

# **SPILL PREVENTION CONTROL & COUNTERMEASURE (SPCC) PLAN**

*for*

***State of Missouri ID: ST***

***Reporting conditions as of  
January 1, 2005***



# TABLE OF CONTENTS

## Subpart A – Applicability, Definitions, and General Requirements for All Facilities and All Types of Oils

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Introduction .....	5
Management Approval .....	5
Engineer Certification .....	6

### 40 CFR 112.7

The Facility's Conformance (a)(1) and (2).....	7
Physical Layout of the Facility (a)(3) and (i).....	9
Discharge Prevention Measures (a)(3)(ii) .....	10
Discharge or Drainage Controls (a)(3)(iii). .....	14
Countermeasures for Discharge Discovery, Response and Cleanup (a)(3)(iv) .....	15
Methods of Disposal of Recovered Materials (a)(3)(v).....	15
Contact List and Phone Numbers (a)(3)(vi).....	16
Information to be given to Contacts (a)(4).....	16
Procedures to Follow in the Event of a Discharge (a)(5).....	17
Direction, Rate of Flow and Total Quantity of a Potential Discharge (b).....	18
Prevention Systems (c) .....	19
If Measures listed in 40 CFR 112.7 (c) are not practicable (d).....	20
Inspections, Tests and Records (e).....	20
Personnel, Training for Discharge Prevention Procedures (f).....	22
Security (g).....	23
Tank Truck Loading Unloading Area Containment (h).....	23
Field Constructed ASTs (i) .....	23
Conformance with Other Applicable Requirements (j) .....	24

## Subpart B – Requirements for Onshore Petroleum Oils

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### 40 CFR 112.8

General Requirements (a).....	26
Facility Drainage (b)(1) and (2) Diked areas .....	26
Facility Drainage (b)(3) and (4) Undiked areas .....	26
Bulk Storage Containers (c)(1).....	26
Capacity of the Secondary Containment Area (c)(2).....	27
Method to Address Precipitation within the Secondary Containment (c)(3) .....	27
Cathodically Protected Metal Underground Storage Tanks (c)(4) and (5) .....	27
Periodically Test the Integrity of Aboveground Tanks (c)(6) .....	27
Leakage From Heating Coils (c)(7) .....	27
Update or Engineer containers to avoid discharge (c)(8).....	28
Observe effluent treatment (c)(9) .....	28
Promptly address visible discharge (c)(10) .....	28
Mobile or Portable Storage Containers (c)(11).....	28

Facility transfer operations (d)(1), (2), (3), (4) and (5).....28

APPENDICES .....29

- Appendix A: *Site Sketch*.....30
- Appendix B: *Tank & Piping Inspection Checklist*.....32
- Appendix C: *Secondary Containment Area & Inspection Checklist* .....34
- Appendix D: *Secondary Containment Drainage Report*.....38
- Appendix E: *Response Equipment Inspection* .....40
- Appendix F: *Spill Response Notification Form* .....42
- Appendix G: *Emergency Notification Phone List*.....45
- Appendix H: *Emergency Response Contractors*.....47
- Appendix I: *Personnel Response Training*.....49
- Appendix J: *Discharge Prevention Meetings*.....51
- Appendix K: *Reviews & Engineer Certified Amendments* .....53

# **SUBPART A**

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## ***APPLICABILITY, DEFINITIONS, AND GENERAL REQUIREMENTS FOR ALL FACILITIES AND ALL TYPES OF OILS***

## Introduction

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[REDACTED] pursuant to 40 CFR 112 hereby establishes a Spill Prevention Control & Countermeasure Plan (hereinafter referred to as SPCC Plan), which shall be maintained at this site. The management of [REDACTED] [REDACTED] acknowledges its responsibility to its neighbors, employees, and the community to take all reasonable steps necessary to prevent spills from its facility in order to protect human health and the environment. If, despite [REDACTED] [REDACTED]'s efforts, a spill does occur, the agents and employees of [REDACTED] shall take all necessary steps as outlined in the SPCC Plan to minimize the impact of such a spill.

The SPCC Plan is a working document designed to be a tool [REDACTED] [REDACTED] uses regularly to prevent or minimize spills. As such, [REDACTED] shall see that its agents and employees are properly informed of the provisions of the SPCC Plan and know their role in maintaining the SPCC Plan or in minimizing a spill that occurs. [REDACTED] is committed to providing the necessary resources to establish and maintain the Spill Prevention Control & Countermeasures set forth herein. The Plan shall be reviewed every five years or sooner if facility changes impact the Plan. Engineer certified reviews shall be added as an attachment to this Plan in Appendix K.

