Spill Prevention, Control and Countermeasure Plan

Checklist

Attachments

To complete your SPCC plan for this facility, it will be necessary to prepare and attach the following documents including, but not limited to:

- Periodic testing documentation for any aboveground tanks used for oil products.
- Contingency plan if used instead of secondary containment for qualified oil-filled operational equipment.
- Calculations to support the capacity requirements for any secondary containment structures used for oil products. (Recommended by not required)
- Any other documentation that supports your SPCC plan.

Signatures / Certification

The person responsible for SPCC compliance must sign and date the document certifying their commitment and intent to properly implement the SPCC plan as prepared. The submission for this facility indicated the facility is a Tier 1 qualified facility and any deviation from the answers provided may disqualify the facility and require the use of a registered professional engineer. Specifically, in accordance with 40 CFR §112.3(d) and §112.5(c), this SPCC plan must be certified by a registered professional engineer if any material changes are made to the facility which disqualifies the facility from the Tier 1 qualified facility provisions noted above. The SPCC plan for this facility must be certified by a registered professional engineer if any of the following material changes occur, including, but not limited to:

- Increases aggregate aboveground storage capacity to exceed 10,000 gallons.
- Occurrence of one spill exceeding 1,000 gallons.
- Occurrence of two spills, in any 12 month period, exceeding 42 gallons.
- Utilizes environmental equivalency to comply with the SPCC rule.
- Other material changes in operation which potentially affect oil spill prevention.

Notice

It is essential that all members of management understand the importance of this SPCC plan in meeting the company's overall performance-oriented compliance objectives. Any written plan, program or policy is only as good as its implementation and as accurate as the information given the preparer. Additional information may be required to supplement this written plan based upon the specific circumstances and conditions present at each facility. Management or supervisors who are in direct contact with, and responsible for, a group of employees are essential to the effective implementation of this SPCC plan. All management and employees of the company must translate the information from this SPCC plan into actions to effectively protect the environment and maintain a safe workplace for all employees.

Spill Prevention, Control and Countermeasure Plan

for

Jon Doe
1234 farm lane
Ag, MI 48842

February 01, 2013

Produced using
mySPCC Suite of Guidance Materials

Sponsored by:

The Fertilizer Institute
and the
Asmark Institute

Tier I Qualified Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template meets the requirements of 40 CFR part §112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended less than 4 hours per day, at the nearest field office. When making operational changes at a facility that are necessary to comply with the rule requirements, the owner/operator should follow state and local requirements (such as for permitting, design and construction) and obtain professional assistance, as appropriate.

Facility Description

Facility Name:	Jon Doe
Facility Address:	1234 farm lane
City:	Ag
State:	MI
Zip Code:	48842
County:	Ingham
Phone Number:	517-123-4567

Owner or Operator Name:	John Doe
Owner or Operator Address:	1234 Farm Lane
City:	Ag
State:	MI
Zip Code:	48842
County:	Ingham
Phone Number:	517-123-4567

Description of the Facility:

___ Retail Facility
___ Satellite of a Retail Facility
___ Distribution Warehouse
___ Terminal Operation (Dry or Liquid Fertilizer)
___ Feed Mill or Grain Operation
___ Equipment Dealership
_X_ Farm Operation
___ Other: _____

Scope of Operations - Products Used/Handled:
(Not all products are regulated as oils under SPCC)

_X_ Petroleum Products
___ Package Pesticide Products
___ Bulk Pesticide Products
___ Crop Oils, Adjuvants, or Surfactants
_X_ Liquid Fertilizer
_X_ Bulk Dry Fertilizer
_X_ Bagged Dry Fertilizer
___ Anhydrous Ammonia
_X_ Seed
___ Equipment
_X_ Feed/Grain

I. Self-Certification Statement (§112.6(a)(1))

The owner/operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I, John Doe, certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part §112;

2. I have visited and examined the facility;

3. This Plan was prepared in accordance with accepted and sound industry practices and standards;

4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;

5. I will fully implement the Plan;

6. This facility meets the following qualification criteria (under §112.3(g)(1)):

    a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; and

    b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to the SPCC Plan self-certification date, or since becoming subject to 40 CFR part §112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); and

    c. There is no individual oil storage container at the facility with a capacity greater than 5,000 U.S. gallons.

