

Appendix B

Spill Prevention Procedures

PROCEDURE NO. 1
SPILL PREVENTION VISUAL INSPECTIONS

Title: Visual Inspections of Oil Storage / Handling Areas.
Frequency: Monthly.
Records: Inspection Log.

Procedure:

1. The designated, trained person will visit the following locations:
Oil storage tanks / containers / equipment and associated piping;
Containment areas;
Loading & unloading locations and fill stations;
Drum/container storage areas;
Alarm and communication equipment;
Spill response material and equipment (kits).
2. All surfaces will be observed, specifically looking for:
 - a. Drip Marks;
 - b. Discoloration;
 - c. Puddles;
 - d. Corrosion;
 - e. Cracks; and
 - f. Chipped paint.
3. Check containment structure/berms for:
 - a. Cracks;
 - b. Damage caused by vegetation roots.
 - c. Level of precipitation in bermed area/available capacity
4. Pipe Inspection:
 - a. Flange Joints;
 - b. Expansion joints;
 - c. Valve Glands and Bodies;
 - d. Catch Pans;
 - e. Pipeline Supports;
 - f. Locking of Valves; and
 - g. Metal Surfaces.
5. Deteriorating or unusual conditions and observed leaks or results of leaks will be recorded in the log.
6. Complete SPCC Inspection Form.
7. Report unusual conditions immediately.

PROCEDURE NO. 3

Title: Draining of Storm Water from Containment Structures.

Frequency: As Needed, To Maintain a 110% Containment Capacity of the Largest Single Container Within the Containment Area.

Records: Containment Structure Draining Log.

Procedure:

1. Maintain structures designed to limit precipitation into the containment area.
2. Normally keep any bypass valves in the closed position.
3. Observe the surface of the liquid collected in the containment structure for signs of oil such as a sheen or discoloration or other chemical.
4. If the storm water is not acceptable for release, dispose of it in full compliance with all applicable laws and regulations. This may require pumping into a second container, such as a drum, for off-site disposal.
5. If the collected liquid will not cause an oil discharge, you may open any valves or initiate pumping to initiate containment draining. **DO NOT LEAVE THE AREA.** Continue to monitor the draining operation under responsible supervision.
6. Immediately after draining all the water, close the drain valve and lock it or lock out the sump pump.
7. Complete this form to document the draining process.

Name: _____

Date: _____

Containment Area: _____

Describe collected material to be drained (any sheen, color, approx. quantity, etc). _____

Any Other Comments _____

**PROCEDURE NO. 4
SPILL PREVENTION**

Title: Bulk Tank Truck Filling Operations

Frequency: As Needed.

Records: None.

Procedure:

1. Facility personnel are informed of tank truck arrival.
2. Facility personnel direct tank truck to appropriate delivery area.
3. Facility personnel confirm correct material to be delivered to the associated storage container. Confirm delivery amount to storage container.
4. Truck operator to place tank truck chocks.
5. Truck operator to closely inspect lowermost hose connections and outlets (on the truck and container). If necessary, ensure that they are tightened, adjusted or replaced to prevent liquid discharge during filling.
6. Truck operator to install proper hose connections. Place spill tray beneath connection points.
7. Begin supervised delivery of oil material. **DO NOT LEAVE THE AREA.** Continually check the container fill amount.
8. Cease filling operation, when completed.
9. Truck operator to disconnect hose connections.
10. Truck operator to closely inspect lowermost hose connections and outlets (on the truck and container). If necessary, ensure that they are tightened, adjusted or replaced to prevent liquid discharge.
11. Complete necessary paperwork. Return order to Facility office.