

NORMAN Y. MINETA
SAN JOSE
INTERNATIONAL
AIRPORT



**RAMP SAFETY & TRAFFIC
REGULATIONS HANDBOOK**

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I.	INTRODUCTION	3
II.	DEFINITIONS	3
III.	LICENSE AND PERMIT REQUIREMENTS	5
IV.	AIRPORT RESTRICTED AREA DRIVER PERMIT	6
V.	AIRPORT CITATION PROCEDURES	7
VI.	AIRCRAFT GATE ARRIVAL/PUSH-BACK PROCEDURES	7
VII.	GENERAL OPERATING RULES - RESTRICTED AREAS	
	General	10
	Vehicle Operation	10
	Emergency / Gate Security Rules	14
VIII.	AIRCRAFT FUEL SERVICING RULES	14
IX.	FUEL SPILL SAFETY PROCEDURES	15
	General Requirements	16
	Classification of Fuel Spills	16
	Containment/Clean-Up Procedures	16
	Reporting Procedures	18
	Consequential Damages	18
X.	LAVATORY/WASTE MATERIAL - COLLECTION AND DISPOSAL PROCEDURES	
	General Requirements	18
	Equipment	19
	Operators	20
	Classification of Lavatory Waste Spills	20
	Reporting Procedures	21
	De-Icing Guidelines	22
	EXHIBIT A – Spill Reporting Procedures & Hazardous Materials Spill Reporting Form	23

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I

INTRODUCTION

This handbook describes the ramp safety rules applicable to airport ground operational activities and the operation of motorized equipment on the ramp and service areas of San Jose International Airport. Safety is paramount when operating equipment within Airport ramp areas.

The mixture of aircraft, vehicles, fueling equipment, tugs/carts, and numerous other types of ramp equipment can present a serious safety problem unless specific procedures are followed and enforced. Constant alertness and an absolute awareness of ramp safety rules must be maintained.

In order to assure that employees operating vehicles or other types of mobile equipment on the ramp are familiar with safe operating rules, the following safety rules are presented. It should be emphasized that driving on the aircraft ramps is a privilege granted to employees by the Airport. This privilege can be suspended or revoked for non-compliance with Airport rules and regulations.

II

DEFINITIONS

AIR OPERATIONS AREA (AOA): That area inside the Airport security boundary in which aircraft movements take place (i.e., aircraft gate positions, ramp areas, runways, taxiways, and areas in which both ground vehicles and aircraft frequently operate).

AIR TRAFFIC CONTROL TOWER (ATCT): Facility operated by the FAA to control aircraft and vehicle ground movements on runways and taxiways. While the Control Tower does not have a positive control responsibility for aircraft or vehicles on non-movement areas (gate positions, ramps, etc.), they may provide assistance and/or advisories to aircraft and vehicles in these areas.

AIRLINE: Air Carrier certificate holder duly authorized by the Federal Aviation Administration (FAA) to engage in the commercial transportation of passengers, cargo, property, and/or mail.

AIRPORT: The Norman Y. Mineta San Jose International Airport, operated by the City of San Jose, in the County of Santa Clara, State of California.

AIRPORT RESTRICTED AREA DRIVER PERMIT: Revocable permit issued by the Airport Department to employees who are required to operate motorized equipment within the Airport's non-movement area as a condition of their employment. Issuance of this permit is denoted by the addition of the "ramp driver" icon to the employee's Airport security access badge.

ALERT: An aircraft emergency, either in the air or on the ground. Depending on the nature of the emergency, Aircraft Rescue and Fire Fighting (ARFF) equipment will stand by at the fire station, respond to a predetermined position on the Airport, or respond to the accident scene itself.

DIRECTOR: The Director of Aviation of the Norman Y. Mineta San Jose International Airport or authorized representative.

EMPLOYEE: A person employed on the Airport by an Airport tenant (i.e., airline, FBO, aviation support service company, authorized contractors) or by the Airport Department.

FIXED BASE OPERATOR (FBO): A firm which maintains facilities at an Airport for the purpose of engaging in the retail sale of aviation fuels primarily to purchasers other than scheduled air carrier transport-type aircraft and/or providing one or more of the following general aviation service activities: (a) aircraft maintenance and/or servicing, (b) ground support services and (c) avionics equipment and systems maintenance. The term FBO commonly is used in reference to a general aviation commercial operator on an Airport.

MOVEMENT AREA: The runways, taxiways and other areas of the Airport which are utilized for taxiing, takeoff, and landing of aircraft, exclusive of loading ramps and parking areas. Specific approval must be obtained from the ATCT (e.g., 2-way radio clearance) for entry into the movement area.

NON-MOVEMENT AREA: The taxiways, taxi lanes and ramp areas not under the control of the ATCT.

PRIVATELY OWNED VEHICLE (POV): A vehicle not owned by the City of San Jose or other tenant organization. POV's are prohibited from operating within the AOA unless specifically authorized by the Director and marked in accordance with the Airport Security Program, or under escort by Airport Operations or other tenant organization on the Airport (i.e., airlines, ground service companies, etc.).

RAMP: Areas on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking, or maintenance. Two-way radio communication with the ATCT is not required while operating on the ramp areas.