### Management Approval

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Full approval is extended by the management at a level of authority to commit the necessary resources to implement this SPCC Plan.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# Engineer Certification

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Name of Facility: \_\_\_\_\_

Type of Facility: Retail Gas Station

Location: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Designated Person Responsible for Spill Prevention: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

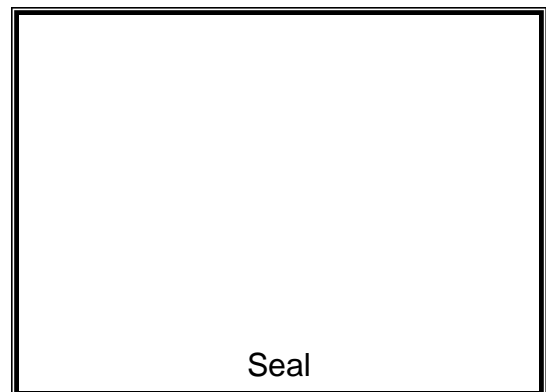
## **40 CFR 112.3 (d)(1)(iv)**

I hereby certify that:

1. I am familiar with the SPCC requirements;
2. Either I or my agent has visited this site;
3. The Plan is prepared with good engineering practices and applicable industry standards;
4. The procedures for SPCC required inspections and testing are established herein; and
5. This SPCC Plan is adequate for this facility with the noted exceptions.

Date: \_\_\_\_\_

Name: \_\_\_\_\_



## **The Facility's Conformance with the requirements of 40 CFR 112.7 40 CFR 112.7 (a) (1) and (2)**

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████████████████████ has taken all reasonable steps to comply with the 40 CFR 112. The following is a list of exceptions and the details are noted in the applicable provisions of this SPCC Plan.

1. The aboveground piping supports are steel and a cushion should be inserted between the pipe and the steel support to prevent abrasions during expansion, contractions and vibration.
2. Signs need to be installed by the fill ports to notify delivery drivers of the following:

### FUEL DELIVERY INSTRUCTIONS

- 1) Confirm product and volume to be delivered with on site manager or check site levels on tanks.
- 2) There is an audible overfill alarm. It will sound when the tank is reaching its capacity. If you hear it - cease delivery of the product IMMEDIATELY.
- 3) No smoking.
- 4) Keep any fire away from tanks and vehicle.
- 5) Set handbrake or use tire chucks while unloading.
- 6) You must remain within 25 feet and in view of the fill port.
- 7) Shut off your engine unless it is used to power the delivery pump.
- 8) Disconnect the transfer lines before departure.

- 9) Examine all valves, hoses, connections, fittings and lowermost drains on the vehicle prior to departure.

**Physical Layout of the Facility**  
**40 CFR 112.7 (a) (3) and (i)**

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The facility is located in the [REDACTED] quarter of Missouri at [REDACTED] in [REDACTED]. The address is on the northeast corner of the intersection of [REDACTED] and [REDACTED] with a topography which is generally crowned to provide a flat surface for dispensers, but will drain to the northeast. The facility is a convenience store and gas/service station. [REDACTED]. Vehicles enter and exit the facility by the driveway from [REDACTED] or [REDACTED]. There is one (1) dispenser island containing a total of three (3) dispensers. The aboveground storage tanks are located at the northeast corner of the facility, which is slightly downgradient from the dispensers and store. The 1,000-gallon kerosene tank is located on the west side of the store in a steel containment unit. Immediately in front of the kerosene tank is a kerosene dispenser.

The site has storage tanks containing product as noted in the table:

<b>TABLE 1</b>					
	<b>Type</b>	<b>Capacity (gallons)</b>	<b>Product stored</b>	<b>Material</b>	<b>Bottom of Tank Visible?</b>
1	AST	10,000	Unleaded	Steel	No
2	AST	12,000	Mid Grade	Steel	No
3	AST	8,000	Unleaded	Steel	No
4	AST	8,000	Premium Unleaded	Steel	No
5	AST	3,000	Kerosene	Steel	No

A diagram of the facility is located in Appendix A.

## **Discharge Prevention Measures**

### **40 CFR 112.7 (a) (3) (ii)**

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Discharge Prevention Measures are those steps or procedures taken to minimize the potential for a discharge of oil products at the facility. This includes an evaluation of the following:

- a) Buried piping installation and protection and examination procedures.
- b) Not-in-service and standby service terminal connections.
- c) Pipe supports design.
- d) Aboveground valve and pipeline examinations.
- e) Aboveground piping protection from vehicular traffic.
- f) The loading, unloading and transfer of oil at the facility.

#### **Buried piping installation and protection and examination procedures.**

All present and future buried piping (whether steel, fiberglass or thermoplastic) shall be tested annually using manufacturer's recommended line tightness tests. The underground piping at the site is fiberglass and thus no cathodic protection is required.

Any failed line tightness tests shall be addressed immediately. If a line tightness test fails the failed line shall be taken out of service until the problem is resolved.

### **Not-in-service and standby service terminal connections.**

If a pipeline is not in service or is placed in standby mode it shall be capped or blank-flanged at the transfer point or otherwise sealed to prevent spills. Presently there is no “not-in-service” product piping.

### **Pipe supports design.**

The piping supports are designed to allow for expansion and contraction and to minimize corrosion and abrasion. Presently, the supports are steel “H” shaped. A cushion needs to be placed between the piping and the support.



