Spill Control Prevention Plan (SCPP)

FACILITY INFORMATION – PLEASE PRINT

Facility Name: Name
Mailing Address: Address
City, State Zip

Physical address if different: Address
City, State Zip

Owner Name: Name
Owner Address: Address
City, State Zip

Primary Contact Name: Name
Work Phone Number:
Home Phone Number:
Mobile Phone Number:

Secondary Contact Name: Name
Work Phone Number:
Home Phone Number:
Mobile Phone Number:

Email address: Email
Date of Initial Operation: Date

Outside Cleanup Contractor: Name
Address: Address City, State Zip
Phone:

I certify under penalty of law that the information in this document is true and accurate.

_____ _____

Authorized signature Date

SCPP REQUIREMENTS

A Spill Control Prevention Plan (SCPP) is required by certain commercial and industrial under City Ordinance 29.17 which will protect the sewer system and the environment from discharge of potentially hazardous materials and site runoff. The plan at a minimum must include a description and location of stored chemicals, above and below ground storage tanks, inspections and maintenance of storage areas, handling and transfer of chemicals, loading and unloading, control of site runoff, and types of containment and/or control.

An unpermitted release is any release of reportable hazardous materials or nonhazardous materials in sufficient quantities or by nature to have an adverse effect on the sanitary sewer system, human health or the environment. This includes all federal, state and local regulations.

INSTRUCTIONS

Each facility may use this template by filling in the blanks and completing the attached or turn in their own SCPP with the following elements:

__ Materials Inventory

__ Daily Maintenance Inspections

__Facility Map

__Spill Kit Inventory

__ Employee Training Log

__ Spill Control Procedures

__Spill Log

SPILL RELEASES

Spill releases fall into two categories**:** 1) Nonsignificant & non-reportable (Logged only) and 2) Significant & Reportable with a written report required.

a. Nonsignificant release is any small release of non-reportable hazardous materials or slug discharge where the material immediately evaporates or may be remediated by trained onsite personnel and properly disposed of. For minor non reportable spills the user shall keep a log of the incident for City's review. These logs must be kept for **3 years.**

b. Reportable release may include but is not limited to:

i. A spill/slug discharge by definition occurs; or
ii. >5 gallons of gasoline or flammable/petroleum material that does not immediately evaporate or >1 gallon of a hazardous material/chemical.
ii. Any amount of chemical/product released that produces site run-off that may enter the 1) sanitary, storm sewer system, waters of the state, or any public/private property and 2) create an imminent danger to human health, safety or welfare.
iii. Violations of the City Ordinance 6.15 release of hazardous materials.

REPORTING

City of Beloit Water Resources Reporting

Significant releases require **immediate notification at 608-364-2888 or 608-364-5742 upon discovery and a written report to Water Resources Environmental Division within five (5) days** after a spill/slug discharge or chemical release as described occurs.

Such notification shall not relieve the user from any liability for damage to the sanitary sewer, fish kills or any other damage to person or property. Nor shall such notification relieve the user of any forfeiture or other liability that may be imposed by a court. The notification shall include location of discharge, type of waste, concentration and volume and corrective actions, if such information is available.

DNR Reporting

Report **all hazardous substance spills** immediately to the Wisconsin Department of Natural Resources by calling the 24-hour Emergency Hotline number**: 1-800-943-0003.**

All spills of hazardous substances that adversely impact or threaten to adversely impact public health, welfare or the environment must be (1) immediately reported to the DNR and (2) cleaned up. In some instances, small quantities of petroleum products and agrichemicals do not require reporting to the DNR. These incidents might include if the small spill stays on an impervious surface and has no adverse impact on the environment or public safety and has been cleaned up in accordance with NR 700-726.

Additional Emergency Reporting

Please contact the Fire Department 911 for large spills or spills that contain hazardous material.

GENERAL CLEAN-UP PROCEDURES

Spilled chemicals should be effectively and quickly contained and cleaned up. Employees should clean up spills themselves **only if properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Responsible Person(s) listed in the training log, warn other employees, and leave the area.

The following are general guidelines for evacuation, spill control, notification of proper authorities, and general emergency procedures in the event of a chemical incident in which there is potential for a significant release of hazardous materials.

1. **Evacuation**
   Persons in the immediate vicinity of a spill should immediately evacuate the premises (except for employees with training in spill response in circumstances described below). If the spill is of "medium" or "large" size, or if the spill seems hazardous, immediately notify emergency response personnel.

2. **Spill Control Techniques**
   Once a spill has occurred, the employee needs to decide whether the spill is small enough to handle without outside assistance. Only employees with training in spill response should attempt to contain or clean up a spill.

   NOTE: If you are cleaning up a spill yourself, make sure you are aware of the hazards associated with the materials spilled, have adequate ventilation, and proper personal protective equipment. Treat all residual chemical and cleanup materials as hazardous waste.

   Spill control equipment should be located wherever significant quantities of hazardous materials are received or stored. SDSs, absorbents, over-pack containers, container patch kits, spill dams, shovels, floor dry, acid/base neutralizers, and "caution-keep out" signs are common spill response items.

Industrial User Facility Description

Facilities and Equipment:
Click all that apply.

☐Catch basin(s), how many? __
☐Fuel pump (commercial)
☐Fuel pump (non-commercial)
☐Laundry facilities
☐Maintenance buildings, how many? __
☐Other structures and equipment. Please list: Additional information

☐Oil/water separator, how many? __
☐Outside storage
☐Parts washer
☐Store
☐Warehouse

_____

_____

Scope of work:
Click all that apply.

