

Spill Prevention and Control Plan for

Facility Name

Facility Address

Telephone Number

Date Prepared

I hereby certify that the information contained in this plan is complete and correct to the best of my knowledge.

Facility Owner or Operator _____ Date _____

This facility is located in a Wellfield Protection Zone. The information contained herein is submitted in accordance with the requirements for an emergency plan as required in Article XIII, Sec. 27-379(b)(1)d of the Natural Resource Protection Code. The purpose of the emergency plan is to describe the regulated substances that are stored, handled, used or produced at the facility, the industrial practices that are followed at the facility, the design and equipment that are available at the facility to minimize the possibility of regulated substance discharges and the procedures that will be followed in the event of a discharge to control and collect all discharged regulated substances in such a manner as to prevent the substances from reaching the public drinking water supply.

The owner or operator of this facility will review and evaluate this Spill Prevention and Control Plan every twelve months.

Revisions to this plan will be completed within three months of any commencement of construction, closure or alteration of any facility or alteration of the operating procedures at that facility that may cause or be a source of pollution, or that may eliminate, reduce or control pollution of the ground, groundwater or surface water.

Changes requiring amendment to this plan include, but are not limited to the following conditions:

- the facility permit is revised;
- the plan fails in an emergency;
- the facility changes in its design, construction, operation, maintenance, or other circumstances in a way that materially increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes in the response necessary in any emergency;
- the list of emergency coordinators changes;
- tanks are commissioned or decommissioned; tanks are replaced, reconstructed, or moved;
- secondary containment structures are constructed or demolished;

- standard operation or maintenance procedures at the facility are revised;
- to include more effective prevention and control technology if such technology will significantly reduce the likelihood of a spill event from the facility and if such technology has been field proven at the time of the review.

Records regarding all aspects of this emergency plan will be retained by the facility owner for a period of five years.

This plan is to be used as a supplement for the business's Spill Contingency and Countermeasures Plan and does not contain all the information necessary to respond to a chemical discharge. A supplemental plan to deal with natural disasters such as fire, flooding, bomb threats and hurricanes should also be prepared and training in that plan should be provided to the management and employees. Based on the nature of the business a Spill Prevention, Control, and Countermeasures Plan (40 CFR 112.7), Hazardous Waste Contingency Plan (40 CFR 265 Subpart D) and Hazardous Waste Operations Emergency Response Plan (29 CFR 1920.120) may be required.

TABLE OF CONTENTS

1.	Detecting a Chemical Discharge	5
2.	Response to the Event of a Chemical Discharge.....	5
3.	Emergency Contact Directory	10
4.	General Facility Information	11
5.	Location Map	12
6.	Site Plan	12
7.	Inventory of Regulated Substances.	12
8.	Summary of Material Safety Data Sheet Information	13
9.	Description of Activities Involving Chemicals.	13
10.	Description of Hazardous Material Storage and Process Areas.	13
11.	Description of Daily Monitoring Procedures.	13
12.	Emergency Collection Devices.	14
13.	Inspection and Maintenance of Emergency Collection Devices..... and Constraints	14
14.	Training.....	15
15.	Groundwater Monitoring Wells.....	15
16.	Groundwater Analyses.....	15
17.	Raw Water Analyses.	16
18.	Reporting Discharges.	16
19.	Security.....	16

Appendices

A.	Location Map	17
B.	Site Plan	18
C.	Inventory of Regulated Substances.	19
D.	Summary of Material Safety Data Sheet Information	20
E.	Description of Activities Involving Chemicals.	21
F.	Description of Hazardous Material Storage and Process Areas.	22
G.	Well Completion Reports	23

Forms Provided for Your Use Only and Are Not Required for this Plan

H.	Employee Training	24
I.	Daily Monitoring Record	25
J.	Laboratory Letter	26
K.	Utility Letter	27
L.	Discharge Report	28

1. Detecting a Chemical Discharge

There are many indicators that a chemical discharge might have occurred. These indicators include visible leaks, drips and stains, odors, eye / nose / throat irritations, dizziness, blurred vision, observation of spilled liquids, vapor clouds, alarms sounding, smoke, fire, loss from a storage tank system, a positive response of release detection devices or methods, an inconclusive tightness, pressure, or breach of an integrity test, inspection results indicating perforations, corrosion holes, weld failures, or other similar defects, unusual operating conditions such as the erratic behavior of product dispensing equipment, the sudden loss of a product from the storage tank systems, or any unexplained presence of water in the tank, the results of analytical or field tests of surface water, groundwater, or soils indicating the presence of contamination, the observation of free product or sheen in surface water, groundwater, soils, sewers, and utility lines and the presence of stained soils.