RUNWAYS: Areas on the Airport used for the take-off and landing of aircraft. Runways are numbered in relation to their magnetic direction rounded off to the nearest 10 degrees. Aircraft and vehicles operating on runways must have specific approval from the ATCT (e.g., 2-way radio clearance) to do so.

Spill Prevention Control and Countermeasure Plan (SPCCP): A preventative plan that is subject to environmental regulations to eliminate or reduce the discharge of oil into navigable waters or adjoining shorelines.

Storm-Water Pollution Prevention Plan (SWPPP): A site specific written documentation that identifies the potential sources of storm-water pollution at an airport or related construction site. It should describe practices to reduce pollutants in storm-water discharge and identify specific procedures that will be taken to comply with the terms and conditions of the local, State, and Federal environmental agencies.

TAXIWAYS: Areas on the Airport used for the surface maneuvering of aircraft. Aircraft and vehicles operating on taxiways must have specific approval from the ATCT (e.g., 2-way radio clearance) to do so. Taxiway edges are delineated by solid or dashed double yellow lines.

III

LICENSE AND PERMIT REQUIREMENTS

1. A. Driver's license required: No person shall operate a motor vehicle on the Airport unless the driver holds a valid driver's license.

B. Driver's license compliance: The driver's license required shall be the same as required by the State of California, Department of Motor Vehicles, or any other State Vehicle Department, as authorized by the State of California Vehicle Code Section 12502 (resident or employment) and Section 12505 (non-resident) to operate such vehicle on any public road or highway.
2. Airport driving permit required: An employee, required to operate motorized equipment within the Airport non-movement area as a condition of employment, must have a current Airport Restricted Area Driver Permit, issued by the Airport Operations Division.
3. Employer training required: It is the employer's responsibility to ensure that its employees, who are required as a condition of their employment to operate motorized equipment within the non-movement area, are properly trained and qualified.
4. Employer's responsibility for license: It is the employer's responsibility to ensure that its employees, who are required as a condition of their

employment to operate motorized equipment within the AOA, hold a valid driver's license.

IV

AIRPORT RESTRICTED AREA DRIVER PERMIT

1. Administration of permits: The issuance and enforcement of Airport Restricted Area Driver Permits will be administered by Airport Operations.
2. Issuance/suspension of permits: Airport Operations will have the principal responsibility to assure that employees, who operate a motor vehicle on the non-movement area, will have passed a written exam prior to issuance of a Restricted Area Driver Permit. Computerized training and testing will be administered by the Airport Badging Office. The permit will be valid until the expiration, revocation, or suspension of the employee's state driver's license or Secure Identification Display Area (SIDA)/Non-SIDA badge.

If the applicant's state license is invalid for any reason, the Airport Restricted Area Driving Permit may not be issued until the applicant secures a valid state license. If an employee's state driver's license is suspended or revoked for any reason, the Airport Badging Office must be notified immediately. It is the employer's responsibility to ensure that an employee with an invalid driver's license is not permitted to operate a motor vehicle on the AOA.

The permit may be suspended or revoked at any time by the Director of Aviation or their designee for cause or if the employee receives ramp citations within any 12-month period as outlined below:

Ramp Citation 1: Considered a warning. The permit may be suspended or revoked indefinitely if the nature of the violation is serious enough to warrant such actions. This citation requires successful completion of Drivers training within five (5) business days of issuance. Failure to complete this training may result in suspension of the badge until completion of training.

Ramp Citation 2: The permit may be suspended for a period of five (5) working days. The permit may be revoked indefinitely if the nature of the violation(s) are serious enough to warrant such action. In addition to the actions required for Ramp Citation 1, the violator must meet with the Airside Operations Manager to discuss the Citation and all driving privileges are suspended for five (5) working days.

Ramp Citation 3: Driving privileges will be immediately suspended and the badge required to be returned to the Airport Badging Office for replacement and removal of the drivers icon from the badge. The permit may be revoked indefinitely.

AIRPORT CITATION PROCEDURES

Airport Operations has the principal responsibility for enforcing safety rules associated with the operation of motorized ramp equipment, fueling or other requirements set forth within the Ramp Safety and Traffic Regulations Booklet. When Operations personnel (or police personnel) issues a citation, the following procedures will be followed:

1. The employee receiving a citation will be issued one copy of the citation.
2. The issuing Airport/police personnel shall retain two copies, which will be filed with the Airport Badging Office.
3. The issuing Airport/police personnel shall have the violator sign his/her copy of the citation along with his/her supervisor and return it to the Airport Badging Office within three (3) business days of the citation issuance.
4. If the violator's copy of the citation is not co-signed by the supervisor and returned to the Airport Badging Office within three (3) business days of the citation issuance, a Notification of Citation Issuance will be mailed by the Airport to the violator's company.
5. If there is no response by the violator's company within fourteen (14) working days after mailing of the citation notification, the violator's driving permit may be suspended by the Airport. A notice of suspension will be sent to the violator's company to confirm the suspension.
6. Appeal. The violator has the right to appeal any citation through his/her employer (i.e., airline/company manager) by requesting an adjudication meeting with the Airport Security Coordinator (ASC)/Airside Manager within five (5) business days of the citation issuance date. The Airport and the employer may investigate the circumstances surrounding the issuance of the citation. The ASC/Airside Manager will have the authority to dismiss, modify, or let stand the citation. The ASC/Airside Manager findings will be final.

