


**APPENDIX C NATIONAL GRID'S ENVIRONMENTAL GUIDANCE
DOCUMENTS**

Appendix C-1: National Grid's Spill Release Notification Procedures (EG-501MA and EG-502MA)

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RELEASE NOTIFICATION IN MASSACHUSETTS	Reference EP5		

1. **PURPOSE:** This guidance document provides instructions for general employees and Westboro Dispatch staff in reporting a release/spill of oil or any other chemical to the environment.

2. **SCOPE:** This guidance document covers oil and chemical releases to the environment in Massachusetts.

3. **DEFINITIONS:**

- a. **Oil** – means oil of any kind, including petroleum and mineral oil in electrical equipment, motor oil, fuel oil, hydraulic fluid, diesel fuel, etc.
- b. **PCB Contaminated Oil** – means oil containing PCBs in the quantity ranging from 50-499 ppm.
- c. **PCB Oil** – means oil containing PCBs in a concentration at or greater than 500 ppm.
- d. **Release** – means any spilling, leaking pumping, pouring, emitting, emptying, or a substance to the environment.
- e. **Reportable Quantity (RQ)** – means that quantity of a material released to the environment as defined in 40 CFR Part 117 and 40 CFR Part 302.

4. **RESPONSIBILITIES:**

- a. **Any Employee** – All employees are responsible to report any release of oil or chemical to their supervisor or Westboro Dispatch.
- b. **Divisional Engineer** – Responsible for determining whether or not a chemical has exceeded the Reportable Quantity, and follow up notification and reporting as required in EP-5. Responsible for two hour notification to the Massachusetts Department of Environmental Protection, Local Emergency Planning Coordinator (LEPC) and notification to the National Response Center, if required.

5. **PROCEDURE**

5.1 **GENERAL EMPLOYEES:**

- a. Upon discovery of any oil or chemical spill, immediately notify your supervisor and/or the Trouble Center.


Trouble Center: 1.888.367.7693

NOTE: ALL OIL SPILLS ARE REQUIRED TO BE CALLED IN TO YOUR SUPERVISOR, NO MATTER WHAT THE VOLUME.

- b. Provide as much information as possible including:
 - location of release(including pole number)
 - what the material was released/spilled
 - when the spill was discovered

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- estimated amount spilled
- what caused the release
- a description of the spill area
- any other pertinent information

c. Contact Environmental Engineer directly or call the Trouble Center to determine on-call environmental engineer.

5.2 Trouble Center – For After Hours Spills

- a. Upon notification from the field of a release, gather information from the caller as to substance spilled, volume, cause, date and time of spill, etc.
- b. Contact on-call environmental engineer or designated representative and relay appropriate information.

5.3 DIVISIONAL ENVIRONMENTAL ENGINEER

- a. Determine if release is reportable and contact Massachusetts Department of Environmental Protection / Massachusetts Emergency Management Agency (MEMA) within two hours if it is. Call the 888.304.1133 number and you will be routed to correct DEP Regional Office.
- b. In addition, report oil spills to water and PCB oil spills (see definition section) to the National Response Center at 1-800-424-8802.
- c. Provide assistance in deploying spill clean up resources (equipment, contractors) when requested.
- d. Complete Spill Report form.
- e. Report spill to other required agencies per EP-5, as required.
- f. Provide assistance to clean up crews in making arrangements for clean up debris disposal.
- g. Categorize the spill as a Category 1 or Category 2 spill.
- h. Confirm clean up.
- i. Provide additional information to state agency to close out the spill.

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RELEASE INFORMATION

Location of Release: _____
 Town / City: _____
 County: _____
 District / Region: _____
 Spill Number (NY): _____

Date of Release: _____
 Time of Release: _____
 Weather Conditions: _____
 NG Employee Reporting Release: _____
 Telephone Number: _____

Material Released: _____
 Quantity Released: _____
 Source of Release: _____

Cause and Brief Description: _____

Non-PCB Label? Yes No Unknown


Material Released To:

- LAND WATER AIR
- soil lake/pond
- street stream/river
- farmland/grazing land wetland
- vegetable garden catch basin/drain