☐ Air conditioning repair/service
☐ Grinding
☐ Blister repair
☐ Cleaning and waxing
☐ Engine repair/tuning
☐ Fertilizer application/storage
☐ General maintenance
☐ Oil changes
☐ Painting/Paint Booths
☐ Parts cleaning
☐ Pesticide application/storage
☐ Plumbing
☐ Pressure washing
☐ Refrigeration
☐ Sanding
☐ Warehouse
☐ Car washes
☐ Other:_____

Fixed Storage:

List capacity and contents of each storage container.

Chemical	Above/Below Ground	Gallons	Containment	Safety Shut off	Near Floor Drains
Diesel fuel	*Below*	*6,000*	*Double wall*	*Yes*	*Yes*

Non-Fixed Storage:

List capacity and contents of each storage container. Be sure to indicate what the container is used for. Be sure to include waste oil, heating oil, kerosene, paint thinner, and other solvents stored in containers greater than 55 gallons.

Size of Container	Container Material	Contents of Container	Total #	On Spill Containment Platform	Near floor Drains
55 gallons	*Steel*	*Used motor oil*	*3*	*Yes*	*Yes*

SDS on-site for all chemicals? ☐Yes ☐No

INVENTORY CONTROL AND TANK TESTING

(mark all that apply)

____ Automatic line leak detectors
____ Automatic tank gauging system
____ Corrosion control (steel tanks)
____ Daily inventory reading
____ Manual tank gauging record
____ Secondary containment barrier
____ Statistical inventory reconciliation
____ Tank tightness every 5 years
____ Vapor monitoring underground storage tanks for leaks
____ Other _____

SPILL PREVENTION AND CONTROL

Spill Prevention Training:
Describe how and when employees are trained in proper handling procedures and spill prevention and response procedures. *Attach another sheet if needed.*

_____
_____
_____
_____
_____
_____
_____
_____

STANDBY, ON-SITE, MATERIAL AND EQUIPMENT

Identify the equipment and materials at the facility to carry out preventative and responsive spill measures.

Spill Response Equipment		
Equipment / Material	**Minimum quantity on-site at all times**	**Location**
Shop Cloths		
Oil Sorbent Pads		
Oil Booms		
Oil Dry		
Straw Bales		
Silt Fencing		
SDS		
Other		

Describe where a spill would go along with the actions and disposal methods that would be taken for each chemical listed in this plan (i.e. unleaded and diesel fuel may be combined and use the same response):

_____
_____
_____
_____
_____
_____
_____
_____

APPENDICES

Site map:
Include a site map as Appendix A to this plan. You may attach and existing site map or create a new one. If you use an existing map, be sure that the items listed below are included.

If you need to create a site map, begin by sketching the layout/floorplan of your facility. The site map does not need to be to scale.

- The sketch should be oriented as if you were in a plane looking down on your property (an aerial view) or similar type drawing
- Draw an arrow indicating north
- Label any storm drains on the property
- Label any open floor drains on the property (car wash bays, catch basins, etc.)
- Label chemical storage areas
- Location of spill response equipment

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 SCPP.

Appendix A: Facility Drawing
Appendix B: Maintenance Records
Appendix C: Facility Inspection
Appendix D: Employee Training
Appendix E: Spill Record
Appendix F: _____

ATTACHMENT A – FACILITY DRAWING
(Include the location of your spill containment equipment)

ATTACHMENT B

MAINTENANCE INSPECTIONS

Maintenance Coordinator: _____.

Routine inspections will be conducted daily during regular business hours. Daily inspections will include, at a minimum, a visual inspection of the hazardous substances containers and the area immediately adjacent to it for signs of a spill or leak. These inspections do not need to be logged unless a spill or leak is detected. Ideally, these inspections will be conducted by a manager or by regular employees.

Use this table, or a similar table, to record inspections:

Facility Inspected	**Date of Inspection**	**Name of Inspector**	**Result Pass/Fail**	**Comments**
Oil recycling area	*7/27/2020*	*James Smith*	*Pass*	*No evidence of leakage*

ATTACHMENT C

Facility Daily Inspection Form

Routine inspections will be conducted daily during regular business hours. Daily inspections will include, at a minimum, a visual inspection of the hazardous substances containers and the area immediately adjacent to it for signs of a spill or leak. These inspections do not need to be logged unless a spill or leak is detected.

(Use this form, or a similar form, to record your daily facility inspections)

Inspector: _____

Date & Time of Inspection: _____

Acceptable	Unacceptable	
❒	❒	All hazardous substance containers are properly labeled
❒	❒	All hazardous substance containers have lids
❒	❒	All hazardous substance containers are stored in their proper areas
❒	❒	Hazardous substance containers are not leaking and have no cracks
❒	❒	The spill kit(s) is (are) stocked
❒	❒	Any spills have been properly cleaned up
❒	❒	SDS are available for all hazardous substances on-site
❒	❒	No buildup of sediment in the drain traps or signs of clogging
❒	❒	Other inspection areas (specify)

List any issues, deficiencies, or failures in detail:

_____

_____

_____

_____

ATTACHMENT D

EMPLOYEE TRAINING

Employee Training Coordinator: _____.

Use this table, or a similar table, to record spill prevention and response training:

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	*5/19/2020*	*Oil boom deployment, spill clean-up*

ATTACHMENT E

INCIDENTAL SPILLS LOG

Record Keeper responsibilities include maintaining records of incidents, updating SCPP as necessary and ensuring reports are submitted to the property authorities when necessary. Incidents must be logged and records must be kept on file for 3 years. The log sheets should be available during an inspection.

Use this table, or a similar table, to record spills:

Reporting Employee	**Type of Incident**	**Date of Occurrence**	**How material was cleaned up**
John Smith	*Leaky connection of fuel pump*	*7/21/2020*	*Diesel soaked up with oil absorbent pad. Called U.S. Petroleum to fix fuel dispenser*