7. This Plan does not deviate from any requirement of 40 CFR part §112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) or include any measures pursuant to §112.9(c)(6) for produced water containers and any associated piping;

8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others:

1. To report an oil discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in this Plan.

2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every 5 years. Reviews and amendments are recorded in an attached log. (See Five Year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2)

3. Optional use of a contingency plan. A contingency plan:

    a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), and;

    b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, and;

    c. Must include an established and documented inspection or monitoring program; must follow the provisions of 40 CFR part 109; and a written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.

I certify that I have satisfied the requirement to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature: _____ Title: Owner
Name: John Doe Date: 02-01-2013

II. Record of Plan Review and Amendments

Five Year Review (§112.5(b)):

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility if applicable. Implement any amendment as soon as possible but no later than six months following Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments (§112.5(a), (c) and 112.6(a)(2))	
This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at this facility, or revisions to standard operating procedures.	☒ I Agree ☐ I Disagree
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. §112.6(a)(2) (See Technical Amendment Log in Attachment 1.2)	☒ I Agree ☐ I Disagree

III. Plan Requirements

1. Oil Storage Containers (§112.7(a)(3)(i)):

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers[a] and completely buried tanks[b]) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, estimate number of containers, types of oil, and anticipated capacities are provided.		☒ I Agree ☐ I Disagree
Oil Storage Container *(indicate whether aboveground (A) or completely buried (B))*	**Type of Oil**	**Shell Capacity** *(gallons)*
FUEL (A)	Gasoline, Regular Unleaded	1100 gallons
WAREHOUSE (A)	Gasoline, Regular Unleaded	1 @ 500 gallons

Total Aboveground Storage Capacity[c] 1600 gallons

Total Completely Buried Storage Capacity 0 gallons

Facility Total Oil Storage Capacity 1600 gallons

[a] Aboveground storage containers that must be included when calculating total facility oil storage capacity include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with storage capacity of less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single-family residence; and pesticide application equipment or related mix containers.

[b] Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility threshold.

[c] Counts toward qualified facility applicability threshold.

2. Secondary Containment and Oil Spill Control (§112.6(a)(3)(i) and (ii), §112.7(c) and §112.9(c)(2)):

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment[a] is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	☒ I Agree ☐ I Disagree

[a] Use one of the following methods of secondary containment or its equivalent; (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

Table G-4 identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and quantity of the discharge; and secondary containment method and containment capacity is provided.

Table G-4 Containers with Potential for an Oil Discharge					
Bulk Storage Containers and Mobile/Portable Containers[b]					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method[a]	Secondary containment capacity (gallons)
FUEL	Complete failure of full tank	1100	North	Dikes Berms Retaining walls	1500
FUEL	Tank overfill	100 or less (typical)	North	Dikes Berms Retaining walls	1500
WAREHOUSE	Complete failure of full tank	500	North	Sorbent Materials	500
WAREHOUSE	Tank overfill	100 or less (typical)	North	Sorbent Materials	500
Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)[c]					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method[a]	Secondary containment capacity (gallons)
N/A					

Piping, Valves, etc.					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method [a]	Secondary containment capacity (gallons)
FUEL	Leaking pipe or valve	25 or less (typical)	North	Dikes Berms Retaining walls	1500
Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method [a]	Secondary containment capacity (gallons)
FUEL	Leaking pipe or valve	25 or less (typical)	North	Dikes Berms Retaining walls	1500
Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)					
Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method [a]	Secondary containment capacity (gallons)
N/A					

[a] Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; or (7) Sorbent materials.

[b] For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

[c] For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment (as described in §112.7(k)) are implemented at the facility.

3. Inspections, Testing, Recordkeeping and Personnel Training (§112.7(e) and (f), §112.8(c)(6) and (d)(4), §112.9(c)(3), §112.12(c)(6) and (d)(4)):