AIRCRAFT GATE ARRIVAL/PUSH-BACK PROCEDURES

The level of airline operations at the Airport requires a high frequency of airline gate arrivals and push-backs. It is extremely important that all vehicle operators operating within the non-movement area be alert at all times for these aircraft operations. Aircraft always have the right of way. It is imperative that airline and ground handling personnel follow proper gate arrival and push-back procedures so that all vehicle operators will visually recognize when a gate arrival and push-back operation is imminent or in progress.

1. When operating a vehicle in the non-movement area, each employee must be aware that aircraft may be arriving or preparing for push-back. Signs of an imminent push-back are:
 - A. All aircraft doors and hatches are closed
 - B. The jetway is retracted
 - C. All ground support equipment (GSE) is moved away from the aircraft
 - D. A tug and towbar are attached to the nosewheel of the aircraft and the tug driver is seated
 - E. The aircraft's anti-collision (red beacon) lights are on

2. When a push-back is about to occur, the following sequence must take place:
 - A. While the Airport recommends that an aircraft pushback crew consist of a minimum of three persons, at least two wing walkers positioned at the aircraft's wing tips and one person having direct two-way communication with the flight crew (usually the tug driver), only one person is required to direct ground traffic during an aircraft pushback from the gate. The ground crew shall wear high-visibility vests or jackets that are marked with reflective material for night operations. The safety observers shall be equipped with lighted wands during hours of darkness.
 - B. Prior to commencing push-back operations, the ground crew should be alert to vehicle traffic near the aircraft and stop traffic as required. When it is safe to do so, the ground crew should motion or direct vehicle traffic to pass behind the aircraft so as to avoid congestion and delays.
 - C. Immediately after receiving push-back clearance from the ATCT, the flight crew should turn on the aircraft anti-collision lights. The aircraft anti-collision lights are the primary visual reference that a push-back operation is imminent or in progress.
 - D. When the ground crew receives the clearance from the flight crew to initiate a push-back, the ground crew should make a visual check for vehicle traffic near the aircraft. After completing this visual check and determining that the area is clear, the ground crew may commence the push-back, in accordance with ATCT instructions received by the flight crew.

- E. While the aircraft is being pushed back, ground vehicle operators should wait for the aircraft to clear the roadway before proceeding.
 - F. During push back, the aircraft shall be positioned on the taxiway so that it is parallel to, and centered on, the taxiway centerline.
 - G. After an aircraft has been pushed back, all vehicle operators should be alert for the ground crew and equipment returning from the taxiway to the terminal gate area. The ground crew should be given the right of way, but all personnel must exercise due caution.
3. Signs of an imminent gate arrival are:
- A. Ground crew assembling in a Gate area
 - B. The jetway amber beacon is on
4. When a gate arrival is about to occur, the following sequence must take place:
- A. Ground crew assembling in a gate area
 - B. The jetway amber beacon is on
 - C. For aircraft arrivals, the Airport recommends that there be a minimum ground crew of three persons, two wing walkers, and a marshaller (who uses wands to guide the aircraft into position). In addition to the marshaller, who directs ground traffic during an aircraft arrival into the gate, only one person is required. The ground crew shall wear high-visibility vests or jackets that are marked with reflective material for night operations. The safety observers shall be equipped with lighted wands during hours of darkness.
 - D. Prior to gate arrival, the ground crew should be alert and ensure that all vehicles yield to aircraft crossing the vehicle roadway to the gate.
 - E. After an aircraft has cleared the roadway, ground vehicle operators should wait for the aircraft engines to be shut down before passing behind the aircraft. Signs that the engines are shut down are the aircraft's anti-collision light (red beacon) is off and vapors can no longer be seen exiting the aircraft's engines.

By following the above procedures, the safety of passengers, flight crews, ground personnel and other employees can be assured during all gate arrival and push-back operations at the Airport.

VII

GENERAL OPERATING RULES RESTRICTED AREAS

General

1. Conformity of rules: All conditions set forth in this section shall be in conformity and consistent with current Federal, State and local rules and regulations applicable to the operations/security of the San Jose International Airport.
2. Applicable rules: Any person operating equipment in the AOA shall, in addition to the Airport rules and regulations, abide by all applicable Federal Aviation Administration (FAA) rules and Federal Aviation Regulations (FAR) and other governmental rules and regulations, which are related to ramp safety and vehicle operations on the AOA.
3. Conformity with tenant rules: All rules and regulations for safe driving adopted by tenant organizations for their employees shall remain in force unless the rule(s) conflict with provisions set forth in this section. Unless otherwise stated, the Airport rules shall govern.
4. Director may revoke permit: The privilege to drive within the non-movement area of the Airport may be revoked or suspended at any time by the Director or their designee for cause.
5. Operation of motor vehicles restricted: No person shall operate any motor vehicle or motorized equipment within the AOA except persons that have an operational need or reason to be in such areas as a condition of their employment with the Airport or Airport tenant (i.e., airline, FAA, FBO, or other Airport tenants).
6. Removal of debris: Any object, debris or refuse deposited on service roads or ramp areas must be removed by the parties responsible for the condition as soon as possible.
7. Sports Activities on AOA Prohibited: No persons shall engage in sports-type activities (e.g. Basketball, football, etc.) on any part of the AOA and/or ramp areas – including baggage make-up areas.

