.A.ID No. FLR984253526

Company Mailing Address 6735 Southpoint Drive South;J-975  
Jacksonville, FL 32216

Principal Contact Jan M. Barnes

Phone Number ( 904 ) 279-6323

II. Transfer Facility Identification:

Name of Facility Jacksonville TRANSFLO Terminal

Street Address 116 RR Druid Street  
Jacksonville, FL 32254

*Same address as:  
Kinder Morgan Materials  
FLR 000033506*

Latitude N 27 57' 06" Longitude W 82 25' 22"

County Duval Storage Volume N/A

III. Certification:

I certify under penalty of law that the above information is accurate and complete. As the owner or operator of the above-referenced hazardous waste transfer facility, I am aware that this facility must comply with the requirements of Florida Administrative Code Rule 62-730.171.

Jan M. Barnes Director-HSE&Quality  
Print/Type Name Title

Jan Barnes 1-12-09  
Signature of Authorized Representative Date Signed

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JAN 16 2009

BY: BSHW

**TRANSFER FACILITY NOTIFICATION FORM**

This form must be completed as required in Florida Administrative Code Rule 62-730.171(3) by transfer facilities storing hazardous waste in accordance with Florida Administrative Code Rule 62-730.171. All information must be typed or printed clearly.

I. Transporters identification:

Company Name TRANSFLO Terminal Services, Inc.

E.P.A.ID No. FLR000105338

Company Mailing Address 6735 Southpoint Drive South;J-975

Jacksonville, FL 32216

Principal Contact Jan M. Barnes

Phone Number ( 904 ) 279-6323

II. Transfer Facility Identification:

Name of Facility Tampa TRANSFLO Terminal

Street Address 504 North 34th Street

Tampa, FL 33605

Latitude N 27 57' 06" Longitude W 82 25' 22"

County Hillsborough Storage Volume N/A

*Same address as:  
Kinder Morgan Materials  
FLD 984253534*


III. Certification:

I certify under penalty of law that the above information is accurate and complete. As the owner or operator of the above-referenced hazardous waste transfer facility, I am aware that this facility must comply with the requirements of Florida Administrative Code Rule 62-730.171.

Jan M. Barnes Director-HSE&Quality  
Print/Type Name Title

Jan M. Barnes 1-12-09  
Signature of Authorized Representative Date Signed

DEP Form 62-730.900(6)

	Initials <u>      </u>
	Date <u>      </u>

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Are your services commercially available? yes

JAN 16 2009

STATE OF FLORIDA

BY: BSHW

HAZARDOUS WASTE TRANSPORTER STATUS FORM

I. Transporter Identification:

Transporter Name: TRANSFLO Terminal Services, Inc.

Transporter EPA ID: FLR 000 105 338

Location Address: 504 North 34th Street

Tampa, FL 33605

Contact: Jan M. Barnes

Telephone: (904) 279-5323

Mailing Address: 6735 Southpoint Drive South; Bldg II J-975

Jacksonville, FL 32216

II. Insurance Information:

Insurance Company: CSX Insurance Company

Address: 134 Meeting Street

Charleston, SC 29401

Contact: Deborah Tauro

Telephone: (904) 366-5088

Policy Number: AL0016

Expiration date: December 25, 2009

III. Waste Information:

EPA Waste Codes for Waste Routinely or Usually Transported:

D001; D008; D009; D010; D011; D035; F001; F002; F003; F004; F005

Comments: These codes are representative of waste streams handled at other TRANSFLO  
terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes

01/12/09

Signature

Date Signed

\*\*\*\*\*

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_

Date

Signature of Florida Department of Environmental Protection Representative Date Signed

Are your services commercially available? Yes

## STATE OF FLORIDA

### HAZARDOUS WASTE TRANSPORTER STATUS FORM

1. Transporter Identification:

Transporter Name: TRANSFLO Terminal Services, Inc.

Transporter EPA ID: FLR 000 105 339

Location Address: 504 North 34th Street

Tampa, FL 33605

Contact: Jan M. Barnes

Telephone: (904) 279-6323

Mailing Address: 6735 Southpoint Drive South, Bldg II J-975

Jacksonville, FL 32216

II. Insurance Information:

Insurance Company CSX Insurance Company

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D001; D008; D009; D010; D011; D035; F001; F002; F003; F004; F005

Comments: These codes are representative of waste streams handled at other TRANSFLO

terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes  
Signature

01/12/09

Date Signed

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_

Date

Signature of Florida Department of Environmental Protection Representative Date Signed

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Hazardous Waste Regulation

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MAR 23 2009

BY: [illegible]



**TRANSFLO®**

# **Hazardous Waste Transfer Facility**

## **Submittal of Supplemental Information**

**Jacksonville TRANSFLO Terminal  
116 R.R. Druid Street  
Jacksonville, FL 32254**

**March 20, 2009**







**8700-12FL - FLORIDA NOTIFICATION OF  
REGULATED WASTE ACTIVITY**

DEP Waste Management Division-HWRS, MS4560  
2600 Blair Stone Rd. Tallahassee, FL 32399-2400  
(850) 245-8772

Date Received  
(for FDEP Official Use Only)

EPA ID		F L D 9 8 4 2 5 3 5 2 6										MTS		RCRAInfo			
1. Reason for Submittal		Mark 'X' in correct box: <input type="checkbox"/> To provide <b>initial notification</b> (to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities). <input checked="" type="checkbox"/> To provide <b>subsequent notification</b> (to update status and facility identification information). <input type="checkbox"/> Is this the <b>final notification</b> (see instructions) for the facility?															
2. Facility or Business Name		Jacksonville TRANSFLO Terminal										FEID No.		5 9 - 3 6 5 5 8			
3. Facility Operator (List additional Operators in the comments section).		Name of Operator: Kinder Morgan Material Services										<input type="checkbox"/> New Operator		Date became Operator: ____/____/____ mm dd yy			
		Street or P.O. Box: 333 Rouser Rd										Phone Number: 704-391-9736					
		City or Town: Moon Township										State: PA		Zip Code: 15108			
		Operator Type: <input checked="" type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other															
4. Facility Physical Location Information		Physical Street Address: 116 RR Druid Street															
		City or Town: Jacksonville										State: FL		Zip Code: 32254			
		County: Duval										If available, please attach a map or sketch of the facility boundaries.					
		Latitude: 3 0 1 9 3 8 . 4000 Longitude: 8 1 4 3 0 1 . 7000 Method: d d m m s s . ssss d d m m s s . ssss Datum:															
5. Facility North American Industry Classification System (NAICS) Code(s)		A. 488210										B.		C.		D.	
6. Facility or Business Mailing Address		Street Address or P.O. Box: 6735 Southpoint Drive S., J-975															
		City or Town: Jacksonville										State: FL		Zip Code: 32216			
7. Facility or Business Contact Person		First Name: Jan										Last Name: Barnes		Title: Director-HSE&Q			
		Phone Number: 904-279-6323										Extension:		E-Mail: jbarnes@transflo.net			
		Street or P.O. Box: 6735 Southpoint Drive S., J-975															
		City or Town: Jacksonville										State: FL		Zip Code: 32216			
8. Real Property (Land) Owner of the Facility's Physical Location (List additional real property owners in the comments section.)		Name of Real Property (Land) Owner: CSX										<input type="checkbox"/> New Owner		Date became Owner: ____/____/____ mm dd yy			
		Street or P.O. Box: 500 Water Street										Phone Number: 904-359-3200					
		City or Town: Jacksonville										State: FL		Zip Code: 32202			
		Owner Type: <input checked="" type="checkbox"/> Private <input type="checkbox"/> Federal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other															

**9. Type of Regulated Waste Activity ( Mark 'X' in all that apply):****A. Hazardous Waste Activities:****(1) Generator of Hazardous Waste**

(Choose only one of the following three categories.)

- ☐ a. Large Quantity Generator (LQG):  
Generates in any calendar month 1,000 kilograms or greater per month (kg/mo) (2,200 lbs.) of *non-acute* hazardous waste; **or** Greater than 1 kg (2.2 lbs) of *acute* hazardous waste
- ☐ b. Small Quantity Generator (SQG):  
Generates in any calendar month greater than 100kg/mo but less than 1,000 kg/mo (>220 to <2,200 lbs.) of *non-acute* hazardous waste and/or 1 kg (2.2 lbs) or less of *acute* hazardous waste
- ☐ c. Conditionally Exempt SQG (CESQG):  
Generates in any calendar month 100 kg/mo or less (220 lbs.) of *non-acute* hazardous waste and 1 kg (2.2 lbs) or less of *acute* hazardous waste

**In addition, indicate other generator activities that apply.**

- ☐ d. United States Importer of hazardous waste
- ☐ e. Mixed Waste (hazardous and radioactive) Generator

**For Items 2 through 7, mark 'X' in all that apply.****(2) Treater, Storer, or Disposer of Hazardous Waste**

(at your facility) Note: A hazardous waste permit may be required for this activity.

- ☐ a. Operating Commercial TSD
- ☐ b. Operating Non-commercial TSD
- ☐ c. Non-operating: Postclosure or Corrective Action Permit or Consent Order (HSWA, etc.)

**(3) Recycler of Hazardous Waste (at your facility)**Specify: ☐ Commercial; ☐ Non-Commercial.

A permit is required for storage prior to recycling.

**(4) Exempt Boiler and/or Industrial Furnace**

- ☐ a. Small Quantity On-site Burner Exemption
- ☐ b. Smelting, Melting, and Refining Furnace Exemption

**(5) Person Authorized to Manage Conditionally Exempt Waste Generated at Other Facilities - Choose this management activity ONLY if you attach EITHER a copy of your application for such authorization OR the authorization you received from FDEP.****(6) Underground Injection Control - Mark an 'X' even if the UIC well at your facility does not receive hazardous waste.**

- (7) ☒ Transporter of Hazardous Waste** [ Note: A Certificate of Liability Insurance is required along with this registration.]  
Registration must be renewed annually. ☐ a. For own waste only ☒ b. For commercial purposes

**c. Hazardous Waste Transporter Insurance Information**Insurance Company CSX Insurance CompanyAddress 134 Meeting Street, Charleston, SC 29401Contact Deborah Tauro Telephone 904-366-5088Policy Number AL0016 Expiration date 12-25-2009**d. Transportation Mode** ☐ Air ☒ Rail ☒ Highway ☐ Water ☐ Other - specify \_\_\_\_\_**e. ☒ Hazardous Waste Transfer Facility:** Storage Volume \_\_\_\_\_☐ **Initial notification**

The following items are required to be submitted with the initial notification for a transfer facility [Rule 62-730.171(3), Florida Administrative Code (F.A.C.)]:

- ☐ Certification by a responsible corporate officer of the transporter that the proposed location satisfies the criteria of Section 403.7211(2), Florida Statutes (F.S.) [Rule 62-730.171(3)(a)1., F.A.C.]
- ☐ Evidence of the transporter's financial responsibility [Rule 62-730.171(3)(a)3., F.A.C.]
- ☐ A brief general description of the transfer facility operations [Rule 62-730.171(3)(a)4., F.A.C.]
- ☐ A copy of the facility closure plan [Rule 62-730.171(3)(a)5., F.A.C.]
- ☐ A copy of the contingency and emergency plan [Rule 62-730.171(3)(a)6., F.A.C.]
- ☐ A map or maps of the transfer facility [Rule 62-730.171(3)(a)7., F.A.C.]

☐ **Notification of changes in above items**☒ **Annual update notification**

**B. Universal Waste (UW) Activities (Mark 'X' in all that apply) ("accumulated" means at any one time):**

- ☐ Large Quantity Handler (LQH) = 5,000 kg (11,000 lb) or more of any combination of UW accumulated
- ☐ Small Quantity Handler (SQH) = always less than 5,000 kg accumulated
- ☐ Mercury-containing devices LQH = 100 kg (220 lb) or more accumulated by for-hire handler
- ☐ Mercury-containing devices SQH = less than 100 kg accumulated by for-hire handler
- ☐ Mercury-containing lamps LQH = 2,000 kg (4400 lbs/8,000 lamps) or more accumulated by for-hire handler
- ☐ Mercury-containing lamps SQH = less than 2,000 kg (8,000 lamps) accumulated by for-hire handler
- [Note: 4 lamps = 1 kg, 62-737.200(10)]
- ☐ Pharmaceuticals LQH = 5,000 kg or more of universal pharmaceutical waste (UPW) accumulated
- ☐ Pharmaceuticals LQH = more than 1 kg (2.2 lb) of acutely hazardous ("P-listed") pharmaceutical waste accumulated
- ☐ Pharmaceuticals SQH = always less than 5,000 kg of UPW and always 1 kg or less of acutely hazardous UPW accumulated

(1) For those Managing	Generate/ Accumulate	Transport (see note in instructions)	Handle at Transfer Facility	(2) Enter your estimate of the maximum amount (in pounds) of each type of UW on site or transported at any one time.
a. Batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Pesticides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Pharmaceuticals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Mercury Containing Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Mercury Containing Lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**(3) Mercury Recovery and/or Reclamation Facility**

[Chapter 62-737, F.A.C.]

☐

Note: A hazardous waste permit is required for this activity. [Rule 62-737.800, F.A.C.]

**(4) Reverse Distributor of UW**☐

Pharmaceuticals

☐

Lamps

☐

Devices

☐**(5) Destination Facility for UW**☐

Note: for this activity, a facility must treat, dispose or recycle a UW. A permit is required for storage prior to recycling.

**C. Used Oil Activities:****(1) Used Oil Transporter - indicate type(s) of activity(ies):**

- ☐ a. Transporter
- ☒ b. Transfer Facility

**(2) ☐ Collection Center****(3) ☐ Used Oil Processor** (A permit is required for this activity.)**(4) ☐ Off-Specification Used Oil Burner****(5) ☐ Used Oil Fuel Marketer****(6) Used Oil Filter**

- ☐ a. Transporter
- ☐ b. Transfer Facility
- ☐ c. Processor
- ☐ d. End User

**(7) Used Oil Transporters, Transfer Facilities, Collection Centers, Off-Specification Burners and Marketers must pay an annual \$100 registration fee. Used Oil Processors are exempt from this fee. If applicable, enclose a check or money order, in the amount of \$100, payable to Florida Department of Environmental Protection.**

☐ A check is enclosed. Previously submitted on 1/26/09

**(8) Specific Certification to be signed by all Used Oil Transporters**

I certify as a Used Oil Transporter that the training program and financial responsibility required under Section 62-710.600, F.A.C., are in place, current and being adhered to. If any modifications have been made to the originally approved training program, they are explained in attachments to this registration form. Evidence of financial responsibility is demonstrated by the attached Used Oil Transporter Certificate of Liability Insurance, DEP form 62-710.901(4), F.A.C.

Signature of Authorized Person

Print Name of Authorized Person

**(9) The records required under the provisions of Rule 62-710.510, F.A.C., are kept at (check one):**

- ☐ our mailing (business) address
- ☒ The site (facility) address

EPA ID No.

FLD984253526

**D. Other State Regulated Waste Activities:**☐ **Petroleum Contact Water (PCW) Handler** [Chapter 62-740, F.A.C.]

Note: A water facility permit may be required for this activity.

**10. Waste Codes for Federally Regulated Hazardous Wastes:** List the waste codes of the Federal hazardous wastes handled at your facility. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112).

Hazardous waste transporters list codes routinely or usually transported. Use an additional page if more spaces are needed.

1	D001	2	D008	3	D009	4	D010	5	D011	6	D035	7	F001
8	F002	9	F003	10	F004	11	F005	12		13		14	
15		16		17		18		19		20		21	
22		23		24		25		26		27		28	

**11. Other Status Changes (Mark 'X' in all that apply):****A. Non-Handler of Regulated Waste at This Facility**

- ☐ (1) Business no longer generates, transports, treats, stores, or disposes of hazardous waste
- ☐ (2) Waste generated by business has been delisted.
- ☐ (3) Other (explain) \_\_\_\_\_

**B. Facility Closed**

- ☐ (1) Closed at this location and **moved or moving** to another - submit a new Form 8700-12FL for the new location if you will be handling regulated waste there.
- ☐ (2) Out of Business - Business closed on \_\_\_\_\_ (Date). Please provide a contact person, mailing address, and phone number where you can be reached after closing.

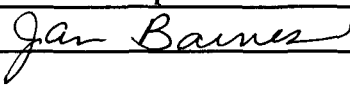
Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

☐ **C. Property Tax Default**☐ **D. Petition for Bankruptcy Protection**

**12. Certification:** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. If I have notified as a transfer facility, I am aware that transfer facilities must comply with the requirements of Rule 62-730.171, FAC, and Rule 62-730.182, FAC.

