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REPUBLIC OF COSTA RICA
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Air Navigation Management
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AGA

CARE PROCEDURE FOR FUEL SPILL / OIL SPILL JUAN SANTAMARIA INTERNATIONAL AIRPORT

The Civil Aviation General Direction, communicates to all Air Operators, ground service and other users of the airport, the establishment of the following procedure for dealing with spills of fuel and oil in the Juan Santamaria International Airport.

1-Purpose:

This preventive procedure is intended to:

- Eliminate the risk of fire
- Avoid environmental damage
- Avoid incidents or accidents arising from a spill
- Avoid or reduce the impact on airport operations

2-Outline:

This procedure establishes how to proceed whenever an oil spill occurs in any of the platforms, taxiway or runway from Juan Santamaria International Airport (AIJS). In particular, this procedure applies to oil spills (oil, fuel, etc.) that may occur in any area of movement at the AIJS.

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

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

3-Definitions:

The following classification is established according to the magnitude of oil spills:

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

The following steps were set to take to the attention of spill:

- Leakage Control: step by which the spill is stopped, in order to eliminate the increased risk of expansion of the liquid, as quickly as possible.





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- Spill Containment: step by which it proceeds to place a dam (wall repair or artificial) with absorbent material to contain the spill and prevent dispersal agent.
- Removal of Spill: step by which we proceed to clean and collect the waste material generated from the care of the spill.
- Dangerous goods: 9137-AN/898 document ICAO defined as any item 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-Entities Involved

The following are the organizations and companies active in the care of an oil spill:

- Air Operator is the holder of an AOC, domestic or foreign, which operates passenger and their baggage, cargo and mail load or exclusively in domestic or international operations.
- Airport Operator: natural or legal person who operates an airport.
- RECOPE: Institution for the sale, distribution and supply of fuel within the airport facilities.
- Companies ground service contractors who work through an operating certificate and providing the ground handling services to aircraft. In the case of general aviation, ground handling companies act on behalf of the operator of the aircraft and will be considered in this process as AOC.
- Rescue and Fire Fighting (SEI) responsible to deal with all fires, emergencies and other similar incidents occurring in the Airport, including, without limitation, fire, aircraft, buildings and fuel spills institution.
- Mobile Command Post (PM): responsible for dealing with the emergency at the site.

5-Procedure

5.1 Fuel spills

1) All Air Operators, service companies ashore serving general aviation and RECOPE should have enough material to allow to contain and / or control a small spill. Every company should have a spill kit care that includes enough material to meet a small spill under any weather conditions. This kit should be placed in a vehicle towed easily allow transfer to any area of the platform and must contain at least the following:



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- a) Booms
- b) Absorbing antistatic treatment blankets
- c) Absorbent material (granulate)
- d) Placing waste containers
- e) Antistatic Brooms for 20 people
- f) Wheel antistatic for 20 people
- g) Boots 20 people
- h) Clothing for 20 people
- i) Safety Glasses for 20 people
- j) Disposable masks for 20 people
- k) Personal protective equipment for at least 20 people (eg disposable Suit)
- l) Reflective safety cones (at least 20 units)



The stock material should have the absorption capacity of at least 200 gallons of fuel in the conditions. It is essential that the kit and must be clearly identified on the outside contain a list of the materials that are included with their respective due dates. This kit should be labeled with a safety mechanism designed to ensure that while closed equipment and material is complete. The next picture shows an example of equipment that can be used in these situations:

The Airport Operator will make random inspections to verify that the item inside the kit is complete and meets all requirements.





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2) At the time a spill occurs it must follow the protocol established in the Air Emergency Plan (EAP), specifically the procedure for addressing an alert type 7 (dangerous goods accident). It is up to the airline or ground handling company, notifies the Airport Operator immediately or Rescue and Fire Fighting (SEI). The airline company and ground service RECOPE containment should begin work. Once the spillage is removed, it is necessary to clear the area and wait for instructions from the PM.

3) The team goes to the area of the SEI assesses the emergency scene and remains in the area to control any fuel ignition. The SEI team assesses the risks, assesses the magnitude and type declaration alert 7.

4) The PM coordinates the control and / or contains the spill with entities that must deal with the emergency. As part of this check, the PM should:

- a) If a small spill, isolate the area within a radius of at least 50 meters around the spill.
- b) Keep away from unauthorized personnel.
- c) Relocation depending on wind direction.
- d) Keep out of low areas to which you can extend the spill.
- e) If a large spill, isolate the area within a radius of 300 meters around the spill.

5) Air Operator, the company RECOPE ground service and will be responsible for providing the equipment and staff needed to run the spill control. All personnel involved in the cleanup and containment must be properly trained to handle such emergencies and can only enter the perimeter established if the PM agrees.