OTHER _____

NOTIFICATION INFORMATION


Agency Notified	Person Contacted	Date Reported	Time Reported	Agency Report #
In-house Only				
State Environmental Agency				
State Emergency Response Commission				
Local Emergency Response Commission				
Local Sewer/Water Authority				
National Response Center (NRC)				
Environmental Protection Agency (EPA)				
Other				
Other				

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4. **RESPONSIBILITIES:**
 - a. **Any Employee** – All employees are responsible to report any release of oil or chemical to their supervisor or Westboro Dispatch.
 - b. **Divisional Engineer** – Responsible for determining whether or not a chemical has exceeded the Reportable Quantity, and follow up notification and reporting as required in EP-5. Responsible for two hour notification to the Massachusetts Department of Environmental Protection, Local Emergency Planning Coordinator (LEPC) and notification to the National Response Center, if required.
5. **PROCEDURE**
 - 5.1 **GENERAL EMPLOYEES:**
 - a. Upon discovery of any oil or chemical spill, immediately notify your supervisor and/or the Trouble Center.

Trouble Center: 1.888.367.7693

NOTE: ALL OIL SPILLS ARE REQUIRED TO BE CALLED IN TO YOUR SUPERVISOR, NO MATTER WHAT THE VOLUME.
 - b. Provide as much information as possible including:
 - location of release(including pole number)
 - what the material was released/spilled
 - when the spill was discovered

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- estimated amount spilled
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- a description of the spill area
- any other pertinent information

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5.2 Trouble Center – For After Hours Spills

- a. Upon notification from the field of a release, gather information from the caller as to substance spilled, volume, cause, date and time of spill, etc.
- b. Contact on-call environmental engineer or designated representative and relay appropriate information.

5.3 DIVISIONAL ENVIRONMENTAL ENGINEER

- a. Determine if release is reportable and contact Massachusetts Department of Environmental Protection / Massachusetts Emergency Management Agency (MEMA) within two hours if it is. Call the 888.304.1133 number and you will be routed to correct DEP Regional Office.
- b. In addition, report oil spills to water and PCB oil spills (see definition section) to the National Response Center at 1-800-424-8802.
- c. Provide assistance in deploying spill clean up resources (equipment, contractors) when requested.
- d. Complete Spill Report form.
- e. Report spill to other required agencies per EP-5, as required.
- f. Provide assistance to clean up crews in making arrangements for clean up debris disposal.
- g. Categorize the spill as a Category 1 or Category 2 spill.
- h. Confirm clean up.
- i. Provide additional information to state agency to close out the spill.

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RELEASE INFORMATION

Location of Release: _____
 Town / City: _____
 County: _____
 District / Region: _____
 Spill Number (NY): _____

Date of Release: _____
 Time of Release: _____
 Weather Conditions: _____
 NG Employee Reporting Release: _____
 Telephone Number: _____

Material Released: _____
 Quantity Released: _____
 Source of Release: _____

Cause and Brief Description: _____

Non-PCB Label? Yes No Unknown


Material Released To:

- LAND WATER AIR
- soil lake/pond
- street stream/river
- farmland/grazing land wetland
- vegetable garden catch basin/drain

OTHER _____

NOTIFICATION INFORMATION

Agency Notified	Person Contacted	Date Reported	Time Reported	Agency Report #
In-house Only				
State Environmental Agency				
State Emergency Response Commission				
Local Emergency Response Commission				
Local Sewer/Water Authority				
National Response Center (NRC)				
Environmental Protection Agency (EPA)				
Other				
Other				

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SPILL RESPONSE PROCEDURES & NOTIFICATIONS

Below is a summary of procedures to follow in the event of an oil spill. The on-call Environmental Engineer should be contacted whenever there is a reportable spill and/or whenever assistance is needed. Generally, the on-call Environmental Engineer will contact the appropriate agencies when there is a spill requiring notification. However, in the event that the Environmental Engineer cannot be reached, the supervisor in charge must be responsible for notifying the agencies as described below. For any spill, the Environmental Engineer should be contacted by the next working day and a National Grid Release Report Form must be completed (see Env. Infonet for a copy of the form).

SPILLS TO WATER

Oil spills to water are Category 1 classified in accordance with National Grid Environmental Procedure No. 15, if they are likely to result in an enforcement action from a regulatory agency.

