

Spill Prevention, Control and Countermeasure (SPCC) Plan

Marina Name: _____

Address: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

FACILITY INFORMATION

Facility Name: _____

Mailing Address: _____

Physical address: _____

Owner Name: _____

Owner Address: _____

Primary Contact Name: _____

Work Phone Number: _____

Home Phone Number: _____

Mobile Phone Number: _____

Secondary Contact Name: _____

Work Phone Number: _____

Home Phone Number: _____

Mobile Phone Number: _____

Date of Initial Operation: _____

SITE ASSESSMENT

Location:

Describe where the facility is located.

Adjacent water body: _____

Nearest confluence: _____

Mile marker: _____

Latitude: _____ Longitude: _____

County: _____

FACILITY DESCRIPTION

Acres of land: _____

Facilities and Equipment:

Place an X beside all that apply.

- | | |
|---|--|
| <input type="checkbox"/> wet slips, how many? _____ | <input type="checkbox"/> pumpout station |
| <input type="checkbox"/> dry slips, how many? _____ | <input type="checkbox"/> commercial fuel dock |
| <input type="checkbox"/> maintenance buildings, how many? _____ | <input type="checkbox"/> non-commercial fuel pump |
| <input type="checkbox"/> ships store | <input type="checkbox"/> travel lift |
| <input type="checkbox"/> restrooms | <input type="checkbox"/> hydraulic trailer |
| <input type="checkbox"/> laundry facilities | <input type="checkbox"/> fork lift |
| <input type="checkbox"/> offices | <input type="checkbox"/> other structures and equipment. |
| <input type="checkbox"/> pavilion | Please list: _____ |
| <input type="checkbox"/> picnic area | _____ |

Services:

Place an X beside all that apply.

- | | |
|---|--|
| <input type="checkbox"/> general maintenance | <input type="checkbox"/> canvas |
| <input type="checkbox"/> commissioning | <input type="checkbox"/> rigging |
| <input type="checkbox"/> winterization | <input type="checkbox"/> fiberglass |
| <input type="checkbox"/> pressure washing | <input type="checkbox"/> blister repair |
| <input type="checkbox"/> cleaning and waxing | <input type="checkbox"/> carpentry |
| <input type="checkbox"/> engine repair/tuning | <input type="checkbox"/> air conditioning repair and service |
| <input type="checkbox"/> propeller repairs | <input type="checkbox"/> refrigeration |
| <input type="checkbox"/> oil changes | <input type="checkbox"/> electrical |
| <input type="checkbox"/> parts cleaning | <input type="checkbox"/> plumbing |
| <input type="checkbox"/> painting | <input type="checkbox"/> other services. Please list: _____ |
| <input type="checkbox"/> blasting | _____ |
| <input type="checkbox"/> sanding | _____ |

Fixed Storage:

Content	Capacity (gallons)
Diesel	
Heating Oil	
Gasoline	
Waste Oil	
Kerosene	
Paint Thinner	
Other Solvents	

The combined quantity of the materials listed above: _____ gallons

OIL SPILL HISTORY

Place an X on the appropriate line and proceed accordingly.

___ There has never been a significant spill at the above named facility.

___ There have been one or more significant spills at the above named facility.
Details of such spill(s) are described below.

For each spill that occurred, supply the following information:

SPILL 1

Type of oil spilled	
Amount spilled	
Watercourse affected	
Description of physical damage	
Cost of damage	
Cost of clean-up	
Cause of spill	
Action taken to prevent recurrence	

SPILL 2

Type of oil spilled	
Amount spilled	
Watercourse affected	
Description of physical damage	
Cost of damage	
Cost of clean-up	
Cause of spill	
Action taken to prevent recurrence	

POTENTIAL SPILL VOLUMES AND RATES

Event	Volume Released	Spill rate
Complete failure of a full tank	_____ *Gallons	Instantaneous
Partial failure of a full tank	_____ Gallons	Gradual to instantaneous
Tank overflow	_____ Gallons	Up to _____ gallons/minute
Pipe failure	_____ Gallons	Up to _____ gallons/minute
Leaking during unloading	Several Ounces to gallons	Up to _____ gallons/minute
Leaking pipe or valve	Several Ounces to gallons	Up to _____ gallons/minute
Fueling operations	Several Ounces to gallons	Up to _____ gallons/minute
Oil and grease	Several Ounces to quarts	spotting

* Volume of largest tank

SPILL PREVENTION AND CONTROL

Spill Prevention Controls and Procedures:

Control	Location/s
Double-walled tanks	
Containment berms	
Emergency shut-offs	
Drip pan	
Spill response kits	

Employees are trained annually in proper handling procedures and spill prevention and response procedures. Training includes: location and use of equipment and Emergency procedures.