6) When the stroke exceeds 200 liters of fuel (large spill), if the air operator, the company and ground service RECOPE not have absorbent material required for containment of the spill, the Airport Operator will provide the necessary material to finish contain spill. Similarly, staff should be provided by the air operator, the company's ground service and RECOPE. The Airport Operator shall have available for these cases care kit with capacity to handle 1.300 liters. This content is placed within a team of drag that can easily move to the area of the incident and will always be located on one side of the ramp Operations Office of the Airport Administration. The cost of the material used as well as any other costs incurred by the Airport Operator and the consequences of negative environmental impacts will be transferred to responsible for the spill.





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7) During the stage of control and / or containment of the spill, all equipment can be a source of ignition must be away from the perimeter established by the PM:

- Radios
- Cell phones
- Cameras
- The teams with engines used for the care of the aircraft should not move and can not be turned off or turned on unless the head of PM so orders.

8) Finally, the removal step must be cleaned, stored in closed containers and then give an adequate provision for all authorized waste generated from the operation means. The air operator, the company RECOPE ground service and are responsible for the disposal of waste collected by each under the supervision of the PM. The Airport Operator may require documentation verifying the correct disposal of waste.

9) In the whole process should follow the necessary safety standards for the protection of personnel:

- a) Use of protective eye goggles
- b) Gloves
- c) Appropriate masks to prevent inhalation of toxic gases
- d) Clothing appropriate for the attention of the spill (for example: disposable Suit)
- e) Special boots to attend such events

The personal protective equipment must be provided by the air operator, the company's ground service and RECOPE and, it must be part of the material available in each of the care kits each of these companies.

5.2 Spills of oils

1) All Air Operators, service companies on earth, RECOPE or other motorized equipment using ramp should ensure good mechanical condition of their equipment. Operator must ensure that their vehicles are not spilling any oil.

2) Before entering a motor to air side equipment, the company that owns the asset must request a label with the Office of Identifications Airport Administration. The Department of Operations Management will make a visual inspection to ensure that the equipment





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does not leak. If you have them refuse the mark until the person concerned to show that the problems encountered in this inspection were corrected.

3) The Airport Administration make random inspections of all vehicles that are allowed to circulate within the air side and may remove any team that this some sort of oil leak. For these operations, the Operations staff of the Administration removes the label of the vehicle and escorts it out of the airport facilities.

4) If a vehicle is accidentally spilled, the company that owns the asset should be responsible for the proper cleaning, using their equipment and personnel. The person doing the cleaning must use appropriate protective equipment:

- a. Eye Protector
- b. Suitable gloves
- c. Proper footwear

5) If the company that owns the vehicle does not have cleaning materials, the Airport Administration will provide the material, however, the responsible party must use its staff for cleaning and waste collection. After the cleaning, the company responsible must have adequately waste generated from spill cleanup. The airport operator may at any time request proof of approach made for proper disposal of waste.

6) The costs incurred by the Airport Operator to meet the spill will be transferred to the responsible. These costs include but are not limited to: materials, damage to infrastructure, environmental damage or any other generated as a result of the spill.

7) If you cause a spill aircraft, both Air Operator as ground Service Company, will be responsible for cleaning. For this they use the spill kit that must be available according to item 1, section 5.1 of this document.

8) If an inspection made by the Airport Operator is detected in a parking position there is an oil spill, it was liable to the company that was operating before the spill was detected.

The company will be responsible for cleaning the area and dispose of waste. Should not be any responsible cleaning will make the Airport Operator and transfer the costs to the Air Operator who was attending his flight at that position.





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5.3 Economic recovery spill caused

1) The following fees apply to all companies responsible for generating a spill in one of the surfaces of the Airport:

a. Fuel spill:

- i. Small: \$500
- ii. Large: USD \$1000

b. Oil Spill :

- i. Small: \$200
- ii. Large: \$500

c. If the Airport Operator will provide material for the due care of the spill, sent to responsible, detail of expenses incurred by the event.

2) These charges are responsible for the event and will be determined by the Airport Operator.

a. The Airport Operator shall forward to the operators involved one communication notifying the spill, requesting analyze the event and issue the necessary information to clarify what happened. In this communication three business days will be granted to provide the information needed to define the responsibility. If you are involved a single operator, a communication to the operator will be issued.

b. Once the Airport Operator has received the information by the operators involved in the spill:

- i. It will perform the respective analysis of the situation
- ii. Determine who is responsible for the spill
- iii. Notify the responsible why the responsibility was determined

3) Mechanical equipment failures or errors in operating procedures staff are considered direct responsibility of the operator involved.





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4) The fees set out in this section are independent of cost recovery that the Airport Operator has to for the use of materials, personnel, or other environmental damages to be determined as a result of the spill.

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