Table G-5 Inspections, Testing, Recordkeeping and Personnel Training	
An inspection and testing program is implemented for all aboveground storage containers and piping at this facility. §112.7(e) and (f), 112.8(c)(6) and (d)(4), 112.9(c)(3), 112.12(c)(6) and (d)(4) The following is a description of the inspection and testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground storage containers and piping at this facility: The inspection program for this facility is comprised of routine visual inspections, and monthly written inspections. Additional inspections and/or tests are performed as warranted. Routine visual inspections consist of a walkthrough of the facility property to check for tank damage or leakage, stained or discolored soils, excessive accumulation of water in diked areas and any condition that could potentially lead to a discharge. The inspections also ensure the dike drain valves are securely closed. Additionally, employees will check for tank damage or leakage, stained or discolored soils, excessive accumulation of water in diked areas and any condition that could potentially lead to a discharge each time transfer operations are conducted. During the monthly written inspection, the outside of bulk storage tanks (including any supports and foundation) are inspected for signs of deterioration, leaks, or accumulation of oil inside the containment area, or other signs that maintenance or repairs are needed. Secondary containment areas and/or other discharge drainage controls are checked for proper drainage, general conditions, evidence of oil, or signs of leakage. The monthly inspection also involves visually inspecting all aboveground valves and pipelines and noting the general condition of items such as transfer hoses, flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, pumps, locking of valves, and metal surfaces.	☒ I Agree ☐ I Disagree ☐ N/A
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purposes of this paragraph. §112.7(e)	☒ I Agree ☐ I Disagree
A record of the inspections and tests are kept at the facility or with the SPCC Plan for a period of three years. §112.7(e) (See Inspection Log and Schedule in Attachment 3.1)	☒ I Agree ☐ I Disagree
Inspections and tests are signed by the appropriate supervisor or inspector. §112.7(e)	☒ I Agree ☐ I Disagree
Personnel, training, and discharge prevention procedures §112.7(f)	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and, the contents of the facility SPCC Plan. §112.7(f)	☒ I Agree ☐ I Disagree
A person who reports to facility management is designated and accountable for discharge prevention. §112.7(f) Name/Title: **John Doe/Owner**	☒ I Agree ☐ I Disagree
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. §112.7(f) (See Oil-handling Personnel Training and Briefing Log in Attachment 3.4)	☒ I Agree ☐ I Disagree

4. Security (excluding oil production facilities) §112.7(g):

Table G-6 Implementation and Description of Security Measures	
Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage area. The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges:	☒ I Agree ☐ I Disagree

Gasoline, Regular Unleaded 1100 Gallon Container(s)

1. Is the storage and handling area for this container located within a fenced area? No

   If answered 'No' please describe the measures utilized to secure this container: camera
2. Is the master flow valve for this container locked or otherwise secured from unauthorized access, tampering or vandalism? Yes
3. Is the drain valve for this container locked or otherwise secured from unauthorized access, tampering or vandalism? Yes
4. Is the starter control (electrical box/panel) for the pump for this container locked, turned off or otherwise secured from unauthorized access when not in use? Yes
5. Are all 'out-of-service' and loading/unloading pipelines for this container locked or otherwise secured from unauthorized access? Yes
6. Is the lighting provided in the area for this container sufficient to deter vandalism and to assist in the discovery of a release of product? Yes

Gasoline, Regular Unleaded 500 Gallon Container(s)

1. Is the storage and handling area for this container located within a fenced area? No

   If answered 'No' please describe the measures utilized to secure this container: Stored in a locked building
2. Is the master flow valve for this container locked or otherwise secured from unauthorized access, tampering or vandalism? Yes
3. Is the drain valve for this container locked or otherwise secured from unauthorized access, tampering or vandalism? Yes
4. Is the starter control (electrical box/panel) for the pump for this container locked, turned off or otherwise secured from unauthorized access when not in use? Yes
5. Are all 'out-of-service' and loading/unloading pipelines for this container locked or otherwise secured from unauthorized access? Yes
6. Is the lighting provided in the area for this container sufficient to deter vandalism and to assist in the discovery of a release of product? Yes

5. Emergency Procedures and Notifications (§112.7(a)(3)(iv) and §112.7(a)(5)):

Table G-7 Description of Emergency Procedures and Notifications	
The following is a description of the immediate actions to be taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines §112.7(a)(3)(iv) and 112.7(a)(5):	☒ I Agree ☐ I Disagree

In the event of a spill or release, the Person Responsible for Spill Prevention shall:

1. Account for all personnel at the designated evacuation point. Keep everyone upwind and prevent exposure to the spill or release. Evacuate employees to an area that is a safe distance away.

2. Determine the type and estimate the quantity of material spilled or released and all affected media. If the quantity of spilled or released product exceeds a reportable quantity, then notify as appropriate, the National Response Center, the State Emergency Response Commission and the Local Emergency Planning Committee.

