

BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)

673D AIR BASE WING INSTRUCTION
34-110



18 SEPTEMBER 2013

Services

**SIX MILE LAKE (SML) RECREATIONAL
AIRCRAFT STORAGE AREA (RASA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, and is used in conjunction with AFIs 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 34-110, *Air Force Outdoor Recreation Programs and Procedures*, 34-217, *Air Force Aero Club Program*, and 10-1001, *Civil Aircraft Landing Permits*. It establishes policies and procedures for use of SML Recreation Area for temporary storage of private aircraft. It applies to all patrons and administrators of the SML RASA as well as the Air Force Reserves and Air National Guard units and members. Flight Chiefs, Managers, Activity Supervisors and/or any person in a position of responsibility to whom this instruction applies are responsible for complying with the requirements, policies and procedures established herein. Compliance with this instruction cannot be waived. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for Glossary, References and Supporting Information.

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 16 U.S.C. 670, The SIKES ACT. The applicable Privacy Act SORN, #F010 AFXO A.

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1. General. This instruction establishes policy for the temporary storage of recreational aircraft at SML and management of the same. The 673d Force Support Squadron (673 FSS) Outdoor Recreation Center Activity (ORC) has been delegated management responsibility and authority for rental application, fee collection, and oversight of the SML RASA.

2. Procedures:

2.1. Authorized Patrons:

2.1.1. Active Duty Military, Department of Defense (DoD) Retirees, National Guard, Reservists, DoD/Nonappropriated Funds (NAF) Employees, their families and other patrons as specified in AFI 34-101 are authorized to store private aircraft at the SML RASA.

2.1.2. Prior to storing a private aircraft at SML RASA, owners must comply with the requirements of AFI 10-1001 and submit the following forms with 3 OSS/OSAM, Airfield Management, for approval and issuance of a Civil Aircraft Landing Permit:

2.1.2.1. DD Form 2400, *Certificate of Insurance*.

2.1.2.2. DD Form 2401, *Civil Aircraft Landing Permit*.

2.1.2.3. *Civil Aircraft Landing Permit Supplemental Conditions of Use for Six Mile Lake*.

2.1.2.4. DD Form 2402, *Hold Harmless Agreement*.

2.1.2.5. *Supplemental Hold Harmless Agreement for Six Mile Lake*.

2.1.3. Patrons must maintain a current copy of DD Form 2401 in their aircraft at all times. Patrons should renew their landing permits annually prior to expiration and will not operate any aircraft without a current DD Form 2401. The 3 OSS/OSAM will promulgate, as necessary, any local supplements, directives, and orders governing aircraft operations at SML. Compliance with AFI 10-1001 and all local supplements, directives,

and orders is an express condition of any Civil Aircraft Landing Permit and by implication the opportunity to store private aircraft at SML RASA.

2.2. Types of Aircraft Permitted:

2.2.1. Aircraft must be privately owned and used for non-commercial purposes.

2.2.2. Aircraft wing span may not be greater than 60 feet.

2.3. Aircraft Registration, Ownership and Insurance:

2.3.1. All private aircraft stored and operated at SML must be properly registered in accordance with Federal Aviation Administration (FAA) Regulations.

2.3.2. Patrons of the SML RASA must provide proof of insurance equal to or greater than the insurance requirement for civil aircraft outlined in AFI 10-1001. A copy of a current Civil Aircraft Landing Permit will satisfy this requirement.

2.3.3. Rental application and fee collection is accomplished at the ORC Recreational Vehicle (RV) Storage Lot Desk located in Building 7301. Fees may be processed as either a group or individual payment. All items stored within the SML RASA must comply with this instruction and all applicable regulations. All patrons will complete a SML RASA Rental Use Agreement, see **Attachment 2**, this instruction. **Patrons must read this instruction prior to signing the Agreement.**

2.4. Prohibited Activities and Items:

2.4.1. SML landing areas include a 1,600-foot gravel landing area and a 4,000-foot sea/ski lane. Patrons are advised that they share the use of SML Recreation Area and shoreline with others who are likewise privileged to engage in recreational opportunities on Joint Base Elmendorf-Richardson (JBER). No one will behave in such manner as to impose a safety risk to other users of SML or its shoreline.

