U.S. ENVIRONMENTAL PROTECTION AGENCY
TIER I QUALIFIED FACILITY SPCC PLAN TEMPLATE

Please note: Editorial comments for the purposes of this guidance document are identified by red italicized text to distinguish this information from the template text.

Instructions to Complete this Template

This template is intended to help the owner or operator of a Tier I qualified facility develop a self-certified Spill Prevention, Control, and Countermeasure (SPCC) Plan. To use this template, your facility must meet all of the applicability criteria of a Tier I qualified facility listed under §112.3(g)(1) of the SPCC rule. This template provides every SPCC rule requirement necessary for a Tier I qualified facility, which you must address and implement.

You may use this template to comply with the SPCC regulation or use it as a model and modify it as necessary to meet your facility-specific needs. If you modify the template, your Plan must include a section cross-referencing the location of each applicable requirement of the SPCC rule and you must ensure that your Plan is an equivalent Plan that meets all applicable rule requirements of 40 CFR 112.6(a)(3).

You may complete this template either electronically or by hand on a printed copy. This document is a reformatted version of the template found in Appendix G of 40 CFR part 112.[a] No substantive changes have been made. Please note that a "Not Applicable" ("N/A") column has been added to both Table G-10 (General Rule Requirements for Onshore Facilities) and Table G-11 (General Rule Requirements for Onshore Oil Production Facilities). The "N/A" column should help you complete your self-certification when a required rule element does not apply to your facility. Use of the "N/A" column is optional and is not required by rule.

All Tier I qualified facility self-certifiers must complete Sections I, II, and III. Additionally, the owner or operator of an:

- Onshore facility (excluding production) must complete Section A.
- Onshore oil production facility (excluding drilling and workover facilities) must complete Section B.
- Onshore oil drilling and workover facility must complete Section C.

This example Plan does not include Sections B and C. These sections are not applicable to the farm addressed in this sample Plan.

Complete and include with your Plan the appropriate attachments. You should consider printing copies of the attachments for use in implementing the SPCC Plan (e.g. Attachment 3.1 - Inspection Log & Schedule; Attachment 4 - Discharge Notification Form).

To complete the template, check the box next to the requirement to indicate that it has been adequately addressed. Either write “N/A” in the column or check the box under the “N/A” column to indicate those requirements that are not applicable to the facility. Where a section requires a description or listing, write in the spaces provided (or attach additional descriptions if more space is needed).

Below is a key for the colors used in the section headers:

Sections I, II, and III: Required for all Tier I qualified facilities
Section A: Onshore facilities (excluding production)
Section B: Onshore oil production facilities (excluding drilling and workover facilities)
Section C: Onshore oil drilling and workover facilities
Attachments: 1 - Five Year Review and Technical Amendment Logs 2 - Oil Spill Contingency Plan and Checklist 3 - Inspections, Dike Drainage and Personnel Training Logs 4 - Discharge Notification Form

After you have completed all appropriate sections, certify and date your Plan, and then implement it by the compliance date. If your facility was in operation before August 16, 2002, and you do not already have a Plan, then implement this template immediately. Conduct inspections and tests in accordance with the written procedures that you have developed for your facility. You must keep with the SPCC Plan a record of these inspections and tests, signed by the appropriate supervisor or inspector, for a period of three years.

Do not forget to periodically review your Plan (at least once every five years) or to update it when you make changes to your facility. You must prepare amendments within six months of the facility change, and implement them as soon as possible, but not later than six months following any amendment.

In the event that your facility releases oil to navigable waters or adjoining shorelines, immediately call the National Response Center (NRC) at 1-800-424-8802. The NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

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[a] Please note that the use of this template is not mandatory for a Tier I qualified facility. You may also meet the SPCC Plan requirement by preparing a satisfactory Tier II qualified facility Plan, preparing a satisfactory Plan that is certified by a Professional Engineer, or by developing an equivalent Plan for a Tier I qualified facility. Further information on the requirements of these methods can be found in 40 CFR part 112.6(a)(1). If you use any of these alternative methods you must include a cross reference in your Plan that shows how the equivalent Plan meets all applicable 40 CFR part 112 requirements.

Tier I Qualified Facility SPCC Plan

Facility information in this example SPCC Plan is identified by blue text to distinguish this information from the template text.

