

Spill Prevention, Control and Countermeasure (SPCC) Plan

Facility Name: _____
Address: _____

Contact Name: _____
Phone: _____
Fax: _____
Email: _____

Certification: I hereby certify that I have examined the facility, and, being familiar with the provisions of 40 CFR part 112, attest that this SPCC plan has been prepared, or updated within 5 years, in accordance with good engineering practices and meets the requirements listed in 40 CFR part 112.

This plan has been certified by:

Date of certification: _____

Engineer's Seal

Copies of this plan are located at the facility and are available to all employees.

Location(s) of plan(s): _____

I. FACILITY INFORMATION

- a. Facility Name: _____
- b. Mailing Address: _____

- c. Physical address if different: _____

- d. Owner Name: _____
- e. Owner Address: _____

- f. Primary Contact Name: _____
Work Phone Number: _____
Home Phone Number: _____
Mobile Phone Number: _____
- g. Secondary Contact Name: _____
Work Phone Number: _____
Home Phone Number: _____
Mobile Phone Number: _____
- h. Date of Initial Operation: _____

II. SITE ASSESSMENT

a. Location:
Describe where facility is located. For example, “This site is located along Broad Creek about 2 miles north of its confluence with the Choptank River at Holland Point. Road access is from. . . . The site is located on Talbot County ADC map 22 (H5). Latitude is ___ and longitude is ___.”

III. FACILITY DESCRIPTION

a. Acres of land: ____

b. Facilities and Equipment:

Place an X beside all that apply.

- Garage for vehicle processing
- Parts store
- On-site crusher
- Impervious crush pad for crusher
- Impervious pad for outside vehicle processing
- Spill kit/emergency equipment
- Refrigerant (Freon) extractor

- Parts washer
- Other structures and major equipment:

Please list: _____

c. Services:

Place an X beside all that apply.

- Dismantler/Recycler
- Sell used parts
- Sell vehicles for scrap
- Crushing
- Auto body/repair shop
- Sell used cars

Other services:

Please list: _____

d. Fixed Storage:

List capacity and contents of each storage container. For example, "One 6,000 gallon above ground tank containing diesel fuel." Be sure to include diesel, gasoline, waste oil, heating oil, kerosene, paint thinner and other solvents. Also describe the construction of the containers, secondary containment for each, liquid level indicators, alarms and method of corrosion protection for each container. _____

e. Non-Fixed Storage:

List capacity and contents of each storage container. For example, “One 55 gallon drum for recycled oil.” Be sure to indicate what each container is used for, its condition and construction and how secondary containment is provided. _____

f. Total quantity of stored materials:

The combined quantity of the materials listed above: _____ gallons

IV. OIL SPILL HISTORY

Place an X on the appropriate line and proceed accordingly.

____ There has never been a significant spill at the above named facility.

____ There have been one or more significant spills at the above named facility. Details of such spill(s) are described below.

For each spill that occurred, supply the following information:

- Type and amount of oil spilled
- Location, date and time of spill(s)
- Watercourse affected
- Description of physical damage
- Cost of damage
- Cost of clean-up
- Cause of spill
- Action taken to prevent recurrence

V. POTENTIAL SPILL VOLUMES AND RATES

Fill in all applicable blanks. Be prepared to show the engineer documentation of flow rates. Your fuel vendor and the manufacturer of your storage and dispensing equipment should be able to provide this documentation.

<u>Potential Event</u>	<u>Volume Released</u>	<u>Spill Rate</u>
Complete failure of a full tank*	___ gallons	instantaneous
Partial failure of a full tank*	1 to ___ gallons	gradual to instantaneous
Tank overflow**	1 to ___ gallons	up to ___ gallons per minute
Leaking during unloading***	up to ___ gallons	up to ___ gallons per minute
Pipe failure****	up to ___ gallons	up to ___ gallons per minute
Leaking pipe or valve****	several ounces to gallons	up to ___ gallons per minute
Fueling operations****	several ounces to gallons	up to ___ gallons per minute
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank

** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).

*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (*e.g.*, if it was being taken out of service).

**** Calculate based on the specifications of your equipment.

VI. SPILL PREVENTION AND CONTROL

a. Spill Prevention:

Provide specific descriptions of containment facilities and practices. Include description of items such as double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures and spill response kits. Also, describe how and when employees are trained in proper handling procedures and spill prevention and response procedures.

b. Spill discharge and flow:

For each potential spill source, describe where petroleum would flow in the event of a spill. For example, “The 6,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank” and, “A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents.” Incorporate site map by reference (see instructions under *Appendices*).

c. Spill response:

Identify what equipment would be deployed by whom and in what situation. Also, include phone numbers for response agencies, *e.g.*, U.S. Coast Guard, fire department, spill response contractors, etc. A copy of your spill response plan may be attached as an appendix to this SPCC plan in lieu of completing this section.

d. Security

Provide a description of how all containers are protected when the facility is not in operation or unattended. Include a description of fencing, access control, gates, locks, etc. that prevent access by unauthorized individuals.

