

Date Received:

Control No:

## Field Office Checklist and TSP Plan Review

### Spill Prevention, Control and Countermeasure Conservation Activity Plan Practice Activity Code (150)

(Refer to National Bulletin 450-12-2 for a complete listing of CAP Criteria)

**Purpose:** The purpose of the checklist is to provide guidance for elements that need to be addressed or included in the Conservation Activity Plan (CAP). This checklist is designed for use by NRCS staff and Technical Service Providers. NRCS staff should use the checklist for administrative review of the client's plans submitted for NRCS cost-share. It is the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included in the plan.

**Instructions:** The checklist should be completed and submitted with a hardcopy and electronic copy of the client's plan as described below:

- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copy of the client's plan (complete plans should be sent as a single electronic file for example pdf, word or scanned file) to the appropriate State TSP Coordinator for administrative review to ensure the plan contains all necessary components. Once administrative review is complete then the State TSP Coordinator should forward the client's plan to National Headquarters for technical review. A list of State TSP Coordinators is located at: <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=sitelprdb1043101>. States should submit the complete plan and checklist by mail or email to the TSP Team. (See below for address information.)
- **NRCS Staff** should complete the checklist for administrative review and place the completed checklist in the client's file. Administrative review involves a review of the content of the plan to ensure all required elements are present, but does not involve technical review for correctness. Once administrative review is complete then the State TSP Coordinator should forward the client's plan to National Headquarters for technical review.

## Spill Prevention, Control and Countermeasure Plan

<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>A Spill Prevention, Control and Countermeasure Management Plan (SPCC)</b> is a plan prepared and certified by a registered Professional Engineer (PE) in accordance with the U.S. Environmental Protection Agency (EPA) rules for producers with more than 10,000 gallons of liquid storage capacity. Producers with less than 10,000 gallons of liquid oil/fuel storage capacity are not required to hire a registered (PE) to prepare their plan and self-certify.</p> <p><b>Minimum components of a Spill Prevention, Control and Countermeasure Management Plan (150) shall include:</b></p>	

<b>1.</b>	<b>Background and Site Information</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Name of producer;</li> <li>b. Facility location(s) and mailing address;</li> <li>c. Type and size of operation;</li> <li>d. Producer concerns.</li> </ul>
<b>2.</b>	<b>Criteria for SPCC CAP</b> - The SPCC plan is to be tailored to the individual farm and should cover the required elements including, but not limited to the following:
<input type="checkbox"/>	a. Professional Engineer certification;
<input type="checkbox"/>	b. Plan must comply with the provisions of 40 CFR 112;
<input type="checkbox"/>	c. Facility diagram;
<input type="checkbox"/>	d. Type of oil capacity of each container;
<input type="checkbox"/>	e. Oil spill predictions;
<input type="checkbox"/>	f. Facility drainage;
<input type="checkbox"/>	g. Facility inspection;
<input type="checkbox"/>	h. Site security;
<input type="checkbox"/>	i. Five year review plan;
<input type="checkbox"/>	j. Management approval;
<input type="checkbox"/>	k. Appropriate secondary containment;
<input type="checkbox"/>	l. Loading/unloading requirements and procedures for tank car and tank trucks;
<input type="checkbox"/>	m. Brittle fracture evaluations;
<input type="checkbox"/>	n. Bulk storage container compliance;
<input type="checkbox"/>	o. Transfer procedures and equipment (including piping);

<input type="checkbox"/>	p. Integrity testing;
<input type="checkbox"/>	q. Personnel training and oil discharge prevention briefing.
<b>3.</b>	<b>SPCC CAP (record of decisions)</b>
<input type="checkbox"/>	Conservation practices and measures taken to address meeting EPA regulation. The record of decisions shall include the measures taken to provide secondary containment for regulated substances, planned practices, schedule for implementation, and site specific specifications to apply the conservation practices. Planned engineering type practices shall include the conservation practice list and schedule of implementation.
<b>4.</b>	<b>References</b>
<input type="checkbox"/>	References included in the document.
<b>5.</b>	<b>Deliverables:</b>
<input type="checkbox"/>	<p>a. Complete hardcopy of the plan for the client:</p> <ol style="list-style-type: none"> <li>1. Cover page containing the name, address and phone of client and TSP, total storage capacities of the plan, required signature blocks;</li> <li>2. Summary of the facility's location, storage tanks and containment types and volumes, and any containment measures already in use. Additionally, this will be located on a map of the facilities;</li> <li>3. A list of recommended measures required to meet regulation and cost estimates;</li> <li>4. A narrative summary of the recommendations made through the SPCC plan including description of containment facilities;</li> <li>5. For engineering/structural practices. The planned practice(s) when it will be applied and extent, and located on the map.</li> </ol>
<input type="checkbox"/>	<p>b. Complete hardcopy and electronic copy of the producer's plan for NRCS.</p> <p><b>Optional</b>-Use of the Plan Template developed for this CAP is optional, but recommended. If the Conservation Plug-In/CPlanner is used for plan development and Conservation Plan Map, Soils Map and planned/structural practices are developed from use of this program, these do not need to be included again in Plan Template.</p>

Yes	No	Checklist Approval
<input type="checkbox"/>	<input type="checkbox"/>	I have administratively reviewed this Spill Prevention, Control and Countermeasure Plan and it meets all the criteria of the Conservation Activity Plan (150) in accordance with Section 2508 of the Food, Conservation and Energy Act of 2008.
NRCS Representative Name and Title (print or type):		
NRCS Representative Signature		Date:

Notes (If “No” is checked, include reasons for denial, comments, missing items that need to be added, etc.):

**Email:** [tsp@wdc.usda.gov](mailto:tsp@wdc.usda.gov).

**Mailing Address:** **Technical Service Provider Team**  
USDA - Natural Resources Conservation Service  
1400 Independence Ave SW, Room 6016  
Washington, DC 20250