If any quantity of oil, regardless of PCB content or other hazardous material, is released to water (*wetlands, streams, lakes, ponds, storm or sanitary sewer*) contact:

- | | |
|-----------------------------------|------------------------------|
| DEP | ASAP (No later than 2 hours) |
| NRC | Within 2 hours |
| LEPC | Within 2 hours |
| Local Fire Dept. | Within 2 hours |
| Clean-up Contractor | ASAP |
| Environmental Engineer/Consultant | ASAP |

If any quantity of oil with concentrations of PCBs ≥ 50 ppm or greater additionally notify:

- | | |
|-----|-----------------|
| EPA | Within 24 hours |
|-----|-----------------|

Additionally, in the **Town of Ayer**, notify the Fire Department regarding spills of ANY amount of oil, regardless of PCB content. In the **Town of Oxford**, notify the Fire Department of spills of 5 gallons or greater, regardless of PCB content.

SPILLS TO GROUND


Spills of over 250 gallons or containing 1 pound or PCBs ≥ 500 ppm are Category 1 classified in accordance with National Grid Environmental Procedure No. 15.

If 10 or more gallons of oil, regardless of PCB content, are released to ground (soil, pavement) contact:

- | | |
|-----------------------------------|------------------------------|
| DEP | ASAP (No later than 2 hours) |
| Local Fire Dept. | Within 2 hours |
| Clean-up Contractor | ASAP |
| Environmental Engineer/Consultant | ASAP |

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AGENCY TELEPHONE NUMBERS


**MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (MA DEP)
MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY (MEMA)**

MA DEP / MEMA 24 hours per day	888.304.1133
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NOTE: THE MEMA DISPATCHER WILL ROUTE CALL TO APPROPRIATE MA DEP REGION.

NATIONAL RESPONSE CENTER (NRC)	800.424.8802
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ENVIRONMENTAL PROTECTION AGENCY (EPA)	617.223.7265
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LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs)

<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Abington	Chief David Majenski	(781) 878-3232
Acton	Chief Robert Craig	(978) 264-9645
Adams	John Morocco	(413) 662-3102
Alford	Doreen Hutchinson	(413) 528-0790 x3031
Amesbury	Chief James Broderick	(978) 388-8185
Andover	Jeff Coco/James Michitson	(978) 682-5212
Arlington	Chief William Middlemiss	(781) 862-0272
Ashburnham	James Wright	(978) 249-8275
Athol	James Wright	(978) 249-8275
Attleboro	Bob McDonald	(508) 223-2220
Auburn	Chief William Whynot	(508) 832-7800
Avon	Carl S. Fisher	(508) 583-5361
Ayer	William Shute	(978) 804-2084
Barnstable	Chief George Baker	(508) 375-6618
Barre	James Wright	(978) 249-8275
Bedford	Chief William Middlemiss	(781) 862-0272
Belchertown	Lt. Mike Spanknebel	(413) 584-0883
Bellingham	James Haughey	(508) 928-1007
Belmont	Chief William Middlemiss	(781) 862-0272
Berlin	Chief John T. Fleck	(978) 365-3502
Beverly	Dep. Chief James Coughlin	(978) 531-3447
Billerica	Mark Boldrighini	(978) 459-5552
Blackstone	Chief Michael Sweeney	(508) 883-1030
Bolton	Chief John T. Fleck	(978) 365-3502
Boston	Captain James Bruuynell	(617) 343-2116
Bourne	Chief George Baker	(508) 375-6618
Braintree	Chief Kenneth McHugh	(781) 843-3602 x4405
Brewster	Chief George Baker	(508) 375-6618
Boylston	Bruce Baker	(978) 422-6253
Boxborough	Chief Geoffrey Neagle	(978) 263-1116
Boxford	Robert Hazelwood	(978) 887-3135
Bridgewater	Herb Lemon	(508) 697-6191
Brimfield	Robert Corry	(413) 245-7334
Brockton	Morton Schleffer	(508) 588-7871
Brookfield	Joe Gadbois	(508) 867-6420