2.4.2. Repairing aircraft is not allowed on SML. When necessary, patrons may perform routine maintenance on their aircraft at designated maintenance areas in the SML Recreational Aircraft Storage Area, in accordance with applicable guidance and regulations. Patrons may add up to **two** quarts of oil or other fluids within their storage area. Patrons adding hazardous fluids to their aircraft will adhere to the SML Spill Prevention, Control, and Countermeasure (SPCC) Plan (see **Attachment 4**, this instruction).

2.4.3. Patrons will not discharge any amount of petroleum products or any wastewater containing petroleum products into SML or on the land.

2.4.4. With the exception of authorized types and quantities, listed in **Attachment 3**, this instruction, patrons **MAY NOT** store hazardous materials at SML RASA. All storage sheds will be marked appropriately if storing authorized types and quantities of hazardous materials, as listed in **Attachment 3**.

2.4.5. All patrons must empty water from pontoons before returning to SML to minimize the potential for introduction of invasive species.

2.5. Allowable Activities:

2.5.1. Aircraft refueling must conform to the SPCC Plan found in [Attachment 4](#), this instruction.

2.5.2. Patrons may maintain storage sheds in their assigned storage area. Storage shed size and placement will conform to the standards set forth in the Rental Use Agreement. Existing storage sheds exceeding size limitations may stay until the current patrons terminate their occupancy or further guidance dictates removal. The location of storage sheds will be evaluated periodically to determine potential spills of contaminants into the lake, and owners may be required to relocate sheds within their assigned storage area. A copy of the approval and/or authorization from the 673 MSG/CC to build and maintain a new shed will be made available to the ORC to be kept with the rental use agreement. The government reserves the right to inspect the interiors of the sheds upon request.

2.5.3. All docks employed on SML must comply with the US Clean Water Act and state anadromous waterway regulations. Prior approval from 673 MSG/CC is required for patrons to install a dock to gain safe access to their floatplane.

2.5.3.1. Individuals may, with written approval from 673 MSG/CC, install a floating dock consistent with current nation-wide permits under Section 404 of the Clean Water Act for the use of "temporary recreation structures" which includes floating docks that are seasonally used and removed at the end of the recreation season. Floating docks will be removed before the lake freezes up. Individuals wishing to install floating or permanent docks must coordinate with 673 FSS for JBER to obtain the requisite Clean Water Act permit from the District Office of the Corps of Engineers and Alaska Fish habitat permits. Patrons will be responsible for any direct costs associated with such permits. Patrons are also advised that the permitting process may take time and may be expensive.

2.5.3.2. Existing docks conforming to federal and state regulations may remain in place until the current patron terminates her/his occupancy. Patrons are authorized to repair private docks and must maintain their docks in a safe condition. Patrons may not expand or modify existing docks unless they have obtained the necessary federal and state permits.

2.5.3.3. Generally, privately owned docks will be removed at the time a patron terminates her/his occupancy. Patrons failing to remove privately owned docks shall be charged the cost of removal. Patrons may seek to donate their docks to the Nonappropriated Fund Instrumentality (NAFI) or a successor patron, but offers and acceptance of such donations must be in writing with copies maintained at the ORC.

2.5.3.4. A copy of approval documents and required permits will be kept on file at the ORC with the patron's Rental Use Agreement.

2.5.4. Aircraft pontoons and skis may be stored within the patrons assigned storage area.

2.5.5. A list of hazardous materials that may be stored on site, either in a shed or in the aircraft, is provided in [Attachment 3](#), this instruction. Written authorization from the ORC is required for storage of any hazardous material not listed in [Attachment 3](#).