Vehicle Operation

1. Proper vehicle operation: No person shall operate a motor vehicle within the AOA in an unsafe manner.

2. Vehicle condition: No person shall operate any motor vehicle or motorized equipment within the AOA, unless such motor vehicle or motorized equipment is maintained in a safe operating condition and meets the basic safety requirements of the California Vehicle Code (i.e., brakes, running and parking lights, horn, etc.).
3. Driver responsible for vehicle: Each person is responsible for the equipment he/she is driving and may be cited for non-compliance with Airport and other applicable stated rules and regulations.
4. Director may inspect/declare vehicle unfit: The Director or their designee is authorized to inspect and declare unfit for use on Airport property any vehicle or piece of equipment that cannot be operated in a safe and efficient manner.
5. Vehicle reflector requirements: Ramp equipment (not licensed for highway use) dedicated to Airport, airline, or FBO ground support functions (i.e., tugs, GPUs, baggage/air freight or cargo carts, fuel trucks, etc.) must have reflectors and/or reflective material on the front, rear, and sides so that equipment will be readily visible at night and during periods of reduced visibility.
6. Transportation of passengers: No vehicle shall be operated or used to transport persons for whom it was not designed.
7. Proper vehicle loading: No employee shall load a vehicle, cart or truck so as to create a hazard by allowing articles to fall off the vehicle as it travels on Airport service roads or ramp areas. Tugs towing loaded carts shall have the load equally distributed so as to prevent jack- knifing.
8. Cart towing limitations: A maximum of four (4) baggage/container carts may be towed with a tug, except those used for lower deck belly containers, in which case the maximum is six (6).
9. Posted speed limits: All employees operating motorized equipment within the non-movement areas shall abide by all posted speed regulations in these areas and, in any event, not exceed 20 miles per hour.
10. Basic Speed Law: All employees operating motorized equipment within any portion of the non-movement area shall operate the equipment in a safe and prudent manner, so as not to endanger the life, limb, or property or the rights of others. At no time shall equipment be operated at a speed greater than is reasonable and proper under the existing conditions, taking into account aircraft ground traffic, road conditions, and view obstruction.

11. Impeding/blocking traffic: No employee shall operate a motor vehicle on the Airport at such a speed as to impede or block the normal and reasonable movement of traffic.
12. Aircraft right of way: No employee operating a motor vehicle or motorized equipment on the non-movement area shall hinder, stop, slow, or otherwise interfere with the operation of any aircraft movement on the Airport. Aircraft always have the right of way.
13. Compliance with Airport Operations/Fire Department/Police: All employees operating motorized equipment within the non-movement area must at all times comply with any lawful signal or direction of Airport Operations, the San Jose Police Department-Airport Division (SJPD-AD), and the San Jose Fire Department (SJFD) staff. All employees shall obey all posted traffic signs and markings.
14. Detour/diversion of traffic: Under emergency conditions and/or by specific orders of the Director or representative, traffic may be detoured, halted or diverted in order to provide for an efficient and/or safe operation.
15. Driving under aircraft wing prohibited: Except for vehicles in the act of servicing an aircraft, no vehicle shall be driven under the wing or any portion of an aircraft.
16. Pedestrians prohibited: Pedestrian traffic is prohibited on airline ramps, taxilanes, and service areas of the Airport, except when in direct support of an aircraft operation (i.e. pushback, marshaling, etc.).
17. Bicycles prohibited: Bicycles are prohibited from operating on the AOA except when used in direct support of an aircraft operation (i.e., aircraft maintenance activities) or by the SJPD-AD in the line of duty. Bicycles are not to be used outside of a tenant's specific area. Bicycles should not be used for transportation between points within the non-movement area.
18. Non-movement area parking: No employee shall park any motor vehicle or other equipment or materials within the non-movement area, except in a manner and at such locations that may be prescribed by the Airport.
19. Staging ground support equipment: Airport Operations must approve Staging of ground support equipment on non-preferential assigned aircraft gate positions. Generally, aircraft gates that are not preferentially assigned and are shared or used jointly will not be authorized for staging of equipment, except immediate pre-staging for an aircraft arrival.
20. Abandonment of equipment: No person shall abandon or let stand any vehicle or equipment on Airport property that may create a hazard.

