



RAMP SAFETY & TRAFFIC REGULATIONS HANDBOOK

NORMAN Y. MINETA
SAN JOSE INTERNATIONAL AIRPORT

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SAFETY/TRAFFIC HANDBOOK

I

INTRODUCTION

This handbook describes the ramp safety rules applicable to airport ground operational activities and the operation of motorized equipment on the areas Air Operations Area (AOA) of Mineta 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 AOA 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 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.

SWPPP: Storm Water Pollution Prevention Plan

SPCCP: Spill Prevention, Control and Countermeasure Plan

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

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(s) 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. Additionally, employees performing airfield inspections, aircraft relocations and ATCT radio communications that involve use of the movement area must have a current Airport issued Movement Area Operating Permit (MAOP) or Limited Movement Area Operating Permit (LMAOP).
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 AOA, 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 an Airport Restricted Area Driver Permit will be administered by Airport Operations and the Airport Badging Office.
2. Issuance/suspension of permits: Airport Operations will have the principal responsibility to assure that employees who operate a motor vehicle on the AOA, as described above, will have passed the required training and have the proper “ramp driving” icon displayed on their Airport Badge. 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 SIDA/Non-SIDA badge.

If the applicant's state license is invalid for any reason, the Airport Restricted Area Driver 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.

Driving permits may be suspended or revoked at any time by the Director of Aviation 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 drivers icon from the badge. The permit may be revoked indefinitely.

V

AIRPORT MOVEMENT AREA OPERATING PERMIT (MAOP) and LIMITED MOVEMENT AREA OPERATING PERMIT (LMAOP)

1. Administration of permits: The issuance and enforcement of Airport Movement and Operating Permit (MAOP) and Limited Movement Area Driver Permits (LMAOP) will be administered by Airport Operations.
2. Issuance/suspension of permits: Airport Operations will have the principal responsibility to assure that employees who perform job functions such as airfield inspections and aircraft relocations in the movement area will have passed a written and practical exam prior to issuance of an MAOP or LMAOP. Initial training and testing will be administered by Airport Operations. The permit will be valid for one calendar year or until the expiration, revocation, or suspension of the employee's state driver's license or SIDA/Non-SIDA badge. It will be the responsibility of the badge holder to renew their MAOP and LMAOP with the Airport Badging Office prior to the one year expiration date printed on their Airport Badge.

The permit may be suspended or revoked at any time by the Director of Aviation for cause or if the employee receives ramp citations within any 12-month period as outlined in the previous section. Should an employee's Restricted Area Driver Permit become invalidated or suspended for any reason, the employee's MAOP or LMAOP will automatically become invalidated or suspended.

VI

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 from which time the violator will have five (5) business days to schedule and complete all applicable video training courses.
4. If the employee'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 citation issuance, a notification of citation issuance will be mailed by the Airport to the employee's company.
5. If there is no response by the company within 14 days after mailing of the citation notification, the employee's driving permit may be suspended by the Airport. A notice of suspension will be sent to the employee's company to confirm the suspension.
6. Contesting a ramp citation. 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 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 Airside Manager will have the authority to dismiss, modify, or let stand the citation. The Airside Manager findings will be final.

VII

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 AOA 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 cargo hatches are closed.
 - B. All ground support equipment (GSE) is moved away from the Aircraft and the passenger boarding bridge is retracted.
 - C. A tug is attached to the nosewheel of the aircraft and the tug driver is seated.
 - D. 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 push-back 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 to direct ground traffic during an aircraft push-back from the gate 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.
 - 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. 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. (if applicable)
 - 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, however only one person in addition to the marshaller to direct ground traffic during an aircraft arrival to the gate 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's engines to be shut down. 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 ground operations at the Airport.

VIII

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 to include the Airport Storm Water Pollution Prevention Plan.
2. Applicable rules: Any person operating equipment in the AOA shall, in addition to the Airport rules and regulations, abide by all applicable FAA Federal Aviation Regulations (FARs) 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 or movement area of the Airport may be revoked or suspended by the Director for cause.
5. Operation of motor vehicles restricted: No person shall operate any motor vehicle or motorized equipment within the AOA of the Airport except persons that have duty assignments in such areas as a condition of their employment with the Airport or Airport tenant (i.e., airline, FAA, FBO, or other Airport tenants) and the proper Airport operating permit.
5. Removal of debris: Any object, debris or refuse deposited on service roads, movement areas or ramp areas must be removed by the parties responsible for the condition as soon as possible.