Signature of owner, operator, or an authorized representative	Print Name and Title	Date Signed (mm-dd-yyyy)
	Jan M. Barnes	03/20/2009

If the person who filled in this form is not the Facility Contact or Operator, please complete the information below:

(Name of person completing this form) \_\_\_\_\_

(Phone Number) \_\_\_\_\_

(E-mail Address) \_\_\_\_\_

**13. Comments:**

The waste codes listed above are representative of waste streams handled at other TRANSFLO terminals. They may vary based upon actual customer business requirements.





March 20, 2009

**Ms. Tiffaney Noland**  
Department of Environmental Protection  
Hazardous Waste Management Section – MS 4555  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**RE: General Description of the Transfer Facility Operations  
Jacksonville TRANSFLO Terminal – FLD984253526**

Dear Ms. Noland:

The Jacksonville TRANSFLO Terminal, located at 116 RR Druid Street, is a transloading facility of various bulk chemicals and products that include used oil and hazardous waste materials from rail to truck and vice versa with no intermediate storage. The facility is operated by Kinder Morgan Material Services (KMMS). KMMS is responsible for the daily operations and ensuring that all operational requirements are met. The bulk transfer activity is positioned on 5 active tracks with a 49 total car capacity. The overall facility is approximately 4 acres and consists of a truck scale, a small office for administrative services such as inventory management and document preparation, a 1000 square foot equipment maintenance shop, and portable equipment (e.g. pumps, conveyor systems) that are used to transfer material between rail cars and trucks. Rail cars are placed by the serving railroad (CSXT) on the railroad track spurs inside the facility for loading and unloading of bulk materials. The following waste codes are representative of waste streams which are handled at other TRANSFLO terminals: D001, D008, D009, D010, D011, D035, F001, F002, F003, F004 and F005. They may vary based upon actual customer business requirements.

If additional information is needed or you have any questions, please contact me at (904) 279-6323 or via email [jbarnes@transflo.net](mailto:jbarnes@transflo.net).

Sincerely,

**Jan M. Barnes**  
Director HS&E and Quality

cc: Anthony Tripp, Hazardous Waste Regulatory Section, FL DEP



**Hazardous Waste Transfer Facility  
Closure Plan**

**TRANSFLO Terminal  
116 RR Druid Street  
Jacksonville, FL 32254**

**Owner:  
TRANSFLO Terminal Services, Inc.  
6735 Southpoint Drive South; J-975  
Jacksonville, FL 32216**

**Revised: June 2003**



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**TABLE 1                      HAZARDOUS SUBSTANCES OF CONCERN**

**FIGURE 1                 SITE PLAN**

**APPENDIX A                MSDS**

**APPENDIX B                SAMPLING AND ANALYSIS PLAN**

# **1 INTRODUCTION**

---

## **1.1 Purpose**

This plan has been prepared in accordance with the requirements of 40-CFR, Part-265 and 62-730.171 Florida Administrative Code (FAC) for closure of RCRA transfer facilities and identifies all steps necessary to close the hazardous waste transfer area at the TRANSFLO terminal in Jacksonville, Florida. This plan provides for the clean closure of this area; therefore, a post-closure plan is not required. The facility is not subject to the post-closure care requirements of disposal facilities.

As required by 40-CFR, Part-265, Subpart G and 62-730.171 FAC (i.e. closure performance standard), the closure procedures described in this plan will minimize the need for further maintenance, and will control, minimize or eliminate, to the extent necessary to protect human health and the environment, escape of hazardous waste, constituents, leachate, contaminated run-off, or waste decomposition products to the ground of surface waters or to the atmosphere.

A copy of this plan will be stored at the facility at all times and will be available for review during normal working hours by representatives of the Florida Department of Environmental Protection (FDEP) and U. S. Environmental Protection Agency, Region IV, until closure of the transfer area is complete.

The following sections of the closure plan provide information concerning the clean closure of the hazardous waste transfer area as required by 62-730.171(2)(b) FAC and 40-CFR 265.111, 265.112(c), 265.114, and 265.115. Section 1 of this plan provides a physical description of the facility and waste management practices. Section 2 provides a description of a field inspection conducted at the site. Section 3 identifies closure objectives. Section 4 presents the procedures necessary for final closure of the hazardous waste transfer area.

## **1.2 Facility Description**

### **1.2.1 General**

The facility and equipment are owned by TRANSFLO Terminal Services, Inc. (TTSI) and are operated by Kinder Morgan Material Services (KMMS). KMMS is responsible for the daily operations and ensuring that all operational requirements are met. The TRANSFLO Terminal is located at 116 RR Druid Street in Jacksonville, Florida, approximately two miles north of Interstate-10, in Jacksonville, Florida. Directions to the facility are to take the McDuff Avenue exit from I-10, head north on McDuff approximately 1 mile, and take a left (west) on Warrington Street. Warrington Street dead-ends approximately 25 yards from the entrance to the terminal.

The terminal provides "transloading" services for bulk materials, in that bulk material is transloaded between rail cars and highway cargo tanks with no intermediate storage. The overall facility is approximately 4 acres and consists of a truck scale with two

ramps, a small office where administrative services for inventory management and document preparation, a 1000 square foot equipment maintenance shop, and portable equipment (e.g. pumps, conveyor systems) that is used to transfer material between railcars and highway cargo tanks. Rail cars are placed by the serving railroad (CSXT) on the railroad track spurs inside the facility for loading and unloading of bulk materials.

The hazardous waste fuel to be transferred at this terminal is an industrial furnace fuel brought to the facility in highway cargo tanks. The hazardous waste fuel is then pumped into rail cars for further transportation to a facility for use as a fuel. Only one rail tank car will be loaded at a time. The number of railcars on-site at any given time will range from 1 to 4, depending on the service received from CSXT and other operational factors. Figure 1 shows the TRANSFLO terminal and the designated hazardous waste fuel transfer area.

### **1.2.2 Waste Transferred**

Because of the transfer of this hazardous waste fuel, the TRANSFLO terminal is a hazardous waste "transfer facility". The hazardous waste transferred at the terminal is a synthetic fuel/industrial furnace fuel (D001, D008, D009, D010, D011, D035, F001, F002, F003, F004, and F005). A copy of the Material Safety Data Sheet for the synthetic fuel is provided in Appendix A.

### **1.2.3 Hazardous Waste Transfer Area**

TRANSFLO has designated an area in the middle section of the terminal as the hazardous waste transfer area. This area, as illustrated in Figure 1, is adjacent to track number 3, just north of the terminal office. A 100 foot wide asphalt paved section between the two tracks is wide enough to drive a semi-truck along. The transfer area is approximately 120 feet long. The rail cars will be loaded on the eastern end of track number 3, on the north side of the track. This area is long enough to spot two rail tank cars. Drip pans are in place on the designated loading area. A 6 foot wide area directly under the drip pans is constructed of railroad ballast only. Asphalt pavement is located on both sides of track number 3.

All truck and rail cars entering and leaving the terminal will be clearly and properly labeled to identify their contents, consistent with applicable regulations for the transportation of hazardous materials and any applicable health and safety requirements.

### **1.2.4 Maximum Inventory**

The approximate maximum quantity of hazardous waste capable of being stored in one rail tank car in the transfer area is approximately 20,000 gallons. It is not anticipated that loaded rail cars will be on-site for more than five days. Typically, the rail tank car switch out schedule is four days per week. Section 62-730.171, F.A.C., however, allows on-site storage of hazardous waste for up to ten (10) days.

## 2 FIELD INSPECTION

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### 2.1 Observations

On April 24, 2003, personnel from TRANSFLO Terminal Services performed an inspection of the TRANSFLO hazardous waste transfer area. The purpose of this inspection was to :

- Identify potential signs of spills or leaks (e.g., stained or damaged concrete or asphalt)
- Evaluate the integrity of the staging area, containment devices, and drains.
- Observe a test transfer to confirm the process.

The inspection revealed that the transfer area is in good condition. The asphalt paving has minor cracks near the transfer area, but is otherwise in good repair. The asphalt is approximately 2-inches thick with a 6-inch lime rock base. Stainless steel drip pans are in place between the rails in the transfer area. There is no drain system for the drip pans. At the time of inspection there were no visible cracks in the drip pans. No signs of spills or leaks were identified in the transfer area.

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### 3 CLOSURE OBJECTIVES

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#### 3.1 General

Closure of the hazardous waste transfer area will be conducted in a manner that will meet the closure performance standard of 40-CFR-265.111. The general closure performance standards require that closure activities:

- Minimize the need for further maintenance.
- Control, minimize or eliminate, to the extent necessary to protect human health and the environment, post-closure escape of hazardous waste, hazardous constituents, leachate, contaminated run-off, or hazardous waste decomposition products to the ground, surface waters, or to the atmosphere.
- Comply with the closure requirements of this subpart, including, but not limited to, the requirements of 40-CFR-265.197, 265.228, 265.258, 265.280, 265.310, 265.351, 265.381, 265.404, and 264.1102 in as much as they apply to this facility.

Implementation of the closure procedures described in Section 4 of this plan will ensure that the above performance standards are met.

In order to determine whether closure activities are complete, "action levels" for those specific hazardous substances associated with the synthetic fuel handled in the transfer area will be used. The action levels used at the TRANSFLO terminal are the Groundwater and Surface Water Clean-up Target Levels and the Soil Cleanup Target Levels specified in F.A.C Section 62.777. Table 1 lists the specific hazardous substances of concern. Those compounds are constituents of the synthetic fuel transferred at the TRANSFLO terminal, and will serve as an indicator for hazardous substances.

## **4 CLOSURE PROCEDURES**

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### **4.1 General**

This section describes the procedures to be followed in the event the hazardous waste transfer area permanently ceases to handle hazardous waste, or an emergency triggering the cleanup procedures of the contingency plan occurs. This closure plan assumes that contingency plan procedures will limit any contamination to the hazardous waste transfer area indicated on Figure 1. In the event that contingency plan procedures are not completely successful, some additional areas may need to be closed and the closure plan will then be expanded to address the other areas.

### **4.2 Partial Closure - Hazardous Waste Transfer Area**

Partial closure of the transfer area prior to final closure is not anticipated.

### **4.3 Final Closure - Hazardous Waste Transfer Area**

The hazardous waste transfer area is located in the middle section of the terminal as shown in Figure 1. If the transfer area is closed, and no release has occurred, then a visual inspection of the area will be conducted. Stains, odors, and other signs of spills will be looked for during the inspection. A total of four soil samples will be collected in the ballast area underneath the loading area of track number 3. Track number 3 was constructed in the 1990's on top of the existing paved surfaced, so any releases from the tank car would be present in the ballast area. The samples will be analyzed for compounds listed in Table 1 to confirm that results are below the action levels.

The following closure activities will be followed for final closure of the transfer area if a spill has occurred. All hazardous wastes will be removed from the transfer area and transported to an appropriate permitted disposal facility. Pads or containment berms will be placed to control movement of liquids on the ground surface and in the drip pans. Free liquids will be pumped into drums or tanks, or adsorbed with pads. Asphalt, drip pans, and rails will be washed with a non-alcohol based detergent and then steam rinsed. Runoff will be controlled by the use of adsorbent pads or containment berms. The ballast will be recovered and washed in an appropriate soil washing system. The detergent wash water and rinse water will be collected and stored in separate, labeled drums for chemical analysis. All liquids, soil and other waste materials will be managed as hazardous waste until such time as analysis proves their non-hazardous nature. Soil samples will be taken in the ballast area between the rail and the asphalt and analyzed for the compounds listed in Table 1. The soils will be excavated if the analytical results indicate that the soils are contaminated above the action levels for the hazardous substances listed in Table 1. Soils will be excavated, horizontally and vertically, until sampling indicates contaminant levels are below the action levels. If a groundwater impact is suspected, then a groundwater assesement and remediation plan will be submitted to FDEP for review and approval.

A sample of the final rinse, soil samples, and groundwater samples, if necessary, will be collected, plus a duplicate for each media. Appropriate QA/QC procedures will be followed for sample collection, analysis, and data verification (see Appendix B). Samples will be analyzed for the compounds listed in Table 1. All sampling and analysis will be conducted by a National Environmental Laboratory Accreditation Program (NELAP)-certified laboratory. Results will be compared to the action levels referenced in Section 3. If the analysis indicates contamination (i.e., concentrations are above the action levels), then decontamination procedures will be repeated for the contaminated media, or an alternative procedure will be proposed. TRANSFLO reserves the right to propose alternative action levels should the final analyses from a second cleaning exceed the action levels referenced in Section 3.

In accordance with 40-CFR-265.114, during closure activities all contaminated equipment, structures and soil will be properly disposed of, or decontaminated. Collected wash water and rinsate will be characterized per hazardous waste requirements. Hazardous wastes will be shipped to a permitted Treatment, Storage, and Disposal Facility (TSDF) in accordance with 40-CFR, Part 262. Non-hazardous wastes will be containerized and sent to an appropriately permitted waste facility.

#### **4.4 Schedule and Notifications**

This closure plan shall be submitted to the FDEP in order to authorize a change to this closure plan. The plan will be amended if:

- Changes in operating plans or facility design affect the closure plan, or
- There is a change in the expected year of closure, if applicable, or
- In concluding final closure activities, unexpected events require a modification of the closure plan, or
- The waste handled changes from that described in this plan

As required by 40-CFR-265.112(c) (2) and (3), TRANSFLO will amend, and submit to FDEP, the modified closure plan at least 60 days prior to the proposed change in facility design, or operation, or no more than 60 days after an unexpected event has occurred which has affected this closure plan. If an unexpected event occurs during the final closure period, TRANSFLO will amend, and submit to FDEP, the modified closure plan no more than 30 days after the unexpected event.

In accordance with 40-CFR-265.112(c)(4), FDEP may request modifications to the closure plan under the conditions described in 40-CFR-265.11(c)(1). TRANSFLO must submit the modified plan within 60 days of the request from FDEP, or within 30 days if the unexpected event occurs during final closure.

#### **4.5 Certification of Closure**

In accordance with 40-CFR-265.115, upon completion of final closure activities, a certification of closure will be prepared and certified by the owner or operator and an independent registered professional engineer indicating that the transfer area has been closed as specified in the approved closure plan. This certification will be transmitted to FDEP via registered mail within 60 days of completion of final closure activities.

#### **4.6 Future Transfer Activities**

After closure of the synthetic fuel transfer area is completed and the certification of closure submitted to FDEP is approved, the transfer area may be reopened for transfer of synthetic fuels. The transfer area will be operated in accordance with all applicable requirements for transfer facilities.