2.6. Patron Responsibilities:

2.6.1. Patrons must adhere to all conditions for storage of aircraft.

2.6.2. Patrons are advised that SML is an anadromous water body. Salmon spawning in the lake are recognized as an important food source for endangered Cook Inlet Beluga Whales. Deliberate or negligent destruction of lake floor or shoreline without the requisite federal and state authorization is a violation of both federal (Clean Water Act; Magnuson-Stevens Act) and state (Alaska Anadromous Fish Act) law. Patrons may avoid violations of federal and state law through responsible use of their assigned areas. Patrons must take reasonable measures to prevent permanent damage to the natural shoreline and not engage in any activity that is likely to cause the shoreline to erode. This obligation can be achieved by proper preservation and maintenance of shoreline vegetation. Patrons may not install riprap (sustaining wall) or other material designed to alleviate erosion without the appropriate federal and state permits and approval of the 673 MSG/CC.

2.6.3. Patrons must immediately report observation of any spill of hazardous or waste material, including petroleum, oil, and lubricants. Reports are made by calling 911 and asking for JBER Fire Dispatch.

2.6.4. Patrons will have a functioning fire extinguisher available prior to starting an aircraft engine.

2.6.5. Aircraft will be parked at their assigned location.

2.6.6. Patrons will immediately report any theft or vandalism to the appropriate authorities.

2.6.7. Patrons must keep account balances up-to-date.

2.6.8. Patrons may not store waste materials on site, including inside private storage sheds.

2.6.9. Patrons must notify the ORC of any change of address, contact telephone numbers, temporary duty (TDY), permanent change of station (PCS) move or change in eligibility status.

2.6.10. Patrons acknowledge that property stored at SML RASA is vulnerable to theft, vandalism and other hazards. To use the SML RASA the patron must agree to waive any and all claims against the United States Air Force, and its agents, for any personal injury, damage or loss to the patron's person, patron's aircraft and/or any other personal property.

2.7. Fees and Charges:

2.7.1. The 673 FSS/CC will approve aircraft storage fees. Fees will be based on a reasonable value of the service offered to patrons and will include recovery of administrative expense for managing the service. Fees will be posted at the ORC.

2.7.2. In recognition that some water accessible storage areas do not have adequate space for a land tie down and storage facility in winter months, these patrons will be permitted additional nearby space to permit accommodation of their storage facility or aircraft without additional charge. Prior coordination with the ORC is required so as to not displace another patron; records of this use will be made and stored at the ORC. Patrons extending beyond their assigned area(s) will be assessed additional fees based on the equivalent number of additional storage areas their property occupies.

2.7.3. Storage fees are paid for in full-month increments. Patrons may pay up to 12 months in advance. Refunds will be based on full-month increments.

2.7.4. A record of payment will be kept with the Rental Use Agreement and the records will be maintained at the ORC.

2.8. Waiting List:

2.8.1. A waiting list will be maintained by the ORC.

2.8.2. When an area becomes available, a staff member will call the next person on the waiting list. A patron has 5 business days to come to the ORC and apply for a storage area. If a patron fails to apply within that time they will be dropped from the waiting list and the next person on the list will be contacted.

2.9. Abandoned Property:

2.9.1. Upon the termination of a patron's Rental Use Agreement, patrons must remove all personal property from the site. Personal property includes any consumer items, equipment, aircraft parts, floating docks and sheds situated within the assigned parking slip. Any personal property left within an assigned parking slip after termination of the patron's use will be considered abandoned property. Patrons will be assessed the cost of collecting and disposing of abandoned property. The abandonment of hazardous materials will be documented by the ORC staff, to include a full inventory of hazardous materials. All abandoned hazardous materials will be deemed waste upon collection. These waste items will be disposed of according to federal and state law. The offending patron will be assessed the full cost of collection, management and disposal of hazardous waste.

2.9.2. Any patron may contact the ORC to voluntarily transfer personal property, such as storage sheds or docks, to JBER. Should such items of personal property be accepted, they will be deemed gifts to JBER with the patron no longer responsible for such items. All offers and acceptance of personal property must be in writing.

