

## Attachment K: Spill Prevention and Control Plan Checklist and Certification

All applicants for permits to discharge any wastewater must complete and submit this Spill Prevention and Control Plan Checklist and Certification. All applicants for permits to discharge process wastewater must also submit the actual Spill Prevention and Control Plan with this Plan Checklist and Certification.

Review the following plan elements to ensure that each element is included and adequately addressed in your Spill Prevention and Control Plan. A copy of this plan must be maintained on site at all times. Certify that the plan is adequate with respect to each element by inserting your initials in the space provided. For elements which are determined to be not applicable to the facility, please indicate "N/A" next to the element and provide a brief explanation.

Plan Elements	Initial/Not Applicable
<p>1. A copy of the site plan and topographic map, drawn to scale with scale shown, including a north meridian arrow, exactly as prepared in Part VI: Supporting Documents, Attachment D and I-1 of this application.</p>	
<p>2. Supplemental layout drawings must be prepared as necessary to illustrate any item which is not included on the site plan or topographic map including:</p> <ul style="list-style-type: none"> <li>a. A General Layout of the Facility</li> <li>b. Property Boundaries</li> <li>c. Entrance and Exit Routes to/from the Facility</li> <li>d. Areas Occupied by Manufacturing or Commercial Facilities</li> <li>e. Hazardous Materials Process and Storage Areas</li> <li>f. Waste Handling, Storage and Treatment Facilities</li> <li>g. Loading and Unloading Areas</li> <li>h. Direction of Drainage from Hazardous Material and Waste Handling, Storage and Treatment Areas</li> <li>i. Floor Drains, Pipes, and Channels which lead away from Potential Leak or Spill Areas and where these drain to</li> <li>j. Spill Prevention Structures</li> </ul>	
<p>3. A copy of the inventory of toxic and hazardous substances prepared in Part V: Facility or Activity Information, question 4 of this application (DEEP-WPED-APP-100), amended to include <i>all</i> substances which are stored on-site, including oil.</p>	
<p>4. A description of all spill prevention equipment and structures employed including underground seepage protection, cathodic protection of underground tanks, leak detection equipment, liquid level sensing devices, alarms, collision protection, diversionary structures, dikes, berms, sealed drains, etc. All such equipment and structures should be shown or referenced on the layout drawings required by element 2 of this checklist.</p>	

**Attachment K: Spill Prevention and Control Plan Checklist and Certification  
(continued)**

Plan Elements	Initial/Not Applicable
<p>5. A description of each facility used for the storage, collection, transfer, transport, treatment, loading or unloading of the substances listed in the plan as required by element 3 of this checklist and an evaluation of each facility's potential to generate a spill, leak or other unplanned release and the potential magnitude of such a release as related to the containment capacities of the various spill control structures described in the plan required by element 4 of this checklist. The evaluation must demonstrate that good engineering practices are satisfied, including the spill prevention and control requirements of 40 CFR 112, 40 CFR 264 and the General Permit for the Discharge of Stormwater Associated with Industrial Activities, as applicable. At a minimum, the plan should provide that all areas in which chemicals are stored are provided with impermeable containment which will hold at least the volume of the largest chemical container, or 10% of the total volume of all containers in the area, whichever is larger, without overflow from the containment area. In addition, no interior building floor drains shall exist which are connected to any storm drainage system or which may otherwise direct interior floor drainage to exterior surfaces, unless such floor drain connection has been approved and permitted by DEEP.</p>	
<p>6. A description of spill prevention procedures including practices to ensure tanks are not overfilled, chemical transfer procedures, chemical disposal practices, security measures, and operation and maintenance procedures. Descriptions of the type and frequency of inspections and monitoring for leaks or other conditions that could lead to spills shall be included in the plan.</p>	
<p>7. A list of available emergency response equipment at the site including a physical description of such equipment and its location. The location should be indicated on the facility layout required by element 2 of this checklist. The list of equipment should include, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>a. Communication Equipment and Alarms</li> <li>b. Spill Containment and Control Equipment and Tools</li> <li>c. Spilled Material Storage Containers</li> <li>d. Protective Clothing and Respirators</li> <li>e. First Aid Kits</li> <li>f. Decontamination Equipment</li> <li>g. Ventilation Equipment</li> </ul>	

**Attachment K: Spill Prevention and Control Plan Checklist and Certification  
(continued)**

Plan Elements	Initial/Not Applicable
<p>8. A detailed description of procedures to be followed when responding to a spill at the facility. This description should cover the following items:</p> <ul style="list-style-type: none"> <li>a. Notification of Facility Personnel for Responding to Spills</li> <li>b. Chain of Command for Spill Response</li> <li>c. Evacuation Procedures</li> <li>d. Notification of Response Agencies and Contractors</li> <li>e. Spill Assessment and Response Procedures</li> <li>f. Procedures for Preventing Contact between Incompatible Materials</li> <li>g. Procedures for Disposing or Treating Spilled Material</li> </ul>	
<p>9. A description of follow-up reporting and documentation procedures to be followed in the event of a spill. A copy of the forms used should be included.</p>	
<p>10. A detailed outline of the training program or programs given to employees which will enable them to understand the processes and materials with which they are working, the safety and health hazards of such processes and materials, and the procedures and practices for preventing and responding to spills. A discussion of the appropriateness of training provided to each employee or group of employees should also be included in the plan.</p>	
<p>11. A history of spills and leaks of five gallons or more of toxic or hazardous substances as defined in RCSCA section 22a-430-4 Appendix B and Appendix D and 40 CFR Part 116.4, oil, and process wastewaters that occurred at the facility within the last three years. As applicable, include at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a. Type and amount of substance spilled</li> <li>b. Location, date, and time of spill</li> <li>c. Watercourse, soil or ground water affected</li> <li>d. Cause of Spill</li> <li>e. Action taken to prevent recurrence</li> </ul>	

Note: If any plan element in this checklist has not been addressed in your Spill Prevention and Control Plan at the time you submit your application, in the space provided next to such element provide: 1) a brief explanation indicating why it has not yet been addressed and 2) if applicable, a proposed time schedule indicating when the element will be addressed in your Spill Prevention and Control Plan.

## Applicant Certification of the Spill Prevention and Control Plan Checklist

Applicant Name:  
(as indicated on the *Application Form*)

Application Number (if known):

Facility I.D. Number (renewals only):

Permit Number (renewals only):

I have personally examined and am familiar with the information contained in the Spill Prevention and Control Plan required for this application, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for preparing the Spill Prevention and Control Plan, such plan contains all applicable information listed in the Spill Prevention and Control Plan Checklist.

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Applicant Signature

Date

**Note:** If the applicant has already prepared a Spill Prevention, Control, and Countermeasure (SPCC) Plan in accordance with 40 CFR Chapter 1 Part 112, or Part 1510 of Chapter V, or a Stormwater Pollution Prevention Plan, or some other emergency or contingency plan, that plan need only be amended to incorporate provisions for the management of toxic and hazardous substances, process wastewaters, and quantities of oil outside of the scope of the SPCC Plan that are sufficient to comply with the requirements of section 22a-430-3(p) of the Regulations of Connecticut State Agencies (RCSA). This checklist provides the requirements for satisfying RCSA section 22a-430-3(p).

In the space below, please provide the names of the persons who prepared the Spill Prevention and Control Plan and a brief description of the qualifications of each preparer, (i.e., professional certifications, education background, related work experience, etc.).