VII. FACILITY INSPECTIONS

a. Routine Inspections

Name facilities and the frequency with which they are inspected. For example, “The fuel pumps are inspected daily. The materials storage area is inspected monthly.” Describe all facility containers, piping, etc. that is to be inspected. Name the person who has responsibility to implement preventative maintenance programs, oversee on-site inspections, coordinate employee training, maintain records, update the plan as necessary, and ensure that reports are submitted to the proper authorities.

b. Annual Inspections

Include a description of annual comprehensive inspections. For example, “A site inspection is also conducted annually by appropriate responsible personnel to verify that the description of potential pollutant sources are accurate, that the map reflects current site conditions, and that the controls to reduce the pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections done focusing on designated equipment and areas where potential sources are located.”

VIII. RECORD KEEPING

Describe record keeping procedures. For example, “Record keeping procedures consist of maintaining all records a minimum of three years. The following items will be kept on file: current SPCC plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites.” *Maintenance Inspection, Employee Training, and Record Keeping* logs are included in this template for your use.

IX. MAINTENANCE INSPECTIONS

Maintenance Coordinator: _____ . Maintenance Coordinator responsibilities include implementation of preventative maintenance programs and oversight of on-site inspections.

Use this table to record inspections:

Facility Inspected	Date of Inspection	Name of Inspector	Result Pass/Fail	Comments
Oil recycling area	4/27/06	Eric Rose	Pass	No evidence of leakage

X. EMPLOYEE TRAINING

Employee Training Coordinator: _____

Use this table to record spill prevention and response training.

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	3/26/01	Spill response actions

XI. RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____ . Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up
1	Leaky connection on fuel pump	7/21/06	Diesel soaked up with oil absorbent pad. Called U.S. Petroleum to fix dispenser.

XII. APPENDICES

a. Site map:

Attach a site map as Appendix A to this plan. You may attach an existing site map or create your own. If you use an existing map, be sure that the items listed below are included. If you need to create a site map, use a large enough piece of paper so all site plan elements may be seen and try to keep the map to a scale (e.g. 1" = 20'). The following instructions should guide you step-by-step. Please use a straight edge (ruler) while creating the sketch.

- The sketch should be oriented as if you were in a plane looking down on your property (an aerial view), with North at the top (draw an arrow indicating north).
- Draw and label all roadways surrounding your salvage yard property.
- Draw and label all facilities within your salvage yard as close proportionately as possible.
- Draw an arrow(s) pointing in the direction of downhill flow of water when it rains.
- Draw the location of crushing pads that may presently exist on your property.
- Draw the location and general layout of all vehicles associated with your salvage yard.
- Label any rivers or waterways surrounding your salvage yard.
- Draw and label all methods of entry to the salvage yard.
- Draw and label the location of all fuel containment facilities.
- Draw and label the location of all in-place spill prevention, control and countermeasure devices.

b. Other attachments:

List any additional information to be attached as Appendix B, C, D, etc. Label and staple the attachments to the end of this SPCC plan.

Appendix A: Site Map

Appendix B: Emergency Response Posting

Appendix C: SPCC Cross-Reference

Appendix D: _____

XIII. SALVAGE YARD MANAGEMENT APPROVAL

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

Signature

Title

Printed name

Date

Appendix C: SPCC Cross Reference

<u>40 CFR Provision</u>	<u>Description</u>	<u>SPCC Plan Page</u>
112.3 (d)	Professional Engineer Certification	1
112.3 (e)	Location of SPCC Plan	1
112.5	5-Year Plan Review	1
112.7	Management/EPA Approval	1
112.7 (a) (3)	I. Facility Information	2
112.7 (a) (3)	III. Facility Description	3
112.7 (a) (4)	II. a. Site Assessment	2
112.7 (a) (5)	Location of Plan	1
112.7 (b)	V. Potential Spill Volumes and Rates	5
112.7 (b)	VI. b. Description of where a spill would go	6
112.7 (c)	VI. a. Spill Prevention	5
112.7 (d)	N/A	
112.7 (e)	VII. Facility Inspections	6
112.7 (e)	VIII. Record Keeping	7
112.7 (e)	IX. Maintenance Inspections	8
112.7 (f)	VI. a. Spill Prevention	5
112.7 (f)	X. Employee Training	9
112.7 (g)	VI. d. Security	4
112.7 (h)	N/A	
112.8 (b)	N/A	
112.8 (c) (1)	III. a. b. Fixed Storage – Non-Fixed Storage	3/4
112.8 (c) (2)	III. a. b. Fixed Storage – Non-Fixed Storage	3/4
112.8 (c) (3)	N/A	
112.8 (c) (4)	III. a. Fixed Storage	3
112.8 (c) (5)	III. a. Fixed Storage	3
112.8 (c) (6)	VII. Facility Inspections; VIII. Record Keeping	7
112.8 (c) (7)	N/A	
112.8 (c) (8)	VI. a. Spill Prevention	5
112.8 (c) (9)	N/A	
112.8 (c) (10)	VI. c. Spill Response	6
112.8 (c) (11)	IV. e. Non-Fixed Storage	4
112.8 (d)	VII. A. Routine Inspections	7