6. 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 rules and regulations.
4. Director may inspect/declare vehicle unfit: The Director 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 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 carts are permitted to be towed with a tug at one time. A maximum of six (6) lower deck (LD) container trailers are permitted to be towed with a tug at one time. A maximum of five (5) cargo pallet trailers are permitted to be towed with a tug at one time. Operators are NOT permitted to tow a combination of carts, LD container trailers or cargo pallet trailers at one time.
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, SJPD and SJFD staff, and 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. push-back, 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 within three (3) feet of any 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. Use of 2-way radio communication with the ATCT in the absence of cockpit crew members requires the vehicle operator to have possession of a Movement Area Operating Permit (MAOP) or Limited Movement Area Operating Permit (LMAOP) listed in section V of this document.

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). Use of CTAF radio communication requires the vehicle operator to have possession of a Movement Area Operating Permit or Limited Movement Area Operating Permit listed in section V of this document.
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: Employees are prohibited from entering/operating within the Airport movement area without a Movement Area Operating Permit (MAOP) or Limited Movement Area Operating Permit (LMAOP), unless they are specifically authorized to do so by Airport Operations. 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.
29. Transportation/storage of explosives prohibited: Permission to transport or store explosives on Airport property requires prior written approval from the Director.
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" 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 at 277-5100 (or 5100 on 4-digit City line).

2. Vehicle identification requirements: A vehicle authorized to operate within the Airport Security Identification Display Area (SIDA) must be identified by the paint scheme, logo, etc. of operator's employer, and an Airport validation decal, if applicable. The logo must be registered with the Airport Operations Division.
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, airlinesupport 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 San Jose Fire Department is in charge during fire suppression and rescue activities; Airport Operations is in charge during the incident recovery activities.

IX

AIRCRAFT FUEL SERVICING RULES

1. Fueling Equipment Maintenance: All equipment used for fueling or de-fueling of aircraft shall meet all applicable local, state and federal regulations for signage and specifications, and shall be maintained in a safe, sound, non-leaking condition. (*reference NFPA 407*)
2. Fire Extinguishers Required: Adequate fire extinguishers shall be carried on all fuel servicing vehicles and reloading stations and within ready reach of personnel during fuel servicing operations. Servicing and operations of these fire extinguishers shall meet all applicable local, state and federal regulations. (*reference NFPA 407*)
3. Absorbent material: All fuel servicing vehicles must have an ample supply of absorbent material readily available and accessible to the vehicle operator for use 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 - Prohibited: No emergency control, deadman 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 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.

X

FUEL SPILL SAFETY PROCEDURES

The actions described in this handbook are the approved actions for handling fuel spills at San Jose International Airport. Each operator of refueling equipment must 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 ensure 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 transfers must be immediately discontinued. All fuel spills must be immediately controlled and contained with fuel absorbing materials, then picked up with absorbent material or an approved air-powered vacuum apparatus. The used absorbent must be completely recovered (i.e. swept up or vacuumed) and disposed of according to State and Federal waste regulations. The fuel absorbing material, and associated equipment (broom, shovel, container for used absorbent) 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.**

The data collection, documentation, and reporting of each spill incident is completed by Airport Operations; however, the responsible party and any relevant witnesses are required to cooperate with Airport Operations and/or Airport Environmental staff during their data collection or follow-up practices. Exhibit A summarizes the reporting process and includes the Spill Incident Report Form that is completed by the Airport. Each fuel permittee and their contractors are required to review and be trained in the applicable provisions of the Airport's SWPPP and SPCCP. If the fuel spill is a result of faulty equipment (e.g. leaking hoses, faulty valves etc.), the equipment must be taken out of service immediately, and repaired and/or replaced before returning to service.