When a chemical discharge is detected, follow Item 2 (see below) of this Emergency Plan.

2. Response to the Event of a Chemical Discharge

A. Care for the injured and evacuate personnel

1. Call 911 if any employees are injured.

2. Provide emergency medical treatment. In the event of a response at the facility, contractors will be used to handle decontamination of equipment and personnel. However, if the normal work clothing of facility personnel becomes contaminated at the onset of a release, the contaminated personnel should:

Remove the contaminated clothing immediately.

Shower with soap and water as soon as possible.

See a physician as soon as possible, and be sure to provide Material Safety Data Sheets to anyone treating the affected persons.

The local Fire and Police departments will coordinate with the local emergency medical service (EMS) to provide emergency medical treatment and transportation.

Name of Nearest Hospital: _____

Directions to that Hospital: _____

3. Evacuate all non essential workers from the immediate area of the chemical release. The immediate area of the release where adverse health effects may exist should only be entered by trained personnel who are wearing the required protective equipment, using approved cleanup equipment and possessing specific knowledge of the problem or situation under monitored conditions.

Evacuation Area: If it becomes necessary to evacuate the facility due to imminent danger, the employees and all visitors are to proceed immediately to: _____

if it is safe to do so. At which time all employees and visitors will be accounted for by the person designated by the Emergency Coordinator. All employees and visitors will remain in this area until directed otherwise by the person designated by the Emergency Coordinator. Employees and visitors should follow the instructions from the person designated by the Emergency Coordinator or from such civil authorities that are on the scene.

B. Assess and Evaluate the Situation.

Under the direction of the Emergency Coordinator and Environmental Contractor the situation should be assessed and evaluated. The following are some of the concerns that should be considered in the assessment and evaluation.

1. What is the source of the release?
2. What are the size and nature of the release?
3. What are the chemicals that were spilled? Use the Material Safety Data Sheets to identify the nature and severity of the potential for existing life safety hazards.
4. What is the extent of the affected area?
5. What is the chemical concentration present? Chemical analyses may be required.
6. Is there a danger of a flammability hazard?
7. Is there a danger of an explosion hazard?
8. Are there hazards to human health?
9. Are there hazards to the environment?
10. What are the wind direction and velocity?
11. What are the surrounding topography and adjacent exposures?
12. Have the conditions that caused the discharge stopped? If not, how can the source of the discharge be stopped?
13. Is the chemical containment working? Is its structural stability intact?
14. Is a visible vapor cloud present?
15. Are the emergency shutdown systems operational?
16. Are exhaust systems operational and functioning properly?
17. Does runoff pose a danger to the response team or employees?
18. Are all employees protected from chemical exposures?
19. Is there a risk to personnel intervening directly in the emergency?

20. Are the employees and equipment available and sufficient to control the chemicals discharged?

If the incident appears to have the potential to cause minimal danger to life and property or the incident can be resolved by the Environmental Coordinator and on-site workers, the incident should be reported to the County environmental agency.

If the incident appears to have the potential to cause moderate danger to life and property and the problem is currently limited to the facility property, but does have the potential for migrating off site and affecting employee/public health, safety and the environment, the designated environmental contractor and fire department hazardous materials team should be called. Notifications should be given to State and County environmental agencies (see Page 10).

If the incident appears to have the potential to cause extreme danger to life, property and the environment and the problem goes beyond the facility property and may directly impact the public/employee health, safety and the environment or a large geographic area for an extended period of time, the environmental contractor and fire department hazardous materials team should be called. Notifications should be given to Federal, State and County environmental agencies.