Description of where a spill would go:

For each potential spill source, describe where petroleum would flow in the event of a spill. For example, "The 6,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank" and, "A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents." Incorporate site map by reference (see instructions under *Appendices*).

Describe actions that would be taken in the event of a spill:

Identify what equipment would be deployed by whom and in what situation. See appendix B for emergency phone list.

FACILITY INSPECTIONS

Facility	Frequency of Inspection	Person Responsible
Fuel pumps		
Materials storage area		
Gasoline tank		
Diesel tank		
Waste oil tank		
Kerosene tank		
Solvent tank		

Action	Person responsible
Implement preventative maintenance program	
Oversee on-site inspections	
Coordinate employee training	
Maintain records	
Update plan	
Submits reports to proper authorities	

A site inspection is also conducted annually by appropriate responsible personnel to verify that the description of potential pollutant sources are accurate, that the map reflects current site conditions, and that the controls to reduce the pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections done focusing on designated equipment and areas where potential sources are located.

RECORD KEEPING

All records are retained for a minimum of three years. The following items will be kept on file: _____current SPCC plan

_____internal site reviews

_____training records

_____documentation of any spills

_____maintenance conducted

Maintenance Inspection, Employee Training, and Record Keeping logs are included in this template for your use.

MARINA MANAGEMENT APPROVAL

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

Signature

Title

Printed name

Date

APPENDICES

Site map:

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

If you need to create a site map, the following instructions should guide you step-by-step. Please use a straight edge (ruler) while creating the sketch.

- The sketch should be oriented as if you were in a plane looking down on your property (an aerial view).
- Draw and label all roadways surrounding your marina property.
- Draw and label all facilities within your marina as close proportionately as possible.
- Draw an arrow indicating north.
- Draw an arrow(s) pointing in the direction of downhill flow of water when it rains.
- Draw the location of any inlets or catch basins that may presently exist on your property.
- Draw the location and general layout of all boat slips associated with your marina.
- Label the river or waterway adjacent to your marina.
- Draw and label all methods of entry to the waterway, *i.e.*, boat ramps, lift well, etc.
- Draw and label with an arrow boat washing areas.
- Draw and label the location of all fuel containment facilities.
- Draw and label the location of all in-place spill prevention, control and countermeasure devices.
- Draw and label the location of all proposed spill prevention, control and countermeasure devices.

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 SPCC plan.

Appendix A: Site Map
Appendix B: Contact list and telephone numbers
Appendix C: Maintenance logs
Appendix D: Employee training logs
Appendix E: Spill logs
Appendix F: _____

APPENDIX B

CONTACT LIST AND TELEPHONE NUMBERS

Contact	Phone	Other
Local fire	911	
National Response Ctr.	800-424-8802	
VA Dept. of Emergency Mgmt. (nights, wknds. Holidays only)	800-468-8892	
VA Dept. of Enviromental Quality- Pollution Response Program (find your contact number at deq.virginia.gov/prep/contacts.html)		
Facility spill response person		
Convenience store mgr		
Main office		
Convenience store		
Local Haz-Mat response team		
Emergency clean-up contractor		
Downstream water suppliers		

You must report a spill if:

- Discharges that cause a sheen or discoloration on the surface of a body of water;
- Discharges that violate applicable water quality standards; and
- Discharges that cause a sludge or emulsion to be deposited beneath the surface of the water or on adjoining shorelines.

To report a release or spill, contact the federal National Response Center (NRC). NRC is staffed 24 hours a day by U.S. Coast Guard personnel. Also call the VA Department of Environmental Quality—Pollution Response Program. You should be ready to report the following:

- Your name, location, organization, and telephone number
- Name and address of the party responsible for the incident
- Date and time of the incident
- Location of the incident Source and cause of the release or spill
- Types of material(s) released or spilled

- Quantity of materials released or spilled
- Danger or threat posed by the release or spill
- Number and types of injuries (if any)
- Weather conditions at the incident location
- Any other information to help emergency personnel respond to the incident

Appendix C

MAINTENANCE INSPECTIONS

Maintenance Coordinator: _____ . Maintenance Coordinator responsibilities include implementation of preventative maintenance programs and oversight of on-site inspections.

Use this table to record inspections:

Facility Inspected	Date of Inspection	Name of Inspector	Result Pass/Fail	Comments
Oil recycling area	4/27/00	Eric Rose	Pass	No evidence of leakage

Appendix D

EMPLOYEE SPILL PREVENTION AND RESPONSE TRAINING

Employee Training Coordinator: _____

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	3/26/01	Boom deployment

Appendix E

RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper: _____ . Record Keeper responsibilities include maintaining records of incidents, updating the SPCC plan as necessary and ensuring reports are submitted to the proper authorities when necessary.

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up
1	Leaky connection on fuel pump	7/21/00	Diesel soaked up with oil absorbent pad. Called U.S. Petroleum to fix fuel dispenser.