Classification of fuel spills

Small	Less than 1 quart
Medium	Equal to 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, at a minimum:

1. NOTIFICATIONS: The required notifications are as follows:
 - A. TENANTS: All Airport tenants (or their contractors) responsible for a spill must immediately report all spills to the **Airport Operations Center (AOC) at 408-277-5100**. The AOC will notify the Airport Fire Station to respond, if applicable. However, if there is an immediate threat to fire safety or personal injury, the spill should be reported by dialing 9-1-1.

TENANTS: In the event that the responsible party is not at the fuel spill location, any witnesses of spilled fuel must immediately contact the AOC and remain onsite to meet Airport Operations staff.

- B. AIRPORT OPERATIONS/MANAGER-ON-DUTY ONLY: Airport Operations will contact Airport Environmental staff and complete any of the local, State and Federal-level reporting requirements when appropriate. All spills, regardless of size, that have entered the storm drainage system must be immediately reported by Airport Operations to:

Airport Environmental Section 408-392-3626

If the spill/release of oil/fuel is 42 gallons or more, or if the spill has discharged to, or threatens to discharge to State Waters (i.e., Guadalupe River), or if the spill/release causes harm, or threatens to cause harm to the public health and safety, the environment, or property, then notifications must be made to following agencies:

California State O.E.S. (*for City use only*) 800-852-7550
National Response Center (*for City use only*) 800-424-8802

Airport Operations will contact the Airport Fire Station if the fuel spill covers over 10 ft in any direction, or is over 50 ft² in area, continues to flow, or is otherwise a hazard to persons or property (in accordance with NFPA 407 4.2.3.5.7 and the California Fire Code 2006.11.5).

2. SPILL CONTROL AND CONTAINMENT ACTIONS: Immediate action must be taken on all fuel spills as follows:

- A. Shut off aircraft refueling equipment, if directed by a SJFD or Airport Operations official. 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 official determines that a safe condition exists.
 - B. Evacuate passengers and flight crew if the SJFD or Airport Operations official 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. If using absorbent, apply the absorbent material from the bag, holding it close to the surface to minimize wind loss.
 - E. Storm drains downgradient of the spill should be protected by diking. If the inlet contains a Safe Drain valve, it should be inspected to determine if it is in the closed position. Airport staff (Operations, Facilities, or Environmental) should close the valve by turning the Safe Drain key clock-wise.
3. COMPLETE CLEAN-UP ACTIONS: Once the control and containment actions described above have been taken, the remainder of the fuel spill must be cleaned up using absorbent materials or other approved methods.
- A. All fuel spills must be cleaned up until there is no residual fuel left on the ground.
 - B. Spread the absorbent material over the spill to a thickness necessary to blanket the fuel spill, after the fuel spill has been diked and surrounded.
 - C. Agitate the material with a broom to ensure maximum absorption of the fuel.
 - D. Scoop up/shovel all contaminated absorbent materials, place into appropriate containers, dispose of used absorbent

following California hazardous waste regulations, and retain records of disposal activities. Proper disposal is the responsibility of the party who caused the spill.

- E. If directed by Airport Operations, the affected area shall be cleaned by a ramp scrubbing vehicle.
- F. If the fuel entered the storm drain system or State Waters, Airport Operations will coordinate any clean-up activities in accordance with local, State, and Federal requirements. If the Airport's contractor, or other agency engages in river cleanup actions, the responsible party may be charged for all costs associated with the cleanup response.
- G. If the fuel entered a closed Safe Drain, Airport Operations may require the responsible party to remove the spilled material from the Safe Drain catch basin and properly dispose of the recovered material.

4. FOLLOW-UP COMMUNICATION:

- A. Airport Environmental staff may request follow-up information from the responsible party about the cause of the spill (e.g. whether it was a result of faulty equipment, or operator error, and whether remedial actions or repairs have been undertaken). The responsible party must respond to follow-up requests from Airport staff.

If Airport supplies are used to clean up the spill or dispose of the contaminated absorbent, the responsible party will be charged for any response costs associated with the spill.

Consequential Damages

As noted earlier, the party responsible for a fuel spill may be charged for clean-up and disposal costs.

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 ranging from \$500 to \$25,000 in the event the tenant has more than two (2) spills in any calendar year. 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.