2.10. Abandoned Aircraft:

2.10.1. Aircraft left behind after expiration or termination of the Rental Use Agreement will be considered abandoned. Abandoned aircraft will be managed in accordance with AFI 31-218(I). Installation management options include impoundment and ultimate sale of the abandoned aircraft.

2.10.2. Patrons will be assessed all costs incurred by the federal government related to the management, transportation, storage and sale of an abandoned aircraft.

2.11. **Delinquent Accounts.** An ORC staff member will notify or attempt to notify customers as soon as their account becomes delinquent. A record of all contacts or attempts to contact the patron will be maintained. Accounts more than 30 days delinquent are subject to a late fee. When accounts are more than 60 days delinquent, property located in the storage area may be considered abandoned and subject to conditions set forth in paragraphs [2.9](#) and [2.10](#), this instruction, and the terms of the Rental Use Agreement.

2.12. **Authority to Modify Use Agreement.** The 673 FSS/CC is authorized to make any changes to the Rental Use Agreement necessary to meet changing conditions or requirements, to include adjustment of fee schedules.

3. Information Collections. No information collections are required by this publication.

BRIAN P. DUFFY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-1, *Air Force Services*, 2 November 2012.

AFMAN 33-363, *Management of Records*, 1 March 2008.

AFI 31-218(I), *Motor Vehicle Traffic Supervision*, 15 July 2011

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 28 March 2013.

AFI 34-110, *Air Force Outdoor Recreation Programs and Procedures*, 6 January 2012.

AFI 34-217, *Air Force Aero Club Program*, and 10-1001, *Civil Aircraft Landing Permits*, 1 February 2012.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*.

DD Form 2400, *Certificate of Insurance*.

DD Form 2401, *Civil Aircraft Landing Permit*.

DD Form 2402, *Hold Harmless Agreement*.

Abbreviations and Acronyms

AFMAN—Air Force Manual.

AFPD— Air Force Policy Directive.

AFRIMS— Air Force Records Information Management System.

DoD— Department of Defense.

FAA— Federal Aviation Administration.

JBER— Joint Base Elmendorf-Richardson.

NAF— Nonappropriated Fund.

NAFI—Nonappropriated Fund Instrumentality.

OPR— Office Of Primary Responsibility.

ORC— Outdoor Recreation Center.

PCS— Permanent Change Of Station.

RDS— Records Disposition Schedule.

RV— Recreational Vehicle.

SML— Six Mile Lake.

SML RASA— SML Recreational Aircraft Storage Area.

SPCC— Spill Prevention, Control, and Countermeasure.

TDY— Temporary Duty.

Attachment 2

**SIX MILE LAKE (SML) RECREATIONAL AIRCRAFT STORAGE AREA (RASA)
RENTAL USE AGREEMENT**

Figure A2.1. SML RASA Rental Use Agreement

1. In signing this Rental Use Agreement, I certify that I have read and am familiar with 673 ABWI 34-110, *Six Mile Lake (SML) Recreational Aircraft Storage Area (RASA)*. I also certify that I am an eligible patron for this service as defined in AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*. At the time of registration I have provided proof of eligibility and proof of insurance. My insurance policy(ies) conform to guidance given in AFI 10-1001, *Civil Aircraft Landing Permits*. Copies of such documents will be made by Outdoor Recreation Center (ORC) Staff and maintained on file with this agreement. Copies will be returned at the termination of the rental term. All Privacy Act information will be masked on retained copies.

2. The SML RASA is for the temporary storage of authorized patrons' privately-owned aircraft, which are used for recreation and personal transportation. I have been assigned **Storage Area _____, for a term of _____ months.** I may store my aircraft, the vehicle used to travel to SML Recreation Area and personal items as authorized in 673 ABWI 34-110.