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 addresses 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 fewer than four 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: Doe's Family Farm

Facility Address: 2024 South Buerkle Street

City: Stuttgart State: AR ZIP: 72160-6508

County: Arkansas Tel. Number: (870) 163 – 1651

Owner or Operator Name: John Doe

Owner or Operator Address: 2024 South Buerkle Street

City: Stuttgart State: AR ZIP: 72160-6508

County: Arkansas Tel. Number: (870) 163 – 1651

Owner or operator Name: Same as above

Owner or Operator Address: Same as above

City: State: ZIP:

County: Tel. Number:

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

The owner or 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 an aboveground 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 any 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 five 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;
    This sample Tier I template SPCC Plan contains an oil spill contingency plan in Attachment 2 that follows the provisions of 40 CFR 109. However, the facility does not have regulated oil-filled operational equipment; therefore, the contingency plan is not applicable for this scenario (so the checkboxes in Attachment 2 are not filled in). If the facility had regulated oil-filled operational equipment, such as at a cotton gin, and the equipment met the criteria under §112.7(k), the facility has the option to use the contingency plan in Attachment 2 instead of general secondary containment for the equipment.
    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 must include 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 *John Doe* Title: Owner

Name John Doe Date: 04 / 12 / 2011

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 SPCC Plan 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.	☒
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]**	☒

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, an estimated number of containers, types of oil, and anticipated capacities are provided.	☒

Oil Storage Container *(indicate whether aboveground (A) or completely buried (B))*	**Type of Oil**	**Shell Capacity (gallons)**
A – Horizontal, single wall, cylindrical UL-142 steel tank #1 on concrete saddles and pad	Diesel, off-road	2,500
A – Horizontal, single wall, cylindrical UL-142 steel tank #2 on concrete saddles and pad	Diesel, on-road	2,500
A – Horizontal, single wall, cylindrical UL-142 steel tank #3 on concrete saddles and pad	Gasoline	500
A – Vertical, single wall, cylindrical UL 142 steel tank #4 on ground	Slop oil	1,200
A – Steel tank mounted on trailer	Diesel, off-road	500
A – Steel tank mounted on pickup truck	Diesel, on-road	115
A – Polyethylene tote #1 (single use)	Motor oil	250
A – Polyethylene tote #2 (single use)	Waste oil	250
A – Steel drum #1 (single use)	Hydraulic oil	55
A – Steel drum #2 (single use)	Lubrication oil	55
A – Steel drum for adjuvant oil	Adjuvant oil	55
B – Horizontal, single wall, cylindrical UL 58 steel UST	Gasoline	500

Total Aboveground Storage Capacity [c] 7980 gallons
Total Completely Buried Storage Capacity 500 gallons
Facility Total Oil Storage Capacity 8480 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 a 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.

Please note that the owner or operator is still responsible to respond to spills from exempt containers and report any spills that reach navigable waters; consequently, the owner or operator may want to consider providing secondary containment for these containers. Facilities with containers not subject to the SPCC rule should consult with local authorities or agencies to determine whether there are regulatory or code requirements, for instance fire and safety codes, that apply to the containers. Also, note that exempt containers and any other object stored in secondary containment structures, e.g., dikes and berm, for tanks regulated by the SPCC rule reduce their containment capacity, increasing the potential for a reportable oil discharge.

[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 applicability 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 secondary 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.	☒

[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.

Secondary containment structures, e.g., dikes or berms, can be constructed with various materials such as: metal, concrete, earthen materials, liners, asphalt, and other coatings. Although different materials can be used, the material and containment construction must enable the secondary containment structure to prevent discharges to navigable waters or adjoining shorelines. For the secondary containment structure to serve this purpose, it must be able to contain the oil spill until it is cleaned up. Whether it can do this depends primarily on the ability of the containment material to slow down or prevent the flow of the spill through the material, (i.e., the material's imperviousness to the spill). Note that the rule does not specify how to design the secondary containment system to meet the impervious standard. The facility owner or operator determines how best to provide secondary containment based on good industry practices, oil product properties, and other specific factors and conditions at the facility.

Note that EPA considers shop-fabricated double-walled tanks that employ overfill and leak detection measures and are constructed to industry standards as meeting the secondary containment requirements in the SPCC rule. This clarification can be found in EPA Memorandum, Subject: Use of Alternative Secondary Containment Measures at Facilities Regulated under the Oil Pollution Prevention Regulation (40 CFR Part 112), OSWER 9360.8-38, More detailed information on secondary containment, including design and construction, is available in the SPCC Guidance for Regional Inspectors, EPA 550-B-05-001, at http://www.epa.gov/emergencies/content/spcc/spcc_guidance.htm.