If the tenant has more than three spills in any calendar year, and has shown unwillingness to repair equipment or modify their processes/training, the tenant's lease may be revoked.

XI

LAVATORY/WASTE MATERIAL COLLECTION AND DISPOSAL PROCEDURES

Each airline, FBO, ground support or any other tenant employees or subcontractors must be knowledgeable and trained in these procedures, and assist where possible to ensure that all safety and environmental measures are adhered to. 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 (e.g. blue lavatory cleaning fluid, known as “clean” lavatory fluid) or raw waste material (“dirty” lavatory waste) spill and for the prevention of such chemical agent or waste material, diluted or otherwise, from entering the Airport stormwater 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 or chemicals to be flushed, washed away or allowed to enter the Airport’s storm drainage system.** If at any point the “clean” blue cleaning fluid comes into contact with raw sewage, then the material is considered dirty lavatory waste.

The data collection, documentation, and reporting of each lavatory waste spill incident is completed by Airport Operations; however, the responsible party and any relevant witnesses are required to cooperate with Airport Operations and/or Airport Environmental staff during their data collection or follow-up activities. Each airline, FBO, or ground support tenant and their contractors are required to review and be trained in the applicable provisions of the Airport’s SWPPP and SPCC Plan.

Equipment

The Santa Clara County Department of Environmental Health is responsible for the inspection, registering and permitting lavatory waste equipment. Each airline, FBO, or ground support tenant and their contractors operating lavatory waste equipment must provide the Airport applicable health permits or certifications to the Airport’s Environmental staff upon request. Failure to provide this documentation is a violation and could result in penalties.

All lavatory waste vehicles and carts shall fulfill the following requirements.

1. All lavatory waste collection/disposal equipment shall be made available for inspection, at any time, by the Santa Clara County of Environmental Health Inspector, Airport Staff or an authorized agent.
2. A company logo shall be placed on both sides of the vehicle. It shall

include the company name, local telephone number and address. Current vehicle validation decal(s) should also be affixed to the vehicle.

3. Tank capacity in gallons shall be visibly displayed on both sides of the vehicle.
4. Operators of vehicles transporting lavatory waste material must ensure 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 waste 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; a bucket (e.g. 5 Gallon size) to collect any remaining liquid in the hose after collection from the aircraft; and a current Santa Clara County registration sticker.
6. A sufficient amount of absorbent material must be readily available at all times on all lavatory waste vehicles and accessible to the lavatory waste vehicle operator. In addition, the operator must have access to disinfectants necessary for spill cleanup at all times.
7. Lavatory waste shall not be stored for more than three days in the pumping vehicle/cart.
8. Lavatory vehicles/carts must be washed at the Ground Support Wash Rack located at 1207 Airport Blvd, at the south-east corner of the Airport.
9. If the spill is a result of faulty equipment on the lavatory waste vehicle/cart, the vehicle/cart must be taken out of service immediately, and repaired before returning to service.

Operators

When operating lavatory waste removal 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 and be trained to effectively operate the equipment including, but not limited to, the procedure for collecting remaining fluid in drain hoses and adequately closing valves. Airport Operations and Environmental staff may inspect employee training records at any time.
2. Lavatory vehicle equipment operators must never abandon a spill. Employees, or their supervisors, may not leave the area until Airport Operations staff give approval.

3. Lavatory vehicle equipment operators must inspect the vehicle/cart's gauge after collecting waste from an aircraft, and empty fluids at the approved sanitary sewer disposal site before operating at another aircraft. This action is to determine the capacity remaining in the cart and prevent the cart from overfilling when collecting waste at the next aircraft.
4. Employees shall ensure that ramp areas and the lavatory dump facility are kept properly clean and free of any lavatory waste or spillage. Lavatory waste vehicle/cart operators should inspect their operating area before driving away from the aircraft. The drain hose must be adequately stowed in a manner to prevent leakage of any remaining fluid before the vehicle departs.
5. Employees should be aware of the location of absorbent material at all times, and trained in how to apply absorbent to spilled lavatory waste.
6. Employees must keep ramp areas clean using dry methods (such as sweeping). **Under no circumstances** should lavatory waste operators hose down lavatory waste or direct it toward/into a storm drain.
7. Lavatory waste vehicle operators and their supervisors must cooperate with Airport Operations, Facilities, and Environmental staff regarding the prevention or clean-up of lavatory waste spills. Employees must implement recommended or necessary changes to their lavatory waste vehicle, supplies, or processes at the request of the Airport.