### **Aboveground valve and pipeline examinations.**

Aboveground valve and piping shall be inspected on a regular basis and note the conditions of pipes, flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, metal surfaces and those areas where the piping has a high potential for leaking. All aboveground piping shall be marked with

the product content, origin, and direction of flow. The aboveground piping needs to be marked by use of arrows to indicate the direction of flow. Also, the piping needs to be marked, preferably with intermittent color-coding to indicate the type of product. The inspection form for aboveground piping is in Appendix B.

**Aboveground piping protection from vehicular traffic.**

All aboveground piping is and shall remain protected from vehicular traffic by means of bumper poles, barriers, clearance and warning signs or verbally warned upon entering the facility. All the current aboveground piping is within the protection of the containment area. No bumpers or other means of protection are required.



**The loading, unloading and transfer of oil at the facility.**

The facility personnel, when present, shall oversee vendors unloading oil to the facility. All facilities must comply with the minimum requirements of the U.S.

Department of Transportation regulations for loading and unloading including but not limited to:

No smoking while loading or unloading. Smoking on or about any motor vehicle while loading or unloading any oil materials is forbidden.

Keep fire away while loading and unloading. Extreme care shall be taken in the loading or unloading materials into or from any motor vehicle to keep fire away and to prevent persons in the vicinity from smoking, lighting matches, or carrying any flame or lighted cigar, pipe, or cigarette.

Handbrake set while loading and unloading. No hazardous material shall be loaded into or on, or unloaded from, any motor vehicle unless the handbrake be securely set and all other reasonable precautions be taken to prevent motion of the motor vehicle during such loading or unloading process.

Attendance requirements while loading and unloading. A cargo tank must be attended by a qualified person at all times when it is being loaded. The person who is responsible for loading the cargo tank is also responsible for ensuring that it is so attended. A qualified person "attends" the loading or unloading of a cargo tank if, throughout the process, he is alert and is within 7.62 m (25 feet) of the cargo tank. The qualified person attending the unloading of a cargo tank must have an unobstructed view of the cargo tank and delivery hose to the maximum extent practicable during the unloading operation.

Engine stopped. Unless the engine of a cargo tank motor vehicle is to be used for the operation of a pump, oil may not be loaded into, or on, or unloaded from any cargo tank motor vehicle while the engine is running.

*See 49 CFR 177.84 and 49 CFR 177.837 for Tank Trucks for the specific Department of Transportation regulations.*

Prior to delivering fuel to the site the vendor shall either notify [REDACTED], who shall confirm the types and amounts of fuel to be delivered to each tank, or check the site levels on the tank to assure sufficient space for the delivery.

The facility uses an automatic tank gauge consisting of an electronic tank gauge and tank probes. The tank probe is set to trigger an audible alarm during loading when the volume of the tank reaches 90% capacity. The alarm is on the east side of the building facing the tanks and containment area. Upon hearing the alarm, the delivery driver ceases the delivery and shuts off the alarm. The automatic tank gauge system is tested periodically to assure proper operation.

Warning signs will be used at the facility to prevent vehicles from departing prior to completely disconnecting from transfer lines. The sign is not currently present but shall be installed.

The signage shall instruct the attendant loading or unloading to examine the valves, hoses, connections, fittings and lowermost drain and outlets of their vehicle for leakage prior to loading, unloading or departure.

**Discharge or Drainage Controls such as secondary containment around containers and other structures, equipment, and procedures for the control of a discharge.**

**40 CFR 112.7 (a) (3) (iii)**

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The four aboveground tanks containing gasoline listed in Table 1 are contained within a secondary containment area, which is a concrete wall. The floor of the containment area is earth and rock. There are no specifications available on the construction of the containment floor. No testing of the floor was performed in the preparation of this Plan. The containment area does have volume sufficient to contain 20,000 gallons of oil, which is equivalent to the entire contents of the two manifolded 10,000-gallon unleaded tanks, plus 10% additional volume to contain precipitation. Any release from the tanks will be contained in the secondary containment area. There is no drainage valve on the secondary containment area. Small quantities of precipitation are left in the containment area to evaporate. Quantities that can be pumped out are removed from the containment area. The fifth 3,000-gallon kerosene aboveground tank is part of a steel self-contained unit. Any release from the 3,000-gallon tank will be contained in the steel box, which has a capacity of 1,612 gallons. See the photographs and calculations of the secondary containment area in Appendix C.

An accumulation of precipitation in the secondary containment shall be examined for a visible sheen of oil. If a sheen exists, absorbent materials shall be used to remove the visible oil. The absorbent materials are located in the storage building next to the containment area.

The above provision meets the specific requirements of 40 CFR 112.8(b)(1) and (2).