3. I must pay rental fees and provide necessary documents at the time of signing this agreement. I may pay for up to twelve months of rental storage in advance. Payment must be made prior to the expiration of the Rental Use Agreement. Payments will be presented to ORC in Building 7301 at the Recreational Vehicle (RV) Lot Storage Desk or the Front Counter. While fees are charged on a monthly basis, the first month's fee will be prorated to account for start of a term at a date other than the beginning of the month.

a. **Fees are due on the First Day of each Month. A fee is considered delinquent after 7 days past due and patrons will be sent Notice of Delinquency. A \$25 late administrative fee will be charged once the account is 30 days delinquent.**

b. I will be given 60 days from the date of the delinquency to cover fees that are due. Failure to do so will result in the patron's aircraft and personal property being considered as abandoned property. Abandoned aircraft will be managed in accordance with AFI 31-218(I), Chapter 6. Other abandoned property will be managed in accordance with 673 ABWI 34-110. Patrons will be assessed costs associated with the collection and disposition of abandoned aircraft and property.

c. I may seek a refund of storage fees for remaining months of my Rental Use Agreement should I choose to remove my property from SML. If I wish to terminate early I must notify ORC in writing. Refunds will be made after ORC determines that all personal property has been removed and the storage area in question is in serviceable condition. I will be advised if there are conditions that prevent early termination. Rental fees will continue to accumulate until the area is made serviceable. A rental area is not serviceable if vegetation is not maintained, if waste material or debris is left on the site, or if I have not removed all personal property, excepting items that ORC has accepted as a gift to JBER. Refunds will only be given for complete months. If I am deemed a hold over because of failure to remove property or present a serviceable area for any part of a month the rental fee for that entire month will be assessed and I may only

recover rental fees for those remaining months of the term of this agreement.

d. I will be assessed reasonable costs for the management and disposal of any abandoned waste, debris or personal property left at the slip after expiration of the rental agreement.

e. I may choose to donate sheds, portable docks and other equipment to JBER. All offers of donation must be in writing, with written acceptance also provided in writing. If I have received written acceptance of my donation I am not required to remove donated items from my rented storage area at the end of my rental term.

4. My storage area has been clearly identified to me by the ORC staff and it has been marked in an easily identifiable manner. In addition to the aircraft, I may temporarily store vehicles used to access the aircraft and my personal effects. All personal effects must be secured in either a vehicle or approved storage shed or locker. I will coordinate with the 673 MSG/CC and 673 CEG personnel for permission and guidance in building and maintaining floating docks to gain access to my floatplane, if I have one. Any aircraft, vehicle, or personal property that is found to be routinely stored outside of my assigned storage area may be removed by ORC at my expense.

5. All patrons must initial and sign the following statement:

_____ *I certify that I have had the opportunity to inspect Six Mile Lake Recreational Aircraft Storage Area and am familiar with the layout. I understand that JBER does not provide additional security specific to this storage area. I hereby agree to hold harmless Joint Base Elmendorf-Richardson and the United States Government for any damages or injury to my property, aircraft and person that may occur at my storage area, Six Mile Lake and the immediate area around the Lake. In addition, I agree to indemnify the United States Government for any damage or injury to persons or property that result from my operation and storage of an aircraft and equipment at Six Mile Lake Recreational Aircraft Storage Area.*

Printed Name: _____ Date: _____

Signature: _____

6. I will adhere to the operational requirements set forth in 673 ABWI 34-110, and maintain my storage area in a serviceable condition. I will strictly follow the SML Spill Prevention, Control, and Countermeasure (SPCC) Plan (**Attachment 4** of 673 ABWI 34-110) and immediately report any fuel, oil or chemical spill.

7. If the SML RASA becomes filled, a waiting list will be maintained by the ORC staff for assignment of areas as they become available. It will be up to the customer to contact ORC for availability.

8. I may place a storage shed or similar storage facility within my allotted area, provided the shed footprint is no greater than 8 feet by 12 feet and no closer than 25 feet from the shoreline. Any variance to this guidance will be approved by the 673 MSG/CC and a copy of the approval will be stored with this Rental Use Agreement. I understand that future guidance might dictate a

change to the shed size and location.