C. Call for Assistance. Do not delay in requesting additional assistance if conditions appear to be deteriorating.

1. Contact the Emergency Coordinator. See the Emergency Contact Directory below. The Emergency Coordinator is a management level person from the business with the authority to assemble the employees' response team who is trained to respond to chemical spills, make notifications, initiate cleanup activities, commit the necessary resources during an emergency and ensure the proper disposal of wastes. The Emergency Coordinator or designee can always be reached 24 hours a day.

2. Contact the fire department and police department as appropriate: See the Emergency Contact Directory below. The fire department is knowledgeable of the types of chemicals and wastes on-site and the potential hazards. The fire department, who will be the on-scene coordinator in an emergency, is staffed with properly trained members to handle chemical disasters (i.e., Hazardous Material Team).

3. Contact your designated environmental contractor: See the Emergency Contact Directory below. The contractor should be able to stabilize the situation using their own equipment.

4. Report the discharge to the Broward County Public Works and Environmental Services Department: See the Emergency Contact Directory below.

5. Make all proper and prompt notifications to State and Federal regulatory authorities as appropriate. See the Emergency Contact Directory below.

D. Contain and control the chemical discharge.

1. Implement immediate control or countermeasures. Employees who have received appropriate training may respond for the purpose of protecting nearby persons, property or the environment from the effects of the release. Their only response will be defensive in nature without actually attempting to approach the point of discharge to stop it.

a. Utilize emergency collection devices and diking materials to preclude movement of the hazardous materials from one area to the next. Contain and isolate the spill. Monitor the containment for effectiveness.

b. Prevent all spilled material from reaching a surface water body, ditch and any storm or sanitary drains or the ground. Cover nearby storm drains. Erect berms to prevent potential run off from reaching drains.

c. Coordinate activities with the designated environmental contractor, fire department and regulatory agencies. Employees should not engage in any activity that would present an actual or potential inhalation hazard from the discharged material, which would require the use of respiratory protection. The environmental contractor is responsible for controlling the source of the incident and remediating the discharge.

d. Use an explosimeter and other air sampling equipment to assure areas are safe to enter for continued response operations.

e. Prevent fires, explosions and releases from spreading to other areas of the facility by stopping processes and operations, collecting and containing released product, removing or isolating containers and treating, storing and disposing of a product incompatible with the released material away from the released material.

E. Clean up the contamination including waters, soils and wastes.

1. Implement your Spill Prevention, Control, and Countermeasures Plan to provide proper management and disposal of recovered wastes, contaminated soil or other debris, and any contaminated surface or groundwater, in

coordination with the County and State environmental regulatory agencies. The cleanup should include buildings, machinery, tools, tanks, containers, soils, liquids, etc. comprising the facility and the disposal of all materials contaminated with hazardous materials in a proper manner in accordance with applicable regulations.

3. Emergency Contact Directory

Contact	Person	24-hour Telephone
Medical/Ambulance		911
Emergency Coordinator		
Business Owner		
Business Manager		
Designated Daily Monitoring Personnel		
Environmental Contractor		
Police Department (call If civilian population require evacuation)		
Fire Department		
Broward County Environmental Permitting Division		(954) 519-1483
CHEMTREC (chemical information)		(800) 424-9300
Florida State Warning Point		(850) 413-9911
Florida Department of Environmental Protection		(561) 433-2650
National Response Center (notify if there is a threat to human health or the environment)		(800) 424-8802

4. General Facility Information

Facility's Name: _____

Facility's Address: _____

Facility's Telephone: _____

Facility's FAX: _____

Latitude and Longitude: _____

Standard Industrial Classification (SIC) Code: _____

Owner's Name: _____

Owner's Address: _____

Owner's Telephone: _____

Manager's Name: _____

Manager's Address: _____

Manager's Telephone: _____

Description of Type of Business and Current Operation: _____

Wastewater is handled at the facility by:

____Septic Tank, ____Sanitary Sewer, ____Other_____

Describe

Drainage for the site is handled by:

____Storm Drain, ____French Drain, ____Dry Retention, ____Other

5. Location Map

A location map showing the location of the facility, adjacent properties and street names can be found in Appendix A.

6. Site Plan

The site plan showing the layout of the facility can be found in Appendix B. The site plan and a description of the containment are required as part of the Hazardous Material Wellfield License Application (Article XIII, Sec. 27-382(b)(4) of the Natural Resource Protection Code). At a minimum the plan should be a neatly drawn sketch map. The following information should be labeled on the plan.

