

Appendix VIII. Spill Prevention, Control and Countermeasure Plan

Frequently Asked Questions

What is a Spill Prevention, Control and Countermeasure (SPCC) Plan?

An SPCC plan is a written document that describes measures one has taken to prevent, contain and clean up oil spills. The term “oil” includes gasoline, diesel, heating oil, and solvents.

Who needs an SPCC Plan?

Any marine facility that has an aggregate above ground petroleum storage capacity greater than 1,320 gallons, or below ground storage capacity greater than 42,000, and where there is a reasonable expectation of a discharge into or upon the navigable waters of the U.S. or adjoining shorelines, must have a Spill Prevention, Control and Countermeasure plan.

Are SPCC plans required by law?

Yes, SPCC plans are required by federal regulation 40 CFR 112 which is implemented by the U.S. Environmental Protection Agency. Like all rules, the SPCC rule is subject to change. Visit epa.gov/emergencies/content/spcc/index.htm for current information.

Can I prepare my own SPCC plan?

In most cases, yes. **The owner or operator of a “qualified facility” as defined below may self-certify his facility’s Plan. A qualified facility is one that meets the following Tier I or Tier II qualified facility criteria:**

If the facility total aboveground oil storage capacity is 10,000 gallons or less...

And in the three years before the SPCC Plan is certified, the facility has had no discharges to navigable waters or adjoining shorelines as described below:

- A single discharge of oil greater than 1,000 gallons, or
- Two discharges of oil each greater than 42 gallons within any 12-month period.

And the facility has:

No individual aboveground oil containers greater than 5,000 gallons **then the facility is a Tier I Qualified Facility:** Complete and self-certify Plan template (Appendix G to 40 CFR part 112) in lieu of a full PE-certified Plan or other self-certified SPCC Plan.

And the facility has:

Any individual aboveground oil container greater than 5,000 gallons **then the facility is a Tier II Qualified Facility:** Prepare a self-certified Plan in accordance with all applicable requirements of §112.7 and subparts B or C of the rule, in lieu of a PE-certified Plan.

Facilities that do not meet Tier I or II criteria must have a professional engineer (P.E.) review and certify the plan. The Clean Marina program developed the following template to assist such facilities. Such facilities should contact the Program office to request an [electronic version](mailto:dmorrow@dnr.state.md.us) of this free template (dmorrow@dnr.state.md.us or 410-260-8773). Marinas actively participating in the Maryland Clean Marina Program may be provided the services of a P.E. at no cost, based on availability of funding. Contact the program office at the number above for more information and approval.

What counts toward storage capacity?

Storage capacity includes the capacity of all containers able to hold 55 gallons or more of petroleum such as tanks, portable tanks, and 55-gallon drums. The capacity of any empty containers that may be used to store oil and are not permanently taken out of service are also counted in a facility’s total storage capacity.

Does the term “oil” include vegetable oil, transformer oil, and other non-petroleum based oil?

Yes. “Oil” is defined in 40 CFR 112.2 as oil of any kind or in any form, including, but not limited to, petroleum, fuel oil, sludge, oil refuse and oil mixed with wastes other than dredge spoil. This definition has been interpreted to include vegetable oil, mineral oil, transformer and other oils.

continued

Who do I give the SPCC plan to?

A copy of the entire SPCC plan must be maintained at the marina if the facility is normally attended at least eight hours per day, or at the nearest field office if the facility is not so attended.

Since a boating facility must be in compliance with all applicable laws and regulations in order to be certified as a Maryland Clean Marina, any facility wishing to be recognized as a Clean Marina and that is subject to the SPCC requirements must submit a copy of its SPCC plan to the Clean Marina office.

The SPCC plan is not required to be filed with the U.S. EPA, but a copy must be available for on-site review by the regional administrator during normal working hours. The SPCC plan must be submitted to the U.S. EPA Region III regional administrator and the Maryland Department of the Environment along with the other information specified in 40 CFR 112.4 if either of the following occurs:

- the facility discharges more than 1,000 U.S. gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single event, or
- the facility discharges oil in excess of 42 gallons in each of two spill events within any twelve month period.

How often must I review the SPCC plan?

The facility owner or operator must review the SPCC plan **at least every five years**. These reviews must be documented. If the marina operator self-certified the SPCC Plan, he or she may self-certify any minor changes and reviews of the plan. If a P.E. certified the plan, then a P.E. must certify the plan again if significant changes are made following a review. Any changes that disqualify the marina from Tier II criteria or which substantially affect the marina's risk for a fuel spill, must be reviewed and certified by a P.E.

When do I have to update the SPCC plan?

The SPCC regulation requires the owner or operator to amend the plan whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's potential to discharge oil. Such amendments must be fully implemented not later than six months after the change occurs. Significant changes to an SPCC plan require the review and approval of a professional engineer.

Spill Prevention, Control and Countermeasure (SPCC) Plan

This template is for use by facilities that do not meet Tier I or Tier II qualifications noted on page A27.