### **Countermeasures for Discharge Discovery, Response and Cleanup 40 CFR 112.7 (a) (3) (iv)**

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In the event of a discharge ██████████ shall be immediately notified. The employee on duty will be trained to attempt to stop the continuation of the discharge – for example: closing valves, turning off pumps or isolating a line leak. A “kill switch” is located by the store clerk’s counter. The facility personnel are and shall continue to be trained to respond to spills of less than 100 gallons at the facility. Absorbent materials shall be used to contain and dispose of the oil that is spilled. See 40 CFR 112.7 (a) (5) below for a detailed procedure. For spills greater than 25 gallons, ██████████ shall report the spill to the Missouri Department of Natural Resources Spill Line at (573) 634-2436 and call the following parties for assistance:

- 1) ██████████  
██████████ The environmental remediation companies to come to the site and provide clean up: ██████████  
██████████
- 3) Local fire department - 911
- 4) PSTIF at (800) 765-2765

### **Methods of Disposal of Recovered Materials 40 CFR 112.7 (a) (3) (v)**

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If the discharge is contained by facility personnel, the recovered material will be stored in drums. The material shall then be disposed at a licensed landfill. If the discharge required the use of an environmental remediation contractor such contractor shall make arrangements for the proper disposal of recovered materials.

**Contact List and Phone Numbers**  
**40 CFR 112.7 (a) (3) (vi)**

<b>EMERGENCY CALL DOWN LIST</b>	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Local Police Fire Department Medical Emergency	911
National Response Center (EPA)	(800) 424-8802
EPA - Region VII	(913) 281-0991
State of Missouri Response Commission	(573) 634-2436
[REDACTED] Contractor	[REDACTED] [REDACTED]
Insurance – PSTIF	(800) 765-2765

**Information to be given to Contacts**  
**40 CFR 112.7 (a) (4)**

When you call the contacts above be prepared to provide details when asked about the following:

1. The exact address of the facility:  
[REDACTED]
2. Phone number of the facility: [REDACTED]
3. Any injuries at the facility.
4. Date and time of the discharge / spill.
5. The type of fuel discharged or spilled.
6. Estimates of the quantity of material discharged / spilled.
7. The source of the discharge / spill (pipe, tank, truck).
8. Whether the discharge / spill is on soil, pavement, or ran into the street or a waterway.
9. Actions taken to contain the discharge / spill.

**(THIS PAGE SHALL BE COPIED AND POSTED FOR EMPLOYEES – See Appendix G)**

## **Procedures to Follow in the Event of a Discharge**

### **40 CFR 112.7 (a) (5)**

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In the event of a discharge follow these procedures:

1. Immediately initiate the contact reporting procedures.
2. Take prompt necessary measures to stop the discharge such as turning off pumps, shutting valves, or isolating lines.
3. Identify the source of the discharge, the type of fuel discharged, an approximation of the amount discharged and the area covered by the discharge.
4. Evaluate the possibility of fire hazard to inform the Fire Department accordingly.
5. Evaluate the potential risk to persons located on property surrounding the site. If a risk exists notify the Fire Department accordingly.
6. ██████████ shall contact an environmental remediation company if the release is not contained on site, or cannot be addressed by use of first response absorbent materials on site.
7. Take prompt action to contain the discharge on the site by use of temporary dams and/or use of absorbent materials. **DO NOT TAKE ACTION THAT WOULD RISK PERSONAL SAFETY.**
  - a. Contain the discharge or spill with the use of booms and absorbents. Use large quantities of absorbent materials, such as sand or vermiculite, to soak up and contain the spill in place by direct application.

- b. Once the spill is contained use brooms and shovels to place the absorbent material in drums on the site.
- c. The drums shall be properly labeled and stored until disposed at an appropriate facility.

**Direction, Rate of Flow and Total Quantity of a Potential Discharge**  
**40 CFR 112.7 (b)**

---

The facility faces south. The site drains to the northeast. Any liquid, precipitation or discharge, will flow to the northeast. The surface drainage will reach the ditch and potentially into an intermittent storm ditch which is approximately 100 yards from the facility.

Spills within the concrete secondary containment area are restrained from exiting the containment since no valve or exit point is present. The 4 tanks have a total capacity of 60,000 gallons. A rupture of the largest tank, that is two manifolded 10,000-gallon tanks, will discharge its entire capacity of 16,012 gallons and will be contained in the secondary containment, which has the capacity to hold 21,223 gallons. The fifth tank is a 3,000-gallon kerosene tank and has a steel containment area. The containment area will hold 1,534 gallons.

The truck unloading area drains northeast. This is the same as the general site drainage noted above. Although the capacity of a tanker truck compartment is

approximately 3,000 gallons, a discharge as a result of a rupture of a delivery hose can be minimized by the attendant promptly closing the delivery valve.

**Prevention Systems: Containment and Diversionary Structures and Equipment utilized to prevent a discharge from reaching waterways**  
**40 CFR 112.7 (c)**

---

The following means have been evaluated for the containment or diversion of a potential discharge:

1. Dikes, berms, retaining walls, containment areas sufficiently impervious to contain the product.
2. Curbing.
3. Culverts, gutters and other drainage systems.
4. Weirs, booms or other barriers.
5. Spill diversion ponds.
6. Retention ponds.
7. Sorbent materials.