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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Brookline	Chief William Middlemiss	(781) 862-0272
Burlington	Chief William Middlemiss	(781) 862-0272
Carlisle	Chief David Flannery	(978) 369-2888
Charlemont	John Taylor	(413) 774-3167
Charlton	John Hart	(508) 765-9771
Chatham	Chief George Baker	(508) 375-6618
Chelmsford	Mark Boldrighini	(978) 459-5552
Chelsea	Captain Richard Tustin	(781) 729-1802
Cheshire	John Morocco	(413) 662-3102
Clarksburg	John Morocco	(413) 662-3102
Clinton	Chief John T. Fleck	(978) 365-3502
Cohasset	Chief Robert Silvia	(781) 383-0616
Concord	Chief Kenneth MacLean	(978) 443-2239
Danvers	Dep. Chief James Coughlin	(978) 531-3447
Dennis	Chief George Baker	(508) 375-6618
Dighton	Jeffrey Allie	(508) 669-6611
Douglas	Pauline Labrecque	(508) 476-2267
Dracut	Mark Boldrighini	(978) 459-5552
Dudley	John Hart	(508) 765-9771
Dunstable	William Shute	(978) 804-2084
East Bridgewater	Deputy Fairburn	(508) 378-2071
East Brookfield	Jason Messenger	(508) 867-6575
East Longmeadow	Brian Falk	(413) 525-5400 x 420
Eastham	Chief George Baker	(508) 375-6618
Easthampton	Lt. Mike Spanknebel	(413) 584-0883
Easton	Thomas Stone	(508)230-0750
Egremont	Doreen Hutchinson	(413) 528-0790 x3031
Erving	John Taylor	(413) 774-3167
Essex	Dep. Chief James Coughlin	(978) 531-3447
Everett	Captain Richard Tustin	(781) 729-1802
Fall River	Richard Aquiar	(508) 324-2733
Falmouth	Chief Paul D. Brodeur	(508) 495-2517
Florida	John Morocco	(413) 662-3102
Foxborough	Gerald McNamara Sr.	(508) 543-1230
Franklin	Chief Gary McCarraher	(508) 528-2323
Gardner	James Wright	(978) 249-8275
Georgetown	Chief Albert B. Beardsley	(978) 352-5757
Gloucester	Dep. Chief James Coughlin	(978) 531-3447
Goshen	Lt. Mike Spanknebel	(413) 584-0883

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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Grafton	Katharine Cederberg	(508) 826-0740
Granby	Lt. Mike Spanknebel	(413) 584-0883
Great Barrington	Doreen Hutchinson	(413) 528-0790 x3031
Groton	William Shute	(978) 804-2084
Groveland	Jeff Coco/James Michitson	(978) 682-5212
Halifax	Chief David Rich	(781) 585-2633
Hamilton	Jeff Coco/James Michitson	(978) 682-5212
Hampden	Doug Mellis	(413) 566-8011
Hancock	Chief Robert Czerwinski	(413) 448-9764
Hanover	James Purcell	(781) 826-3001
Hanson	Allen Hoyte	(781) 293-9571
Hardwick	James Wright	(978) 249-8275
Harwich	Chief George Baker	(508) 375-6618
Harvard	William Shute	(978) 804-2084
Haverhill	Jeff Coco/James Michitson	(978) 682-5212
Hawley	John Taylor	(413) 774-3167
Heath	John Taylor	(413) 774-3167
Hingham	Chief Mark J. Duff	(781) 741-1480
Holbrook	James Reichert	(781) 767-4312
Holland	James Gagne	(413) 245-9733
Hopedale	Chief Tom Daige	(508) 473-1050
Hubbardston	James Wright	(978) 249-8275
Hull	Chief Jane Walsh	(781) 925-8111
Ipswich	Jeff Coco/James Michitson	(978) 682-5212
Lancaster	Chief John T. Fleck	(978) 365-3502
Lawrence	Jeff Coco/James Michitson	(978) 682-5212
Leicester	Robert Wilson	(508) 892-7022
Lenox	Chief Robert Czerwinski	(413) 448-9764
Leominster	Charles Coggins	(978) 534-7580
Lexington	Chief William Middlemiss	(781) 862-0272
Lincoln	Chief Kenneth MacLean	(978) 443-2239
Littleton	William Shute	(978) 804-2084
Lowell	Mark Boldrighini	(978) 459-5552
Lynn	Dep. Chief James Coughlin	(978) 531-3447
Lynnfield	Paul Romano	(617) 334-3132
Malden	Captain Richard Tustin	(781) 729-1802
Manchester by the Sea	Dep. Chief James Coughlin	(978) 531-3447
Marblehead	Dep. Chief James Coughlin	(978) 531-3447
Marlborough	Donald P. Cusson	(508) 481-1933