9. I will keep my storage area clean and free of waste and debris. Waste will not be stored at the SML RASA and must be removed when I leave the area. I am responsible for maintaining grass and vegetation within the rented storage area. I am also responsible for preserving vegetation cover to ensure against bank erosion. I am responsible for snow removal necessary to gain access to my storage area. If I fail to remove waste material or fail to maintain vegetation cover I will be assessed costs necessary to correct my violations. Warning letters will be sent to my address of such violations. On the third such violation within 1 year, my privileges will be revoked.

10. **Repairing aircraft is not allowed on SML.** When necessary, I may perform routine maintenance on my aircraft at designated maintenance areas in the SML RASA in accordance with applicable guidance and regulations. The exception being charging batteries and servicing with safety of flight items prior to flight, provided these actions are performed in accordance with the SML RASA SPCC Plan and follow 673 ABWI 34-110 guidance.

11. I acknowledge that property stored at SML RASA is vulnerable to theft, vandalism and other hazards. To use the SML RASA I agree to waive any and all claims against the United States Air Force, and its agents, for any personal injury, damage or loss to the patron's person, patron's aircraft and/or any other personal property.

12. I acknowledge that I am responsible for snow removal and grass mowing at my rented storage area. I acknowledge that the ORC and 673d Force Support Squadron (673 FSS) will not provide these services as part of the rental agreement.

13. Renewal of this Rental Use Agreement is at the discretion of ORC. The delivery and acceptance of fees covering additional monthly rent constitutes a renewal of this Rental Use Agreement for the term covered by said additional fees, with all provisions of this Rental Use Agreement controlling the conditions, rights and obligations of the patron and JBER for the term covered by the additional rent.

14. I acknowledge that the storage rental at SML RASA is a privilege that may be revoked for violation of this Rental Use Agreement or violations of 673 ABWI 34-110.

Printed Name: _____ Date: _____

Address: _____

Signature: _____

Attachment 3**AUTHORIZED AND UNAUTHORIZED HAZARDOUS MATERIAL STORAGE ITEMS**

A3.1. All items must be stored within a locked, waterproof shed or storage container. Storage is intended for temporary and recreational use only. The list may be augmented by the 673 FSS/CC and given to the patron with a 30-day notice for compliance and/or provided with the Rental Use Agreement when the patron first rents the area, whichever is applicable.

A3.2. Authorized Hazardous Material Storage Items:

A3.2.1. Sealed bottles of oil, maximum 12 quarts.

A3.2.2. Five-gallons of fuel in Underwriters Laboratory (UL) Listed approved polyurethane container.

A3.2.3. Two quarts of miscellaneous aircraft fluids.

A3.2.4. One quart of charcoal lighter fluid.

A3.3. Unauthorized Storage Items:

A3.3.1. Explosives.

A3.3.2. Unauthorized hazardous material.

A3.3.3. Hazardous waste.

Attachment 4

SPILL PREVENTION, CONTROL, AND COUNTERMEASURE PLAN

Figure A4.1 Spill Prevention, Control, and Countermeasure Plan

Standard Operating Procedure
Over-Water Aircraft Refueling and Routine Maintenance
Six Mile Lake Recreational Aircraft Storage Area
Joint Base Elmendorf-Richardson

A4.1. This Standard Operating Procedure (SOP) was developed to prevent fuel spills and outline procedures for response to spills during aircraft refueling operations and routine maintenance conducted over water at the Six Mile Lake Recreational Aircraft Storage Area (SML RASA). This SOP is applicable for all over-water aircraft refueling operations, regardless of the method used to deliver fuel to the aircraft. It's a violation of state and federal law to negligently discharge fuel to land or water. Patrons conducting refueling operations will be individually responsible for spill response and cleanup in the event of a release to the environment.