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

Table G-4 Containers with Potential for an Oil Discharge

Area	Type of failure (discharge scenario)	Potential discharge volume (gallons)	Direction of flow for uncontained discharge	Secondary containment method[a]	Secondary containment capacity (gallons)
Bulk Storage Containers and Mobile/Portable Containers[b]					
2,500 gal off-road diesel tank	Tank overfill, fitting leak, seam failure	10 – 2,500	South East	Concrete pad and earthen berm	6,732
2,500 gal on-road diesel tank	Tank overfill, fitting leak, seam failure	10 – 2,500	South East	Concrete pad and earthen berm	6,732
500 gal gasoline tank	Tank overfill, fitting leak, seam failure	10 – 500	South East	Concrete pad and earthen berm	6,732
1,200 gal slop oil tank	Tank overfill, fitting leak, seam failure	1 – 1,200	South East	Earthen berm	2,104
500 gal off-road diesel tank on trailer	Tank overfill or fitting leak	1	Radial	Spill kit	Absorbs up to 25
115 gal on-road diesel tank on pickup truck	Tank overfill or fitting leak	1	Radial	Spill kit	Absorbs up to 25
250 gal motor oil tote (inside shop)	Fitting leak	1	Radial	Spill containment pallet	300
250 gal waste oil tote (inside shop)	Tank overfill	< 1	Radial	Spill containment pallet	300
55 gal hydraulic oil drum (inside shop)	Fitting leak	< 1	Radial	Spill containment pallet	66
55 gal lubrication oil drum (inside shop))	Fitting leak	< 1	Radial	Spill containment pallet	66
55 gal adjuvant oil drum (inside a shed)	Fitting leak	< 1	Radial	Spill containment pallet	66
500 gal gasoline UST	Tank overfill	2.5 – 15	South East	Double wall	> 500
Oil-filled Operational Equipment (e.g., hydraulic equipment, transformers)[c]					
None					
Piping, Valves, etc.					
Aboveground piping between diesel and gasoline tanks and dispensers	Fitting leak or failure	1	South East	Concrete pad and earthen berm	6,732
Buried piping between gasoline UST and dispenser	Fitting leak or failure	1	Radial below ground	double wall buried piping	Double wall
Motor, hydraulic, lubrication, and adjuvant oil dispensing hoses	Fitting leak or failure, hose failure	< 1	Radial	Spill kit	Absorbs up to 25
Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment.)					
Diesel and gasoline fuel transfer area	Receiving tank overfill, fitting leak or failure, fuel transfer hose failure	1 – 15	South East	Spill kit	Absorbs up to 25
Refueling areas at the personal vehicle gasoline dispenser and UST and in the field near equipment	Receiving container overfill, fitting leak or failure, fuel transfer hose failure	1 – 15	Radial or South East	Spill kit	Absorbs up to 25
Other Oil-Handling Areas or Oil-Filled Equipment (e.g. flow-through process vessels at an oil production facility)					
None					

[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. *Examples of how to calculate the capacity of a secondary containment system are available separately.*