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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Mashpee	Chief George Baker	(508) 375-6618
Medford	Captain Richard Tustin	(781) 729-1802
Melrose	Captain Richard Tustin	(781) 729-1802
Mendon	Chief John Touhey	(508) 473-5330
Merrimac	Chief James Broderick	(978) 388-8185
Methuen	Jeff Coco/James Michitson	(978) 682-5212
Middleton	Jeff Coco/James Michitson	(978) 682-5212
Milford	Chief John Touhey	(508) 473-1214
Millbury	Robert Beausoleil	(508) 865-6957
Millville	Chief John Mullaly	(508) 883-4740
Milton	Mark Williams	(617) 821-1659
Monroe	John Taylor	(413) 774-3167
Monson	Jeremy Bedson	(413) 267-4128
Monterey	Doreen Hutchinson	(413) 528-0790 x3031
Mount Washington	Doreen Hutchinson	(413) 528-0790 x3031
Nahant	Dep. Chief James Coughlin	(978) 531-3447
Nantucket	Chief George Baker	(508) 375-6618
New Braintree	James Wright	(978) 249-8275
New Salem	John Taylor	(413) 774-3167
New Marlborough	Doreen Hutchinson	(413) 528-0790 x3031
Newbury	Chief James Broderick	(978) 388-8185
Newburyport	Chief Steven Cutter	(978) 465-4427
Newton	Chief Joseph LaCroix	(617) 796-2201
North Adams	John Morocco	(413) 662-3102
North Andover	Jeff Coco/James Michitson	(978) 682-5212
North Attleboro	Chief Peter Lamb	(508) 699-0140
North Brookfield	Douglas Blood	(508) 867-0206
North Reading	Captain Richard Tustin	(781) 729-1802
Northampton	Lt. Mike Spanknebel	(413) 584-0883
Northborough	Chief David Durgin/Brad Newman	(508) 393-1537
Northbridge	Chief Gary Nestor	(508) 234-8448
Norton	Chief Richard Gomes	(508) 285-0240
Norwell	Chief Paul Rosebach	(781) 659-8158
Norwood	Dan Matthews	(781) 461-6159
Oakham	James Wright	(978) 249-8275
Orange	John Taylor	(413) 774-3167
Orleans	Chief George Baker	(508) 375-6618
Oxford	Jeff Wilson	(508) 987-6009
Palmer	Chief Alan J. Roy	(413) 283-3861

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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Peabody	Dep. Chief James Coughlin	(978) 531-3447
Pembroke	Jim Neenan	(781) 293-5414
Pepperell	William Shute	(978) 804-2084
Petersham	James Wright	(978) 249-8275
Phillipston	James Wright	(978) 249-8275
Plainville	Chief Merrick	(508) 695-7115
Quincy	Tom Gorman	(617) 376-1105
Randolph	Chief Charles D. Foley, Jr.	(781) 961-0992
Reading	Captain Richard Tustin	(781) 729-1802
Rehoboth	William Maiorano	(508) 252-6415
Revere	Captain Richard Tustin	(781) 729-1802
Rockland	Robert Bowles	(781) 878-5025
Rockport	Dep. Chief James Coughlin	(978) 531-3447
Rowe	John Taylor	(413) 774-3167
Rowley	Chief James Broderick	(978) 388-8185
Royalston	James Wright	(978) 249-8275
Rutland	James Wright	(978) 249-8275
Salem	Dep. Chief James Coughlin	(978) 531-3447
Salisbury	Chief James Broderick	(978) 388-8185
Sandwich	Chief George Baker	(508) 375-6618
Saugus	Captain Richard Tustin	(781) 729-1802
Scituate	Chief Edward Hurley	(781) 545-8748
Seekonk	Allan Jack	(508) 336-8510
Sheffield	Doreen Hutchinson	(413) 528-0790 x3031
Shrewsbury	Don Filiere	(508) 841-8422
Shirley	William Shute	(978) 804-2084
Shutesbury	John Taylor	(413) 774-3167
Somerset	Chief Steven J. Rivard	(508) 646-2810
Sterling	Bruce Baker	(978) 422-6253
Southborough	Neal Aspesi	(508) 485-3235
Southbridge	John Hart	(508) 765-9771
Spencer	Robert Parsons	(508) 885-3555
Stockbridge	Arthur Dutil	(413) 298-3691
Stoneham	Captain Richard Tustin	(781) 729-1802
Stoughton	David Jarden and Doug Campbell	(781) 344-3132
Sturbridge	Chief Thomas Ford	(508) 347-2500
Sudbury	Chief Kenneth MacLean	(978) 443-2239
Sutton	Paul Maynard	(508) 865-8737
Swampscott	Dep. Chief James Coughlin	(978) 531-3447