## TABLES

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Table 1. Hazardous Substances of Concern

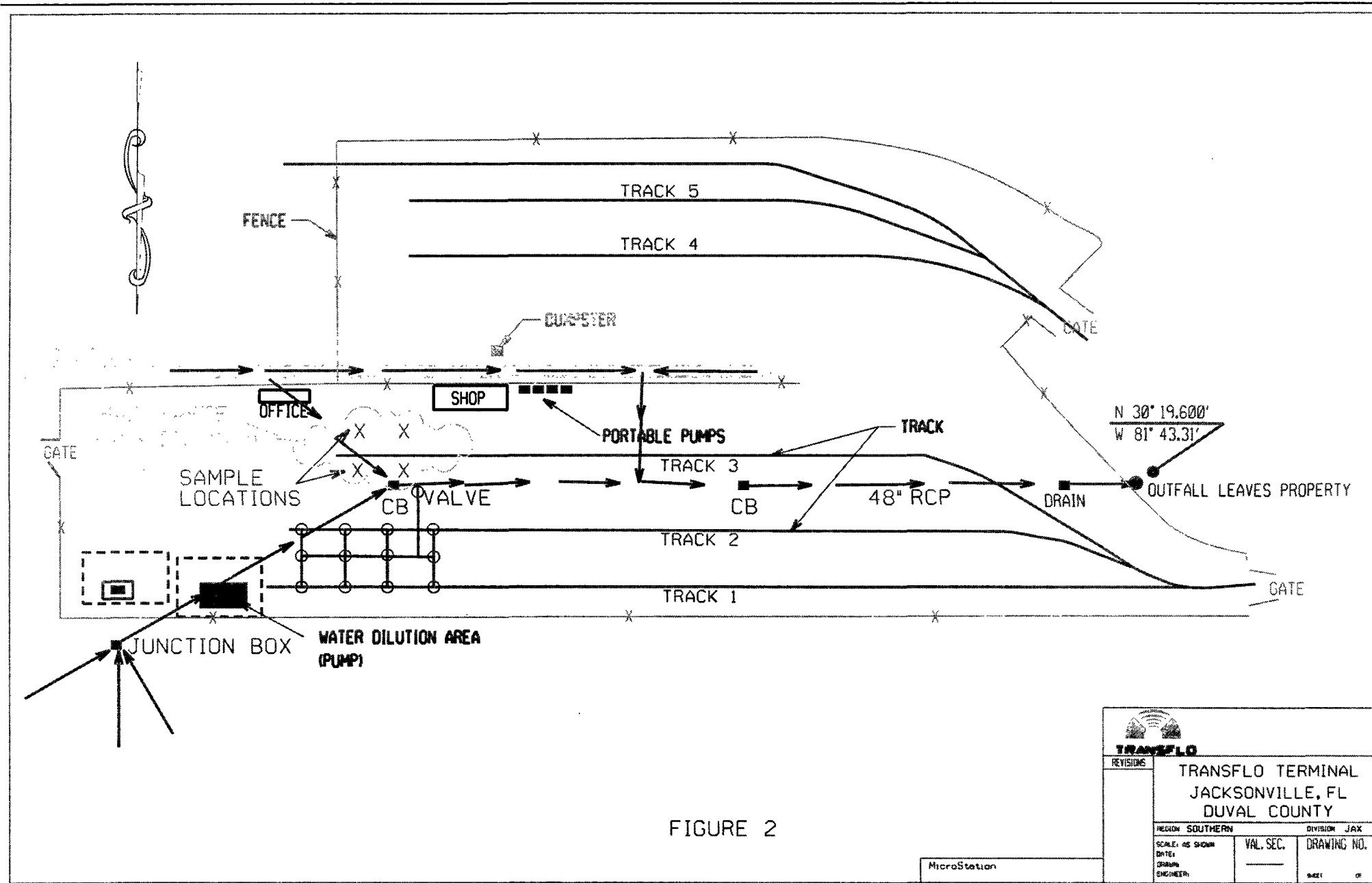
Hazardous Substance
Acetone
Acetonitrile
Butyl Acetate
Carbon Tetrachloride
Dimethyl Formamide
Ethyl Acetate
Ethyl Alcohol
Heptane
Hexane
Isopropyl Alcohol
Lead
Mercury
Methanol
Methyl Acetate
Methyl Ethyl Ketone
Methyl Isobutyl Ketone
Methylene Chloride
n-Propyl Acetate
Pyridine
Selenium
Silver
Toluene
1,1,1-Trichloroethane
Xylene (Total)

## FIGURES

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IMAGE QUALITY

AS YOU VIEW THE FOLLOWING  
DOCUMENT, PLEASE NOTE THAT  
PORTIONS OF THE ORIGINAL WERE OF  
POOR QUALITY



## **APPENDIX A**

### **Hazardous Waste MSDS**

Safety-Kleen Corp.  
777 Big Timber Road, Elgin, IL 60123

EMERGENCY ASSISTANCE

For emergency assistance involving chemicals, call Chemtrec  
(800) 424-9300

FOR PRODUCT AND SALES INFORMATION

Contact Safety-Kleen Corp., 777 Big Timber Road  
Elgin, Illinois 60123 - (708) 697-4502

PRODUCT IDENTIFICATION

Product Name: Hazardous Waste Fuel/  
Industrial Furnace Fuel

CAS No.: See ingredient list.  
SKE Code: Z2005

Other Names/Synonyms: Synthetic Fuel, Chemical Based Fuel,  
Waste Fuel, Alternative Synthetic Fuel

Hazard Rating (NFPA 704):

Hazard Rating Scale:

Date Issued: 8/92  
Supersedes: 3/87

Health : 2  
Fire : 3  
Reactivity : 0  
Special : None

0 = Minimal 3 = Serious  
1 = Slight 4 = Severe  
2 = Moderate

INGREDIENTS

Component	CAS No.	OSHA PEL	ACGIH TLV	Other Limit	Notes
Water (20-50%)	None	None	None	None	None
Industrial Solvents - Alcohols (30 to 40%):					
Methanol	67-56-1	200	200	None	Flammable,
Ethyl Alcohol	64-17-5	1000	1000	None	Flammable
N-Propyl Alcohol	74-23-8	200	200	None	Flammable
Isopropyl Alcohol	67-63-0	400	400	None	Flammable
N-Butyl Alcohol	74-36-3	50	50	None	Flammable, Irritant
sec-Butyl Alcohol	78-92-2	150	150	None	Flammable
Isobutyl Alcohol	78-83-1	50	50	None	Flammable, Irritant
Tert-Butyl Alcohol	75-65-0	100	100	None	Flammable

Industrial Solvents - Ketones (5 to 10%):

Acetone	67-64-1	750	750	None	Flammable, Irritant
Methyl Ethyl Ketone	78-93-3	200	200	None	Flammable, Irritant
Methyl Isobutyl Ketone	108-10-1	50	50	None	Irritant
Cyclohexyl Ketone	108-84-1	25	25	None	Flammable

## Industrial Solvents - Esters, Ethers and Amides (1 to 10%):

Ethyl Acetate	141-78-6	400	400	None	Flammable
n-Propyl Acetate	109-60-4	200	200	None	Flammable, Irritant
Isopropyl Acetate	108-21-4	250	250	None	Flammable
Butyl Acetate	123-86-4	150	150	None	Flammable, Irritant
Dimethylformamide	68-12-2	10	10	None	OSHA/ACGIH List
2-Methoxyethanol	109-86-4	25	5	None	Flammable
N,N-Dimethylacetamide	127-19-5	10	10	None	OSHA/ACGIH List
Tetrahydrofuran	109-99-9	200	200	None	Flammable

## Industrial Aromatic Solvents &amp; Hydrocarbons (5 to 50%):

Toluene	108-88-3	200	100	None	Flammable
Ethyl Benzene	100-41-4	100	100	None	Flammable
Xylene	1330-20-7	100	100	None	Flammable
Mineral Spirits	8052-41-3	500	100	None	Combustible
Hexane	110-54-3	500	500	None	Flammable
Heptane	142-82-5	500	500	None	Flammable

## Industrial Chlorinated Solvents (1 to 10%):

Chloroform	67-66-3	2	10	None	OSHA/ACGIH List
Methylene Chloride	75-09-2	500	100	None	OSHA/ACGIH List
1,1,1-Trichloroethane	71-55-6	350	350	None	OSHA/ACGIH List
Trichloroethylene	79-01-6	50	50	None	OSHA/ACGIH List
Perchloroethylene	127-18-4	25	50	None	OSHA/ACGIH List
Fluorocarbons	75-13-1	1000	1000	None	OSHA/ACGIH List

PHYSICAL PROPERTIES

Boiling Point, Deg. F: 130

Vapor Pressure, MM HG/20 Deg. C: 50

Melting Point, Deg. F: N/A

Vapor Density (AIR=1): 2.5

Specific Gravity (Water=1): 0.9

Water Solubility, %: 0-10%

Appearance and Odor: Dark, Opaque,

Evaporation Rate (Butyl Acetate=1): Approx. 1.0

Resinous Liquid - Lacquer Odor

FIRST AID MEASURES

If Inhaled: Remove to fresh air. Give artificial respiration if not breathing. Get immediate medical attention.

In Case of Eye Contact: Immediately flush eyes with lots of running water for 15 minutes, lifting the upper and lower eyelids occasionally. Get immediate medical attention.

In Case of Skin Contact: Immediately wash skin with lots of soap and water. Remove contaminated clothing and shoes; wash before reuse. Get medical attention if irritation persists after washing.

If Swallowed: Do not induce vomiting. Get immediate medical attention.

## MATERIAL SAFETY DATA SHEET

Hazardous Waste Prod./Industrial Purchemt Prod

Page 3 of 6  
August 28, 1992HEALTH HAZARD INFORMATION**Primary Routes of Exposure:** Inhalation, skin or eye contact.**Inhalation:** Vapors and mists irritate the nose and throat. Inhalation of higher concentrations may cause headaches, nausea, vomiting and coma. Inhalation of very strong concentrations or prolonged exposure may cause unconsciousness or death.**Eye Contact:** Vapors will irritate the eyes. Liquid and mists will irritate and may burn the eyes.**Skin Contact:** May be absorbed through skin. Brief contact may dry the skin. Prolonged or repeated contact may irritate the skin, causing dermatitis.**Swallowed:** Swallowing large quantities causes headaches, nausea, vomiting and perhaps unconsciousness. Swallowing the liquid may result in vomiting. If vomiting occurs spontaneously, do not allow vomitus to be breathed into the lungs, as even a small quantity in the lungs may result in chemical pneumonitis and pulmonary edema/hemorrhage.**Chronic Effects of Exposure:** Prolonged or repeated exposure to high concentrations may cause loss of appetite, nose bleeds and liver, kidney, and renal dysfunction.**Medical Conditions Generally Aggravated by Exposure:** None reported.TOXICITY DATA

No specific toxicity data developed for this mixture.

PERSONAL PROTECTION**Ventilation:** Local mechanical exhaust ventilation capable of maintaining concentrations at the point of use below the weighted average PEL.**Respiratory Protection:** If use conditions generate vapors or mists, we recommend an approved respirator appropriate for those emission levels. Appropriate may be a full facepiece or a half mask air-purifying cartridge respirator for organic vapors/mists, a self-contained breathing apparatus in the pressure demand mode, or a supplied air respirator.**Eye Protection:** Chemical goggles. It is generally recognized that contact with chemicals should not be worn when working with chemicals because contact increases the severity of an eye injury.**Protective Clothing:** Long-sleeved shirt, trousers, safety shoes and gloves.**Other Protective Measures:** An eyewash and safety shower should be nearby and ready for use.PHYSICAL AND CHEMICAL INFORMATION**Flash Point, Deg. F:** Less than**Flammable Limits in Air:****Method Used:** TOC**Lower:** 1 **Upper:****Extinguishing Media:** Use water spray, dry chemical, alcohol foam or CO<sub>2</sub>. Do not use water stream.



**MATERIAL SAFETY DATA SHEET****Hazardous Waste Fuel/Industrial Furnace Fuel**Page 4 of 5  
August 28, 1992

**Special Fire Fighting Procedures:** Firefighters should wear self-contained breathing apparatus and full protective clothing. Use water spray to cool nearby containers and structures exposed to fire.

**Unusual Fire and Explosion Hazards:** Extinguish all nearby sources of ignition.

**HAZARDOUS REACTIVITY**

**Stability:** Stable

**Polymerization:** Will not occur.

**Conditions to Avoid:** Heat, sparks and open flames.

**Materials to Avoid:** Acids, oxidizing materials.

**Hazardous Decomposition Products:** May liberate carbon monoxide, carbon dioxide, hydrogen chloride, chlorine and phosgene.

**SPILL, LEAK AND DISPOSAL PROCEDURES**

**Action to Take for Spills or Leaks:** Wear protective equipment including rubber boots, rubber gloves, rubber apron and a self-contained breathing apparatus in the pressure zone or a supplied air respirator. If the spill or leak is small, a full escape air purifying cartridge respirator equipped for organic vapors may be satisfactory. In any event, always wear eye protection. Extinguish all ignition sources and ensure that all handling equipment is electrically grounded. For small spills or drips, mop or wipe up and dispose of in DOT-approved waste containers. For large spills, contain by diking with soil or other non-combustible absorbent materials and then pump into DOT-approved waste containers or absorb with non-combustible absorbent material and place the residue in DOT-approved waste containers. Keep out of sewers, storm drains, surface waters and soil. Comply with all applicable governmental regulations on spill reporting and handling and disposal.

**SPECIAL PRECAUTIONS**

**Storage and Handling Precautions:** Keep away from heat, sparks and flames. Cool, dry, well-ventilated place away from incompatible materials. Ventilate frequently, and more often in warm weather, to relieve pressure. Electrical equipment when handling this product and use only non-sparking tools. Keep container tightly closed when not in use. Do not use pressure to empty or wash thoroughly after handling. Do not get in eyes, on skin or on clothing.

**Repair and Maintenance Precautions:** Do not cut, grind, weld or drill on or near this material.

**Other Precautions:** Vapors of this product are heavier than air and will collect in places, such as pits or sump areas or other poorly ventilated areas. Do not enter places where vapors are suspected unless special respiratory protection is worn and observer is present.

**FOR ADDITIONAL INFORMATION**

Contact J.W. Hermann, (312) 694-2700, Extension 7341.

NOTICE

All information, recommendations and suggestions appearing herein concerning this product are based upon data obtained from the manufacturer and/or recognized technical sources. However, Safety-Kleen Corp. (SK), makes no warrant representation or guarantee as to the accuracy, sufficiency or completeness of the material set forth herein. It is the user's responsibility to determine the safety, toxicity and suitability of his own use, handling and disposal of the product. Additional product literature may be available upon request. Since actual use by others is beyond our control, no warranty, express or implied, is made by SK as to the effects of such use, the results to be obtained or the safety and toxicity of the product, nor does SK assume any liability arising out of use by others of the product referred to herein. The data in this MSDS relates only to the specific material designated herein and does not relate to use in combination with any other material or in any process.

END OF MSDS

## **APPENDIX B**

### **SAMPLING AND ANALYSIS PLAN**

## **SAMPLING AND ANALYSIS PLAN**

---

These sampling and analysis procedures are designed to ensure the integrity of the sampling and testing for the clean closure of the hazardous waste transfer area at the TRANSFLO facility.

As described in Section 4 of the closure plan, closure will include decontamination of the asphalt, rail, and rail road ballast, if necessary, with a non-alcohol based detergent wash followed by a rinse using hot water or steam. The wash and rinse water will be collected and stored separately.

All sampling will be conducted with an approved NELAP. During final rinse, grab samples will be collected. Samples will be analyzed for the target parameters, defined by the constituents of any hazardous wastes handled by the transfer facility obtained from sources including MSDSs and hazardous waste materials listed in Table 1. Duplicate samples will also be collected for quality assurance testing. Before sample collection, sample containers will be labeled. Labeling information will include sample number, description of contents, date, sampler's name, and analytical testing requirements. Samples of the rinse water will be collected by submerging a bailer or other appropriate sampling device into the collected rinse water and immediately filling the pre-labeled sampling containers. Samples of the surface water and/or groundwater will be collected by submerging a bailer or other appropriate sampling device into a well or open pit and immediately filling the pre-labeled sampling containers. Soil samples will be collected in a glass jar. Field personnel will note the sample location and description (e.g., rinse water from asphalt), and the associated sample number in the field notebook. All samples will be transported with chain-of-custody documentation to the laboratory in sealed, iced coolers.

Samples will be analyzed at a state certified laboratory with an approved NELAP, using the following EPA methods:

- Regulated solvent scans - 8015
- Volatile organics - 8260
- Semivolatile organics -8270

All laboratory data will be validated using standard EPA assurance protocols. The validated data will then be compared to action levels listed in Table 1 of the closure plan to determine whether additional decontamination steps need to be taken.



## **EMERGENCY ACTION PLAN**



**TRANSFLO®**  
*bulktransloading.com*

**Operated by:**

**KINDER  MORGAN**  
MATERIALS SERVICES LLC

**Kinder Morgan Materials Services, L.L.C.  
Jacksonville, Fl.  
116 RR Druid St. 32254  
904-332-3745**

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**REVISION DATE: 3/16/2009**

**REVISION NO.: 15**



## GENERAL INFORMATION

### ➤ **DESCRIPTION OF Jacksonville TRANSFLO:**

#### **Jacksonville, FL.**

The TRANSFLO **Jacksonville** facility opened June 1, 1980. The facility expanded from the TRANSFLO Charlotte General Products location. This facility provides bulk transloading services between rail and truck transportation modes.

A list of products transloaded at this terminal are shown on Table 1.

### ➤ **WHAT IS THE PURPOSE OF THIS PLAN?**

This Emergency Action Plan is to be utilized by the **Jacksonville TRANSFLO** terminal in the event of a fire, explosion, accidental release, or other natural or man-made emergency at this terminal.

The purpose of this plan is to minimize hazards to human health, the environment, and property. The intent of this plan is to protect the work force, the surrounding community, the environment, and property from fire, explosion, or any unplanned sudden or non-sudden accidental release of hazardous or flammable commodities at this location, or other natural disasters.

### ➤ **WHEN IS THE PLAN TO BE IMPLEMENTED?**

In the event that one or more of the following emergencies occur, this contingency plan will be implemented immediately.

- **Fire & Explosion:** Any fire or potential fire that involves a commodity has the potential to spread, or has the potential to release toxic fumes. Any explosion or potential explosion that occurs in, on, or near the facility.
- **Uncontrolled release of materials:** Any release or potential release of hazardous material, petroleum-based material, or any material that may cause undesirable environmental damage.
- **Vapor Release:** Any release of toxic fumes and/or vapors, which may be hazardous to the personnel of the facility or the surrounding community.
- **Acts of God:** Any incidents related to weather or acts of God, which cause the facility to be in imminent danger.