[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/or testing program is implemented for all aboveground bulk storage containers and piping at this facility. *[§§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/or testing program (e.g. reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground bulk storage containers and piping at this facility: 1) An assigned knowledgeable farm employee does periodic visual inspections of the farm's aboveground oil storage containers, including all aboveground container piping using Attachment 3.1 to document inspections; records of inspections consist of the monthly inspection checklist and the annual inspection checklist in the Steel Tank Institute (STI) SP001 inspection standard. Visual inspections of oil storage containers follow the inspection schedule in Attachment 3.2 of this plan. The assigned farm employee also conducts monthly tank gauging of the gasoline UST and interstitial monitoring of the buried transfer piping between the UST and the dispenser and documents the monthly monitoring in Attachment 3.1. In addition, hydrostatic testing of the UST and buried piping will be conducted by a tester licensed by the state at least every five years and at time of installation, modification, construction, relocation, or replacement. Such leak testing will also be documented in Attachment 3.1. 2) The liquid level gauges on the off-road diesel, on-road diesel, and gasoline ASTs are also adjusted, tested, and inspected monthly following the gauge manufacturer's procedures by the assigned farm worker; Attachment 3.1 documents these inspections. 3) An assigned knowledgeable farm employee also visually inspects the dispensers at the Fuel Transfer Area for indications of deterioration and discharges, including the transfer hoses and fittings, at least monthly. 4) Farm workers inspect the earthen berm containments on a weekly basis for signs of deterioration, discharges (leaking tanks or piping), or accumulation of oil. In addition, farm workers inspect the berm containments after any heavy rainfall. These inspections are documented in Attachment 3.1. As the berm containments do not have drains, the collected rain is pumped from the berm containments by using a portable pump but only after the inspection shows that there is no oil or oil sheen present. If oil or oil sheen is detected on rainwater in the berm, then oily rainwater is pumped into the 250-gal waste oil tote for disposal by the waste oil hauler contractor or the contractor is requested to remove the oily rainwater in the berm contents for disposal. Each drainage activity is recorded in Attachment 3.3. Record keeping for disposal of waste oil or oil-contaminated water accumulated in the berm area is in Attachment 3.3 of this plan. 5) If employee encounters a spill during an inspection of the oil storage or transfer equipment, the employee will immediately take the necessary actions outlined in Table G-7.	
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)]*	☒
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]**	☒
Inspections and tests are signed by the appropriate supervisor or inspector. *[§112.7(e)]*	☒
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)]*	☒
A person who reports to facility management is designated and accountable for discharge prevention. *[§112.7(f)]* Name/Title: James Johnson /Production Manager	☒
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]**	☒

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:

1) The residence in the farm's main area is about 200 yards away with a full view of the fuel storage and transfer area. If there was a spill, we would be close by to smell the fuel.
2) Tank fill pipes are capped and locked when not in use; these tanks do not have drain valves.
3) Fuel dispensers and their pump control switches are locked when not in use.
4) The drums and totes are located in the shop, which is locked when not in use.
5) Motion-activated lights are mounted above the entrance to the shop and at the fuel storage and transfer area next to the tank berm. We can see the lights from the house and when they come on, we check to see if there are trespassers or problems with the equipment.
6) Fuel nurse tank and the pick-up truck with tank are parked in a shed, which is locked when they are not in use.

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)]*:

1) Shutdown pumping in event of a spill during fuel transfer operation.
2) Eliminate potential sources of ignition such as open flames or sparks.
3) If possible, safe, and trained to do so, identify and secure source of the discharge and contain the discharge with sorbents, sandbags, or other material from the spill kits.

    a. The main spill kit is in the area opposite the fuel dispensers at the fuel storage and transfer area.
    b. A spill kit is in the shop.
    c. Each shed has a spill kit.
    d. A spill kit is in the nurse tank truck cab and on the nurse tank trailer.

4) Contact regulatory authorities and other response personnel and organizations (see subsection 6).

6. Contact List (§112.7(a)(3)(vi)):

Table G-8 Contact List	
Contact Organization / Person	**Telephone Number**
National Response Center (NRC)	1-800-424-8802
Cleanup Contractor(s) WP Company (Waste Oil Disposal Contractor) *Owners or operators of SPCC-regulated facilities are not required to have signed contracts or agreements with cleanup contractors under the SPCC rule. Although no formal written agreement to respond is required by the SPCC rule, the owner or operator must identify phone numbers for the facility response coordinator, National Response Center, cleanup contractors with whom you have an agreement for response, and all appropriate Federal, State, and local agencies who must be contacted in case of a discharge to navigable waters or adjoining shorelines.*	 870-555-8000
Key Facility Personnel	
Designated Person Accountable for Discharge Prevention: James Johnson, Production Manager	Office: 870-555-1651
	Emergency: 123-456-7890 (cell phone)
	Office:
	Emergency:
	Office:
	Emergency:
	Office:
	Emergency:
State Oil Pollution Control Agencies Department of Emergency Management (ADEM), AR Department of Environmental Quality (ADEQ)	1-800-322-4012
Other State, Federal, and Local Agencies EPA Region VI Arkansas County Office of Emergency Management	 Office: 214-665-6701 Emergency: 1-866-372-7745 870-673-3730
Local Fire Department	911
Local Police Department	911
Hospital Mercy General Hospital 1221 Franklin Blvd., Stuttgart, AR 72160-3000	870-555-1112
Other Contact References (e.g., downstream water intakes or neighboring facilities) Steven T. Barney, Daily Dairy Farm Sharon Fields, Fields Farm	 870-555-6770 (Office) 870-555-0069 (Office), 870-555-4107 (Cell)

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 Discharge Notification Form in Attachment 4]**: *[§112.7(a)(4)]*	☒

- 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 discharged 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 RA (Region VI)

(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; and
(8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence
(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.

