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REPUBLIC OF COSTA RICA  
CIVIL AVIATION DIRECTION GENERAL  
Air Navigation Management  
AIS/MAP  
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SAN JOSE – COSTA RICA

AIC  
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10/A03  
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## AGA

### FUEL SPILLS CARE PROCEDURE JUAN SANTAMARIA INTERNATIONAL AIRPORT

The Civil Aviation Direction General informs all Air Operators, Ground Handling Companies and other Airport users, the establishment of the following procedure for fuel spills and oils care at Juan Santamaria International Airport.

#### 1- Objective

This preventive procedure aims to:

- Eliminate the risk of fire
- Avoid ecological damage
- Prevent incidents or accidents resulting from a spill
- Avoid or reduce the impact on airport operations

#### 2- General

This procedure defines how to proceed every time a fuel spill happens at any apron, taxiway or runway of Juan Santamaria International Airport (AIJS)

It is used as a reference, the Response Guide in case of Emergency, developed jointly by the United States Transportation Department (DOT), Canada Transportation Department (Te) and Mexico Communications and Transportation Secretary (SCT).

The responsibilities of each of the institutions on a spill care are defined on RAC 139 (Part 1) **section: 139,345.**

#### 3- Definitions

The following classification is established according to magnitude of fuel spills:

- **Small spill:** those which include 200 liters or less
- **Big spill:** one that exceeds 200 liters



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The following stages are established to follow the spill care:

- **Leak Control:** step by which stops spillage to eliminate the greatest risk of liquid expansion as quickly as possible
- **Spill containment:** stage whereby it is necessary to place a barrier (wall or artificial repair) with absorbing agent to contain the spill and prevent spreading.
- **Removal of spillage:** stage whereby it is necessary to clean and collect waste material, generated from the spill care.
- **Dangerous goods:** 9137-AN/898 ICAO document, defines it as any article or substance that can pose a significant risk to health, safety or property.
- Within the existing classification of dangerous goods, flammable liquids (fuels) are considered Class 3.

#### 4- 4 – Involved Entities

The following are the entities and companies that take care of fuel spill.

- **Air operator:** Is a COA holder, national or foreigner, that performs passengers transport operations and their luggage, cargo and mail or exclusively cargo, in domestic or international operations.
- **Airport Operator:** natural or juridical person that operates an airport.
- **RECOPE:** Institution responsible of sale, distribution and fuel supply inside airport facilities.
- **Ground Handling Companies:** companies working with an operation certificate and offering ground handling services to aircrafts. In case of general aviation, the ground handling companies will represent the operator of the aircraft and they will be considered within this procedure as an air operator.
- **Fire Fighting and Rescue Center:** institution responsible of fighting all fires, emergencies and other similar incidents taking place at the Airport, among others, fires of aircrafts, of buildings and fuel spills.
- **Movable Management Stand:** Responsible of assisting the location emergency.

#### 5- Procedure

##### 5.1 Fuel Spills

- 1) All aircraft operators, Ground Handling Companies providing services to general aviation and RECOPE must have equipment sufficient to contain and/or control a small spill. Each Company must have a spill kit attention, including enough material to meet a small spill in all weather conditions. This kit should be placed in a towed vehicle that allows easy transfer to any of the areas of the apron and must have at least the following.

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- a) Booms
- b) Absorbent blankets antistatic treatment
- c) Absorbent material (absorbent powder)
- d) Containers to place the waste
- e) Antistatic brooms for 20 people
- f) Antistatic shovels for 20 people
- g) Boots for 20 people
- h) Clothing for 20 people
- i) Goggles for 20 people
- j) Disposable Masks for 20 people
- k) Personal protective equipment for at least 20 people (eg disposable suit)

The material available must have the absorptive capacity of at least 200 liters of fuel in the prevailing conditions. It is essential that the kit be clearly identified and must contain on the outside a list with materials that are included, with their respective expiration date. This kit should be mark with a safety mechanism, designed to ensure that while it is closed, equipment and material are complete. The picture below shows an example of equipment that can be used in such situations:



The Airport Operator will make random checks to verify that the material in the kit is complete and meets all requirements.

- 2) When a spill occurs it must follow the protocol established in the Air Emergency Plan (AEP) specifically the procedure to attend an alert type 7 (Dangerous Goods accident). It corresponds to the Ground Handling Company; notify the airport operator, immediately or the Firefighting Rescue Service (FRS). The airline, the Ground Handling Company and RECOPE must begin containment work. Previous evaluation of the scene by the FRS, once the spill stops must clear the area and wait instructions from the Movable Management Stand.