## MATERIALS ON SITE

Table 1. Materials on Site

Material Name	DOT HAZMAT?	LOCATION	UN/NA Number	RQ
AJAX	N	BARN CLEANING LOCKER	N/A	N/A
CLOROX BLEACH	N	BARN CLEANING LOCKER	N/A	N/A
CO2	Y	RAILCAR, FIXED AST	1013	N/A
CRUDE TALL OIL	N	RAILCAR, FIXED AST	N/A	N/A
DDS PLUS	N	RAILCAR, FIXED AST	N/A	N/A
DEGREASER	N	BARN	N/A	N/A
DIESEL FUEL	Y	500 GAL. TANK .	1202	190LBS.
GLASS CLEANER	N	OFFICE, BARN	N/A	N/A
H2O2 – HYDROGEN PEROXIDE 70%	Y	RAILCAR, FIXED AST	2015	1000LB S.
LIME – QUICKLIME R/SM	N	RAILCAR, FIXED AST	N/A	N/A
LANDMASTER II	Y	RAILCAR, FIXED AST	3082	N/A
PVC POWDER	N	RAILCAR, FIXED AST	N/A	N/A
PET COKE	N	RAILCAR, FIXED AST	N/A	N/A
Ethanol	Y	Railcar Fixed AST	1789	10 Lbs
Poly Propylene PLASTICS	N	RAILCAR, FIXED AST	N/A	N/A
USED OIL	Y	RAILCAR, FIXED AST	1270	N/A
SODA ASH	N	RAILCAR, FIXED AST	N/A	N/A
PINE SOL	N	OFFICE, BARN	N/A	N/A
BAYER ADVANCED	N	OFFICE	N/A	N/A
CLOROX WIPES	N	OFFICE	N/A	N/A
PAINT THINNER	N	BARN	N/A	N/A
FORMULA 409	N	OFFICE	N/A	N/A
UNLEADED GAS	Y	FLAMMABLE CABINET	N/A	N/A
FLOOR STRIPPER	N	BARN	N/A	N/A
PROPANE	Y	FLAMABLE CABINET & GRILL	N/A	N/A
RUSTOLEUM PAINT	N	FLAMMABLE CABINET	N/A	N/A
WINDEX CLEANER	N	OFFICE & BARN	N/A	N/A
ACRYLIC SEALER	N	BARN	N/A	N/A

## **FACILITY MAP**

Figure 1. Facility Site Map

## IMPORTANT FACILITY INFORMATION

Facility	Jacksonville TRANSFLO
Name & Address	116 RR Druid St. Jacksonville, Fl. 32254
Phone:	904-332-3745
Fax:	904-332-3757
County:	Duval
Parish:	

Ownership of Facility	TRANSFLO 6735 Southpoint Drive, South J975 Jacksonville, Florida 32216 (904) 279-6323 Jan Barnes – Dir. Of HS&E, and Quality
-----------------------	--

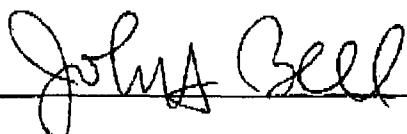
Operator of Facility	Kinder Morgan Materials Services, LLC 333 Rouser Rd. Suite 601. Moon Township, Pa. 15108 1-412-749-4800
----------------------	--

Terminal Manager	Mathew Maschman
Terminal Phone	1-904-332-3745
Home Phone	1-904-845-2626
Cell Phone	1-904-468-0087

Director of Operations:	Joe Carson
Office	1-770-693-1859
Mobile	1-386-846-9229
Fax	1-832-397-4541
Home	1-770-693-1803

**AUTHORIZATION FOR NECESSARY RESOURCES**

I hereby authorize the emergency coordinators at this facility to commit the necessary resources in order to prevent and minimize harm to human health, the environment, and property in the event of an emergency at the facility.



John H. Bell, MS, CSP, CIH  
Regional Manager of EH&S  
Kinder Morgan Materials Services, LLC.

March 16, 2009

Date

## EMERGENCY RESPONSE COORDINATORS

### EMERGENCY COORDINATORS

In the event of an emergency, the following persons are empowered to act as the Emergency Coordinators (in order of preference).

<u>NAME</u>	<u>TITLE</u>	<u>HOME PH</u>	<u>PAGER</u>	<u>CELL PH</u>
Mathew Maschman	Terminal Manager	1-904-845-2626		<u>1-904-468-0087</u>
Errol Grant	Foreman	1-904-638-6457		1-904-234-7237
Sarah Thigpenn	CSR	1-904-786-7859		1-904-403-4227

There will be an Emergency Coordinator available (either on the premises or on call) at ALL times.

### COMMUNICATIONS CLERK

In the event of an emergency, the following persons are empowered to act as the Emergency Coordinators (in order of preference).













<u>NAME</u>	<u>TITLE</u>	<u>HOME PH</u>	<u>PAGER</u>	<u>CELL PH</u>
<u>Sarah Thigpenn</u>	<u>CSR</u>	1-904-786-7859		<u>1-904-403-4227</u>
Mathew Maschman	Terminal Manager	1-904-845-2626		1-904-468-0087
Errol Grant	Foreman	1-904-638-6457		1-904-234-7237

### EMERGENCY CODE SYSTEM

<b>CODE RED</b>	Immediately Evacuate	Shut down all equipment and all personnel assemble at exit(s)
<b>CODE YELLOW</b>	Spill Response	Every available person respond to given location of incident
<b>CODE BLUE</b>	<i>FIRE</i>	Telephone 911
<b>CODE GREEN</b>	Personal Injury	Closest person respond to given incident location, contact Terminal Manager
<b>CODE WHITE</b>	CLEAR	Incident End, back to normal



## **FIRES / EXPLOSIONS EMERGENCY RESPONSE PROCEDURES**











	<b>Fire Department:</b>	<b>911</b>
	<b>Police Department:</b>	<b>911</b>
	<b>Ambulance:</b>	<b>911</b>
	<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
	<b>CSX Ops Center:</b>	<b>1-(904) 359-7551</b>
	<b>Police Communications:</b>	<b>1-904-573-3165</b>
	<b>Corporate Communications:</b>	<b>800-232-0144</b>
	<b>SENSITIVE RECEPTORS:</b>	
	<b>1) Pinedale Elementary School</b>	<b>1-904-381-7490</b>
	<b>2) CSX Communications</b>	<b>1-904-332-3632</b>
	<b>Giddens Security</b>	<b>1-904-363-6350</b>
	<b>CURA:</b>	<b>(800) 579-2872</b>

- STEP 1:** Incident occurs and fire/explosion results.
- STEP 2:** Terminal office is notified via radio or in person. The Emergency Coordinator (EC) is determined.
- STEP 3:** EC sounds the appropriate Emergency Warning or Code throughout the terminal.
- STEP 4:** EC assesses extent of emergency.  
 ➤ Direct personnel to appropriately respond , OR  
 ➤ Direct Evacuation and account for all personnel
- STEP 5:** EC makes outside Responder Notification to obtain assistance in emergency and make other necessary calls to sensitive receptors, as required.
- STEP 6:** EC requests trained Terminal First Aid/CPR personnel to assess and assist injured (if applicable). **The administering of First Aid/CPR is strictly voluntary "good Samaritan". Any person administering First Aid/CPR on a voluntary basis who feels that they may have come in contact with blood or other potentially infections material will accompany the injured to the clinic or hospital for treatment and/or evaluation.**
- STEP 7:** Take steps to direct emergency responders to location of fire.
- STEP 8:** Secure perimeter during response. If necessary, obtain security.
- STEP 9:** Monitor situation, providing updates to Transflo Headquarters.
- STEP 10:** Contact customer(s) affected. Please write information below:
- Customer: \_\_\_\_\_ Phone: \_\_\_\_\_
- Customer: \_\_\_\_\_ Phone: \_\_\_\_\_
- STEP 11:** Conduct investigation
- STEP 12:** Terminal Manager completes incident report



**STEP 13:** Corrective Action Review-Incident Conference Call











## SPILL EMERGENCY RESPONSE PROCEDURES

	<b>Fire Department:</b>	<b>911</b>
	<b>Police Department:</b>	<b>911</b>
	<b>Ambulance:</b>	<b>911</b>
	<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
	<b>CSX Ops Center:</b>	<b>800-232-0144</b>
	<b>Police Communications:</b>	<b>1-904-573-3165</b>
	<b>Corporate Communications:</b>	<b>800-232-0144</b>
	<b>SENSITIVE RECEPTORS:</b>	
	<b>1) Pinedale Elementary School</b>	<b>1-904-381-7490</b>
	<b>2) CSX Communications</b>	<b>1-904-332-3632</b>
	<b>Giddens Security</b>	<b>1-904-363-6350</b>
	<b>CURA:</b>	<b>(800) 579-2872</b>

- STEP 1:** Incident occurs and spill results.
- STEP 2:** Terminal office is notified via radio or in person. The Emergency Coordinator (EC) is determined.
- STEP 3:** EC sounds the appropriate Emergency Warning or Code throughout the terminal. ***ALL TRANSFERS MUST BE STOPPED UNTIL NOTIFIED BY TERMINAL MANAGER.*** The warning should include type and the amount of product spilled/leaked.
- STEP 4:** Whoever has a tractor(s) will respond to spill area as soon as alarm is announced.
- STEP 5:** Whoever is closest to drain gate(s) will close them as soon as possible, if applicable.
- STEP 6:** EC assesses extent of emergency.  
 ➤ Direct personnel to appropriately respond , OR  
 ➤ Direct Evacuation and account for all personnel
- STEP 7:** After damage is assessed, and the spill is contained the EC makes outside Responder Notification to obtain assistance and makes other necessary calls to sensitive receptors, as required.
- STEP 8:** EC requests trained Terminal First Aid/CPR personnel to assess and assist injured (if applicable). **The administering of First Aid/CPR is strictly voluntary "good Samaritan". Any person administering First Aid/CPR on a voluntary basis who feels that they may have come in contact with blood or other potentially infections material will accompany the injured to the clinic or hospital for treatment and/or evaluation.**
- STEP 9:** Secure perimeter during response. If necessary, obtain security.
- STEP 10:** Monitor situation, providing updates to TRANSFLO Headquarters.
- STEP 11:** Make notification to customer(s) affected. Please write information below:
- Customer: \_\_\_\_\_ Phone: \_\_\_\_\_
- Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

- STEP 12:** Conduct investigation
- STEP 13:** Terminal Manager completes incident report
- STEP 14:** Perform Corrective Action Review/Incident Conference Call

## VAPOR RELEASE EMERGENCY RESPONSE PROCEDURES

	<b>Fire Department:</b>	<b>911</b>
	<b>Police Department:</b>	<b>911</b>
	<b>Ambulance:</b>	<b>911</b>
	<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
	<b>CSX Ops Center:</b>	<b>800-232-0144</b>
	<b>Police Communications:</b>	<b>1-904-573-3165</b>
	<b>Corporate Communications:</b>	<b>800-232-0144</b>
	<b>SENSITIVE RECEPTORS:</b>	
	1) Pinedale Elementary School	<b>1-904-381-7490</b>
	2) CSX Communications	<b>1-904-332-3632</b>
	<b>Security Company</b>	<b>1-904-363-6350</b>
	<b>CURA:</b>	<b>(800) 579-2872</b>

- STEP 1:** Incident occurs and vapor release results.
- STEP 2:** Terminal office is notified via radio or in person. The Emergency Coordinator (EC) is determined.
- STEP 3:** EC sounds the appropriate Emergency Warning or Code throughout the terminal. ***ALL TRANSFERS MUST BE STOPPED UNTIL NOTIFIED BY TERMINAL MANAGER.*** The warning should include type of vapor released, if known.
- STEP 4:** EC assesses extent of emergency.  
 ➤ Direct personnel to appropriately respond , OR  
 ➤ Direct Evacuation and account for all personnel
- STEP 5:** After damage is assessed, and the spill is contained the EC makes outside Responder Notification to obtain assistance and makes other necessary calls to sensitive receptors, as required.
- STEP 6:** EC requests trained Terminal First Aid/CPR personnel to assess and assist injured (if applicable). **The administering of First Aid/CPR is strictly voluntary "good Samaritan". Any person administering First Aid/CPR on a voluntary basis who feels that they may have come in contact with blood or other potentially infections material will accompany the injured to the clinic or hospital for treatment and/or evaluation.**
- STEP 7:** Secure perimeter during response. If necessary, obtain security.
- STEP 8:** Monitor situation, providing updates to TRANSFLO Headquarters.
- STEP 9:** Make notification to customer(s) affected. Please write information below:

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

- STEP 10:** Conduct investigation
- STEP 11:** Terminal Manager completes incident report
- STEP 12:** Perform Corrective Action Review/Incident Conference Call

# ***HURRICANE***

## **EMERGENCY RESPONSE PROCEDURES**



<b>CSX Ops Center:</b>	<b>800-232-0144</b>
<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
<b>Local Red Cross Chapter</b>	<b>1-904-358-8091</b>

During Hurricane season (June-November) be aware of Hurricane advisories for Hurricane watches and warnings.

### ***HURRICANE WATCH ISSUED***

- STEP 1:** When a HURRICANE WATCH is issued an EC will be determined.
- STEP 2:** The EC will sound appropriate warning.
- STEP 3:** Stay tuned to radio, such as a NOAA Weather Radio, or television for additional advisories.
- STEP 4:** EC makes appropriate contacts for community emergency response.
- STEP 5:** EC contacts headquarters, providing updates to TRANSFLO Headquarters.
- STEP 6:** The facility will prepare for shutdown procedures and evacuation, in case it is advised. See steps for Hurricane Warning.

### ***HURRICANE WARNING ISSUED***

- STEP 1:** When a HURRICANE WARNING is issued a hurricane is imminent in 24 hours, an EC will be determined. If the warning was upgraded from a Hurricane Watch an EC was already established.
- STEP 2:** The EC will sound appropriate warning and facility shutdown procedures are initialized.
- STEP 3:** EC contacts appropriate agencies for community emergency response.
- STEP 4:** EC contacts headquarters.
- STEP 5:** Secure facility records, computers, and other important office documents for storage or for a move to another location.
- STEP 6:** Secure facility equipment and structures, such as ASTs.
- STEP 7:** Secure facility windows. Consider covering windows with marine plywood if permanent shutters are not available or if necessary.
- STEP 8:** Evacuate trailers.
- STEP 9:** Evacuate immediately, if advised.

## ***TORNADO*** **EMERGENCY RESPONSE PROCEDURES**



<b>CSX Ops Center:</b>	<b>800-232-0144</b>
<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
<b>Local Red Cross Chapter</b>	<b>1-904-358-8091</b>

### ***TORNADO WATCH ISSUED***

- STEP 1:** When a TORNADO WATCH is issued an EC will be determined.
- STEP 2:** The EC sounds appropriate warning.
- STEP 3:** Spotters are to look for approaching storms.
- STEP 4:** The EC are to be tuned to radio, such as a NOAA Weather Radio, or television for additional advisories.
- STEP 5:** EC makes appropriate contacts for community emergency response.
- STEP 6:** EC contacts headquarters, providing updates to TRANSFLO Headquarters.
- STEP 7:** Personnel may need to take shelter in predetermined shelter area on site or a shelter nearby. See steps for Hurricane Warning.

### ***TORNADO WARNING ISSUED***

- STEP 1:** When a TORNADO WARNING is issued a tornado has been sighted in the area and or is indicated by radar.
- STEP 2:** The EC will sound appropriate warning and personnel will take shelter onsite immediately.

## ***FLOOD/FLASH FLOODS*** **EMERGENCY RESPONSE PROCEDURES**



<b>CSX Ops Center:</b>	<b>800-232-0144</b>
<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
<b>Local Red Cross Chapter</b>	<b>1-904-358-8091</b>

### ***FLOOD/FLASH FLOODS WATCH ISSUED***

- STEP 1:** When a FLASH FLOOD WATCH is issued an EC will be determined.
- STEP 2:** The EC sounds appropriate warning.
- STEP 3:** Spotters are to look for approaching storms.
- STEP 4:** The EC are to be tuned to radio, such as a NOAA Weather Radio, or television for additional advisories.
- STEP 5:** EC makes appropriate contacts for community emergency response.
- STEP 6:** EC contacts headquarters, providing updates to TRANSFLO Headquarters.
- STEP 7:** Personnel may need to take shelter in predetermined shelter area on site or a shelter nearby. See steps for Hurricane Warning.

