



1. APPLICABILITY

This Standard Operating Procedure (SOP) applies to all BRWM staff working on petroleum remediation sites within the Petroleum Program. It is also applicable to all parties that investigate, mitigate, or remediate petroleum releases.

This SOP is not a rule and is not intended to have the force of law, nor does it create or affect any legal rights of any individual, all of which are determined by applicable statutes and law. This SOP does not supersede statutes or rules.

2. PURPOSE

The purpose of this document is to describe the MEDEP BRWM requirements for the development of a Site Safety Plan (SSP). Prior to conducting field work, routine monitoring, post closure sampling or on-site data gathering, a SSP will be developed. The SSP will outline the potential hazards of the site activity, identify control measures to mitigate the risk, and identify PPE needed to complete the control measure. Additionally, the plan will provide the physical address should emergency services be required, directions to the site, weather conditions, and responding emergency services with contact information.

3. RESPONSIBILITIES

All MEDEP/BRWM Staff must follow this procedure when developing a Site Safety Plan. All Managers and Supervisors are responsible for ensuring that their staff are familiar with and adhere to this procedure. MEDEP/BRWM staff reviewing plans by outside parties are responsible for assuring that the procedure (or an equivalent) was utilized appropriately.

4.0 DEFINITIONS

4.2 CONTAMINANT OF CONCERN (COC) - A contaminant that has been released at a site and risk evaluation indicates that mitigation or remediation is necessary to prevent exposure to the contaminant.

5. GUIDELINES AND PROCEDURES

5.1 INTRODUCTION

1. A SSP may be developed as a narrative document that contains all the information provided on Attachment 1. Alternatively, Attachment 1 provides a template for completing a site safety plan..

5.2 TITLE SECTION



The title section of an SSP will contain the name and town of project, the MEDEP Spill #, other relevant project numbers (EGAD, Tank Registration, REMO), and the name and title of the person developing the SSP.

5.3 INTRODUCTION

The introduction will state any site specific safety considerations that must be considered at the site. This may include travel and transport situations, such as the location of the site relative to the nearest hospital or EMS. Additionally, it may include site access details that present a potential health and safety component.

5.4 BACKGROUND INFORMATION

At a typical Petroleum Program site, the background information is documented by the Division of Response Services in the spill report file. Reference to the spill number is sufficient for providing background information.

5.5 SITE SPECIFIC HEALTH AND SAFETY PLAN

A SSP will be developed prior to completing any fieldwork. Emergency Responders work under a generic safety plan while the emergency response is taking place. Once the emergency response is completed, field personnel must follow the site specific safety plan. The Site Safety Plan satisfies the requirements for a Site Specific Health and Safety Plan in accordance with the BRWM requirements for sites where work is done in Level C and D PPE. If work tasks require a higher level of protection a full HASP will need to be developed and approved by the BRWM Safety Officer prior to completing the work. If sampling, monitoring, and investigative activities remain the same during the Project Team's involvement, the initial SSP can be applied and remain in effect for the duration of the project. If the Project Team's onsite activities change such that they are outside the scope of a current SSP, a new plan will need to be developed and recorded in the project file.

If below grade sampling is part of the SAP, Dig-Safe and Ok To Dig and/or nonmember utilities must be notified at least 3 working days prior to the sampling event. Sample locations must be marked on the ground prior to calling Dig-Safe and Ok To Dig.

For transportation spills and other incidents that require work within a road right of way, the SSP must include site specific requirements for flagging, vehicle marking and lighting, or other considerations necessary to safely complete the work or access the worksite. This may include work being completed under a subcontractors HASP that is referenced in the SSP.

DEP staff must contact Dig Safe (811 or www.digsafe.com) and OkToDig (1-866-658-6344 or oktodig.com) at least 72-hours prior to advancing any tools below the ground surface (72 hours does not include weekends and holidays). Dig Safe color codes are provided below.



COLOR CODE FOR MARKING UNDERGROUND UTILITY LINES

	ELECTRIC
	GAS-OIL-STEAM
	COMMUNICATION CATV
	POTABLE WATER
	RECLAIMED WATER
	SEWER & DRAINAGE
	TEMPORARY SURVEY MARKINGS
	PROPOSED EXCAVATION

digsafe.com



6. QUALITY ASSURANCE/QUALITY CONTROL

Attachment 1 is acceptable as a SSP for work at petroleum remediation projects being completed in Level C and Level D as long as all the information is entered for the tasks being completed. BRWM staff are responsible for making sure the information is accurate and complete as part of the QA/QC of the SSP, in accordance with Section 3 of this SOP.