Note that notifying the NRC of oil discharges and reporting specified oil spill information to the EPA Regional Administrator are two different requirements. 40 CFR part 110, Discharge of Oil regulation, requires any person in charge of a facility or vessel that discharges a reportable harmful quantity of oil to immediately notify the NRC of the discharge. The rule identifies a harmful quantity as one that violates applicable water quality standards; or causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines (see subsection 7 above). In addition, a facility regulated by the SPCC rule must report specific discharge information to the EPA when the facility has certain types of reportable discharges as prescribed in the rule (see Item 8 above).

This sample plan does not include Sections B and C. These sections are not applicable to the farm addressed in this sample plan.

A. Onshore Facilities (excluding production) (§§112.8(b) through (d), 112.12(b) through (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		N/A
Drainage from diked storage areas is 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. Diked areas may be emptied by pumps or ejectors that must be manually activated after inspecting the condition of the accumulation to ensure no oil will be discharged. *[§§112.8(b)(1) and 112.12(b)(1)]*	☒	☐
Valves of manual, open-and-closed design are used for the drainage of diked areas. *[§§112.8(b)(2) and 112.12(b)(2)]*	☐	☒
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)]*	☒	☐
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)]*	☒	☐
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 or 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]**	☒	☐
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.	☒	☐
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.	☐	☒
Each aboveground bulk 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)]*	☒	☐
Outsides of bulk storage 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)]*	☒	☐
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, elevated 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)]*	☐	☒

Table G-10 General Rule Requirements for Onshore Facilities		N/A
Each container is provided with a system or documented procedure to prevent overfills for the container. Describe: Tank truck fuel delivery procedures: 1) Gauge AST and check the level gauge to prevent tank overfill. 2) Set parking brake and use chock blocks to prevent movement; inspect fittings and fueling hose for damage. 3) Place drip pans under valve-hose fitting connections. 4) Monitor the liquid level in the receiving tank during transfer to prevent tank overfill. 5) If an oil spill occurs, the spill kit will be used to contain the spill. Main spill kit is located opposite the fuel dispensers at the fuel storage and transfer area. Dispenser and mobile refueler fueling procedures: 1) Before filling motorized equipment, shutoff all engines and set parking brakes; do not leave filling operation unattended. 2) Do not top off tank after automatic shut-off. 3) If an oil spill occurs, the spill kit will be used to contain the spill. Transfers into waste oil tote: Transfer all waste oil into the tote fill port using a funnel. If an oil spill occurs, the spill kit in the shop will be used to contain the spill.	☒	☐
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)]*	☒	☐
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)]*	☒	☐
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)]*	☒	☐
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)]*	☒	☐

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.

An owner or operator must review and evaluate the SPCC Plan at least once every five years from the signature date of the Plan. A review of the Plan must also be completed whenever there is a change in the facility which affects the potential for a discharge of oil. In addition, the owner or operator has to amend the Plan within six months of review to include more effective prevention and control technology if the technology has been field-proven at the time of the review and will significantly reduce the likelihood of a discharge to navigable waters or adjoining shorelines. The owner or operator must implement any Plan amendment resulting from the review as soon as possible, but no longer than six months after the amendment.

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-15 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. NOT APPLICABLE

The SPCC Guidance for Regional Inspectors, EPA 550-B-05-001 provides further details on the use of the oil spill contingency plan to meet specific regulatory requirements and options.

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 must 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)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately [a]
	Aboveground pipes	Visual inspections			☐
	Buried pipes	Monthly interstitial monitoring and leak testing at time of installation, modification, construction, relocation, or replacement			☐

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)(4), as applicable.