### ***FLOOD/FLASH FLOOD WARNING ISSUED***

- STEP 1:** When a FLOOD/FLASH FLOOD WARNING is issued a tornado has been sighted in the area and or is indicated by radar.
- STEP 2:** The EC will sound appropriate warning and personnel will take shelter onsite immediately.



## **MEDICAL EMERGENCY EMERGENCY RESPONSE PROCEDURES**



**Ambulance: 911**

**Fire Department: 911**

**Police Department: 911**

**MEDICAL FACILITIES:**

**1) Paxon Primary Care 1-904-781-6203**

**2) Baptist Medical Center 1-904-387-7300**

**3) St. Vincents Medical Center 1-904-308-7300**



**CSX Ops Center: 800-232-0144**

- STEP 1:** Notify Emergency Coordinator via radio or in person..
- STEP 2:** Emergency Coordinator sounds appropriate Emergency Code throughout the terminal.
- *CODE: GREEN*
- STEP 3:** EC requests trained Terminal First Aid/CPR personnel to assess and assist injured (if applicable). **The administering of First Aid/CPR is strictly voluntary “good Samaritan”. Any person administering First Aid/CPR on a voluntary basis who feels that they may have come in contact with blood or other potentially infectious material will accompany the injured to the clinic or hospital for treatment and/or evaluation.**
- STEP 4:** The personnel assisting injured communicates to EC on the condition and need for outside assistance.
- STEP 5:** EC notifies outside assistance, if necessary OR injured is transported to nearest medical facility if injury is not serious.
- STEP 7:** EC notifies family or employee's company.
- STEP 8:** EC contacts headquarters.

## **SECURITY/BREAK-IN EMERGENCY RESPONSE PROCEDURES**



**Police:**

**911**



**CSX Ops Center:**

**800-232-0144**



**Police Communications:**

**1-904-573-3165**



**Corporate Communications:**

**800-232-0144**



**SENSITIVE RECEPTORS:**

**1) Pinedale Elementary School**

**1-904-381-7490**

**2) CSX Communications**

**1-904-332-3632**



**Terminal Security**

**1-904-384-8071**

**STEP 1:** A security breach has occurred. The security system alarms OR terminal personnel is contacted by Security Monitor. The person of contact goes to the Terminal Gate to await police.

**STEP 2:** After police arrive, personnel waits until clear.

**STEP 3:** If police the police do not arrive, call police from pay phone outside of the terminal or from a cellular phone.

**DO NOT GO INTO THE TERMINAL UNLESS IT HAS BEEN CLEARED BY THE POLICE**

**STEP 4:** Once the police have cleared the terminal:

- Secure the area
- Reset the alarm
- Call Security Monitor

**STEP 5:** Complete a report describing security breach

## **SEVERE WEATHER EMERGENCY RESPONSE PROCEDURES**



<b>CSX Ops Center:</b>	<b>800-232-0144</b>
<b>Local Emergency Planning Committee:</b>	<b>1-904-279-0880</b>
<b>Local Red Cross Chapter</b>	<b>1-904-358-8091</b>

During Hurricane season (June-November) be aware of Hurricane advisories for Hurricane watches and warnings.

### **SEVERE WEATHER WATCH ISSUED**

- STEP 1:** When a severe weather watch is issued an EC will be determined.
- STEP 2:** The EC will sound appropriate warning.
- STEP 3:** Stay tuned to radio, such as a NOAA Weather Radio, or television for additional advisories.
- STEP 4:** EC makes appropriate contacts for community emergency response.
- STEP 5:** EC contacts headquarters, providing updates to Transflo Headquarters.
- STEP 6:** The facility will prepare for shutdown procedures and evacuation, in case it is advised. See steps for Hurricane Warning.

### **SEVERE WEATHER WARNING ISSUED**

- STEP 1:** When a SEVERE WEATHER WARNING is issued a major weather related event is imminent in 24 hours, an EC will be determined. If the warning was upgraded from a Hurricane Watch an EC was already established.
- STEP 2:** The EC will sound appropriate warning and facility shutdown procedures are initialized.
- STEP 3:** EC contacts appropriate agencies for community emergency response.
- STEP 4:** EC contacts headquarters.
- STEP 5:** Secure facility records, computers, and other important office documents for storage or for a move to another location.
- STEP 6:** Secure facility equipment and structures, such as ASTs.
- STEP 7:** Secure facility windows. Consider covering windows with marine plywood if permanent shutters are not available or if necessary.
- STEP 8:** Evacuate trailers.
- STEP 9:** Evacuate immediately, if advised.

## **APPENDICES**

## **APPENDIX A PLANNING INFORMATION**

### **I. EMERGENCY EQUIPMENT**

The following is a list of emergency equipment maintained by this facility. Locations of equipment are noted. A site plan located on Page 6 of this manual identifies all major buildings at the facility. Any response equipment that is utilized in an emergency must be replenished as quickly as possible.

#### **A. Personal Protective Equipment**

The personal protective equipment used at this facility is:

Hard hat, steel toed boots, safety glasses, hearing protection, goggles, and gloves (leather or rubber)

#### **Facility Spill and Response Materials**

1. Material Safety Data Sheet Book
2. Chemical Inventory list
3. Signs which state the name and number of the Emergency Coordinator. This sign will be located in a conspicuous location on the exterior of the facility.
4. A current DOT Emergency Response Guidebook
5. Mainframe computer located in the office.

#### **C. First Aid Kit(s)**

To provide care for sick or injured personnel prior to transportation for treatment (if required). The First Aid Kit can be found in the office, loaders break room.

#### **D. Bung Wrenches (non-sparking)**

To open and close the bungs and vents common to most drums. Bung wrenches can be found in the garage/shed area.

#### **E. Oil Sorb**

To absorb spills. Oil sorb is located in:

1. Maintenance barn
2. Overpack drums on track 1, 2, & 3.

F. Absorbent Pillows/Socks/Dikes/Sheets

To create temporary dikes to retain and absorb any liquid commodity. Absorbent Pillows/Socks are located:

1. Overpack drums on Tracks 1,2, & 3.
2. Maintenance barn.

G. 85 Gallon Overpack Drums

To provide containment for absorbent used to contain spills. Overpack drums can be found:

1. On Tracks 1,2, & 3.

H. Fire Extinguisher (Dry Chemical)

To provide protection against Class A, B, and C fires.

Fire extinguishers are located:

1. Inside Office
2. Inside garage/shed. (East & West end)
3. In loaders break room.
4. On all equipment.
5. At water dilution area.

## **II. SECURITY/BREAK-IN EMERGENCY PLANNING**

- Keep monitoring company updated on call list and pass codes
- Test system quarterly
- Setting system off during business hours and wait for call that a security breach has occurred
- Putting system in test mode and check all windows, doors, m/s contacts.
- Document Test: Once per year, request a hard copy of the monitor's instructions, call list and any pertinent information regarding the facility's security for review and verification.

### **III. COMMUNITY OUTREACH (Extracted from FEMA EP Guide)**

Your facility's relationship with the community will influence your ability to protect personnel and property and return to normal operations. This section describes ways to involve outside organizations in the emergency management plan.

#### **Involving the Community**

Maintain a dialogue with community leaders, first responders, government agencies, community organizations and utilities, including:

- a. Appointed and elected leaders
- b. Fire, police and emergency medical services personnel
- c. Local Emergency Planning Committee (LEPC) members
- d. Emergency management director
- e. Public Works Department
- f. American Red Cross
- g. Hospitals
- h. Telephone company
- i. Electric utility
- j. Neighborhood groups

Have regular meetings with community emergency personnel to review emergency plans and procedures. Talk about what you're doing to prepare for and prevent emergencies. Explain your concern for the community's welfare. Identify ways your facility could help the community in a community-wide emergency. Look for common interests and concerns. Identify opportunities for sharing resources and information. Conduct confidence-building activities such as facility tours. Do a facility walk-through with community response groups. Involve community fire, police and emergency management personnel in drills and exercises. Meet with your neighbors to determine how you could assist each other in an emergency.

#### **Mutual Aid Agreements**

To avoid confusion and conflict in an emergency, establish mutual aid agreements with local response agencies and businesses. These agreements should:

- a. Define the type of assistance
- b. Identify the chain of command for activating the agreement
- c. Define communications procedures.
- d. Include these agencies in facility training exercises whenever possible.

#### **SIDE BAR**

Mutual aid agreements can address any number of activities or resources that might be needed in an emergency. For example: Providing for fire fighting and HAZMAT response. Providing shelter space, emergency storage, emergency supplies and medical support. Businesses allowing neighbors to use their property to account for personnel after an evacuation.

## Community Service

In community-wide emergencies, business and industry are often needed to assist the community with:

- a. Personnel
- b. Equipment
- c. Shelter
- d. Training
- e. Storage
- f. Feeding facilities
- g. EOC facilities
- h. Food, clothing, building materials
- i. Funding
- j. Transportation

While there is no way to predict what demands will be placed on your company's resources, give some thought to how the community's needs might influence your corporate responsibilities in an emergency. Also, consider the opportunities for community service before an emergency occurs.

## Public Information

When site emergencies expand beyond the facility, the community will want to know the nature of the incident, whether the public's safety or health is in danger, what is being done to resolve the problem and what was done to prevent the situation from happening. Determine the audiences that may be affected by an emergency and identify their information needs. Include:

- a. The public
- b. The media
- c. Employees and retirees
- d. Unions
- e. Contractors and suppliers
- f. Customers
- g. Shareholders
- h. Emergency response organizations
- i. Regulatory agencies
- j. Appointed and elected officials
- k. Special interest groups
- l. Neighbors

## SIDE BAR

The community wants to know:

What does the facility do?

What are the hazards?

What programs are in place to respond to emergencies?

How could a site emergency affect the community?

What assistance will be required from the community?



## **APPENDIX B EMERGENCY RESPONSE PROCEDURES**

The following response procedures are implemented in emergency situations. Employees of this company are trained on the potential hazards, emergency response and control procedures utilized at this facility.

Whenever this plan is implemented, the priority of importance should be placed, as follows:

1. Personal safety of the work force and surrounding community
2. Protection of the Environment
3. Protection of Property

The Emergency Coordinator(s) are empowered and responsible to implement this plan.

### **A. Emergency Coordinator**

1. There will be an Emergency Coordinator available (either on the premises or on call) at all times.
2. The Emergency Coordinator is empowered to commit whatever resources are necessary to respond to an emergency, including commitment of funds for outside help.
3. The Emergency Coordinator(s) are empowered and responsible for accomplishing the following:
  - a) Evaluate the emergency
  - b) Implement Emergency Contingency Plan when required
  - c) Provide all required notifications
  - d) Coordinate with State and Local Officials
  - e) Coordinate Emergency Response Contractors
  - f) Coordinate security during the emergency
  - g) Direct media inquiries to the appropriate authorities
  - h) Implement the Spill Prevention and Control Procedures listed in the SPILL: Emergency Response Procedures on Page 11.
  - i) Develop and maintain site diagrams including evacuation routes

- j) Ensure all appropriate personnel are properly trained and prepared for an emergency
- k) Maintain and amend this plan as required to keep it current

## **B. Notification**

The person discovering the emergency shall do the following:

1. Notify the Emergency Coordinator (a) directly, (b) by sending a messenger, or (c) via the two way radio communication at the facility site.
2. Notification should include:
  - a. Type of emergency (fire, explosion, leak, etc.) and time of the occurrence
  - b. Location;
  - c. Materials involved and Quantity;
  - d. Extent of emergency, including possible hazards to human health and the environment
  - e. Injuries, if any
3. If necessary, the Emergency Coordinator shall direct the person discovering the problem to begin the implementation of this plan before the arrival of the Emergency Coordinator and other personnel and equipment deemed necessary. In every case in which implementation of the Contingency Plan is necessary, the Emergency Coordinator is responsible for emergency notifications, as specified and contained in this plan.

## **C. Identification of Hazardous Materials**

1. The Emergency Coordinator will confirm the identity of material released, the exact source, amount and extent of the release.
2. The type of material and specific information about the material can be determined from the following:
  - a. The placard on the railcar or truck
  - b. The label on the drum
  - c. Material Safety Data Sheets (MSDS)
  - d. The shipping papers (BOL)
  - e. The DOT Hazardous Materials Emergency Response Handbook (DOT p 5800.2)

- f. Chemtox database on the mainframe computer(see appendix F)

#### **D. Hazard Assessment**

1. The Emergency Coordinator will assess the hazard posed by the spill, explosion or fire by consulting the Material Safety Data Sheets and other information listed in the Appendices.
2. The need and extent of an evacuation will be based on all available information including the Hazardous Materials Emergency Response Handbook (DOT P5800.2). There are two levels of evacuation:
  - a. **Facility Evacuation:**  
Should the assessment by the Emergency Coordinator indicate that a facility evacuation is required, the facility notification and evacuation plan located in Appendix C, will be used.
  - b. **Surrounding Community Evacuation:**  
Should the assessment, by the Emergency Coordinator indicate evacuation of local areas is advisable; the Emergency Coordinator shall immediately notify and advise the appropriate local authorities (Police Dept., Fire Dept., etc.).

#### **E. Emergency Notifications**

When this plan is implemented, notifications will be made by the Emergency Coordinator or the designee. Notifications to State and Federal Regulatory Agencies should be made when the situation is safe and all personnel are accounted for. When possible, notifications should be made within the first 30 minutes after the discovery of the incident.

**\* SPECIAL NOTE-----**When making notifications, it is extremely important to take accurate notes. Notes should include the following, at a minimum:

- a. Exact date and time notification was made
- b. The Organization or Agency notified
- c. The name of the contact person(s)
- d. The report number (incident #) issued from the Organization/Agency(s)
- e. The information, which was conveyed to the person(s), notified

All telephone calls should follow this sequence:

1. Your name and phone number
2. Name and location of the Terminal
3. Time and type of incident (leak, fire, etc.)
4. Name and quantity of material involved
5. Injuries, if any

#### PRIORITY OF CALLS

First call: 911 Emergency Services  
(Fire, Police, Rescue, etc.), if needed

Second call: Environmental Agencies

CURA

Emergency Responders (Control/Clean-Up)

NATIONAL

CURA Responders

1-800-579-2872

LOCAL

CBI

Cliff Berry, Inc.

1-800-899-7745

**Federal:** National Response Center 24 hr.....1-800-424-8802

\* only if reportable quantity of any material or chemical is released, or if release of chemical or material impacts waterway or surface water

**State:** Division of Emergency Management

1-904-630-3254

**Regional:**

EPA

1-904-448-4300

**County:**

Emergency Management

City of Jacksonville 1-904-630-2472

Third call:

TRANSFLO Emergency Phone Line

Business Hour Phone: 888-279-4588 \_\_\_\_\_

24 hour Phone: 800-593-6130 \_\_\_\_\_

Fourth Call:

Kinder Morgan Materials Services  
Director of Operations

24 hour Phone: 1-800-284-1378

Brian Seaman - Senior Coordinator of EH&S  
Office (412) 749-4807  
Home Office (724) 663-4241  
Cell Phone (412) 310-3224

IMPORTANT REMINDER:

- SPEAK SLOWLY, PLAINLY
- Give precise directions and phone number of terminal location
- Keep record of all calls (person's name, time of call, notes on conversation)

**F. Control Procedures**

In all cases, access to the emergency area will be restricted by the Emergency Coordinator. There will be no ignition sources (smoking flares, vehicles, radios, etc.) permitted in the immediate area. The Emergency Coordinator will take the following steps as judged necessary in the event of:

1. FIRE

- a. IMMEDIATELY notify the Fire Department
- b. Identify the materials involved
- c. Depending on the materials involved and adjacent materials which could become involved, direct trained personnel to use fire extinguisher only if they can do so without danger to themselves. Only small fires, which can be extinguished with a 10 lb. fire extinguisher, will be addressed by terminal personnel.

*\* With any fire, precautions shall be made to ensure that the spread is minimized, especially with regard to flammable materials.*

2. LEAK OF HAZARDOUS OR ENVIRONMENTALLY SENSITIVE MATERIAL:

The Emergency Coordinator will make the determination if the release is an incidental release where by the material can be absorbed, neutralized or controlled in the immediate area of the release. If so, employees who have

received HAZCOM and function specific training for the product released may begin clean up operations.

Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

All **other** releases shall be handled by those outside agencies listed in Appendix B Section E of this plan. The Emergency Coordinator will coordinate the activities of all outside Agencies and Companies.

3. Leaking Drum

- a. Identify the material
- b. Isolate the drum if needed to prevent reaction or corrosion of neighboring drum or material
- c. Change the attitude of the drum in such a way or manner so the point of leakage will be uppermost until equipment arrives
- d. Spread appropriate absorbent to absorb spilled materials (containerize later for disposal)
- e. Transfer by appropriate pump, the remainder of material in the leaking drum into a sound container.