3. If the immediate danger area extends beyond the facility boundaries, then immediately notify the local authorities.

4. Send an employee to stand at the entrance to direct emergency responders.

5. In the event there are injuries resulting from the spill or release, call for an ambulance.

6. If it can be done safely, determine what products are (or may become) involved in the spill. Use the Safety Data Sheet (SDS) for reference and provide them to emergency responders.

7. If oil products are involved, notify the Person Responsible for Spill Prevention.

8. Evaluate which resources will be necessary to contain, control and clean up the spill or release. Contact the suppliers of those resources immediately.

9. Evaluate the resources available to prohibit unauthorized access into the danger area 24-hours a day until the emergency is abated.

10. Instruct your employees as necessary (i.e., either send them home or assign them to an appropriate response task).

Note that employees must have the appropriate level of training under the OSHA (29 CFR 1910.120(q)) regulations to work in a hazardous materials or waste area.

Persons reporting a spill or release will be asked to provide the following information:

- Name, location, organization and telephone number
- Date and time of the incident
- Source and cause of discharge
- Types of material(s) discharged
- Total quantity of materials discharged
- Quantity discharged in harmful quantity (to navigable waters or adjoining shorelines)
- Danger or threat posed by the release or discharge
- Description of all affected media (i.e. water, soil)
- Number and types of injuries (if any) and damage caused
- Actions used to stop, remove, and mitigate effects of the discharge
- Whether an evacuation is needed
- Name of individuals and/or organizations contacted

6. Contact List (§112.7(a)(3)(vi)):

Table G-8 Contact List	
Contact Organization / Person	**Telephone Number**
National Response Center (NRC)	800-424-8802
Cleanup Contractor(s): love oil	517-654-3362
Key Facility Personnel	
Designated Person Accountable for Discharge Prevention: John Doe	Office: 517-123-4567 Emergency: 517-123-4536
JANE MATT	Office: 517-512-4567 Emergency: 517-424-6546
Thirds charm	Office: 989-456-1547 Emergency: 987-165-4987
State Oil Pollution Control Agencies: State Emergency Response Commission	581-754-2798
Other State, Federal, and Local Agencies: Local Emergency Planning Committee	216-546-5432
Local Fire Department	911 or 654-132-4654
Local Police Department	911 or 540-065-4654
Hospital	654-654-1654
Other Contact References (e.g., downstream water intakes or neighboring facilities)	

7. NRC Notification Procedure (§112.7(a)(4) and (a)(5)):

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines: (See the Discharge Notification Form in Attachment 4) §112.7(a)(4)	☒ I Agree ☐ I Disagree

- The exact address or location and phone number of the facility;
- Date and time of the discharge;
- Type of material discharged;
- Estimate of the total quantity discharged;
- Estimate of the quantity discharge to navigable waters;
- Source of the discharge;
- Description of all affected media;
- Cause of the discharge;
- Any damages or injuries caused by the discharge;
- Actions being used to stop, remove, and mitigate the effects of the discharge;
- Whether an evacuation may be needed; and
- Names of individuals and/or organizations who have also been contacted.

8. SPCC Spill Reporting Requirements (Report within 60 days) (§112.4):

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

- A single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines or
- Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period

You must submit the following information to the Regional Administrator:

(1) Name of the facility;
(2) Your name;
(3) Location of the facility;
(4) Maximum storage or handling capacity of the facility and normal daily throughput;
(5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
(6) An adequate description of the facility, including maps, flow diagrams, and topographical maps, as necessary;
(7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred;
(8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence; and
(9) Such other information as the Regional Administrator may reasonably require pertinent to the Plan or discharge.

* * * * *

NOTE: Complete one of the following sections (A, B or C) as appropriate for the facility type.

A. Onshore Facilities (excluding production) (§112.8(b) and (d), §112.12(b) and (d)):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §112.8(c)(4) and §112.12(c)(4), listed below. In cases where a provision is not applicable, write "N/A."