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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Swansea	Chief Peter J. Burke	(508) 672-4305
Templeton	James Wright	(978) 249-8275
Tewksbury	Mark Boldrighini	(978) 459-5552
Topsfield	Charles Denault	(978) 887-5148
Tyngsboro	Wes Russell	(978) 649-7504
Upton	Chief Michael J.. Bradford, Sr.	(508) 529-3421
Uxbridge	Sgt. Peter Emerick	(508) 278-7755
Wakefield	Captain Richard Tustin	(781) 729-1802
Wales	Hank DeCoteau	(413) 245-7571
Waltham	Lt. Randy Mullin	(617) 421-0280
Ware	Lt. Mike Spanknebel	(413) 584-0883
Wareham	Chief Robert McDuffy	(508) 295-2973
Warren	Joe Laflower	(413) 436-9595
Warwick	John Taylor	(413) 774-3167
Watertown	Chief William Middlemiss	(781) 862-0272
Wayland	Chief Kenneth MacLean	(978) 443-2239
Webster	Chris Jolda	(508) 949-3840
Wellesley	Chief Kevin Rooney	(781) 235-1300
Wendell	John Taylor	(413) 774-3167
Wenham	Chief Robert A. Blanchard	(978) 468-5508
West Boylston	Bruce Baker	(978) 422-6253
West Bridgewater	Leonard T. Hunt	(508) 586-3232
West Brookfield	Bryce Lesily	(508) 867-1405
West Newbury	Chief James Broderick	(978) 388-8185
West Stockbridge	Doreen Hutchinson	(413) 528-0790 x3031
Westborough	Lt. Robert Rand	(508) 366-3040
Westford	William Shute	(978) 804-2084
Weston	Chief Kenneth MacLean	(978) 443-2239
Westminster	Brenton MacAloney	(978) 874-2313
Westport	Charlene Wood	(508) 636-1110
Weymouth	John Mulveyhill	(781) 340-5048
Whitman	Robert Schmidt	(781) 447-7677
Wilmington	Mark Boldrighini	(978) 459-5552
Winchendon	James Wright	(978) 249-8275
Winchester	Captain Richard Tustin	(781) 729-1802
Winthrop	Captain Richard Tustin	(781) 729-1802
Wilbraham	Nick Yarmac	(413) 596-3122
Williamsburg	Lt. Mike Spanknebel	(413) 584-0883
Williamstown	Chief Robert Czerwinski	(413) 448-9764

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<u>MUNICIPALITY</u>	<u>CHAIRPERSON</u>	<u>PHONE NUMBER</u>
Winchendon	Captain Richard Tustin	(781) 729-1802
Woburn	Captain Richard Tustin	(781) 729-1802
Worcester	Thomas Gingras	(508) 799-1840
Wrentham	Joseph Heck	(508) 384-5400
Yarmouth	Chief George Baker	(508) 375-6618

During non-business hours, or if a LEPC member cannot be reached, inform the local fire department.

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COMPANY CONTACTS

IMPORTANT: Contact the Trouble Center (888.367.7693) or Gas Dispatch (781.466.5484) to obtain assistance from on-call Environmental Engineer. On-call Environmental Engineers switch on-call every other week for nights/weekends; therefore, please obtain assistance from Environmental Engineer through the Trouble Center or Gas Dispatch.