4. Leaking Tank Car or Trailer:

- a. Identify the Material
- b. Determine the Source of the leak
- c. If Leaking valve, attempt to close
- d. If leak is from another source, call and wait for assistance
- e. Use absorbent pillows or other absorbing materials

**\* Special Note Regarding Flammable Liquid Leakage**

- f. Any equipment used to combat the leak must be non-sparking, and any self-propelled equipment must likewise be non-sparking

5. EXPLOSION

- a. Immediately contact emergency response agencies (Police & Fire Department).
- a. Implement evacuation plan in Appendix C.

6. WEATHER RELATED / NATURAL DISASTER

a. Normal Operating Hours

In the event of visible overcast and dark skies the office staff should immediately tune into weather reports by the means of a weather only portable radio or conventional AM type radio. The radio should be equipped with batteries to ensure continuous weather reports to the office in the event of power failure. The office will communicate threatening conditions to the yard as forecasted by the weather bureaus and/or the local media.

Severe Weather Emergency Response

1. In the event of severe weather each individual will be expected to use caution regarding placing themselves in harms way from wind and lightning.
2. In the event of severe winds the Emergency Coordinator will decide when to evacuate the facility. All employees, visitors or contractors on site will be directed to one of two predetermined evacuation sites.
3. The emergency coordinator will make the decision to evacuate the facility to one of the sites listed below:
  - 1) For office employees, meet in the ladies bathroom
  - 2) All other employees, meet in the men's bathroom
4. The emergency coordinator will also be responsible for determining when the conditions allow for an "all clear" and safe return to the facility. As long as the facility remains in the state of evacuation and severe weather warnings persist the emergency remains in the state of evacuation and severe weather warnings persist the Emergency Coordinator will keep in his possession a battery powered weather radio.
5. After an all clear determination is made, the emergency coordinator will inspect the facility for damage. He will also decide the level of response or support that is needed depending on the amount of damage.

b. Outside Normal Operating Hours

In the event of severe weather occurrence outside of the normal facility operating hours all employees are asked to adopt the "consider the workplace" mentality. All employees who have a knowledge of personnel on the property during a severe weather warning have a moral responsibility, at a minimum, to call the facility or page the manager.

Severe Weather Emergency Response

1. All personnel at the facility outside of the normal operating hours will be expected to keep in their possession a battery operated weather radio, while threatened conditions persist.
2. In the event of severe weather, outside normal operating hours, it will be the responsibility of the emergency coordinator to perform an inspection of the facility, or delegate the task of inspecting the facility as soon as possible after severe weather has passed.

## 7. SECURITY

The Emergency Coordinator will be responsible for all security provisions when this plan is enacted. The Emergency Coordinator will arrange for proper security personnel during an emergency. The arrangements will be made in advance with either the local police and/or a local security guard company. During an emergency, the following security concerns must be addressed:

- a. Prevent spectators and the media from entering the facility;
- b. Provide for crowd control outside the facility;
- c. Provide a system to screen appropriate response personnel as they enter the facility;
- d. Secure all gates and entrance points to the facility.

The following agencies/companies have been contacted, are aware of this plan and are willing and able to respond to an emergency, as required.

Local Police: Jacksonville Sheriff's Office

1-904-630-2191

## F. **MEDIA INTERACTION**

### **TRANSFLO**

No person at the facility is authorized to speak or respond to the media when this plan is enacted. **All inquiries by the media shall be referred to the following person with CSX Transportation:**

Public Affairs Officer  
550 Water Street  
Jacksonville, Florida 32202

Phone:



Business Hours: 800-232-0144  
Non-Business Hours: 800-232-0144

The only appropriate response to the media is as follows:

"No one at this facility is authorized to respond to a media inquiry. Any request for information should be addressed to the Public Affairs Officer of CSX Transportation. The address and phone number for that person is:

Public Affairs Officer  
550 Water Street  
Jacksonville, Florida 32202

Business Hours: 800-232-0144  
Non-Business Hours : 800-232-0144

The media should be kept as far away as possible. The security forces at the facility should be in charge to keep all spectators, including the media, at a safe distance.

Unless specifically authorized by the Public Affairs Officer at CSXT (or designee). At no time will the media be allowed on the facility property, to take photographs, video or audio recordings. If the media requests to take photographs, video or audio recordings, they may only do so if the Public Affairs Officer for CSXT specifically permits and controls the media.

#### **I. Storage and Treatment of Release Material**

All soil, debris, wastes, and liquids resulting from the release must be treated as Hazardous Waste until testing determines the waste to be non-hazardous. Any hazardous waste must be removed in accordance to Federal, State and Local laws. No waste should be removed without the knowledge and consent of the Emergency Coordinator.

Residues from fires or leaks will be solidified with appropriate inert absorbent and placed in appropriate DOT approved containers for transportation by an authorized disposal firm to permitted disposal facilities. Pumps, absorbents, and salvage containers are to be maintained at the facility for these purposes.

#### **J. Post Emergency Equipment Maintenance**

Prior to resumption of any transfer operation, any safety equipment used in an emergency will be cleaned and returned to a state of readiness.



## **APPENDIX C EVACUATION PLAN**

The decision to evacuate the facility is the responsibility of the Emergency Coordinator on duty. If, in the assessment of the Emergency Coordinator, the emergency is more than a minor one and could pose a threat to the facility and its personnel, that person shall activate a general alarm, along with any specific instructions needed for the particular problem.

The site plan listed shown on Page 6 of this manual is a critical component of the terminal evacuation plan. The site plan shall include evacuation routes from both the terminal yard and the interior of buildings. It is the Emergency Coordinator's responsibility to ensure that all site plans and building layouts are accurate, up to date and clearly depict the desired evacuation route.

The General Alarm for Evacuation of this facility is: **CODE RED**

If The Emergency Coordinator judges that the threat may extend to outside the facility, the Emergency Coordinator will notify, or cause to be notified, the proper authorities for evacuation (Emergency Services). Only the proper emergency services (Police and Fire Departments) will direct evacuation of persons outside this facility.

Upon hearing a General Alarm of CODE RED, all office, yard and shop personnel will do the following unless otherwise instructed by the Emergency Coordinator or his/her designee:

- A. Shut down all on-going systems (valves, motors, pumps, etc.)
- B. Clear aisles and drives for emergency traffic/vehicles
- C. Report to the assembly area. There are two assembly areas for this facility. These assembly areas are:
  - 1. Front Gate – East Entrance
  - 2. Rear Gate – West Entrance
- D. The Emergency Coordinator will ensure that all persons and personnel, outside vendors, and visitors are present and accounted for.

APPENDIX D  
INCIDENT DOCUMENTATION

**REQUIRED REPORTS - WRITTEN NOTIFICATION**

Within 24 hours of the incident, an initial written report will be forwarded to TRANSFLO and Kinder Morgan Materials Services and will be distributed internally. Within ten (10) days after an incident necessitating implementation of the contingency plan, the Emergency Coordinator shall submit a written summary of the incident to the management of this Company and the TRANSFLO Operations Manager.

Written reports will be filed to State and Federal government agencies as required. The required reports for this site are to be made to:

Florida Department of Emergency Management  
2555 Shumard Oak Blvd.  
Tallahassae, Fl. 32399  
1-850-413-9911

With courtesy copy sent to:

Jacksonville Environmental Services Division  
904-630-3635

Copies of the report will be maintained at the facility operating record. The report shall include:

- A. Name, Address and Telephone number of the owner of the company
- B. Name, Address and Telephone number of the facility
- C. Date, Time and Type of incident (for example; fire, spill, explosion, etc. )
- D. Name and quantity of materials involved
- E. Extent of injuries, if any
- F. An assessment of actual or potential hazards to human health of the environment, where applicable
- G. Estimated quantity and disposition of recovered material that resulted from the incident
- H. A report of all notifications that were made including who was called, time of calls, and all other information obtained or derived from the notification calls

**APPENDIX E**  
**TRAINING and EXERCISE/DRILLS**  
**PERSONNEL TRAINING OUTLINE**

All employees of Kinder Morgan Materials Services, LLC, who operate the TRANSFLO facilities, are trained according to the policies outlined below:

**AWARENESS:**

1. What constitutes a hazardous commodity?
2. What hazardous materials are handled at this terminal?
3. How are each of these transferred?
4. How is hazardous waste handled and disposed of?
5. Which chemicals/commodities are present at the terminal?
6. How are materials identified by the placard?
7. What are the hazards of the materials located at this facility?
8. How to read a MSDS (Material Safety Data Sheet)

**CONTINGENCY PLAN:**

1. Emergency Coordinators
2. Implementation
3. Emergency Response Procedures
4. Emergency Equipment
5. Coordination Agreements
6. Evacuation Plan
7. Storage and Treatment of Released Materials
8. Incompatible Waste
9. General Alarms
10. Fire and Response Drills

**CONTROL PROCEDURES:**

1. Leaks
2. Explosion
3. Fire

**RECORDKEEPING:**

1. All training records must be kept on file and retained in the terminal records, and in the individuals file.

## **APPENDIX F**

### **RESPONSE CRITIQUE AND PLAN REVIEW AND MODIFICATION PROCESS**

*This annex should describe procedures for modifying the plan based on periodic plan review or lessons learned through an exercise or a response to an actual incident. Procedures to critique an actual or simulated response should be a part of this discussion. A list of plan amendments (i.e., history of updates) should also be contained in this annex. Plan modification should be viewed as a part of a facility's continuous*

## **APPENDIX G**

### **"CHEMTOX" DATA BASE INSTRUCTIONS**

The "CHEMTOX" database is a mainframe based computerized system, which allows the user to search for and obtain information regarding a great variety of commodities and chemicals. This database is a useful tool, which should be utilized for emergency planning as well as hazardous material training. It is the Emergency Coordinator's responsibility to be knowledgeable about and train the local personnel on this system.

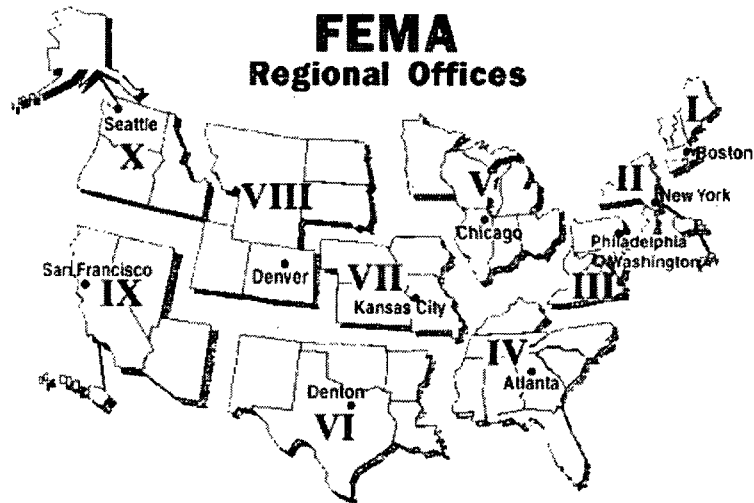
#### **INSTRUCTIONS:**

- I. At the "Master Menu" screen type "RFCS" and press "enter"
- II. At the "Chemtox Database" screen
  - A. At item option type { i } and move to one of the identification fields available for search below in the next section, search fields are listed below.  
\*\*\*Note--use only one search field type
    1. Name
    2. STCC# (multiple STCC #s may be entered for the emergency report only, otherwise, only one STCC number may be entered)
    3. DOT ID#: example=UN2014 for hydrogen peroxide
    4. CAS#: Chemical abstract number
  - B. Select "Display Options" report by typing an X beside the desired report and press "Enter"
- III. Depending on the item being searched, the screen may display a specific requested report or a list of possible chemicals for selection. If a selection list is presented, place an X beside the desired chemical in the list and then press "Enter".
- IV. When looking at the selected report, if you want to send the report to a mainframe printer, in the option field type {print} and type in a printer address beside "print" and press enter.
- V. When looking at the selected report, if you want to send the report to a fax machine, in the action field type {fax} and type in a Bell telephone number after "fax", including the area code.  
  
\*\*\*Note--do not use RNX extensions
- VI. To obtain a report on another chemical or another report on the same chemical the process must be repeated from the "Chemtox Database" screen.
- VII. These instructions are found in the bulletin board "CCBB" under item MSDSLIST report number: 110236

## APPENDIX H FEMA REGIONAL OFFICES STATE EMERGENCY MANAGEMENT OFFICES

### Regional and Area Offices

FEMA has ten regional offices, and two area offices. Each region serves several states, and regional staff work directly with the states to help plan for disasters, develop mitigation programs, and meet needs when major disasters occur.



### FEMA Headquarters

Federal Emergency Management Agency  
500 C Street, SW,  
Washington, DC 20472, (202)646-2500.

### FEMA Regional Offices

Region I: Boston  
(617)223-9540

Region II: New York  
(212)225-7209

Region III: Philadelphia  
(215)931-5500

Region IV: Atlanta  
(770) 220-5226

Region V: Chicago  
(312)408-5500

Region VI: Denton, TX  
(817)898-5104

Region VII: Kansas City, MO  
(816)283-7061

Region VIII: Denver  
(303)235-1813

Region IX: San Francisco  
(415)923-7100

Region X: Bothell, WA  
(206)487-4604



## APPENDIX I STATE EMERGENCY MANAGEMENT OFFICES

State Emergency Management Agencies (FEMA  
region numbers are in Parentheses.)

Alabama (4)  
Alabama Emergency Management Agency  
5898 S. County Rd.  
Clanton, AL 35045  
(205)280-2200

Alaska (10)  
Division of Emergency Services  
New Anchorage Armory  
Fort Richardson  
Bldg. 49000, Suite B-210  
Fort Richardson, AK 99595-5750  
(907)428-7000

Arizona (9)  
Arizona Division of Emergency Services  
National Guard Bldg.  
5636 E. McDowell Rd.  
Phoenix, AZ 85008  
(602)231-6245

Arkansas (6)  
Office of Emergency Services  
P.O. Box 758  
Conway, AR 72032  
(501)329-5601

California (9)  
Office of Emergency Services  
2800 Meadowview Rd.  
Sacramento, CA 95823  
(916)427-4990

Colorado (8)  
Colorado Office of Emergency Management  
Camp George West  
Golden, CO 80401  
(303)273-1622

Connecticut (1)  
Connecticut Office of Emergency Management  
360 Broad St.  
Hartford, CT 06105  
(203)566-3180

Delaware (3)  
Division of Emergency Planning & Operations  
Delaware City, DE 19706  
(302)834-4531

District of Columbia (3)  
Office of Emergency Preparedness  
200 14th St., NW, 8th Floor  
Washington, DC 20009  
(202)727-3150

Florida (4)  
Division of Emergency Management  
2740 Crestview Dr.  
Tallahassee, FL 32399  
(904)488-1900

Georgia (4)  
Georgia Emergency Management Agency  
P.O. Box 18055  
Atlanta, GA 30316-0055  
(404)624-7205

Hawaii (9)  
State Civil Defense  
3949 Diamond Head Rd.  
Honolulu, HI 96816-4495  
(808)734-2161

Idaho (10)  
Bureau of Disaster Services  
650 W. State St.  
Boise, ID 83720  
(208)334-3460

Illinois (5)  
Illinois Emergency Management Agency  
110 E. Adams St.  
Springfield, IL 62706  
(217)782-2700

Indiana (5)  
Indiana Emergency Management Agency  
State Office Bldg., Room E-208  
302 W. Washington St.  
Indianapolis, IN 46204

Iowa (7)  
Iowa Emergency Management Division  
Hoover State Office Bldg.  
Level A, Room 29  
Des Moines, IA 50319  
(515)281-3231

Kansas (7)  
Division of Emergency Preparedness  
P.O. Box C300  
Topeka, KS 66601  
(913)266-1400

Kentucky (4)

Kentucky Disaster and Emergency Services  
Boone Center, Parkside Dr.  
Frankfort, KY 40601  
(502)564-8682

Louisiana (6)  
Office of Emergency Preparedness  
Department of Public Safety  
LA Military Dept.  
P.O. Box 44217

Capitol Station  
Baton Rouge, LA 70804  
(504)342-5470

Maine (1)  
Maine Emergency Management Agency  
State Office Bldg., Station 72  
Augusta, ME 04333  
(207)289-4080

Maryland (3)  
Maryland Emergency Management and Civil

Defense Agency

Two Sudbrook Ln., East  
Pikesville, MD 21208  
(301)486-4422  
Massachusetts (1)  
Massachusetts Emergency Management Agency  
400 Worcester Rd.

