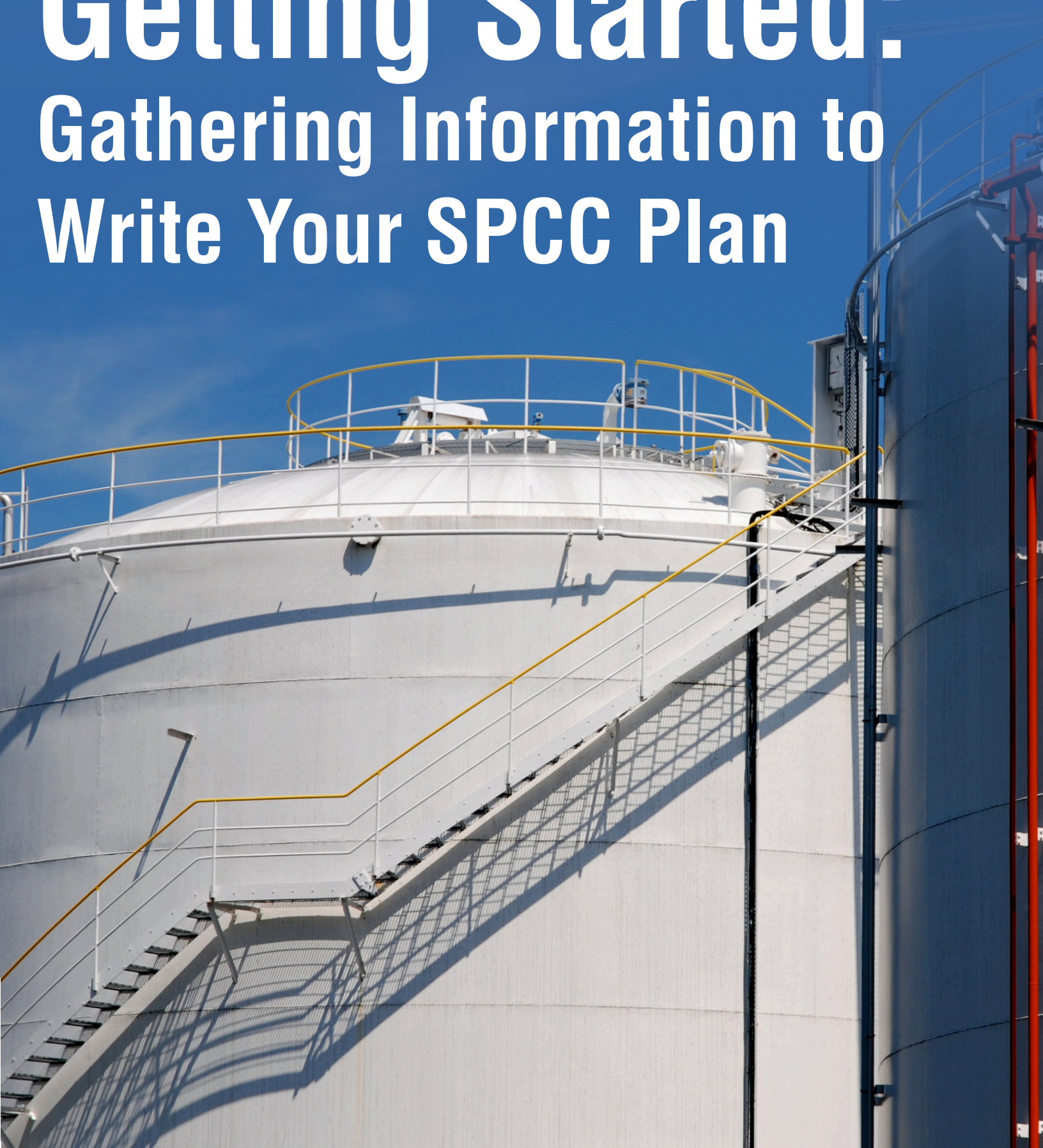


Getting Started: Gathering Information to Write Your SPCC Plan



GETTING STARTED: GATHERING INFORMATION TO WRITE YOUR SPCC PLAN

Once you have determined that your facility requires a Spill Prevention, Control, and Countermeasure (SPCC) Plan, it is time to sit down and start the development process. Before you dive into the writing of the plan, complete the following checklist to ensure that you have everything you need on hand to create a complete and compliant plan.

- ❑ Identify a specific location where the SPCC Plan will be kept that is easily accessible to both personnel and inspectors.
- ❑ Designate a person at each applicable facility who is accountable for discharge prevention and who will report to facility management and an alternate person who can take on these responsibilities if the primary designee is unavailable.
- ❑ Have on hand the contact information to hire a professional engineer (PE) to review and certify your Plan, in case your facility does not qualify for plan self-certification.
- ❑ Assemble a list of each oil storage container at the facility, its storage capacity, and the type of oil contained within each container. Such containers include, but are not limited to:
 - Bulk storage containers
 - Mobile/Portable refuelers
 - Oil-filled operational equipment (e.g., hydraulic equipment, transformers)
- ❑ Create a facility diagram. This facility diagram can be hand drawn or computer-generated. The diagram *must* include:
 - The location and contents of aboveground and underground storage tanks; oil-filled equipment; and oil-filled electrical transformers, circuit breakers, or other equipment;
 - The location of mobile and portable containers (55 gallons and larger);

- Transfer stations such as oil transfer areas, including loading/unloading racks and loading/unloading areas;
 - Connecting piping;
 - Oil pit or ponds at oil production facilities;
 - Oil production facility stock tanks, separation equipment, and produced water containers;
 - Any other bulk storage or oil-filled operational equipment at an oil production facility; *and*
 - Flow lines and intrafacility gathering lines at a production facility.
- Identify the discharge prevention measures that will be employed at the facility, including procedures for routine handling of products.
 - Develop a list of the discharge or drainage controls such as secondary containment around containers and other structures, equipment, and procedures for the control of a discharge.
 - List countermeasures employed at your facility for discharge discovery, response, and cleanup.
 - Assemble a list of contacts and phone numbers for:
 - Your facility response coordinator;
 - Cleanup contractors with whom you have an agreement for response; *and*
 - All appropriate federal, state, and local agencies that must be contacted in case of a reportable discharge.
 - Pinpoint what procedures you will follow for inspections and testing of regulated tanks and containers.
 - Prepare a description of the training program you will use to educate your oil-handling personnel annually and in the event a discharge occurs.
 - List your security measures, making sure to address:
 - Master flow and drain valves;
 - Loading/unloading connections of oil pipelines of facility piping; *and*
 - Lighting.

- Collect any state, local, or municipal spill prevention requirements that apply to your facility. A discussion of how your facility complies with these requirements should be included in your SPCC plan.
- Obtain a copy of your Facility Response Plan, if applicable, to attach as an appendix to the Plan.