21. Parking by fire apparatus prohibited: No employee shall park any motor vehicle or other equipment or store materials within the non-movement area within fifteen (15) feet of any fire apparatus.
22. Parking by eye wash stations prohibited: No employee shall park any motor vehicle or other equipment or store materials in a manner which prevents unencumbered access to each eye wash station.
23. Communication with ATCT required for aircraft towing: No employee shall operate any motor vehicle or motorized equipment with an aircraft in tow on any portion of the movement area (runways/taxiways) unless the vehicle operator or a cockpit crew member has established 2-way radio communication with the ATCT and received approval.
24. Common Traffic Advisory Frequency (CTAF): During periods when the ATCT is closed, employees shall announce their intentions to enter the movement area on frequency 124.0 MHz (CTAF). These requirements do not apply to operations that take place entirely within the non-movement area (i.e., FBO or general aviation ramps).
25. Parking on taxiways: No person other than the members of Airport Operations or the ATCT shall direct or authorize the parking of aircraft or vehicles on an active taxiway.
26. Use of roadways required: Designated motor vehicle service roadways shall be utilized when vehicles are operated to move or transport people, freight/cargo, fuel, etc., between any given two points on the Airport. The service road markings are painted white.
27. Vehicle horn - Used for warning only: No employee shall sound a vehicle horn except as a warning signal.
28. Movement Area: All taxiways and runways are located within the movement area. Runway markings are painted white so as to distinguish them from the taxiway markings, which are painted yellow. Employees are prohibited from entering and/or operating within the movement area without proper access (designated by the 'runway icon' on your badge), unless they are specifically authorized to do so by Airport Operations.
29. Transportation/storage of explosives is prohibited: Permission to transport or store explosives on Airport property requires prior written approval from the Director or their designee.
30. Vehicle/equipment maintenance: No employee shall paint, repair, maintain, or overhaul any motor vehicle or equipment within the non-movement area, except in areas and under such terms and conditions as prescribed by the Airport.

31. Driving while “under the influence” is prohibited: No person under the influence of a drug or alcohol may drive or operate motorized equipment on Airport property.

Emergency / Gate Security Rules

1. Reporting emergencies: All emergencies are to be reported by dialing 9-1-1. All **non-emergency** vehicle accidents, lavatory waste spills and fuel spills are to be reported to the Airport Operations Center (AOC) at (408) 277-5100.
2. Vehicle identification requirements: A vehicle authorized to operate within the SIDA must be identified by the company logo on both sides of the vehicle and a media sticker, if applicable. The company logo and media sticker must be approved by the Airport Badging Office.
3. Entry gate security: All vehicle/pedestrian gates entering into the AOA shall be closed immediately after entry and shall be monitored by the person using the gate until the gate is completely closed. With the exception of non-airport vehicles under escort, only one vehicle is to pass through a gate at a time - "piggy-backing" is prohibited.
4. Vehicle escort: Non-Airport vehicles, buses, ambulances and trucks must be escorted by the SJPD-AD, airline tenant, terminal tenant, Airport Department, airline support services, or FAA staff within the AOA.
5. Emergency equipment response: All vehicles shall, at all times, give way to emergency vehicles (i.e., police and fire department) responding to an aircraft alert or other emergencies.
6. Emergency personnel only at accident scene: In the event of an aircraft accident or other emergency incident, personnel not directly required for response activities shall remain clear of the incident scene.
7. Accident scene responsibilities: At an aircraft accident scene, the SJFD is the Incident Commander and initially in charge during fire suppression and rescue activities followed by Airport Operations who will assume the position of Incident Commander during the incident recovery activities.

VIII

AIRCRAFT FUEL SERVICING RULES

1. Fueling Equipment Maintenance: All equipment used for fueling or de-fueling of aircraft shall meet all applicable regulations and specifications, and shall be maintained in a safe, sound, and non-leaking condition.

2. Fire Extinguishers Required: Adequate fire extinguishers shall be carried on all fuel servicing vehicles, in accordance with the National Fire Protection Association (NFPA) regulations, and must be within arms reach of personnel during fuel servicing operations.
3. Absorbent material: All fuel servicing vehicles must have an ample supply of absorbent material readily available and accessible to the vehicle operator for usage in the event of a fuel spill.
4. Refueling Personnel: All employees engaged in fueling or de-fueling aircraft shall be adequately trained in fueling equipment operation, aircraft fuel systems, fuel handling safety, Airport hazardous material spill procedures (SWPPP and SPCCP), and fire extinguisher operation. Such training shall be recorded and kept on file by the employer. Airport Operations and SJFD staff may inspect employee training records at any time.
5. Proper Bonding: During all fuel transferring operations, all equipment involved shall be bonded to a point of zero electrical potential.
6. Blocking of Control Devices is Prohibited: No emergency control, dead-man handle, or control device shall be blocked, open, or bypassed in such a manner as to circumvent the designed safety purpose of such device.
7. Smoking: Smoking is prohibited within fifty (50) feet of any fuel servicing vehicle, aircraft, fuel pump or fuel storage tank at any time.
8. Fueling or De-fueling Prohibited While Engine Running: No aircraft shall be fueled or de-fueled while its engine is running (exceptions require approval by Airport Operations).
9. Engine Starts With Fuel on Ground: No person shall start the engine of any aircraft when there is fuel on the ground under or adjacent to that aircraft.
10. Chocking of Vehicle Wheels: During all fuel transferring operations, all vehicles involved shall have wheel chocks placed on both sides of at least one wheel to prevent inadvertent movement.