- A. The name and address of the facility.
- B. An arrow showing the north direction.
- C. A scale (e.g., 1 inch equals 100 feet) or the site plan should be drawn to a dimension.
- D. The names of streets that border the facility.
- E. The location of areas where regulated substances are stored, handled, used or produced. Each area should be labeled with the names of the regulated substances stored, handled, used or produced in that area and the type of containment in which they are stored.
- F. The location of emergency collection devices including fire extinguishers and fire hydrants.
- G. The location of the monitoring well(s).
- H. The location of the storm drains.

7. Inventory of Regulated Substances

The Inventory of Regulated Substances form is found in Appendix C. It is a table that shows all the regulated substances stored, handled, used and produced at this facility. The instructions for filling out the table are also found in Appendix C.

8. Summary of Material Safety Data Sheet Information

Material Safety Data Sheets for all chemicals stored, handled, used or produced at the facility should be maintained in the workplace. This information should be available to all employees.

A table summarizing all the chemicals at the facility, the hazards they pose to workers and appropriate emergency response procedures are found in Appendix D. Information to complete the table was collected from the Material Safety Data Sheets.

9. Description of Activities Involving Chemicals

The table in Appendix E describes all the activities at the facility that involve storing, handling, using and producing chemicals.

10. Description of Hazardous Material Storage and Process Areas.

The table in Appendix F describes all the areas where hazardous materials are stored and processed. Containment of the hazardous materials used in the storage and process areas are of adequate size to provide not less than one hundred (100) percent containment for any spill.

11. Description of Daily Monitoring Procedures

The following are the procedures used to perform a daily inspection of the areas of the facility where regulated substances are stored, handled, used or produced. This procedure should insure that leakage of these substances will be found within one (1) business day. Appendix G is a copy of the daily monitoring log form that will be used to monitor the storage and handling areas. The designated monitoring person listed in Table 1 should on a daily basis, five (5) times per week, check for breakage or leakage of any container containing regulated substances. Daily monitoring records will be kept and made available to the county inspector at any reasonable time for examination.

12. Emergency Collection Devices

A description of the emergency collection devices should be provided in the space below. The description should include all devices labeled on the Site Plan (see Item 5f). Vacuum suction devices or absorbent scavenger materials should be present on the site in sufficient magnitude so as to control and collect the total quantity of hazardous materials present. Emergency containers should be present of such capacity as to hold the total quantity of hazardous materials plus absorbent material.

13. Inspection and Maintenance of Emergency Collection Devices and Containment

Proper and adequate regular maintenance and inspections of containment and emergency equipment are necessary to keep the containment sound and the equipment in working order. At a minimum, inspections should be done quarterly. A description of the inspection procedures and maintenance procedures for emergency collection devices and containment should be provided in the space below. Inspections should also examine equipment malfunctions, structural deterioration and potential discharge that could cause adverse effects to the environment or threaten human health. The description should include the frequency of inspections, frequency of maintenance and the maintenance procedures for all devices and containment labeled on the Site Plan (see Item 5f). Such logs and records will be available for inspection by the county inspector.

14. Training

It is the licensee's responsibility to require that all facility personnel will successfully complete a program of classroom instructions and/or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with this plan. The training should include training in the elements of this plan, how to recognize potential emergencies and in how to act to prevent them, proper handling and storage of all hazardous materials used at the facility and the use of emergency collection devices at the facility. Training in HAZWOPER, CPR and first aid and the use of fire extinguishers is recommended but not required.

Training should be given once a year and updates should be provided when new procedures and equipment are introduced at the facility. A record of the name of each employee and the date they completed the training should be kept at the facility for three years after the employee's last work day or until the facility is closed. The employee training form is found in Appendix H.

15. Groundwater Monitoring Wells

In Appendix I provide well completion reports for each monitoring well constructed on the property. One (1) or more groundwater monitoring wells should be installed at the expense of the licensed facility in a manner approved by the county.

16. Groundwater Analyses

The facility owner is responsible for making arrangements for certified quarterly analyses of regulated substances. Appendix J contains a letter from the certified laboratory confirming those arrangements.