Table G-10 General Rule Requirements for Onshore Facilities	
Drainage from diked storage areas are restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. §112.8(b)(1) and 112.12(b)(1)	☒ I Agree ☐ I Disagree ☐ N/A
Valves of manual, open-and-closed design are used for the drainage of diked areas. §112.8(b)(2) and 112.12(b)(2)	☒ I Agree ☐ I Disagree ☐ N/A
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. §112.8(c)(1) and 112.12(c)(1)	☒ I Agree ☐ I Disagree
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). 112.6(a)(3)(ii)	☒ I Agree ☐ I Disagree
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: §112.8(c)(3) and 112.12(c)(3) • Bypass valve is normally sealed closed • Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters and adjoining shorelines • Bypass valve is opened and resealed under responsible supervision • Adequate records of drainage are kept (See Dike Drainage Log in Attachment 3.3)	☒ I Agree ☐ I Disagree ☐ N/A
For completely buried metallic tanks installed on or after January 10, 1974 at this facility §112.8(c)(4) and 112.12(c)(4): • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. • Regular leak testing is conducted.	☒ I Agree ☐ I Disagree ☐ N/A
For partially buried or bunkered metallic tanks §112.8(c)(5) and 112.12(c)(5): • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions.	☒ I Agree ☐ I Disagree ☐ N/A
Each aboveground container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. (See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2) §112.8(c)(6) and 112.12(c)(6)(i)	☒ I Agree ☐ I Disagree
Outsides of containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. (See Inspection Log and Schedule in Attachment 3.1) §112.8(c)(6) and 112.12(c)(6)	☒ I Agree ☐ I Disagree

For bulk storage containers that are subject to 21 CFR part 110, are shop-fabricated, constructed of austenitic stainless steel, with a manhole and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualifications for personnel performing tests and inspections are documented. (See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2) §112.12(c)(6)(ii)	☒ I Agree ☐ I Disagree ☐ N/A
Each container is provided with a system or documented procedure to prevent overfills for the container. Describe: Gasoline, Regular Unleaded - Dikes Berms Retaining walls — High liquid level alarm Gasoline, Regular Unleaded - Sorbent Materials — Fast response, digital computer	☒ I Agree ☐ I Disagree
Liquid level sensing devices are regularly tested to ensure proper operation. (See Inspection Log and Schedule in Attachment 3.1) §112.6(a)(3)(iii)	☒ I Agree ☐ I Disagree ☐ N/A
Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas is promptly removed. §112.8(c)(10) and 112.12(c)(10)	☒ I Agree ☐ I Disagree
Aboveground valves, piping, and appurtenances such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. (See Inspection Log and Schedule in Attachment 3.1) §112.8(d)(4) and 112.12(d)(4)	☒ I Agree ☐ I Disagree
Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. (See Inspection Log and Schedule in Attachment 3.1) §112.8(d)(4) and 112.12(d)(4)	☒ I Agree ☐ I Disagree ☐ N/A

Revised: 9/15/2011

Although this document is required by a regulation, it is also in the best interest of the organization and their employees to have a written program to assist the company in providing a safe work environment and to ensure that all management and employees know what is expected of them. It is essential that all members of management understand the importance of this written program in meeting the company's overall performance-oriented compliance objectives.

Any written program or policy is only as good as its implementation and as accurate as the information given the preparer. Additional information may be required to supplement this written program based upon the specific circumstances found at each facility. Management or supervisors who are in direct contact with, and responsible for, a group of employees are essential to the effective implementation of this written program. All management and employees of the company must translate the information from this written program into actions to effectively maintain a safe working environment for all employees.

The Asmark Institute, The Fertilizer Institute, and any affiliate involved in helping provide this written program and information can in no way be held responsible or assume any liability for the information contained within. Neither the Asmark Institute, The Fertilizer Institute, nor any associated affiliate intend that reliance be placed upon this information, as concerns the facility's particular factual situation, without confirming independent research. No warranty of merchantability, fitness for any purpose, or otherwise, express or implied, nor liability for any errors, omissions, inaccurate information or consequences arising therefrom is made by the providers concerning the information contained within. Due to the constantly changing government regulations, interpretations and applicability, it is impossible to guarantee absolute accuracy of the information contained within this written program.

ATTACHMENT 1
Five Year Review and Technical Amendment Logs

ATTACHMENT 1.1 – Five Year Review Log

By signing below, I am certifying that, I have completed a review and evaluation of the SPCC Plan for this facility, and will/will not amend this Plan as a result.

Table G-13 Review and Evaluation of SPCC Plan for Facility			
Review Date	Plan Amendment		Name and signature of person authorized to review this Plan
	Will Amend	Will Not Amend	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

ATTACHMENT 1.2 – Technical Amendment Log

Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template.