IX

FUEL SPILL SAFETY PROCEDURES

The actions described in this handbook are the approved actions for handling fuel spills at Mineta San Jose International Airport. Each operator of refueling equipment is responsible to be knowledgeable and trained in these procedures as well as the SWPPP and SPCCP. Additionally, all airline ramp personnel are to understand these procedures and assist where possible to assure that all safety and environmental measures are adhered to as prescribed herein. These

procedures are not a substitute for sound judgment.

General Requirements

Each fuel permittee and fueling agent is responsible for the control, containment, clean-up, and disposal of all fuel spills and absorbent materials. During a fuel spill and the associated clean-up activities, all sources of ignition must be removed and terminated. All fuel or fueling sources must be shut-off or discontinued. All fuel spills must first be immediately controlled and contained with fuel absorbing materials. The spill is then picked up with an absorbent material. The fuel absorbing material must be readily available in the fueling areas and quickly accessible to fuel handling personnel in the event of a spill. Under no circumstances are fuel spills to be flushed, washed away or allowed to enter the Airport's storm drainage system. Reporting and documentation of each spill incident is an Airport requirement and must be completed and submitted immediately by the responsible party to Airport representatives in an approved format, and/or to applicable regulatory agencies in accordance with Federal, State and local laws and regulations. Each fuel permittee and their contractors are responsible to review and be trained in the applicable provisions of the Airport's SWPPP and SPCCP.

Classification of Fuel Spills

Small	Less than 1 quart
Medium	More than 1 quart but less than 10 gallons
Large	Equal to or greater than 10 gallons

Containment/Cleanup Procedures

The following procedures are to be followed as a minimum:

1. The organization responsible for a spill shall assure that all required notifications are made immediately.
2. All spills must be immediately reported to the AOC at (408) 277-5100. The AOC will notify San Jose Fire Department (SJFD) to respond, if necessary; however, if there is an immediate threat to fire safety or personal injury, the spill should be immediately reported by dialing 9-1-1.
3. All spills, regardless of size, that have **entered the storm drainage system** must be immediately reported by the responsible party to:

●Airport Operations Center	408-277-5100
●California State O.E.S.	1-800-852-7550
●National Response Center	1-800-424-8802
●Airport Environmental	408-392-3626

4. Immediate action must be taken on all fuel spills as follows:
 - A. Shut off aircraft refueling equipment, if directed by SJFD or Airport Operations personnel (do not attempt to move refueling equipment). No motorized equipment is to be permitted to operate in the vicinity of the spill until the spill is contained and controlled, and the SJFD or Airport Operations personnel determines that a safe condition exists.
 - B. Evacuate passengers and flight crew if the SJFD or Airport Operations personnel determines that the size of the spill presents a serious fire exposure hazard to the aircraft or refueling equipment.
 - C. Appoint a fire guard to establish a restricted perimeter area around the fuel spill. The fire guard is to restrict the affected area from any operations by personnel or equipment until the fuel spill has been controlled and contained to a safe level.
 - D. Control the spread of fuel by diking the spill with absorbent material, with particular emphasis being placed on diking the spill in the direction the fuel is draining or flowing on the ground. The objective is first to control or stop the spread of the spill, then to contain the spill. Other requirements for storm drains in the area should include **diking, and placement of drain covers over affected drain inlets.**
5. Once the action described above has been taken, the complete clean-up and pickup of the fuel spill, use of absorbent materials or other approved methods are to be taken.
6. All fuel spills must be cleaned up until there is no residual fuel left on the ground. Procedures to accomplish this are as follows:
 - A. Apply the absorbent material from the bag, holding it close to the surface to minimize wind loss.
 - B. Spread the absorbent material to sufficiently dike the fuel and stop its direction of flow.
 - C. Spread the absorbent material over the spill to a thickness necessary to blanket the fuel spill, after the fuel spill has been diked and completely surrounded.
 - D. Agitate the material with a broom to ensure maximum absorption of the fuel.
 - E. Pick up all contaminated absorbent materials, place into appropriate containers for proper environmental disposal and retain records of

disposal activities. Proper disposal is the responsibility of the party who caused the spill.

- F. If directed by Airport Operations, the affected area shall be cleaned by a ramp scrubbing vehicle.
- G. If the fuel has entered the storm drain system/river, immediate action must be taken by the organization responsible for the spill to remove the material from the system/river in accordance with local, State, Federal, and Airport Regulations.

Reporting Procedures

In addition to the above notification procedures, all spills must be reported to the Airport's Environmental Section and the Manager on Duty (MOD) according to procedures presented in **Exhibit A** at the end of this manual. The responsible party shall complete the **Airport's Hazardous Material Spill Reporting Form** also found in Exhibit A.

Consequential Damages

In addition to any regulatory action or other remedies available to the City, and at the discretion of the Airport, any tenant can be subject to administrative fines in accordance with their lease agreement, the San Jose Municipal Code, or State and Federal Regulations. The penalty will be determined by the Airport based upon the nature and circumstances of the spill in accordance with provisions of the San Jose Municipal Code.

LAVATORY/WASTE MATERIAL COLLECTION AND DISPOSAL PROCEDURES

Each airline, FBO, ground support or any other tenant employees or subcontractors are responsible to be knowledgeable and trained in these procedures. Additionally, all airline, FBO, ground support or any other tenant employees or subcontractors are to understand these procedures and assist where possible to assure that all safety and environmental measures are adhered to as prescribed herein. These procedures are not a substitute for sound judgment.