7. REFERENCES

ASTM E1689 - 95 (2014), Standard Guide for Developing Conceptual Site Models for Contaminated Sites.

SOP-PP-006 Conceptual Site Model for Petroleum Contamination



SOP No. RWM-PP-071
Effective Date: 9/15/2021
Revision No. 01
Last Revision Date: 10/23/2020
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ATTACHMENT 1
SITE SAFETY PLAN TEMPLATE

DEP BRWM TECHNICAL SERVICES SITE HEALTH AND SAFETY

SITE INFORMATION

SITE NAME: Click or tap here to enter text. **SPILL NUMBER:** Click or tap here to enter text.

PHYSICAL ADDRESS: Click or tap here to enter text. **TOWN:** Click or tap here to enter text.

DIRECTIONS TO SITE: Click or tap here to enter text.

SITE SPECIFIC SAFETY CONSIDERATIONS: Click or tap here to enter text.

WORK OBJECTIVE: Click or tap here to enter text.

ANTICIPATED WEATHER CONDITIONS:

TEMP	WIND	CLOUD COVER
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SITE EMERGENCY RESPONSE PLAN

TECHNICAL SERVICES FIELD STAFF WILL EVACUATE IN THE EVENT OF A SPILL/EMERGENCY

MEDICAL TREATMENT BY DEP STAFF IS LIMITED TO BASIC FIRST AID/CPR

EMERGENCY SERVICES	LOCATION	TELEPHONE #
RESPONDING FIRE DEPARTMENT or AMBULANCE SERVICE	Click or tap here to enter text.	Click or tap here to enter text.
POLICE	Click or tap here to enter text.	Click or tap here to enter text.
NEAREST HOSPITAL	Click or tap here to enter text.	Click or tap here to enter text.
DEP REGIONAL OFFICE -DIVISION OF RESPONSE SERVICES	Click or tap here to enter text.	Click or tap here to enter text.
NATIONAL RESPONSE CENTER	---	1-800-424-8802
POISON CONTROL CENTER	---	1-800-222-1222
DEP BRWM ERTC	Ray Building Augusta	(207) 620-4456

SITE SAFETY COORDINATOR/SITE SUPERVISOR: Click or tap here to enter text.

BASIC SAFETY EQUIPMENT:

First Aid Kit <input type="checkbox"/>	SAFETY EYEWASH <input type="checkbox"/>	FIRE BLANKET <input type="checkbox"/>	Other
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SITE MONITORING:

Meter	Continuous/Periodic	Interval	Action Level
PID	Choose an item.		15 PPM
Oxygen	Choose an item.		above/below 20.8%
%LEL	Choose an item.		2%

HAZARD ASSESSMENT

TASK	PHYSICAL HAZARD	CONTROL MEASURE	PPE

TASK	CHEMICAL HAZARD	CONTROL MEASURE	PPE

DECONTAMINATION

PERSONNEL	PROTOCOL
Between tasks:	
Leaving Site:	Use hand sanitizer or soap and water if available
Emergency:	Eyewash, copious amounts of water, remove effective clothing
PROTECTIVE CLOTHING	
Between tasks:	Change nitrile gloves
In field decon:	n/a
Final (back at warehouse) decon:	Throw out used disposable coveralls, overboots and gloves. Launder field clothing. Clean boots in decon room.
EQUIPMENT	
Between tasks:	
In field decon:	
Final (back at warehouse) decon:	Clean all equipment used in decon room with appropriate solution before putting back in supply room
RESPIRATOR (if used)	
Between tasks:	n/a
Field decon:	Remove cartridges and bag for disposal back at warehouse
Final (back at warehouse) decon:	Clean respirator in decon room with approved MSA respirator sanitizer solution, dry thoroughly, check seal before putting away

I have read and understand the contents of this HASP, supporting material referenced and have completed field certification to perform tasks as called for in this plan:

SIGNATURE:

DATE:

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SITE INFORMATION

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I have read and understand the contents of this HASP, supporting material referenced and have completed field certification to perform tasks as called for in this plan:

SIGNATURE:

DATE:

RWM-PP-071_Site_Safety_Plan

Final Audit Report

2021-09-08

Created:	2021-08-30
By:	Lindsay Caron (LINDSAY.ER.CARON@MAINE.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAA05ISVeQ9p3StCudPeIn-_VNeu7afVGEf

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2021-08-30 - 2:28:02 AM GMT- IP address: 198.182.163.115

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Signature Date: 2021-09-08 - 11:23:01 AM GMT - Time Source: server- IP address: 24.198.212.100

 Agreement completed.

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