The facility makes use of a concrete retaining wall containment area, a steel containment box, and sorbent materials to contain and divert the potential release.

**If Measures listed in 40 CFR 112.7 (c) above are not practicable then explain why.**

**40 CFR 112.7 (d)**

---

The measures noted in 40 CFR 112.7 (c) above are practical. Secondary containment is provided using concrete retaining walls and a steel box.

**Inspections, Tests and Records**

**40 CFR 112.7 (e)**

---

All oil-handling employees of [REDACTED] shall be trained to observe the aboveground storage tanks, valves, aboveground piping and dispensers for potential problems. If a problem is observed the employee shall inform [REDACTED], who will in turn take necessary action.

The forms found in Appendix B, C, and E are to be used to record the inspections. All aboveground storage tanks, valves, aboveground piping, catch basins, spill control, dispensers and emergency response equipment and supplies shall be inspected quarterly by [REDACTED]'s employees. Each inspection shall be recorded, dated, signed and placed in this binder. All items requiring attention shall be noted and then checked off as each item is corrected.

All underground piping shall be pressure tested annually. A copy of the test results shall be kept for a minimum of three years.

Every ten years, the tanks shall be inspected by a certified tank inspector who shall use STI Standard STI SPOO1-03 to inspect the tanks or equivalent procedure. A copy of the inspection and any statement of the corrective action taken shall be kept.

Excessive vegetation is currently non-existent. No vegetation shall be allowed to grow or debris accumulated in the containment area.

Tanks are labeled to show the product that each contains.



## **Personnel, Training for Discharge Prevention Procedures 40 CFR 112.7 (f)**

---

██████████ is responsible for properly instructing the necessary employees in the operation and maintenance of equipment to prevent a discharge and this SPCC Plan.

██████████ shall schedule and conduct spill prevention briefings for the necessary personnel at intervals frequent enough to maintain knowledge and skills adequate to execute the provisions of this SPCC Plan. The briefings shall review actual events that occurred on the site, equipment failures or malfunctions and any newly adopted preventive measures. All new hires shall be trained on the provisions of this SPCC Plan. Once a year, refresher training and deployment exercise shall be conducted. Sign-in sheets noting the topics of discussion at each briefing or training session shall be maintained.

## **Security**

### **40 CFR 112.7 (g)**

- 1. Fencing**
  - 2. Containment Valves**
  - 3. Starter Control**
  - 4. Cap or Blank-Flange loading and unloading connections**
  - 5. Lighting to assist in discovery of a discharge or vandalism**
- 

The following safety measures are in place or are to be implemented:

1. Fence – There is no fence around the site or the tank containment area.
2. There is no valve in the containment area for the gasoline product. The kerosene containment area has a screw cap secured in the ‘closed’ position.
3. When the facility is closed for business, the starter controls on all pumps shall be locked in the OFF position.
4. The AST loading and unloading connections are securely capped and locked when not in use or in standby service mode.
5. The containment area, as well as most of the facility, is illuminated after dark by the canopy lights and a security light on the containment side of the building so that a discharge may be discovered and vandalism discouraged.

## **Tank Truck Loading Unloading Area Containment**

### **40 CFR 112.7 (h)**

---

This facility does not have a loading rack and thus a secondary containment for a tank truck unloading area is not required.

## **Field Constructed ASTs**

### **40 CFR 112.7 (i)**

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The ASTs at this facility are not field constructed.

**Conformance with Other Applicable Requirements**  
**40 CFR 112.7 (j)**

---

This SPCC Plan does not incorporate any additional requirements of the State of Missouri or its agencies, city or county requirements or the requirements of the Federal EPA. The Missouri Department of Agriculture, Weights and Measures Division inspects this facility periodically and [REDACTED] shall see that the site conforms to all applicable requirements.

# **SUBPART B**

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## ***REQUIREMENTS FOR ONSHORE PETROLEUM OILS***

## **General Requirements**

### **40 CFR 112.8 (a)**

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████████████████████ shall operate in compliance with the requirements of Section 112.7, as outlined in this SPCC Plan, and the specific discharge prevention and containment procedures listed in Section 112.8 as set forth below.

## **Facility Drainage**

### **40 CFR 112.8 (b) (1) and (2) Diked areas**

---

Drainage in the diked areas is discussed in detail pursuant to 40 CFR 112.7 (a)(3)(iii). Flapper valves are not used in either secondary containment area.

## **Facility Drainage**

### **40 CFR 112.8 (b) (3) and (4) Undiked areas**

---

All aboveground piping is located in the containment area and as such a release from the piping will be contained in the diked secondary containment area. The area where a delivery truck parks is immediately alongside the containment area. This area is paved but drains to the east-southeast into an agricultural field. The potential size of such a release is discussed within this Plan at 40 CFR 112.7 (a)(3)(iii). There is no catch basin, pond or lagoon for a spill in the undiked area.

## **Bulk Storage Containers**

### **40 CFR 112.8 (c)(1)**

---

The five tanks at the site are constructed of steel, an appropriate material for storing petroleum under the variable climate temperatures. The tank system is designed not to add pressure to the tank other than from the petroleum contained therein.