Date of Inspection	Container / Piping / Equipment	Describe Scope (or cite Industry Standard)	Observations	Name/ Signature of Inspector	Records maintained separately [a]
	ASTs 2,500-gal. off-road diesel tank #1 2,500-gal, on-road diesel tank #2 1,200-gal. slop oil tank #4 500-gal. gasoline tank #3 250-gal. motor oil and waste oil totes: 55-gal steel hydraulic, lubrication, and adjuvant oil drums Trailer-mounted Fuel nurse tank Pickup truck fuel nurse tank	Visual inspections (STI SP001, Standard for the Inspection of Aboveground Storage Tanks)			☐
	UST 500-gal gasoline tank	Hydrostatic test at least every 5 years and monthly tank gauging (40 CFR part 280 and AR Department of Department of Environmental Regulation 12 (Storage Tanks)			☐

	Secondary containment earth berm	Weekly visual inspections and after heavy rainfall			☐
	Container liquid level gauges	Tests and inspections following manufacturer's procedures			☐
	Dispensers	Inspections (manufacturer and installer instructions)			☐

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

The scope of STI SP001 Standard for the Inspection of Aboveground Storage Tanks by the Steel Tank Institute (STI) includes the inspection and testing of aboveground shop-fabricated tanks, small field-erected tanks, portable containers, and associated secondary containment. The standard is copyrighted. However, the periodic tank inspection checklists in Appendix C of the standard are not copyrighted. These checklists are attached to this example template SPCC Plan. Utilization of the checklists alone does not constitute compliance with the standard. The standard is available from STI at the following web address: https://www.steeltank.com/Publications/PublicationsIndex/tabid/108/Default.aspx.

In order to comply with the SPCC rule, conduct leak testing of completely buried metallic USTs in accordance with industry standards at a frequency sufficient to prevent leaks. For instance, testing following the standards specified in the UST regulation, 40 CFR part 280 or a state UST regulatory program approved under 40 CFR part 182 is acceptable for complying with the SPCC rule testing requirement. For this example SPCC Plan, the owner of the farm has opted to hydrostatic test the 500-gallon UST at least every five years together with doing monthly manual tank gauging per the release detection methods specified in 40 CFR part 280. In addition, the owner uses a state-licensed UST tester to do the hydrostatic testing as required by the state for USTs regulated by the state's UST regulation.

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 shop-built 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 Specification	Inspection requirement
Portable containers (including drums, totes, and intermodal bulk containers (IBC)): 250-gal. motor oil and waste oil totes: 55-gal steel hydraulic and lubrication oil drums Trailer-mounted Fuel nurse tank Pickup truck fuel nurse tank	Visually inspect monthly for signs of deterioration, discharges or accumulation of oil inside containment pallets
55 to 1,100 gallons with sized secondary containment: 500-gal. gasoline tank #3	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[a]: 2,500-gal. off-road diesel tank #1 2,500-gal, on-road diesel tank #2	
1,101 to 5,000 gallons with sized secondary containment and no method of leak detection[a]: 1,200-gal, slop oil tank #4	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

[a] Examples of leak detection include, but are not limited to, double-walled tanks and elevated containers where a leak can be visually identified.

In this example, the farmer has elected to use STI's SP001, tank inspection and testing standard; this standard is an example of an industry inspection standard that can be used to conduct inspections and formal tank testing. Under this standard, inspection and integrity test requirements depend on the spill risk posed by the tank; tanks posing higher spill risks have more inspection and integrity test requirements. In this example farm facility, a 1,200-gallon slop oil AST rests on the ground within an earthen berm. As the tank bottom is in direct contact with the ground, it is notlikely that a leak from the tank bottom would be seen. Note that a metal tank in direct contact with the ground soil is subject to corrosion. According to STI SP001, the earthen berm provides a method of spill control but not a method of continuous release detection due to the tank being in direct contact with the ground. This standard defines continuous release detection as a method that allows the facility operator to visually detect releases. Examples are double-wall or double-bottom ASTs with the space between the walls capable of being tested and monitored for releases. Other examples include ASTs that are raised above the ground with supports, grating or with release prevention barriers under the tank, such as liners, steel, and/or concrete. Consequently, the 1,200-gallon slop oil tank in this example facility poses a higher spill risk than a 1,200-gallon tank elevated on supports with a concrete pad underneath it in the berm. According to STI SP001, in addition to monthly and annual visual inspections in the standard, the example facility's 1,200-gallon tank also requires formal external inspections by a certified tank inspector and leak tests by the facility every 10 years.

ATTACHMENT 3.3 – Dike Drainage Log

2

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

2

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

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		