Framingham, MA 01701  
(508)820-2000

Michigan (5)  
Emergency Management Division  
Michigan State Police  
300 S. Washington Sq.  
Suite 300

Lansing, MI 48913  
(517)334-5130

Minnesota (5)  
Division of Emergency Services  
Department of Public Safety  
State Capitol, B-5  
St. Paul, MN 55155  
(612)296-2233

Mississippi (4)  
Mississippi Emergency Management Agency  
P.O. Box 4501, Fondren Station  
Jackson, MS 39296  
(601)352-9100

Missouri (7)  
State Emergency Management Agency  
P.O. Box 116  
Jefferson City, MO 65102  
(314)751-9779

Montana (8)  
Emergency Management Specialist  
Disaster and Emergency Services P.O. Box 4789  
Helena, MT 59604-4789  
(406)444-6911

Nebraska  
Nebraska Civil Defense Agency

National Guard Center  
1300 Military Road  
Lincoln, NE 68508-1090  
(402)473-1410  
Nevada (9)  
Nevada Division of Emergency Services  
2525 S. Carson St.  
Carson City, NV 89710  
(702)887-7302

New Hampshire (1)  
Governor's Office of Emergency Management  
State Office Park South  
107 Pleasant St.  
Concord, NH 03301  
(603)271-2231  
New Jersey (2)  
Office of Emergency Management  
P.O. Box 7068  
W. Trenton, NJ 08628-0068  
(609)538-6050

New Mexico (6)  
Emergency Planning and Coordination  
Department of Public Safety  
4491 Cerrillos Rd.  
P.O. Box 1628  
Santa Fe, NM 87504  
(505)827-9222

New York (2)  
State Emergency Management Office  
Public Security Bldg. #22  
State Campus  
Albany, NY 12226-5000  
(518)457-2222

North Carolina  
Division of Emergency Management  
116 West Jones St.  
Raleigh, NC 27603-1335  
(919)733-3867

North Dakota (8)  
North Dakota Division of Emergency Management  
P.O. Box 5511  
Bismarck, ND 58502-5511  
(701)224-2113

Ohio (5)  
Ohio Emergency Management Agency  
2825 W. Granville Rd.  
Columbus, OH 43235-2712  
(614)889-7150

Oklahoma (6)  
Oklahoma Civil Defense  
P.O. Box 53365  
Oklahoma City, OK 73152  
(405)521-2481

Oregon (10)  
Emergency Management Division  
Oregon State Executive  
Department

595 Cottage St., NE  
Salem, OR 97310  
(503)378-4124

Pennsylvania (3)  
Pennsylvania Emergency Management Agency  
P.O. Box 3321  
Harrisburg, PA 17105-3321  
(717)783-8016  
Puerto Rico (2)  
State Civil Defense  
Commonwealth of Puerto Rico  
P.O. Box 5127  
San Juan, PR 00906  
(809)724-0124  
Rhode Island (1)  
Rhode Island Emergency Management Agency  
State House, Room 27  
Providence, RI 02903  
(401)421-7333  
South Carolina (4)  
South Carolina Emergency Management Division  
1429 Senate St., Rutledge Bldg.  
Columbia, SC 29201-3782  
(803)734-8020  
South Dakota (8)  
Division of Emergency and Disaster Services  
State Capitol, 500 East Capitol  
Pierre, SD 57501  
(605)773-3231  
Tennessee (4)  
Tennessee Emergency Management Agency  
3041 Sidco Dr.  
Nashville, TN 37204-1502  
(615)741-0001  
Texas (6)  
Division of Emergency Management  
P.O. Box 4087  
Austin, TX 78773-4087  
(512)465-2183  
Utah (8)

Division of Comprehensive Emergency  
Management

State Office Bldg., Room 1110  
Salt Lake City, UT 84114  
(801)538-3400  
Vermont (1)  
Vermont Emergency Management Agency  
Dept. of Public Safety  
Waterbury State Complex  
103 S. Main St.  
Waterbury, VT 05676  
(802)244-8271  
Virgin Islands (2)  
Office of Civil Defense and Emergency Services  
131 Gallows Bay  
Christiansted, VI 00820  
(809)773-2244  
Virginia (3)  
Department of Emergency Services  
310 Turner Rd.  
Richmond, VA 23225-6491  
(804)674-2497  
Washington (10)  
Division of Emergency  
Management  
4220 E. Martin Way, MS-PT 11  
(206)923-4901  
West Virginia (3)  
West Virginia Office of Emergency Services  
State Capitol Complex  
Room EB80  
Charleston, WV 25305  
(304)558-5380  
Wisconsin (5)  
Division of Emergency Government  
4802 Sheboygan Ave., Room 99A  
Madison, WI 53707  
(608)266-3232  
Wyoming (8)  
Wyoming Emergency Management Agency  
P.O. Box 1709  
Cheyenne, WY 82003  
(307)777-7566

Updated: September 23, 1996

## **APPENDIX J DEFINITIONS**

### **Emergency Coordinator:**

That person designated to act in the event of an emergency to bring events under control, and to notify cause to be notified to the proper authorities. The Emergency Coordinator is empowered to commit all resources that are needed, including commitment of funds for outside help.

### **General Alarm:**

A code spoken over the paging or terminal radio communication system, recognized by all personnel, to mean general alarm requiring immediate response. A General Alarm for this facility is;

CODE RED	EVACUATE IMMEDIATELY
CODE YELLOW	SPILL RESPONSE
CODE BLUE	FIRE
CODE GREEN	INJURY
ENGINE ALERT	RAILROAD ENGINE OPERATING WITHIN THE TERMINAL FACILITY

### **Independent Operator:**

An independent company which, offers experience, knowledge, expertise management, and labor to operate a TRANSFLO facility.

### **Overpack Drum:**

A drum or drums which are large enough to hold an entire 55 gallon drum of material. The Overpack drums used at TRANSFLO facilities are filled with various hazorb and spill containment and clean up materials and equipment.

### **Director of Operations:**

An employee of Kinder Morgan Materials Services who oversees the operations of the various TRANSFLO terminals in a given geographic area or region. The Director's function is to oversee that the terminals operate in accordance with the standards set by TRANSFLO and Kinder Morgan Materials Services.

**Reportable Quantity (RQ):**

A quantity of material, which when spilled causes a Legal requirement of the person in charge, to call the National Response Center. Different commodities will have different RQ's. See appropriate MSDS (Material Safety Data Sheets) for RQ (reportable quantity) amounts.

**Wind Sock:**

A lightweight material which is usually mounted to a pole for the purposes of determining direction and strength of the wind, for emergencies involving vapor releases.

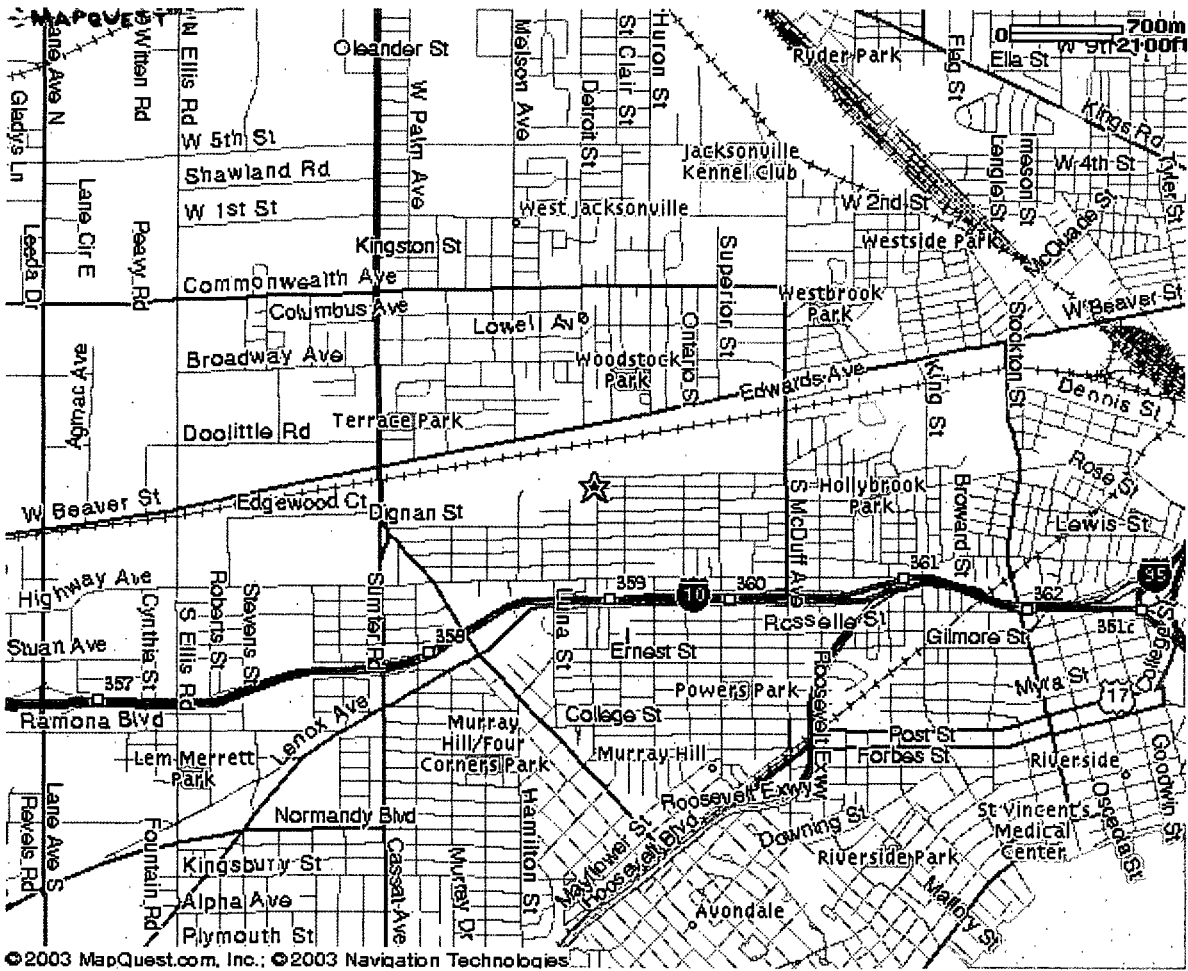


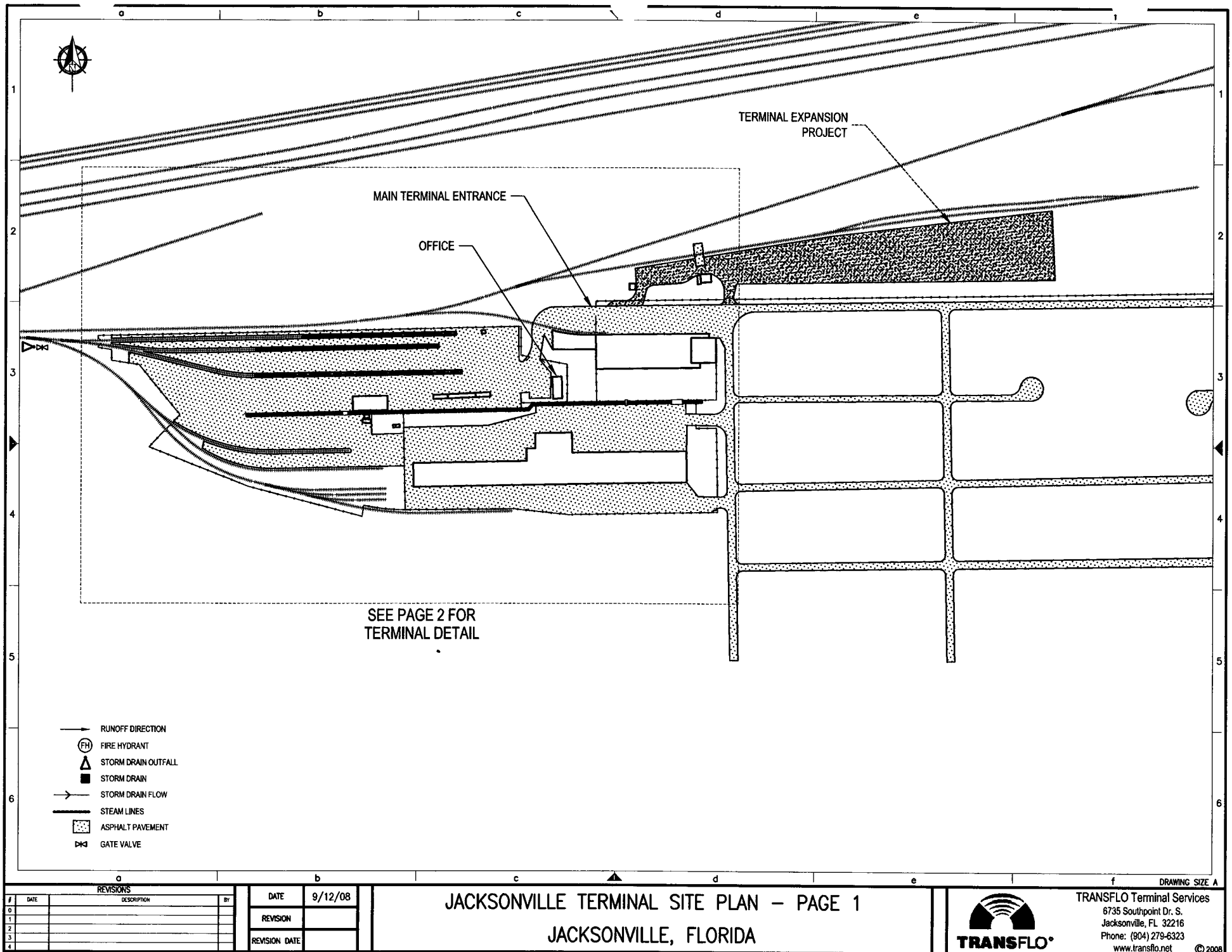
## Figure 1: Site Location Map

### Jacksonville TRANSFLO Terminal

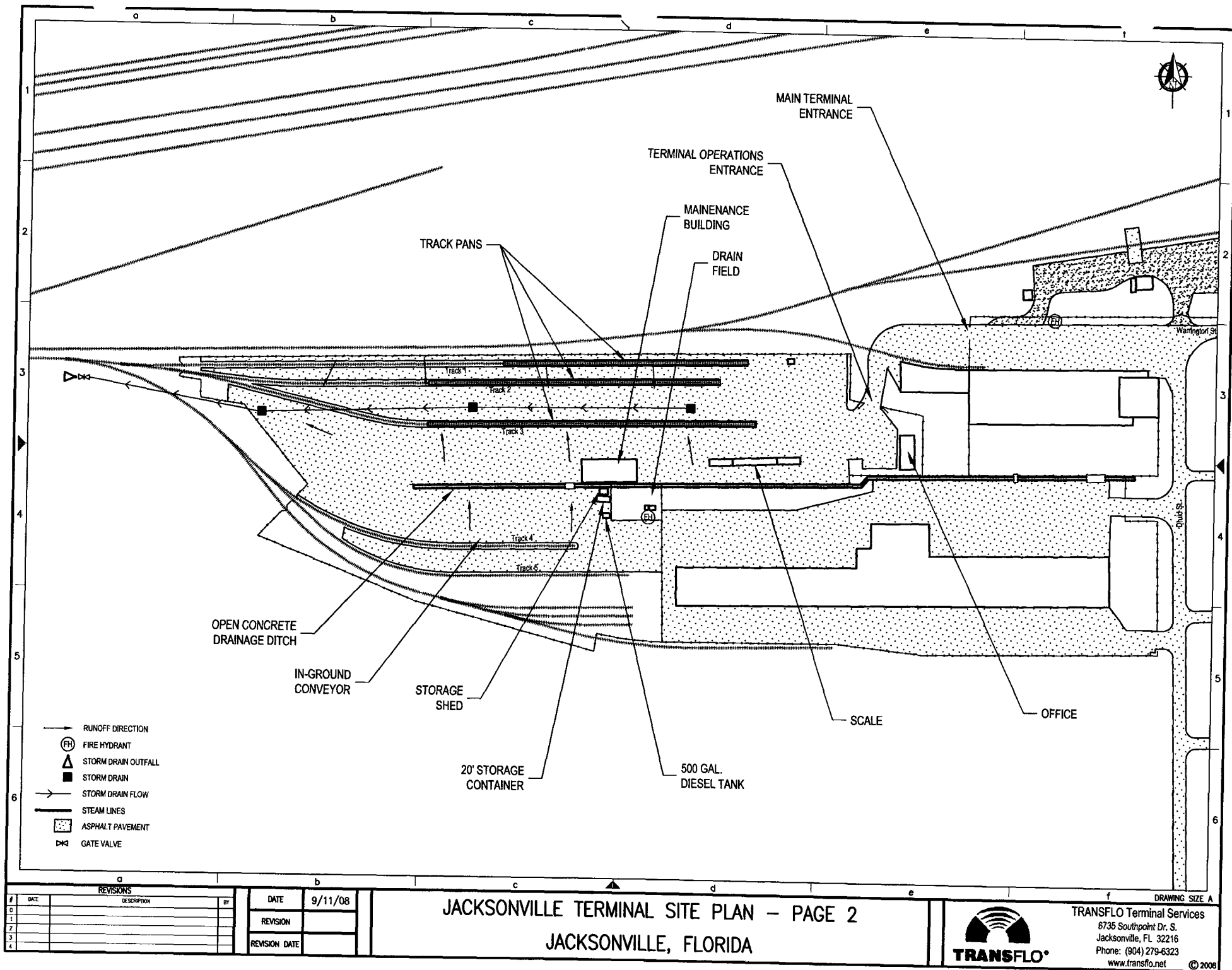
116 Druid St  
Jacksonville FL  
32254-3810 US

### Notes:













January 12, 2009

**Mr. Rick Neves**

Department of Environmental Protection  
Hazardous Waste Management Section – MS 4555  
2600 Blair Stone Road  
Tallahassee, FL 32399-2400

**RE: Hazardous Waste Transporter Status and Transfer Facility Notification Forms:  
Jacksonville TRANSFLO Terminal – FLD984253526  
Tampa TRANSFLO Terminal – FLR000105338**

Dear Mr. Neves:

Enclosed please find the Hazardous Waste Transporter Status Forms and the Hazardous Waste Transfer Facility Notification Forms for the Jacksonville and Tampa TRANSFLO Terminals. I have also enclosed the Certificate of Liability Insurance for these facilities.