Classification of Lavatory Waste Spills

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

Lavatory Spill Containment/Cleanup Procedures

Promptly following a lavatory spill, the following steps must be taken:

1. NOTIFICATIONS: The required notifications are as follows:
 - A. TENANTS: All medium and large lavatory spills must be immediately reported to the **Airport Operations Center at 408-277-5100**. However, if there is an immediate threat to life or personal injury, the spill should be reported by dialing 9-1-1.

TENANTS: In the event that the responsible party is not at the lavatory waste spill location, any witnesses of the spill must immediately contact the AOC and remain onsite to meet Airport Operations staff.

- B. AIRPORT OPERATIONS/MANAGER-ON-DUTY ONLY: In the event of a lavatory waste spill, Airport Operations will complete any necessary local, State and Federal reporting. All lavatory waste spills, regardless of size, that have entered the storm drainage system will be immediately reported to the Airport Environmental Section at 408-392-3626.

If 1000 Gallons or more of lavatory waste is discharged to State waters (i.e., Guadalupe River), Airport Operations will notify the following:

California State O.E.S. (*for City use only*) 800-852-7550
National Response Center (*for City use only*) 800-424-8802

- 2. CONTROL AND CONTAINMENT ACTIONS The approved immediate action in the event of a lavatory spill is to control and contain the spill and protect storm drains, then follow-up with clean-up actions. Control and containment should occur as follows:

- A. Shut off leaking equipment. Employees should utilize a bucket to capture lavatory fluid from the lavatory drain hose and stow the hose in a manner that prohibits further discharge
- B. Control the spread of lavatory waste by diking the spill with absorbent material, with emphasis being placed on diking the spill in the direction the waste 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. Apply the absorbent material from the bag, holding it close to the surface to minimize wind loss.
- C. Storm drains downgradient of the lavatory spill should be protected by diking. If the inlet contains a Safe Drain valve, it should be inspected to determine if it is in the closed position. Airport staff (Operations, Facilities, or Environmental) should close the valve by turning the Safe Drain key clock-wise.

- 3. COMPLETE CLEAN-UP ACTIONS: Once the control and containment actions described above have been completed, the remainder of the lavatory waste spill must be cleaned up using

absorbent materials or other approved methods, as follows:

- A. Spread the absorbent material over the spill to a thickness necessary to blanket the lavatory spill, after the spill has been diked and surrounded through earlier containment.
- B. Scoop up/shovel all contaminated absorbent material, place into appropriate containers, and arrange for proper environmental disposal in accordance with California waste disposal regulations.
- C. For raw sewage (dirty) lavatory waste spills, the affected area must be treated with a mixture of 90% water and 10% bleach/disinfectant. If directed by Airport Operations, the affected area shall be cleaned by a ramp scrubbing vehicle.
- 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 all contaminated material properly disposed of. Proper disposal is the responsibility of the party who caused the spill.
- G. If the lavatory waste entered the storm drain system/river, Airport Operations will coordinate any clean-up activities in accordance with local, State, and Federal requirements. If the Airport engages in river cleanup actions, the responsible party may be charged for all cleanup and response costs.
- H. If the lavatory waste entered a closed Safe Drain, Airport Operations may require the responsible party to remove the spilled material from the Safe Drain catch basin.

4. FOLLOW-UP COMMUNICATIONS:

- A. Airport Environmental staff may request follow-up information from the responsible party about the cause of the spill (e.g. whether it was a result of faulty equipment, or operator error, and whether remedial actions or repairs have been undertaken). The responsible party must respond to follow-up requests from Airport staff.
- B. The responsible party will be charged for any response costs associated with the spill.

Reporting Procedures

All medium and large lavatory spills must be immediately reported to the Airport's AOC/Manager on Duty (MOD). The MOD will dispatch Airport Operations staff to the site of the lavatory spill and collect information to complete the Spill Incident Report Form, included in Exhibit A.