Table G-14 Description and Certification of Technical Amendments		
Review Date	Description of Technical Amendment	Name and signature of person certifying this technical amendment

ATTACHMENT 2
Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.	☐

Complete the checklist below to verify that the necessary operations outlined in 40 CFR Part 109 - Criteria for State, Local and Regional Oil Removal Contingency Plans have been included.

Table G-15 Checklist of Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans (109.5)[a]	
a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	☐
b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including:	
1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges.	☐
2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered.	☐
3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communications systems established under related oil removal contingency plans, particularly State and National plans (e.g., NCP).	☐
4) An established, prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	☐
c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including:	
1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally.	☐
2) An estimate of the equipment, materials and supplies which would be required to remove the maximum oil discharge to be anticipated.	☐
3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	☐
d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including:	
1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel.	☐
2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans.	☐
3) A preplanned location for an oil discharge response operations center and a reliable communications system for directing the coordinated overall response operations.	☐
4) Provisions for varying degrees of response effort depending on the severity of the oil discharge.	☐
5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses.	☐
6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	☐

[a] The contingency plan should be consistent with all applicable state and local plans, Area Contingency Plans, and the National Contingency Plan (NCP).

ATTACHMENT 3
Inspections, Dike Drainage and Personnel Training Logs

ATTACHMENT 3.1 – Inspection Log and Schedule

Table G-16 Inspection Log and Schedule

This log is intended to document compliance with §112.6(a)(3)(iii), §112.8(c)(6), §112.8(d)(4), §112.9(b)(2), §112.9(c)(3), §112.9(d)(1), §112.9(d)(4), §112.12(c)(6), and §112.12(d)(3), as applicable.

Date of Inspection	Container/ Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately[a]
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

[a] Indicate in the table above if records of facility inspections are maintained separately at this facility.

ATTACHMENT 3.2 – Bulk Storage Container Inspection Schedule – onshore facilities (excluding production):

To comply with integrity inspection requirement for bulk storage containers, inspect/test each aboveground bulk storage container on a regular schedule in accordance with a recognized container inspection standard based on the minimum requirements in the following table.

Table G-17 Bulk Storage Container Inspection Schedule	
Container Size and Design Specifications	*Inspection requirement*
Portable containers (including drums, totes, and intermodal bulk containers (IBC)): 500 Gal - Steel Minibulk - Gasoline, Regular Unleaded	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside containment pallets.
55 to 1,100 gallons with sized secondary containment: 1100 Gal - Aboveground Tank - Gasoline, Regular Unleaded	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside bermed area plus any annual inspection elements per industry inspection standards.
1,101 to 5,000 gallons with sized secondary containment and a means of leak detection:	
1,101 to 5,000 gallons with sized secondary containment and no method of leak detection:	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside diked areas, plus any annual inspection elements and other specific integrity tests that may be required per industry inspection standards.

ATTACHMENT 3.3 – Dike Drainage Log

Table G-18 Dike Drainage Log						
Date	Bypass valve sealed closed	Rainwater inspected to be sure no oil (or sheen) is visible	Open bypass valve and reseal it following drainage	Drainage activity supervised	Observations	Signature of Inspector
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		

ATTACHMENT 3.4 – Oil-handling Personnel Training and Briefing Log

Table G-19 Oil-Handling Personnel Training and Briefing Log		
Date	**Description / Scope**	**Attendees**

ATTACHMENT 4
Discharge Notification Form

In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information will be provided to the National Response Center (also see the notification information provided in Section 7 of the Plan):

Table G-20 Information provided to the National Response Center in the Event of a Discharge			
Discharge/Discovery Date		Time	
Facility Name			
Facility Location (Address/Lat-Long/ Section Township Range)			
Name of reporting individual		Telephone #	
Type of material discharged		Estimated total quantity discharged	Gallons/Barrels
Source of the discharge		Media affected	☐ Soil ☐ Water (specify) _____ ☐ Other (specify) _____
Actions taken			
Damage or injuries	☐ No ☐ Yes (specify)	Evacuation needed?	☐ No ☐ Yes (specify)
Organizations and individuals contacted	☐ National Response Center 800-424-8802 _____ Time ☐ Cleanup contractor (Specify) _____ Time ☐ Facility personnel (Specify) _____ Time ☐ State Agency (Specify) _____ Time ☐ Other (Specify) _____ Time		