A4.1.1. **Types of Product.** Aviation fuels and oils.

A4.1.2. **Means of Delivery.** Fuel and/or oil may be transferred to aircraft using the following means:

A4.1.2.1. UL listed portable containers. UL listed portable containers may not hold more than 5 gallons of fuel and must have a means to automatically close when fuel is not being dispensed.

A4.1.2.2. UL listed mobile fuel tanks may not contain more than 100 gallons of fuel, must meet all applicable UL and Department of Transportation (DOT) safety requirements, and the hose cannot be more than 25 feet in length.

A4.1.2.3. Fuel storage tanks that meet all applicable regulatory requirements. The tank must be maintained and inspected in accordance with regulatory requirements. The hose may not be more than 50 feet in length.

A4.1.2.4. Oil may be transferred to the aircraft via original manufacturer containers of one quart capacity.

A4.1.3. **Probable Spill Routes:**

A4.1.3.1. An estimated 5 gallons of fuel could be released in the event of a spill from a UL listed fuel container. Because refueling is conducted over water, the fuel would be released directly to surface water.

A4.1.3.2. A maximum of 100 gallons of fuel could be released from a UL listed mobile fuel tank and could be released directly to water.

A4.1.3.3. A maximum of 4,000 gallons of fuel could be released from a land-based fuel storage tank in the event of a catastrophic failure of the tank. Generally, tank leakage will be trapped inside the double wall containment that is monitored via a leak detection system.

A4.1.3.4. A maximum of one quart of oil could be spilled onto water in the event an oil container was overturned while open for pre-flight service. Oil could be spilled to land while adding or draining oil from aircraft in the designated maintenance area.

A4.1.4. Impact Of A Fuel Spill. A fuel spill during refueling over water could have significant impact on the installation's mission and natural resources. Fuel and/or oil released to land could result in excavation of contaminated soil and significant cost for clean-up. Fuel and/or oil released to land adjacent to a surface water body could migrate into and contaminate surface waters. Fuel and/or oil released directly to water could contaminate a large area of fresh water and could eventually be transported into Knik Arm. Fuel and/or oil releases to surface water are generally difficult to contain and expensive to clean up.

A4.1.5. Required Spill Prevention Safeguards. The following procedures will be followed to prevent fuel spills during refueling operations:

A4.1.5.1. Ground training must be accomplished for fuel spill, containment and recovery. All training must be documented. Training will be offered as needed by Outdoor Recreation, in coordination with 673 CES/CEIEC (Environmental Compliance). Training will address items below in detail.

A4.1.5.2. All persons conducting refueling or routine maintenance operations must be familiar with the JBER SPCC plan and must review pertinent spill response procedures.

A4.1.5.3. Spill reporting placards (see **Figure A4.1**, this instruction) must be posted on all land-based tanks and near the refueling area. Placards are available from 673 CES/CEIEC.

A4.1.5.4. Designated areas are available for refueling operations conducted at the SML RASA. Patrons are only allowed to refuel at individually leased aircraft parking areas using UL approved 5-gallon containers. See Figures A4.2 and A4.3, this instruction, for the locations of designated refueling areas.

A4.1.5.5. Ground wires must be used and all fuel containers must be grounded prior to opening.

A4.1.5.6. A fire extinguisher must be readily accessible at the refueling site. Patrons must be familiar with operation of the specific fire extinguishers located at the refueling area. Operation of fire extinguishers will be covered during ground training.

A4.1.5.7. Spill containment equipment must be emplaced at the fueling site. Standard spill kits will be deployed during each refueling operation. Spill kits must contain equipment specifically designed for response to releases on land and water.

A4.1.5.8. Prior to any petroleum, oil, or lubricants being transferred to the aircraft, a spill containment boom must be deployed around the perimeter of the aircraft. The boom will be a Class II for use on water. The boom must be retracted and properly stored after each refueling operation. Not deploying the boom will be grounds for termination of the Rental Use Agreement.