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- 3) The Fire Fighting and Rescue Center come to the area, evaluate the emergency scene and remain in the area to control any fuel ignition. Fire Fighting and Rescue Center team, assesses the risks, value the magnitude and type 7 warning declaration.
- 4) The Movable Management Stand coordinates the control and / or containment of the spill with organizations that must face the emergency. As part of this check, the Movable Management Stand must:
  - a) If is a small spill, isolate the area within a radius of at least 50 meters around the spill.
  - b) Keep unauthorized personnel away.
  - c) Locating in function of wind direction.
  - d) Stay away from low areas to which it can spread the spill.
  - e) If is a large spill, isolate the area within a radius of 300 meters around the spill.
- 5) Air operator, Ground Handling Company and RECOPE, will be responsible for providing the equipment and staff necessary to implement the control of the spill. All personnel involved in the cleanup and comprise, must be properly trained to handle such emergencies and can only enter the perimeter established if the Movable Management Stand agrees.
- 6) When the spill exceeds 200 liters of fuel (large spill), the Air Operator, the Ground Handling Company and RECOPE shall take initial actions to stop the spill. If the situation require, the Airport Operator will provide the necessary materials to finish the containment of the spill. Similarly, staff must be provided by the Air Operator, the Ground Handling Company and RECOPE. The Airport Operator will have available for these cases kit care capable of handling 1.300 liters. This material is placed inside a towed vehicle that can easily move to the area of the incident and will always be located beside the ramp Operations Office of the Airport Administration.
- 7) During the stage of control and / or containment of the spill, all equipment that can be a source of ignition must be away from the perimeter established by the Movable Management Stand:
  - Radios
  - Cell Phones
  - Cameras
  - Equipments with engines used for the care of the aircraft should not move and can not turn on or off unless the boss of the Movable Management Stand requires that way.
- 8) Finally, in stage removal, must clean, store in closed containers and then make an appropriate disposition by authorized means to all waste generated from the operation. The Air Operator, the Ground Handling Company and RECOPE, are responsible for the final disposal of wastes, under the supervision of Movable Management Stand and the Airport Operator. Both may demand the documentation attesting proper waste disposal.



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- 9) The whole process should follow the safety standards necessary for the protection of staff
  - a) Use of protective eye glasses
  - b) Gloves
  - c) appropriate masks to prevent inhalation of toxic gases
  - d) Appropriate dress for the care of the spill (eg disposable suit)
  - e) special boots to attend such events

This personal protective equipment must be provided by the Air Operator, the Ground Handling Company and RECOPE, and it must be part of the available material in each care kits each of these companies.

- 10) The cost of the material used and any other cost incurred by the Airport Operator and the consequences of negative environmental impacts will be transferred to the spill responsible. The responsible will be determined by the investigation carry out by the Operational Safety Committee of Juan Santamaría International Airport; and the writing final verdict will be emitted by the Airport Operator.
- 11) Finally, the Airport Operator must obtain from the involved entities all information and details necessary to make an analysis and determine those responsible of the spill. The Airport Operator will notify the authorities about the spill.

## **5.2 Oil Spills**

- 1) All aircraft operators, Ground Handling Companies providing services to general aviation, RECOPE or other using motorized equipment at ramp must ensure the good mechanical condition of their equipment. Must ensure that their equipment does not have, any leak oil.
- 2) Before entering motorized equipment to air side, the company that owns the asset must request a custom house mark at the Office Identification of the Airport Administration. The Operations Department of the Administration will make a visual inspection to ensure the equipment is not leaking. In case of having, custom house mark will be denied until applicant proves that problems found in this inspection had been correct.
- 3) The Airport Administration will make random inspections of all vehicles allowed to circulate within the air side and may remove any equipment that present some kind of oil leak. For this, the Administration Operations personnel will withdraw the custom house mark of the vehicle and will escort it out of the airport facilities.
- 4) If a vehicle accidentally has a spill, the company that owns the asset must be responsible for the proper cleaning, using their equipment and personnel. The person doing the cleaning must use the appropriate protective equipment:



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- a. Eye Protector
  - b. Suitable gloves
  - c. Appropriate footwear
- 5) If case the company owner of the vehicle does not have cleaning materials, the Airport Administration will provide the material, however the manager must use his staff for cleaning and waste collection. After the cleaning, the responsible Company must have adequate waste disposal, generated from spill cleanup. The Airport Operator may require at any time, proof of steps taken, towards waste disposal.
  - 6) The costs incurred by the Airport Operator to handle the spill will be transferred to the person responsible. These costs include but are not limited to: materials, infrastructure damage, environmental damage or anything else that is generated as a result of the spill.
  - 7) If the spill is causing by one of the aircrafts, both the Air Operator as the Ground Handling Company will be responsible of the cleanup. For this, they will use the spills kit that must have available according item 1 of section 5.1 of this document.

If during an inspection made by the Airport Operator is detected that in a parking position there is an oil spill, the Company that was operating, before the spill was detected, will be the responsible. The Company responsible will be in charge of cleaning the area and wastes disposal. In case there is not responsible founded; cleaning will be made by the Airport Operator and it will transfer costs to the Air Operator that was attending the flight on that position.

### ***5.3 Economic recovery to the spill caused***

- 1) The following fees apply to all those companies responsible for generating a spill in one of the surfaces of the Airport:
  - a. Fuel Spill:
    - i. Small: \$ 500
    - ii. Large: USD \$ 1,000
  - b. Oil spill:
    - i. Small: \$ 200
    - ii. Large: \$ 500
- 2) These charges are per event and the person responsible will be determined by analysis made by the Airport Operator. Having done the analysis, the Airport Operator, will inform the person responsible and he will have three (3) working days to appeal and provide the necessary proof. Subsequently, the Airport Operator will make the corresponding analysis and will communicate the decision, three working days after receiving the appeal.



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- 3) The fees set out in this section are independent of cost recovery that the airport operator has to do for materials use, personnel, environmental damage or any other determined as a result of the spill.

**CIRCULAR REPLACES: A12-06 WITH CHANGES.**