**Capacity of the Secondary Containment Area**  
**40 CFR 112.8 (c) (2)**

---

The secondary containment area must have the capacity to contain the entire volume of the largest tank. This is addressed within this Plan at 40 CFR 112.7(a)(3)(iii).

**Method to Address Precipitation within the Secondary Containment**  
**40 CFR 112.8 (c) (3)**

---

This is addressed within this Plan at 40 CFR 112.7(a)(3)(iii).

**Cathodically Protected Metal Underground Storage Tanks**  
**40 CFR 112.8 (c) (4) and (5)**

---

There are no underground storage tanks at this site.

**Periodically Test the Integrity of Aboveground Tanks**  
**40 CFR 112.8 (c) (6)**

---

This is addressed within this Plan at 40 CFR 112.7(e).

**Leakage From Heating Coils**  
**40 CFR 112.8 (c) (7)**

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Heating coils are not in use at this facility.

**Update or Engineer containers to avoid discharge**  
**40 CFR 112.8 (c) (8)**

---

██████████ uses an automatic tank gauge system consisting of a tank probe and an audible alarm. Once 90% of the tank's capacity is reached, an alarm sounds notifying the delivery driver to cease the delivery to the particular tank.

**Observe effluent treatment**  
**40 CFR 112.8 (c) (9)**

---

██████████ does not use an effluent treatment system.

**Promptly address visible discharge**  
**40 CFR 112.8 (c) (10)**

---

This is addressed within this Plan at 40 CFR 112.7 (e).

**Mobile or Portable Storage Containers**  
**40 CFR 112.8 (c) (11)**

---

██████████ utilizes a 1,000-gallon kerosene tank contained within its own secondary containment steel box. This is addressed within this Plan at 40 CFR 112.7(a)(3)(iii).

**Facility transfer operations**  
**40 CFR 112.8 (d) (1), (2), (3), (4) and (5)**

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These items are addressed within this Plan at 40 CFR 112.7(a)(3) (iii)