Certified analytical results of the quantity present in each monitoring well for each of the regulated substances listed in the facility's license will be filed with the county by the fifteenth day of the month following each quarter.

17. Raw Water Analyses

The facility owner is responsible for providing evidence of arrangements made with the public utility for quarterly sampling analysis of the raw water from the potable water well. Appendix K contains a letter from the utility confirming those arrangements.

18. Reporting Discharges

The facility owner is required to report discharges to the local environmental regulatory agency.

In the event of an unauthorized release of a hazardous material or the discovery of contamination to the environment in an amount that is above the amount required for a reportable spill in Article XIII, Appendix A of the Broward County Natural Resource Protection Code or the reportable quantity threshold as defined in Article XII of that Code, or the discovery of the presence of any contaminant in the air, waters, soils or other natural resource of Broward County at a level which exceeds any applicable federal, state or local regulatory cleanup target level or for which the Broward County Public Works and Environmental Services Department (PWESD) has determined poses an actual threat or potential risk to water supplies, the environment or to health and safety, the facility owner is responsible to immediately notify PWESD of the situation by telephone.

In addition to the immediate notification, written notification to PWESD must be provided within five (5) calendar days of the discovery of the discharge. Written notification can be made on the form in Appendix L.

19. Security

Security should be maintained at the facility using one or more of the following processes: 24-hour monitoring, seven days a week; staffed security stations at all entrances; chain link fences; locks; surveillance and warning signs.

Appendix A

Location Map

Appendix B

Site Plan

Inventory of Regulated SubstancesSubmitted for the ____ 1st ____ 2nd ____ 3rd ____ 4th Quarter of 20____

Facility Name: _____ License Number: _____

Facility Address: _____

Chemical Name	Quantity Present	Regulated Substances

The undersigned certifies that the statements made in this inventory are correct and complete to his or her knowledge and belief, and understands that false or misleading statements may result in denial or revocation of a license and/or civil action including assessment of a civil penalty as prescribed in Chapter 27 of the Broward County Code of Ordinances.

Authorized Representative's Name _____ Signature _____
(Print)

Title _____

Date _____

Appendix D

Summary of Material Safety Data Sheet Information

Chemical	Hazard	Special Precautions	Emergency Response

Instructions for filling out the Summary of Material Safety Data Sheet Information table:

1. In the "Chemical" column list the chemical or trade name for all chemicals stored, handled, used or produced at the facility.
2. In the "Hazard" column list the hazards of the material (e.g., toxic by inhalation, corrosive, flammable).
3. In the "Special Precautions" column list the special precautions that should be taken for each chemical (e.g., keep away from flames and sparks, keep away from acids and oxidizers).
4. In the "Emergency Response" column identify specific neutralizing agents, (e.g., extinguishing agents, absorbent materials, protective clothing, and any other appropriate materials and equipment to be used).

Appendix E

Description of Activities Involving Chemicals

Activity	Chemical Name	S,H,U,P	Quantity

Instructions for filling out the Description of Activities table.

1. Describe each activity at the facility in which regulated substances are stored, handled, used or produced in the column labeled "activity"(e.g., stored in above ground tank northeast of the maintenance building).
2. Write the name of each regulated substances associated with that activity in the column labeled "chemical name."
3. For each activity designate whether the chemical is stored, handled, used or produced in the S,H,U,P column. You may use more than one symbol to describe the activity. S=stored, H=handled, U=used, P=produced.
4. Record the quantity of each chemical used in the activity and the units (e.g., 35 lbs. or 50 gal.)

Appendix F

Description of Hazardous Material Storage and Process Areas

Description of Containment/Storage/Process Areas and their locations	Chemicals

Instructions for filling out the Daily Monitoring Record:

1. Every week fill out a new Daily Monitoring Record.
2. Fill in the facility name, facility address and the monitoring period at the top of the form.
3. Write a descriptor (the name or location) for each containment/storage area and list the chemicals stored in that area in the left column.
4. Check each containment/storage area every work day. If no leaks are detected on that day, write "N" in the corresponding box. If a leak is detected on that day, write "Y" in the corresponding box.
5. Initial and date the record every day.
6. Write comments in the right column. Comments could describe the leak, the estimated amount of discharge, the chemical discharged, the date and time the leak was repaired.

