



SPILL PREVENTION AND RESPONSE PROCEDURES CHECKLIST

The spill prevention and response procedures should clearly identify ways to reduce the chance of spills, stop the source of spills, contain and clean up spills, dispose of materials contaminated by spills, and train personnel responsible for spill prevention and response. The procedures should include the following components:

- ✓ Personnel responsible for implementing the plan in the event of a spill
 - Include names, titles, and contact information (phone numbers)
- ✓ A complete chemical inventory of the site/facility
- ✓ A description of existing or planned spill prevention equipment (e.g. leak detection devices) and structures (e.g. dikes) appropriate to the substances identified in the inventory.
- ✓ A procedure for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies
 - Identify the specific personnel, emergency responders, and regulatory agencies to be notified. Include phone numbers. This should include local authorities and the DEQ. The EPA and the National Spill Response Center should be included if appropriate. Include contact information for the emergency response/remediation company or contractor to be utilized in the event of a spill. Identify the person or persons responsible for making the notifications.
- ✓ A procedure for the immediate containment and cleanup of spills and the proper disposal of each type of waste identified in the site inventory.
 - Identify the personnel responsible for containment and cleanup activities. Identify the waste disposal company or site that will be used for any controlled waste that must be disposed of. (A mere statement that all state and federal rules will be followed is not acceptable)
- ✓ A list of all types of equipment to be used to adequately contain and clean up each type of spill, including spill containment and cleanup kits. Identify the location where the equipment will be kept and the personnel that have direct access to it. For example, if it's in a locked building, identify the person who has the key.
- ✓ An outline of the training program for employees and subcontractors that addresses procedures to deal with spills and leaks at the site.

NOTE

If sites/facilities are subject to 40 CFR Part 112 regulations that require Spill Prevention, Control, and Countermeasure (SPCC) plans for their aboveground and underground storage tanks, their SWPPPs should refer to the SPCC plan.

REFERENCES

1. USEPA, 1999. *Stormwater Management Fact Sheet Spill Prevention Planning*. EPA 832-F-99-071
2. USEPA, 2007. *Developing Your Stormwater Pollution Prevention Plan – A Guide for Construction Sites*. EPA 833-R-060-04
3. USEPA, 2009. *Developing Your Stormwater Pollution Prevention Plan – A Guide for Industrial Operators*. EPA 833-B-09-002