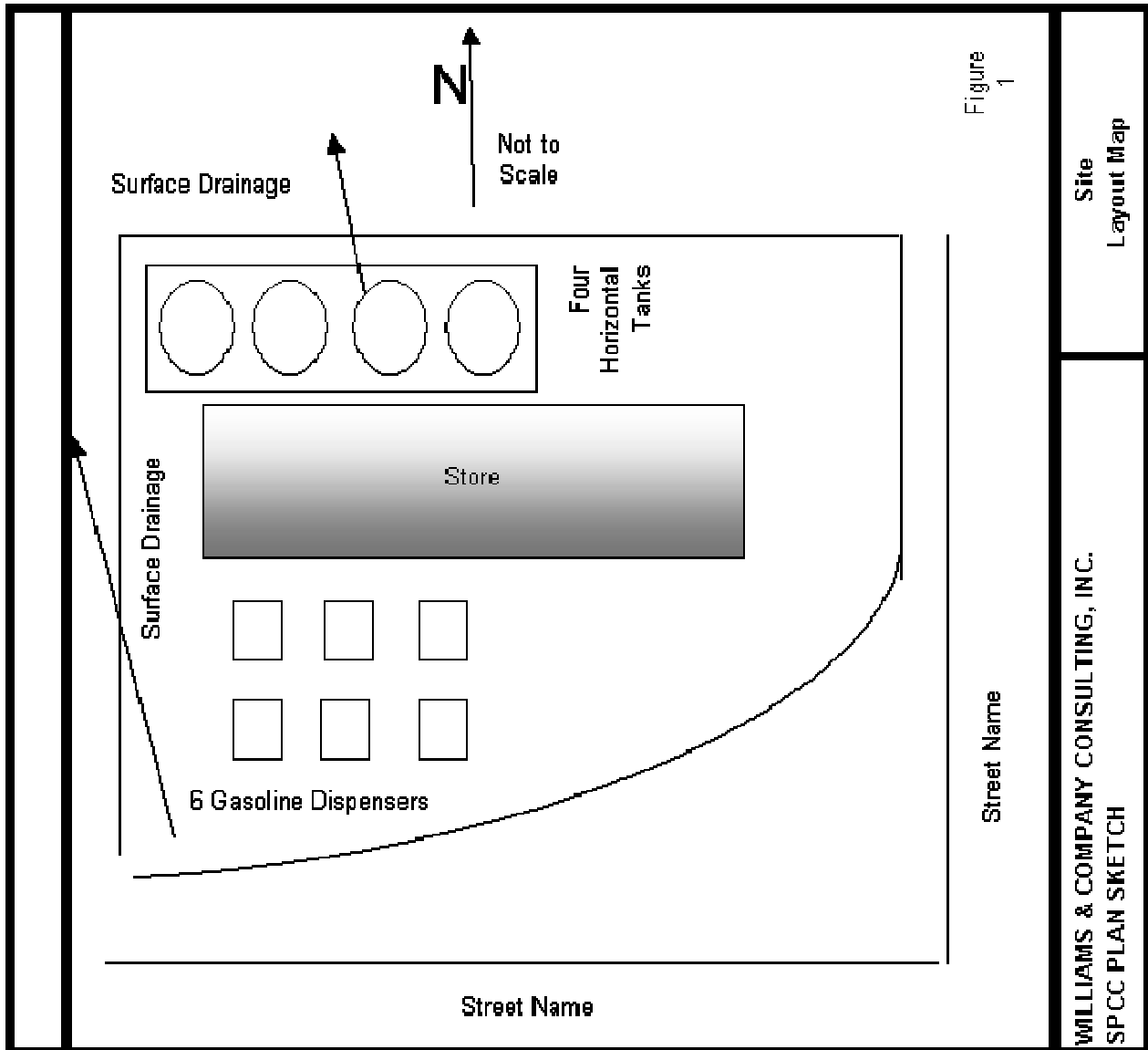
# APPENDICES

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- B. Tank & Piping Inspection Checklist
- C. Secondary Containment Area & Inspection Checklist
- D. Secondary Containment Drainage Report
- E. Response Equipment Inspection
- F. Spill Response Notification Form
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- H. Emergency Response Contractors
- I. Personnel Response Training
- J. Discharge Prevention Meetings
- K. Reviews & Engineer Certified Amendments