General Requirements

Each airline, FBO, or ground support tenant and their contractors are responsible for the control, containment, cleanup and disposal of any chemical or raw waste material (lavatory) spill for the prevention of such chemical agent or waste material, diluted or otherwise, from entering the Airport storm water drainage system. During a spill and the associated clean-up activities, all lavatory waste sources must be shut-off or discontinued completely. Under no circumstances are lavatory waste spills to be flushed, washed away or allowed to enter the Airport's

storm drainage system. Reporting and documentation of each spill incident must be completed and submitted by the responsible party to Airport representatives in an approved format, and/or to applicable regulatory agencies in accordance with Federal, State and local Regulations. Each airline, FBO, or ground support tenant and their contractors are responsible to review and be trained in the applicable provisions of the Airport's SWPPP and SPCCP.

Equipment

The Santa Clara County Environmental Health Services is responsible for the inspection, registration and permitting of this type of equipment. Each airline, FBO, or ground support tenant and their contractors operating said equipment must provide the Airport with applicable health permits or certifications to the Airport Environmental Section annually. Failure to provide this documentation is considered a violation and could result in penalties and/or fines.

All lavatory vehicles and carts shall fulfill the following requirements, as applicable:

1. All lavatory disposal equipment may be inspected at any time by the Santa Clara County Director of Environmental Health Services, Airport personnel or an authorized agent.
2. Company logo shall be placed on both sides of the vehicle and shall include the company name. Current vehicle media sticker(s) should also be affixed to the vehicle as required and as approved by the Airport Badging Office.
3. Tank capacity in gallons shall be visibly displayed on both sides of the vehicle.
4. Operators of vehicles transporting waste material will insure all equipment openings; valves, clamps, seals and hoses are properly closed, stored and secured without leakage prior to the transportation or movement of such material on the ramp or other location.
5. All lavatory vehicles are required to carry a reliable gauge or gauge stick to indicate the actual volume of waste in the tank; a dedicated cleanup hose; and a current Santa Clara County registration sticker.
6. Chemical toilet waste shall not be stored for more than three days in the pumping vehicle.
7. A sufficient amount of absorbent material must be readily available at all times on all lavatory vehicles and accessible to the lavatory vehicle operator. In addition, the operator must have access to disinfectants necessary for spill cleanup at all times.

Operators

When operating lavatory equipment, employees should be aware of the following items:

1. All lavatory vehicle equipment operators must fully understand their employer's lavatory/waste material handling and disposal procedures.
2. Employees shall be qualified and trained to operate the equipment by their employer and according to the standard of care. Environmental Services staff may inspect employee training records at any time.
3. Employees shall insure that ramp areas and the lavatory dump facility are kept properly clean and free of any lavatory/waste material spillage. Ramp areas must be swept clean, but not hosed down to prevent contaminated material from entering a storm drain. Lavatory carts must be washed at the equipment wash rack located at the south end of the Airport.
4. Employees should be aware of location of absorbent material at all times.
5. Employees must complete the Airport's SWPPP training at regular intervals but not less than once per year.

Classification of Lavatory Waste Spills

Small	Less than 1 quart
Medium	More than 1 quart but less than 10 gallons
Large	Equal to or great than 10 gallons

Lavatory Spills Containment/Clean-Up Procedures

Promptly following a lavatory spill, the following steps must be taken by the responsible company to complete the reporting and clean-up procedures:

1. The organization responsible for a spill shall assure that all required notifications are made immediately:
 - A. All spills must be immediately reported to the AOC at (408) 277-5100. However, if there is an immediate threat to life or safety or personal injury, the spill should be reported by dialing 9-1-1.
 - B. All spills that enter the storm drainage system must be reported to the following agencies:

•Airport Operations Center	408-277-5100
•California State O.E.S.	1-800-852-7550

•National Response Center
•Airport Environmental Section

1-800-424-8802
408-392-3626

2. Immediate action must be taken on all spills as follows:

- A. Shut off leaking equipment. The approved clean-up procedure is to immediately contain and control the spill with absorbent material. Emphasis should be placed on diking the spill in the direction it is flowing and preventing it from entering any storm drain by providing storm drain covers.
- B. The absorbent material is to be completely removed from the affected surface and placed into appropriate containers for proper environmental disposal.
- C. The affected area is treated with a mixture of 90% water and 10% bleach/disinfectant.
- D. All spills must be cleaned up until there is no residual spill left on the ground.
- E. Under no circumstances is any spill, regardless of size, to be left on the surface to evaporate or to be flushed down a storm drain.
- F. All spills, regardless of size, must be promptly cleaned up and disposed of. Proper disposal is the responsibility of the party who caused the spill.
- G. If the spill has entered the storm drain system/river, immediate action must be taken by the organization responsible for the spill to remove the material from the system/river in accordance with local, State, Federal, and Airport Regulations.

Reporting Procedures

In addition to the above notification procedures, all spills must be reported to the Airport's Environmental Section and the MOD according to procedures presented in **Exhibit A** at the end of this manual. The responsible party shall complete the **Airport's Hazardous Material Spill Reporting Form** also found in Exhibit A.