Well Completion Reports

Appendix H (form provided for your use only)

Employee Training

Employee Name	The Elements of the Emergency Plan	Proper Handling and Storage	Recognizing potential emergencies and how to prevent them	Use of Emergency Collection Devices

Instructions for filling out the Employee Training Record:

Fill the name of all employees in the left-hand column, one name per line.
Fill in the date the training was completed in the appropriate box.

Appendix I (form provided for your use only)

Daily Monitoring Record

Facility Name: _____

Facility Address: _____

Monitoring Period: from _____ through _____
Start Date End Date

Description of Containment/Storage Area	M	T	W	Th	F	Initials	Comments

Instructions for filling out the Daily Monitoring Record:

1. Every week fill out a new Daily Monitoring Record.
2. Fill in the facility name, facility address and the monitoring period at the top of the form.
3. Write a descriptor (the name or location) for each containment/storage area and list the chemicals stored in that area in the left column.
4. Check each containment/storage area every work day. If no leaks are detected on that day, write "N" in the corresponding box. If a leak is detected on that day, write "Y" in the corresponding box.
5. Initial and date the record every day.
6. Write comments in the right column. Comments could describe the leak, the estimated amount of discharge, the chemical discharged, the date and time the leak was repaired.

Appendix J (form provided for your use only)

Laboratory Letter

Date: _____

ABC Laboratory, Inc.
11111 Green Street
Coral Springs, FL 33326

Mr. John Smith
XYZ Company
123 Maple Street
Ft. Lauderdale, FL 33301

RE: Approval to Perform Laboratory Analyses

Dear Mr. Smith:

This correspondence confirms that our laboratory has been selected to perform quarterly sampling and analyses of the monitoring well at your facility located at _____. Our laboratory is currently certified by _____ to perform the sampling and analysis of groundwater. Our certification number is _____.

We understand that the monitoring well will be sampled and analyzed for the following EPA Methods _____.

Thank you for selecting our company.

Sincerely,

Bob Jones, President
ABC Laboratory, Inc.

Appendix K (form provided for your use only)

Utility Letter

Date: _____

City of Ft. Lauderdale Utilities Department
111 Blue Street
Ft. Lauderdale, FL 33006

Mr. John Smith
XYZ Company
123 Maple Street
Ft. Lauderdale, FL 33301

RE: Approval to Perform Laboratory Analyses

Dear Mr. Smith:

Based on information you provided we understand that your facility at _____ stores, handles, uses or produces regulated substances and the facility is in wellfield protection zone 2 of our public wellfield. You reported to us that the following regulated substances are stored, handled used or produced at your facility _____.

Article XIII, Sec. 379(b)(2) of the Natural Resource Protection Code requires us to collect and analyze quarterly samples of the municipal raw water for all regulated substances in wellfield protection zone 2. We will include the chemicals you reported in our sampling plan. We will report the results to the Broward County Public Works and Environmental Services Department, as required.

In the event that your inventory of regulated substances changes, please let us know so that we can revise our sampling plan.

Sincerely,

Dave Stevens, Utility Director
City of Ft. Lauderdale Utilities Department

Appendix L (form provided for your use only)

Discharge Report

Facility Name: _____ License Number: _____

Facility Address: _____

Date of the discharge: _____

Names of chemicals discharged: _____

Quantities of chemicals discharged: _____

Location of the release: _____

Extent of the affected area: _____

Description of the incident that caused the release or discovery: _____

Description of the actions taken to stabilize the situation: _____

Were you successful in controlling the source of the incident? ____yes ____no

Did any of the spilled material reach any storm or sanitary
drains or the ground? ____yes ____no

Have the conditions that caused the discharge ceased? ____yes ____no

Did the chemical containment work effectively? ____yes ____no

Were the emergency collection devices sufficient to control
the discharge? ____yes ____no

Were the employees sufficiently trained to control the
discharge? ____yes ____no

Name the contact personal and organizations who responded to the incident (e.g., fire
department haz mat team, Broward County PWESD, State of Florida
DEP) _____

**Attach any laboratory analyses taken during this incident to this form, if data is
available.**