Marina Name: _____

Address: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Certification:

I hereby certify that I have examined the facility, and, being familiar with the provisions of 40 CFR part 112, attest that this SPCC plan has been prepared in accordance with good engineering practices.

This plan has been certified by:

Name of engineer/firm: _____

Address: _____

Date of certification: _____

Engineer's Seal

FACILITY INFORMATION

Facility Name: _____
Mailing Address: _____

Physical address if different: _____

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 facility is located. For example, "This site is located along Broad Creek about 2 miles north of its confluence with the Choptank River at Holland Point. Road access is from. . . . The site is located on Talbot County ADC map 22 (H5). Latitude is ____ and longitude is ____."

FACILITY DESCRIPTION

Acres of land: _____

Place an X beside all that apply.

Facilities and Equipment:

- ___ wet slips, how many? ___
- ___ dry slips, how many? ___
- ___ maintenance buildings, how many? ___
- ___ ships store
- ___ restrooms
- ___ laundry facilities
- ___ offices
- ___ pavilion
- ___ picnic area
- ___ pumpout station
- ___ commercial fuel dock
- ___ non-commercial fuel pump
- ___ travel lift
- ___ hydraulic trailer
- ___ fork lift
- ___ other structures and equipment. Please list:

Services:

- ___ general maintenance
- ___ commissioning
- ___ winterization
- ___ pressure washing
- ___ cleaning and waxing
- ___ engine repair/tuning
- ___ propeller repairs
- ___ oil changes
- ___ parts cleaning
- ___ painting
- ___ blasting
- ___ sanding
- ___ canvas
- ___ rigging
- ___ fiberglass
- ___ blister repair
- ___ carpentry
- ___ air conditioning repair and service
- ___ refrigeration
- ___ electrical
- ___ plumbing
- ___ other services. Please list:

Fixed Storage:

List capacity and contents of each storage container. For example, "One 6,000 gallon above ground tank containing diesel fuel." Be sure to include diesel, gasoline, waste oil, heating oil, kerosene, paint thinner and other solvents.

Total quantity of stored materials:

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:

- Type and amount of oil spilled
- Location, date and time of spill(s)
- 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

Fill in all applicable blanks. Be prepared to show the engineer documentation of flow rates. Your fuel vendor and the manufacturer of your storage and dispensing equipment should be able to provide this documentation.

Potential Event	Volume Released	Spill Rate
Complete failure of a full tank*	___ gallons	instantaneous
Partial failure of a full tank*	1 to ___ gallons	gradual to instantaneous
Tank overflow**	1 to ___ gallons	up to ___ gallons per minute
Leaking during unloading***	up to ___ gallons	up to ___ gallons per minute
Pipe failure****	up to ___ gallons	up to ___ gallons per minute
Leaking pipe or valve****	several ounces to gallons	up to ___ gallons per minute
Fueling operations****	several ounces to gallons	up to ___ gallons per minute
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank.

** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).

*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (e.g., if it was being taken out of service).

**** Calculate based on the specifications of your equipment.

SPILL PREVENTION AND CONTROL

Spill Prevention:

Provide specific descriptions of containment facilities and practices. Include descriptions of items such as double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures and spill response kits. Also, describe how and when employees are trained in proper handling procedures and spill prevention and response 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 a site map of your facility by reference.

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

Identify what equipment would be deployed by whom and in what situation. Also, include phone numbers for response agencies, e.g., U.S. Coast Guard, fire department, spill response contractors, etc. A copy of your spill response plan may be attached as an appendix to this SPCC plan in lieu of completing this section.

FACILITY INSPECTIONS

- A. Name facilities and the frequency with which they are inspected. For example, “The fuel pumps are inspected daily. The materials storage area is inspected monthly.” Name the person who has responsibility to implement preventative maintenance programs, oversee on-site inspections, coordinate employee training, maintain records, update the plan as necessary, and ensure that reports are submitted to the proper authorities.

- B. Include a description of annual comprehensive inspections. For example, “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

Describe record keeping procedures. For example, "Record keeping procedures consist of maintaining all records a minimum of three years. The following items will be kept on file: current SPCC plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites." 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

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	Inspector's Name	Result Pass/Fail	Comments
Oil recycling area	4/27/08	Eric Rose	Pass	No evidence of leakage

EMPLOYEE TRAINING

Employee Training Coordinator: _____

Use this table to record spill prevention and response training.

Name of Employee	Date of Training	Type of Training/Topics Addressed
Carl Bishop	3/26/08	Boom deployment

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	7/21/11	Diesel soaked up with oil absorbent pad. Called U.S. Petroleum to fix fuel dispenser.

APPENDICES

Site map:

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

Sketch out the layout of your marina. The following instructions should guide you step-by-step. 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:		_____
Appendix C:		_____
Appendix D:		_____
Appendix E:		_____
Appendix F:		_____