De-icing Guidelines

1. Prior to the initiation of any de-icing each tenant or contractor is required to submit a copy of their written procedures to the Airport Environmental staff. This material shall also include a copy of the Material Data Safety Sheet for the product to be used.
2. Any tenant performing de-icing activities at the Airport must follow all federal, state and local regulations related to the storage, application, clean-up and disposal of de-icing materials. These guidelines are not intended to supersede any regulatory or lease obligations.
3. Tenants are responsible for supplying all materials, equipment and personnel required for de-icing activities. This includes both application and clean-up activities.
4. All tenants performing de-icing activities at the Airport are required to notify the Airport in advance by calling 408-277-5100.
5. Information required in advance includes; estimated start time, location, approximate duration, company representative applying de-icing fluid and company representative responsible for clean-up of de-icing fluid.
6. Any drains within the gate area must be covered with a magnetic drain cover to ensure no contaminants enter the storm drain.
7. Tenants must minimize the amount of de-icing fluid used to the extent practical.
8. All de-icing fluid must be completely cleaned-up immediately after de-icing activities are completed.
9. Once clean-up activities are complete each tenant must notify the Airport by calling 408-277-5100 and reporting the actual completion time, the amount and type of de-icing fluid used and request an Airport representative respond to inspect the aircraft parking location.
10. Determination of cleanliness is the sole responsibility of the Airport. If the Airport determines the gate requires additional scrubbing or cleaning it shall be the responsibility of the tenant to continue clean-up activities to satisfy the Airport.
11. De-icing is not permitted during rain events due to the increased probability that de-icing contaminants could enter the storm drain.

EXHIBIT A

Spill Reporting Procedures

1. In addition to the notification procedures discussed in this manual, all spills must be reported to the Airport's Environmental Section and the Airport's Manager on Duty (MOD).
2. The responsible party shall complete the attached ***Airport's Hazardous Material Spill Reporting Form*** and submit it to the Airport's Environmental Section immediately after corrective action has been completed on the spill. As a minimum, the documentation shall also include but not be limited to the following:
 - Name of responsible party. If the responsible party is a tenant contractor, the tenant's name must be identified.
 - Date and Time of Spill
 - Where Spill Occurred. Include picture(s) of the spill.
 - Characteristics and Composition of Spill
 - Cause of Spill
 - Estimated Quantity and Extent of Spill
 - Indicate if Spill Entered Storm Drain or other sensitive areas. If yes, identify which storm drain or sensitive areas were affected.
 - Provide Precise Details on all Corrective Action taken including methods of cleaning storm drain, etc. as applicable and who performed the corrective action.
 - Provide manifests or bills of lading of all disposed materials.
 - Describe how spill will be prevented in the future.
3. Provide spill reports and supporting documentation the same day of the spill or ASAP to the Airport's Environmental Section.
4. Failure to complete these forms and provide the Airport necessary documentation may result in the assessment to the tenant penalties, fines and other remedies available to the City.



HAZARDOUS MATERIAL SPILL REPORTING FORM

Airport Log # : _____ Date Logged by Airport: _____

I. GENERAL SPILL INFORMATION

Date of Spill:	Time: (minutes/hours/days):	Duration of Spill
Responsible Party (Tenant/Company/Airport Facility Name):	Location/Address of Spill:	
Station Manager/Facility Manager Name:	Manager Phone #:	
Business Address:	Email Address:	

II. NOTIFICATIONS

National Response Center (NRC) (Name/Phone #):	Date/Time:
California Office of Emergency Services (OES) (Name/Phone #):	Date/Time:
Airport Manager on Duty (Name/Phone #):	Date/Time:
Airport Environmental Department (Name/Phone #):	Date/Time:
Other (Name):	Date/Time:

III. SPILL CHARACTERISTICS

Chemical Name:	CAS Number:	Is Chemical Listed in 40 CFR 355, App. A: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Physical State: <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Sludge <input type="checkbox"/> Gas		Quantity of Spill (gallons):	Extent of Spill (SF):
Media Affected: <input type="checkbox"/> Air <input type="checkbox"/> Storm Drains <input type="checkbox"/> Floor Drains <input type="checkbox"/> Asphalt/Concrete Paving <input type="checkbox"/> Soil <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water			

IV. CAUSE OF SPILL (include photograph(s) on page 3)

V. KNOWN OR ANTICIPATED HEALTH EFFECTS

- Acute (explain):
- Chronic (explain):
- Not Known (explain):
- Injuries (If checked, describe briefly):

VI. SPECIFIC CONTAINMENT/CLEANUP PROCEDURES TAKEN

VII. SPECIFIC WASTE MANAGEMENT & DISPOSAL DETAILS

VIII. MANAGEMENT ACTION PLAN TO PREVENT SPILL RE-OCCURRENCE

IX. CERTIFICATION

I certify under penalty of perjury of law that I have personally examined and am familiar with this information and all attachments, and believe 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.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

X. REPORT SUBMITTED TO

Airport Environmental Section - Name _____	Date: _____
Other - Name _____	Date: _____
Other - Name _____	Date: _____

XI. PHOTOGRAPHS OF SPILLS