# Appendix A: *Site Sketch*

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Site  
Layout Map

WILLIAMS & COMPANY CONSULTING, INC.  
SPCC PLAN SKETCH

# Appendix B:

## ***Tank & Piping Inspection Checklist***

---



**Appendix C:**

***Secondary Containment Area***

**&**

***Inspection Checklist***

---

ST

## Calculating the Volume of Containment Dike

*Calculation for kerosene tank*

### Step 1. Gross Volume of Containment Area.

Containment Wall

Length	15.00 ft.
Width	11.00 ft.
Height	<u>3.00 ft.</u>
	495.00 ft. <sup>3</sup>

### Step 2. Containment Area to Gallons

495.00 ft.<sup>3</sup> = 3,702.32 gallons

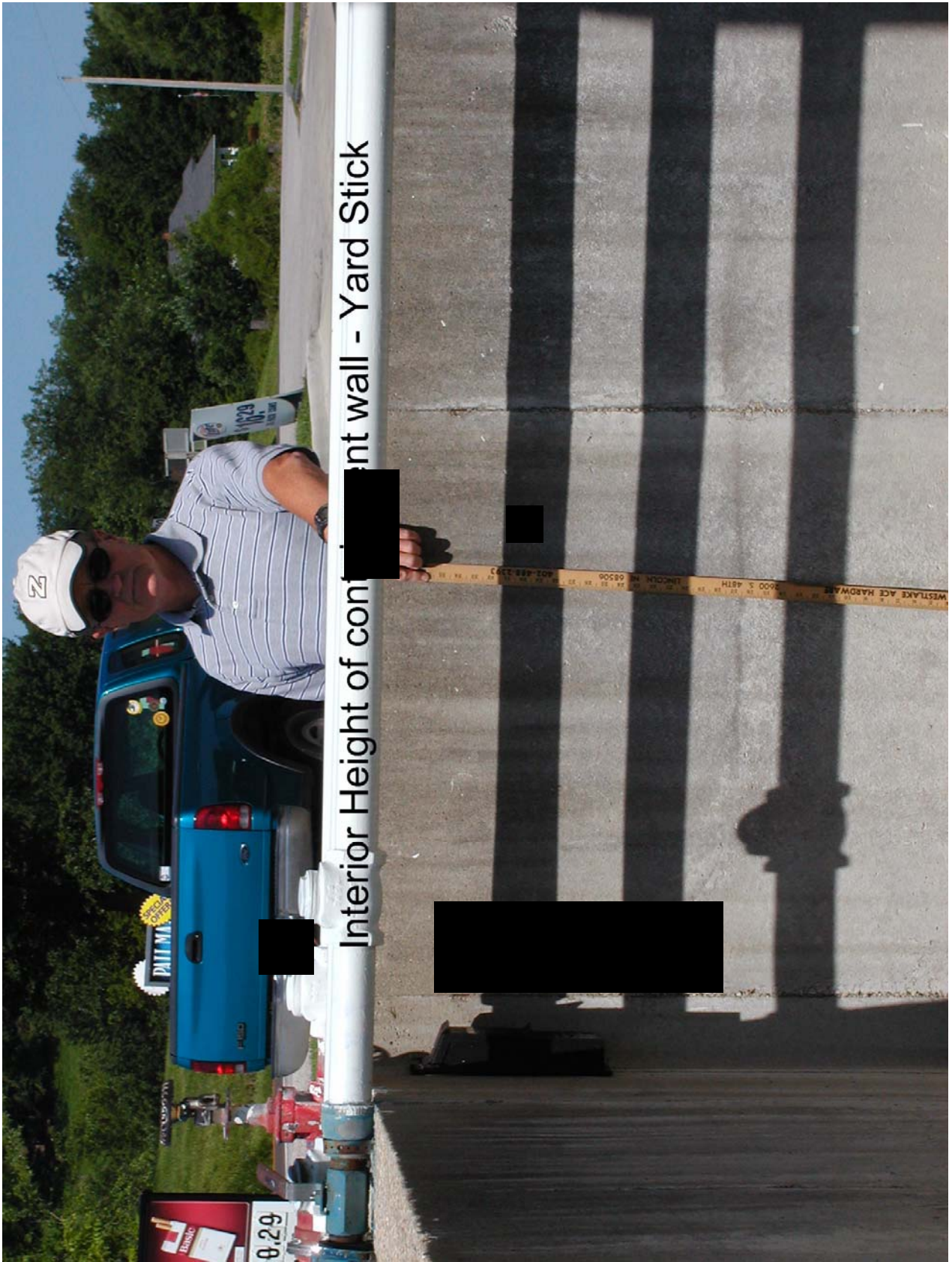
### Step 3. Minimum Dike Requirement

Tank volume in gallons:	3,000.00
	<u>110%</u>
	3,300.00 gallons

### Step 4: Compare the Results

Containment area is volume sufficient to contain the contents of the largest tank.

**TRUE**





**Appendix D:**

***Secondary Containment Drainage***

***Report***

---



# Appendix E:

## *Response Equipment Inspection*

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# Appendix F:

## *Spill Response Notification Form*

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# SPILL RESPONSE NOTIFICATION FORM

Reporter's Name: \_\_\_\_\_ Reporter's Title: \_\_\_\_\_

Company: \_\_\_\_\_

Organization Type: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_

Were materials discharged? Yes No

Meeting with Federal Obligations to Report? Yes No Date Called: \_\_\_\_\_

Calling for Responsible Party? Yes No Time Called: \_\_\_\_\_

## Incident Description

Source and/or Cause of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM PM

Incident Address/Location: \_\_\_\_\_

Nearest City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Container Type: \_\_\_\_\_ Tank Oil Storage Capacity: \_\_\_\_\_ Units of Measure: \_\_\_\_\_

Facility Oil Storage Capacity: \_\_\_\_\_ Units of Measure: \_\_\_\_\_

## Material

Material	Discharged quantity

**Response Action**

Actions Taken to Correct, Control or Mitigate Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Impact**

Number of Injuries: \_\_\_\_\_ Number of Deaths: \_\_\_\_\_  
Were there Evacuations? \_\_\_\_\_ Number Evacuated: \_\_\_\_\_  
Was there any damage? Yes No Damage in Dollars (approximate): \_\_\_\_\_  
Medium Affected: \_\_\_\_\_  
Description: \_\_\_\_\_  
More Information about Medium: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information**

Any information about the incident not recorded elsewhere in the report? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Caller Notifications**

EPA? Yes No USCG? Yes No State? Yes No  
Other? Yes No Describe: \_\_\_\_\_

# Appendix G:

## ***Emergency Notification Phone List***

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# EMERGENCY NOTIFICATION PHONE LIST

Reporter's Name: \_\_\_\_\_ Reporter's Title: \_\_\_\_\_

Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Facility Identification # \_\_\_\_\_

Owner Name: \_\_\_\_\_

Date and Time of each NRC Notification: \_\_\_\_\_

	ORGANIZATION	PHONE NUMBER	EVENING PHONE	PAGER
1	██████████	██████████		
2	<b>Company Response Team</b> ██████████	██████████		
3	<b>National Response Center (NRC)</b>	(800) 424-8802		
4	<b>EPA – Region VII</b>	(913) 281-0991		
5	<b>State of Missouri Response Commission</b>	(573) 634-2436		
6	<b>Local Response Team</b> - Local Police - Fire Department - Medical Emergency	911		
7	██████████ ██████████	██████████ ██████████		

When you call the contacts above be prepared to provide details when asked about the following:

1. The exact address of the facility:  
██
2. Phone number of the facility: ██████████
3. Any injuries at the facility.
4. Date and time of the discharge / spill.
5. The type of fuel discharged or spilled.
6. Estimates of the quantity of material discharged / spilled.
7. The source of the discharge / spill (pipe, tank, truck).
8. Whether the discharge / spill is on soil, pavement, or ran into the street or a waterway.
9. Actions taken to contain the discharge / spill.

# **Appendix H:**

## ***Emergency Response Contractors***

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# EMERGENCY RESPONSE CONTRACTORS

*Date of Last Update:* \_\_\_\_\_

	Contractor	Phone	Response Time	Contract Responsibility <sup>1</sup>
1				
2				
3				
4				
5				
6				
7				
8				

<sup>1</sup> Include evidence of contracts/agreements with response contractors to ensure the availability of personnel and response equipment.

# Appendix I:

## *Personnel Response Training*

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# Appendix J:

## *Discharge Prevention Meetings*

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# **Appendix K:**

## ***Reviews***

**&**

## ***Engineer Certified Amendments***

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