Environmental Engineers

New England North Division

Erin Whoriskey (Bay State North)
774.364.3445 (mobile)
978.725.1530, x51530 (office)

New England South Division

Deborah Blanch (Bay State South)
617.908.8881 (mobile)
508.897.5520, x55520 (office)

Beverly Auxford-Paiva (Ocean State)

508.922.6309 (mobile)
401.784.7490, x44790 (office)

Environmental Manager

Joanne Lupa
508.328.5635 (mobile)

Environmental Director

Joseph Callanan
508.328.4222 (mobile)


Westboro Dispatch (Trouble Center): 888.367.7693
Gas Dispatch: 781.466.5484

For any spill, inform an environmental engineer by the next working day, or within 24 hours, or contact an environmental engineer whenever assistance is needed. Complete an in house spill report and send the report to the division environmental engineer within 2 working days.

If in the unlikely event that a National Grid Environmental Engineer cannot be contacted within an appropriate amount of time, please contact one of the Environmental Consultants listed below. The Environmental Consultant will then take pertinent information and begin necessary reporting requirements and response actions as needed.

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ENVIRONMENTAL CONSULTANT AND CLEAN UP CONTRACTOR CONTACTS

CLEAN HARBORS

(Clean up Contractor)

800.645.8265

(1-800 OIL TANK)

MAXYMILLIAN, INC.

(Clean up Contractor)

413.499.3050

MORAN ENVIRONMENTAL SERVICES

(Clean up Contractor)

888.233.5338

CONECO ENGINEERS AND SCIENTISTS

(Environmental Consultant)

508.312.0090

After using pager number above, wait for call back. If page not returned within 10 to 15 minutes, try the mobile phone numbers, below:

Brian Klingler - **508.962.6277** (mobile)

John Aevazelis - **508.962.7423** (mobile)

TIGHE & BOND


(Environmental Consultant)

For Spills in Central MA area, contact Ken Gendron at **508.479.2924** (mobile) or **508.354.0528** (pager)

For Spills in Western MA area, contact ER Pager at **413.263.0957**

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SPILL RESPONSE PROCEDURES

Below is general guidance for procedures to follow in the event of a spill.

The employee who discovers the spill should follow the steps below:


1. Immediately notify the Emergency Coordinator (EC) (if the spill occurs at facility) or supervisor or on call supervisor (if the spill occurs in the field).
2. Restrict access to the spill area.
3. Take measures to isolate and control the release, if trained and can do so safely. To the greatest extent possible, take actions to protect sensitive receptors such as wetlands, storm drains, streams, lakes, ponds, gardens, and farmland.

Upon notification, the EC/Supervisor should follow the steps below:


1. Report to the site and determine:
 - if a spill has occurred
 - the type of spill (sudden release or release occurring over a 24 hour period)
 - if it is a reportable quantity
 - the appropriate response actions and notifications.
2. Obtain information included on the Oil, Hazardous Substances, and PCB Release Report Form, if possible. This is the information that may be asked by the MA DEP and cleanup contractor. Do not delay notification if information is unknown.
3. Notify the appropriate agencies if the release is over the reportable quantity. The 2 hour clock starts when it is determined by National Grid that a release has occurred. Note: If it is suspected that a sudden, reportable release has occurred, do not delay notification if the amount cannot be determined. Notifications may be retracted later, if it is determined that the release is less than a reportable amount. The Environmental Engineer should be contacted to make the notifications or if assistance is needed.
4. Write down the Release Tracking Number that the DEP should provide. This is the number that the DEP or other regulatory agencies uses to track the spill and show that we notified. The Release Tracking Number may not be provided immediately if the spill occurs after hours/weekends.
5. Contact clean up contractors and environmental consultants if the release is over the reportable quantity. National Grid crews may clean up non-reportable releases. Any change to this must be approved by the Environmental Engineer.

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6. Collect oil samples for laboratory analysis by Doble or other approved lab, whenever possible.
7. Determine when contractors can start clean up activities.
8. Ensure that oversight is provided by National Grid/Environmental Consultant during the clean up activities.
9. Contact an Environmental Engineer whenever you are not sure of response actions.
10. Complete an in house spill report on IMS, or on paper and submit to the Environmental Engineer within 2 working days.


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Record of Change		
Date of Review/Revision:		
Revision	Date	Description
0	04/01/06	New EG for MA.
1	06/01/09	Updated to reflect changes in assignments of Environmental Engineers and telephone information for spill notifications. Also, combined three previous EG's (EG-502MA-BSN, EG-502MA-BSS, & EG-502MA-BSW).
2	12/28/09	Updated Environmental Engineer contact information.