Consequential Damages

As noted earlier, the party responsible for a lavatory spill may be charged for clean-up and disposal costs.

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 ranging from \$500 to \$25,000 in the event the tenant has more than two (2) spills in any calendar year. 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.

If the tenant has more than three spills in any calendar year, and has shown unwillingness to repair equipment or modify their processes/training, the tenant's lease may be revoked.

XII

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 Safety Data Sheet (SDS) 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, cleanup 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 or diked 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.

XIII

GROUND SUPPORT VEHICLES AND INCIDENTAL HAZARDOUS MATERIAL DISCHARGES

Each tenant, subcontractor, and City of San Jose staff operating ground support equipment on the ramp is responsible for ensuring that their equipment functions adequately, safely, and without the discharge of hazardous materials, and in accordance with the provisions of the Airport's SWPPP and SPCCP. Equipment owners are responsible for ensuring that all equipment is permitted or registered with the appropriate regulatory authority.

General Requirements

Ground support equipment must be kept in working order. If any piece of equipment on the ramp is found to be actively leaking (e.g. motor oil, fuel, hydraulic fluid, coolant), the equipment owners/operators must take the equipment out of service and repair the equipment as soon as possible. Temporary remedial actions, such as placing a drip pan under the leaking equipment can be implemented until the equipment can be removed and/or repaired. Small leaks of fluid can cause safety issues for staff walking on the ramp and may wash into the storm drain during a rain event.

In the case of a noticeable incidental discharge from ground support equipment on

the ramp (for example, identifiable by fresh oil stains on the ground), Airport Operations or Environmental staff may request owners/operators of the equipment to inspect and perform maintenance on the equipment. The responsible party must respond to requests from Airport staff. If the ground support equipment continues to discharge the material into the ramp ground surface, and no good faith effort is made to repair the equipment, the Airport may invoke fines or other penalties upon the tenant.

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 Airport Operations Center (AOC)/Manager on Duty (MOD) at 408-277-5100.
2. Airport Operations staff responding to the spill will complete the attached Spill Incident Report Form and submit it to the Airport's MOD. Upon request, the responsible party and/or witnesses must provide accurate information to Airport staff in order for them to complete the Form. At a minimum, the documentation will include 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.
 - Characteristics and composition of spill
 - Cause of spill
 - Estimated quantity (in gallons) and dimensions of spill
 - Whether the spill entered storm drain or other sensitive areas. If yes, identify which storm drain or sensitive areas were affected and whether or not an impacted Safe Drain was open or closed at the time of the spill.
 - Details of all corrective actions taken including methods of cleaning storm drain, etc. as applicable and who performed the corrective action.
 - How spills will be prevented in the future.
3. The MOD will contact the Airport's Environmental staff, who may then request follow-up details from the responsible party. The responsible party must engage in communication with Airport Environmental staff and describe how the spill will be prevented in the future, including repairs and/or staff training.
4. Failure to provide the Airport with necessary information may result in penalties, fines and other remedies available to the City.

SPILL INCIDENT REPORT SAN JOSE INTERNATIONAL AIRPORT

DATE: _____ COMPANY NAME: _____
TIME: HRS (LOCAL) _____ EMPLOYEE: _____
LOCATION: _____ SJC BADGE# _____
MATERIAL: _____ SPVR'S NAME: _____
EST. SPILL SIZE: _____ gals. EQUIPMENT TYPE: _____

APPROX. DIMENSIONS:

OF BAGS OF ABSORBENT USED IN CLEAN UP: _____

RESPONSE: _____ CATEGORY: Small ___ Medium ___ Large ___
OES C/N#: _____ CONTACT NAME: _____
HAZMAT ___ BIOHAZMAT ___ OTHER ___

SOURCE OF ABSORBENT: _____

STORM DRAIN STATUS: Open ___ Closed ___ STORM DRAIN AFFECTED: Yes ___ No ___

APPROX. SOLID WASTE AMOUNT IN GALLONS: _____

BRIEF NARRATIVE OF INCIDENT:

CORRECTIVE PERSONNEL ACTIONS TAKEN:

Notifications: _____