If you have any questions or concerns regarding the enclosed information, please contact me at (904) 279-6323 or via email [jbarnes@transflo.net](mailto:jbarnes@transflo.net).

Sincerely,

**Jan M. Barnes**  
Director HS&E and Quality

## TRANSFER FACILITY NOTIFICATION FORM

This form must be completed as required in Florida Administrative Code Rule 62-730.171(3) by transfer facilities storing hazardous waste in accordance with Florida Administrative Code Rule 62-730.171. All information must be typed or printed clearly.

### I. Transporters identification:

Company Name TRANSFLO Terminal Services, Inc.

E.P.A.ID No. FLR000105386

Company Mailing Address 6735 Southpoint Drive South

Jacksonville, FL 32216

Principal Contact Jan M. Barnes

Phone Number ( 904 ) 279-6323

### II. Transfer Facility Identification:

Name of Facility Tampa TRANSFLO Terminal

Street Address 504 North 34th Street

Tampa, FL 33605

Latitude N 27 57' 06"

Longitude W 82 25' 22"

County Hillsborough

Storage Volume N/A

### III. Certification:

I certify under penalty of law that the above information is accurate and complete. As the owner or operator of the above-referenced hazardous waste transfer facility, I am aware that this facility must comply with the requirements of Florida Administrative Code Rule 62-730.171.

Jan M. Barnes

Print/Type Name

Director-Regulatory

Title

Jan M. Barnes  
Signature of Authorized Representative

1-12-99

Date Signed

Are your services commercially available? Yes

## STATE OF FLORIDA

### HAZARDOUS WASTE TRANSPORTER STATUS FORM

I. Transporter Identification:

Transporter Name: TRANSFLO Environmental Services, Inc.

Transporter EPA ID: FLR 100 100 100

Location Address: 904 North 54th Street

Tampa, FL 33605

Contact: Jan M. Barnes

Telephone: (813) 379-6920

Mailing Address: 6745 Southpoint Drive South, Bldg 11 J-971

Jacksonville, FL 32216

II. Insurance Information:

Insurance Company: CSX Insurance Company

Address: 174 Meeting Street

Charleston, SC 29401

Contact: Deborah Tauro

Telephone: (804) 366-5585

Policy Number: AL0016

Expiration date: December 23, 2009

III. Waste Information:

EPA Waste Codes for Waste Routinely or Usually Transported:

D001; D002; D003; D010; D011; D035; F001; F002; F003; F004; F005

Comments: These codes are representative of waste streams handled at other TRANSFLO terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes

01/12/09

Signature

Date Signed

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_.

Date

\_\_\_\_\_  
Signature of Florida Department of Environmental Protection Representative Date Signed

Are your services commercially available? Yes

## STATE OF FLORIDA

### HAZARDOUS WASTE TRANSPORTER STATUS FORM

I. Transporter Identification:

Transporter Name: TRANSFLO, Third-Party Services, Inc.

Transporter EPA ID: F02 101 100 100

Location Address: 504 North 34th Street  
Tampa, FL 33605

Contact: Jan M. Barnes Telephone: 804 214-6425

Mailing Address: 6712 Southpoint Drive South, Bldg II J-975  
Jacksonville, FL 32216

II. Insurance Information:

Insurance Company: CSX Insurance Company

Address: 114 Meeting Street

Charleston, SC 29401

Contact: Deborah Taylor Telephone: 804 346-6088

Policy Number: AL0016

Expiration date: December 25, 1909

III. Waste Information:

EPA Waste Codes for Waste Routinely or Usually Transported:

D001; D008; D009; D010; D011; D035; F001; F002; F003; F004; F005

Comments: These codes are representative of waste streams handled at other TRANSFLO  
terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes

01/12/09

Signature

Date Signed

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_

Date

Signature of Florida Department of Environmental Protection Representative Date Signed

## STATE OF FLORIDA HAZARDOUS WASTE TRANSPORTER CERTIFICATE OF LIABILITY INSURANCE

1. CSX Insurance Company  
(Name of Insurer)

(the "Insurer"), of 134 Meeting Street, Charleston, SC 29401  
(Address of Insurer)

hereby certifies that it has issued liability insurance covering bodily injury and property damage including environmental restoration for sudden accidental occurrences to

TRANSFLO Terminal Services, Inc.  
(Name of Insured)

(the "Insured"), of 6735 Southpoint Dr., S., Jacksonville, FL 32216  
(Address of Insured)

in connection with the insured's obligation to demonstrate financial responsibility under Florida Administrative Code Rule 62-730.170. The coverage applies at:

<u>EPA/DEP I.D. No.</u>	<u>Name</u>	<u>Location</u>
FLD984253526	TRANSFLO Jacksonville	116 Druid St., Jacksonville, FL 32254
FLD000105338	TRANSFLO Tampa	504 N. 34 <sup>th</sup> St., Tampa, FL 33605

(If coverage is for multiple facilities, identify each facility insured.)

This insurance is primary and the company shall not be liable for amounts in excess of \$ 1,000,000 for each accident, exclusive of legal defense costs. The coverage is provided under policy number AL0016, issued on Jan 9, 2009.  
(date)

The effective date of said policy is December 27, 2008 and the expiration date of said policy is December 25, 2009.  
(date)

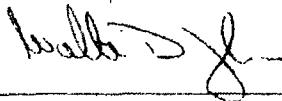
This insurance is excess and the company shall not be liable for amounts in excess of \$ N/A for each accident in excess of the underlying limit of \$ N/A for each accident, exclusive of legal defense costs. The coverage is provided under policy number \_\_\_\_\_, issued on \_\_\_\_\_. The effective date of said policy is \_\_\_\_\_ and the expiration date of said policy is \_\_\_\_\_.  
(date) (date)

2. The Insurer further certifies the following with respect to the insurance described in Paragraph 1:

- (a) Bankruptcy or insolvency of the insured shall not relieve the Insurer of its obligations under the policy.

- (b) The Insurer is liable for the payment of amounts within any deductible applicable to the policy, with a right of reimbursement by the insured for any such payment made by the Insurer.
- (c) Whenever requested by the Secretary (or designee) of the Florida Department of Environmental Protection (FDEP), the Insurer agrees to furnish to the Department a signed duplicate original of the policy and all endorsements.
- (d) Cancellation of the insurance, whether by the Insurer or the Insured and any other termination of the insurance (e.g., expiration, non-renewal), will be effective only upon written notice and only after the expiration of thirty (30) days after a copy of such written notice is received by the Secretary of the FDEP as evidenced by certified mail return receipt.
- (e) The Insurer shall not be liable for the payment of any judgment or judgments against the Insured for claims resulting from accidents which occur after the termination of the insurance described herein, but such termination shall not affect the liability of the Insurer for the payment of any such judgment or judgments resulting from accidents which occur during the time the policy is in effect.

I hereby certify that the Insurer is licensed to transact the business of insurance, or eligible to provide insurance as an excess or surplus lines insurer, in one of more States including Florida.



\_\_\_\_\_  
(Signature of Authorized Representative of Insurer)

\_\_\_\_\_  
Walter D. Tyler  
(Typed name)

\_\_\_\_\_  
President  
(Title)

Authorized Representative of:

\_\_\_\_\_  
CSX Insurance Company  
(Name of Insurer)

\_\_\_\_\_  
134 Meeting Street, Charleston, SC 29401  
(Address of Representative)



## TRANSFER FACILITY NOTIFICATION FORM

This form must be completed as required in Florida Administrative Code Rule 62-730.171(3) by transfer facilities storing hazardous waste in accordance with Florida Administrative Code Rule 62-730.171. All information must be typed or printed clearly.

### I. Transporters identification:

Company Name TRANSFLO Terminal Services, Inc.

E.P.A.ID No. FLR964253526

Company Mailing Address 6735 Southpoint Drive South  
Jacksonville, FL 32216

Principal Contact Jan M. Barnes

Phone Number ( 904 ) 279-6123

### II. Transfer Facility Identification:

Name of Facility Jacksonville TRANSFLO Terminal

Street Address 116 RR Duval Street  
Jacksonville, FL 32254

Latitude N 27 57' 06" Longitude W 82 25' 22"

County Duval Storage Volume N/A

### III. Certification:

I certify under penalty of law that the above information is accurate and complete. As the owner or operator of the above-referenced hazardous waste transfer facility, I am aware that this facility must comply with the requirements of Florida Administrative Code Rule 62-730.171.

Jan M. Barnes  
Print/Type Name

Director-HSE&Quality  
Title

Jan Barnes  
Signature of Authorized Representative

1-12-12  
Date Signed

Are your services commercially available? Yes

## STATE OF FLORIDA

### HAZARDOUS WASTE TRANSPORTER STATUS FORM

I. Transporter Identification:

Transporter Name: TRANSFLO Terminal Services, Inc.

Transporter EPA ID: FLC 094 241 527

Location Address: 116 RR David Street

Jacksonville, FL 32254

Contact: Don M. Barnes

Telephone: (904) 273-6271

Mailing Address: 3715 Westpointe Drive South, Bldg II C-975

Jacksonville, FL 32216

II. Insurance Information:

Insurance Company: CSX Insurance Company

Address: 114 Meeting Street

Charleston, SC 29401

Contact: Deborah Tatro

Telephone: (804) 366-5069

Policy Number: AL0016

Expiration date: December 25, 2009

III. Waste Information:

EPA Waste Codes for Waste Routinely or Usually Transported:

D001; D008; D009; D010; D011; E035; F001; F002; F003; F004; F025

Comments: These codes are representative of waste streams handled at other TRANSFLO terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes

01/12/09

Signature

Date Signed

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_.

Date

Signature of Florida Department of Environmental Protection Representative Date Signed

Are your services commercially available? Yes

## STATE OF FLORIDA

### HAZARDOUS WASTE TRANSPORTER STATUS FORM

I. Transporter Identification:

Transporter Name: TRANSFLO Terminal Services, Inc.

Transporter EPA ID: FLD 001 001 001 001

Location Address: 115 E. David Street

Jacksonville, FL 32204

Contact: Jan M. Barnes

Telephone: (904) 374-6323

Mailing Address: 6735 Southpoint Drive South, Bldg II J-275

Jacksonville, FL 32216

II. Insurance Information:

Insurance Company: CSX Insurance Company

Address: 134 Meeting Street

Charleston, SC 29401

Contact: Deborah Tatro

Telephone: (904) 366-3088

Policy Number: AL6016

Expiration date: December 25, 2009

III. Waste Information:

EPA Waste Codes for Waste Routinely or Usually Transported:

D001; D002; D003; D010; D011; D035; F001; F002; F003; F004; F005

Comments: These codes are representative of waste streams handled at other TRANSFLO terminals. They may vary based upon actual customer business requirements.

IV. Certification:

I certify under penalty of law that the above information is true, correct, and complete to the best of my knowledge.

Jan M. Barnes

Director - HSE & Quality

Print/Type Name

Title

Jan M. Barnes

01/12/09

Signature

Date Signed

V. The transporter identified above is in compliance with the financial responsibility requirements for hazardous waste transporters pursuant to Chapter 62-730.170, Florida Administrative Code. The forms submitted by the transporter show compliance with the financial responsibility through \_\_\_\_\_

Date

Signature of Florida Department of Environmental Protection Representative Date Signed

## STATE OF FLORIDA HAZARDOUS WASTE TRANSPORTER CERTIFICATE OF LIABILITY INSURANCE

1. CSX Insurance Company  
(Name of Insurer)

(the "Insurer"), of 134 Meeting Street, Charleston, SC 29401  
(Address of Insurer)

hereby certifies that it has issued liability insurance covering bodily injury and property damage including environmental restoration for sudden accidental occurrences to

TRANSFLO Terminal Services, Inc.  
(Name of Insured)

(the "Insured"), of 6735 Southpoint Dr., S., Jacksonville, FL 32216  
(Address of Insured)

in connection with the insured's obligation to demonstrate financial responsibility under Florida Administrative Code Rule 62-730.170. The coverage applies at:

<u>EPA/DEP I.D. No.</u>	<u>Name</u>	<u>Location</u>
FLD984253526	TRANSFLO Jacksonville	116 Druid St., Jacksonville, FL 32254
FLD000105338	TRANSFLO Tampa	504 N. 34 <sup>th</sup> St., Tampa, FL 33605

(If coverage is for multiple facilities, identify each facility insured.)

This insurance is primary and the company shall not be liable for amounts in excess of  
\$ 1,000,000 for each accident, exclusive of legal defense costs. The coverage is  
provided under policy number AL0016, issued on Jan 9, 2009.  
(date)

The effective date of said policy is December 27, 2008 and the expiration date of said policy  
(date)  
is December 25, 2009.  
(date)

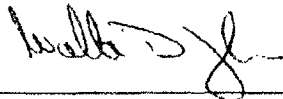
This insurance is excess and the company shall not be liable for amounts in excess of  
\$ N/A for each accident in excess of the underlying limit of  
\$ N/A for each accident, exclusive of legal defense costs. The coverage is  
provided under policy number \_\_\_\_\_, issued on \_\_\_\_\_. The  
effective date of \_\_\_\_\_ (date)  
said policy is \_\_\_\_\_ and the expiration date of said policy is \_\_\_\_\_.  
(date) (date)

2. The Insurer further certifies the following with respect to the insurance described in Paragraph 1:

- (a) Bankruptcy or insolvency of the insured shall not relieve the Insurer of its obligations under the policy.

- (b) The Insurer is liable for the payment of amounts within any deductible applicable to the policy, with a right of reimbursement by the insured for any such payment made by the Insurer.
- (c) Whenever requested by the Secretary (or designee) of the Florida Department of Environmental Protection (FDEP), the Insurer agrees to furnish to the Department a signed duplicate original of the policy and all endorsements.
- (d) Cancellation of the insurance, whether by the Insurer or the Insured and any other termination of the insurance (e.g., expiration, non-renewal), will be effective only upon written notice and only after the expiration of thirty (30) days after a copy of such written notice is received by the Secretary of the FDEP as evidenced by certified mail return receipt.
- (e) The Insurer shall not be liable for the payment of any judgment or judgments against the Insured for claims resulting from accidents which occur after the termination of the insurance described herein, but such termination shall not affect the liability of the Insurer for the payment of any such judgment or judgments resulting from accidents which occur during the time the policy is in effect.

I hereby certify that the Insurer is licensed to transact the business of insurance, or eligible to provide insurance as an excess or surplus lines insurer, in one of more States including Florida.



\_\_\_\_\_  
(Signature of Authorized Representative of Insurer)

Walter D. Tyler

\_\_\_\_\_  
(Typed name)

President

\_\_\_\_\_  
(Title)

Authorized Representative of:

CSX Insurance Company

\_\_\_\_\_  
(Name of Insurer)

134 Meeting Street, Charleston, SC 29401

\_\_\_\_\_  
(Address of Representative)