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Appendix C-2: National Grid's Excess Soil Management from Construction Projects on Rights-of-Way (EG-1707MA)

 ENVIRONMENTAL GUIDANCE	DOC NO.	EG-1707MA	Rev. No.	0
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	DATE	01/27/10		
SUBJECT Excess Soil Management from Construction Projects on Rights-of-Way	REFERENCE EP No. 17 – Construction Projects			
<p>PURPOSE: To document the procedure to appropriately manage excess soils generated during construction projects conducted on rights-of-way (ROWs) in Massachusetts.</p> <p>SCOPE: This guidance document applies to all construction projects conducted by National Grid employees or contractors on National Grid ROWs in Massachusetts.</p> <p>RESPONSIBILITIES: It is the responsibility of the person managing the excess soils, usually a National Grid Project Manager or Contractor Project Manager, to ensure that this guidance is followed.</p> <p>PROCEDURE: The table incorporated into this guidance document shall be used to determine appropriate methods of disposal for excess soil generated from construction projects on ROWs.</p>				
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 <p style="text-align: center;">ENVIRONMENTAL GUIDANCE</p>	DOC NO.	EG-1707MA	Rev. No.	0
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SUBJECT	Excess Soil Management from Construction Projects on Rights-of-Way			REFERENCE EP No. 17 – Construction Projects

Guidance for Disposal of Excess Soil from Construction Projects on ROWs				
		Origin of Excess Soil		
		<i>From Greenfields Site¹</i>	<i>From Around Base of Existing Structure</i>	
			<i>Wood Pole</i>	<i>Metal Structure</i>
Disposal Options	<i>Ship Off Site</i>	No sampling required – Ship off site to sand & gravel operation. Does not require National Grid Environmental Department approval	Sample prior to disposal at National Grid-approved facility²	
	<i>Lose on Site in Appropriate Location⁴</i>	Yes, with prior approval of National Grid Environmental Department	If stained soil exists around base of pole – Yes, if in immediate vicinity of existing structure. Requires prior approval of National Grid Environmental Department⁵ If no stained soil is present around base of pole – Yes, with prior approval of National Grid Environmental Department⁵	
Notes:		<ol style="list-style-type: none"> 1) “Greenfields Site” - Defined as previously undeveloped land within a National Grid ROW and land in ROW outside of the boundary of the original footprint of existing structures. 2) See National Grid Approved Disposal Facilities List. Samples will be collected from the top six inches of soil around the base of the pole and will be analyzed for parameters required by the disposal facility. Soil samples will be collected at an appropriate frequency from around representative poles. Sampling plan must be approved by the National Grid Environmental Department before samples are collected. 3) See National Grid Approved Disposal Facilities List. Sampling around metal structures will be collected from the top six inches of soil around base of structure. Samples around base of structure will be composited into one sample and analyzed for Pb, PCBs, Cr, and Cd and any other parameter required by the disposal facility prior to disposal at a National Grid-approved facility or sand and gravel operation. Soil samples will be collected at an appropriate frequency from around representative structures. Sampling plan must be approved by the National Grid Environmental Department before samples are collected. 4) “Appropriate Location” - Defined as <u>not</u> located within a floodplain, buffer zone, wetlands, priority habitat, Area of Critical Environmental Concern, or at an archaeologically sensitive site. Additionally, the grade of the site must be relatively flat and the placement of the soil must not create any safety clearance violation or a “moonscape” appearance. The soil must be free of invasive vegetation. The proximity of abutters or other nearby residents/land owners must be considered. The soil placement must be entirely within the ROW and approved by the National Grid Environmental Department. Placement of material in an existing ROW road for repair of potholes should be prioritized. As warranted, the area should be re-seeded and mulched for stabilization. 5) Approval shall be documented in written form such as an e-mail and may be location-specific or general for the entire project. 		

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SUBJECT

Excess Soil Management from Construction Projects on Rights-of-Way

REFERENCE

EP No. 17 – Construction Projects

Record of Change		
Date of Review/Revision:		
Revision	Date	Description
0	01/27/10	Initial issue.