A4.1.5.9. If portable containers are used, only one 5-gallon fuel container will be allowed on the dock or aircraft at a time.

A4.1.5.10. If fuel is dispensed from a portable fuel tank or land-based tank using a hose, a cap must be installed over the end of the dispenser when deploying the hose to and from the aircraft. This will prevent fuel from draining out of the dispenser during movement. After fueling, the pump must be turned off and the hose retracted and properly stored to prevent releases.

A4.1.5.11. A fuel dispenser handle latch may not be used and patrons must be present at all times during refueling operations. This is to prevent surging and overfilling of the fuel tank.

A4.1.5.12. Absorbent pads must be used to clean up any fuel spilled on the aircraft during refueling operations. Pads will be deployed around the fuel tank opening to ensure fuel does not run off the aircraft and into the water. Fuel-contaminated pads must be properly disposed upon completion of refueling operations.

A4.1.5.13. An approved waste fuel container must be deployed at the refueling site. All fuel drained from tank sumps must be placed in the approved waste fuel container and removed promptly from the site upon completion of fueling or maintenance operations.

A4.1.5.14. Routine maintenance may be conducted at the designated maintenance areas. A drip pan (or pans) must be deployed underneath the engine compartment prior to conducting routine maintenance such as changing the oil in the aircraft. Drip pans must be capable of containing 110% of the largest volume of petroleum product being added or drained from the aircraft. Absorbent pads will be used to contain any petroleum products that drip onto the pan. Oil and oil-stained/soaked pads must be properly disposed upon completion of maintenance operations.

A4.1.6. **Spill Response.** In the event a spill occurs the following procedures will be followed. **Table A4.1**, this instruction, contains a checklist to be used as a guide for initial spill response.

A4.1.6.1. If possible and safe, stop the source of the spill by turning off power to pumps, righting containers, or placing spill equipment under a leaking hose.

A4.1.6.2. Immediately notify the JBER Fire Department by calling 911. This will initiate the spill response system. Let the 911 operator know if it is an emergency or non-emergency response.

A4.1.6.3. If possible and safe, deploy required materials from the spill kit. Absorbent pads may be placed on the soil or surface of the water to contain fuel releases. If fuel is released to water, ensure the containment boom is properly deployed to prevent fuel from spreading on the lake.

A4.1.6.4. Patrons may be required to conduct cleanup, including excavation and disposal of contaminated soil, water, and spill response equipment.

Table A4.1. Spill Response Checklist

RESPONSE ACTIONS	YES	NO	N/A	TIME/INITIALS
Immediately notify JBER Fire and Emergency Services (673 CES/CEE) Phone: 911				
Report the following:				
Location				
Source				
Possible cause				
Present conditions (still leaking or spill contained) and extent of spill (estimated volume)				
Direction of spill movement (towards a ditch, into water, etc.)				
Location of nearest drainage ditch, sewer, storm drain, or water body				
Extent of personnel injuries				
If evacuation is not necessary and responder can begin or manage spill cleanup:				
Stop all sources of ignition and source of spill (if possible)				
Obtain and deploy spill cleanup materials/equipment				
Initiate spill cleanup or response until JBER FES or other personnel arrive				
Initiate evacuation if necessary:				
Evacuate to an upgrate or upwind location a safe distance from the spill				
Activate signals (horns, bells, whistles, etc) to alert others of potential dangers				
Stop all vehicle traffic into the area				
Limit access until JBER FES arrives				
Shut off electrical power and valves if safe to do so				

Figure A4.2. Spill Response Procedures

**REPORT ALL Petroleum/Oil and Hazardous
Material Spills**

Immediately contact the JBER Fire Department at

911

to report spills or discoveries of contamination.

When reporting provide as much information as possible:

- 1) Your name
- 2) Time of spill or discovery
- 3) Location of spill or discovery
- 4) Nature of spill or discovery

Figure A4.4. Refueling Areas - Six Mile Lake Recreational Aircraft Storage Area

