

Attachment E-2 Example (continued) --
Worksheet to Plan Volume of Response Resources
for Worst Case Discharge - Animal Fats and Vegetable Oils (continued)

Part II On-Water Oil Recovery Capacity (barrels/day)

Tier 1	Tier 2	Tier 3
30,000	50,000	80,000
Step (E1) x Step (F) x Step (G1)	Step (E1) x Step (F) x Step (G2)	Step (E1) x Step (F) x Step (G3)

Part III <u>Shoreline Cleanup Volume</u> (barrels)	500,000
	Step (E2) x Step (F)

Part IV On-Water Response Capacity By Operating Area
(Table 5 of this appendix)
(Amount needed to be contracted for in barrels/day)

Tier 1	Tier 2	Tier 3
12,500	25,000	50,000
(J1)	(J2)	(J3)

Part V On-Water Amount Needed to be Identified, but not Contracted for in Advance (barrels/day)

Tier 1	Tier 2	Tier 3
17,500	25,000	30,000
Part II Tier 1 - Step (J1)	Part II Tier 2 - Step (J2)	Part II Tier 3 - Step (J3)

NOTE: To convert from barrels/day to gallons/day, multiply the quantities in Parts II through V by 42 gallons/barrel.

[59 FR 34111, July 1, 1994; 59 FR 49006, Sept. 26, 1994, as amended at 65 FR 40806, 40807, June 30, 2000; 65 FR 47325, Aug. 2, 2000; 66 FR 34560, June 29, 2001]

APPENDIX F TO PART 112—FACILITY-SPECIFIC RESPONSE PLAN

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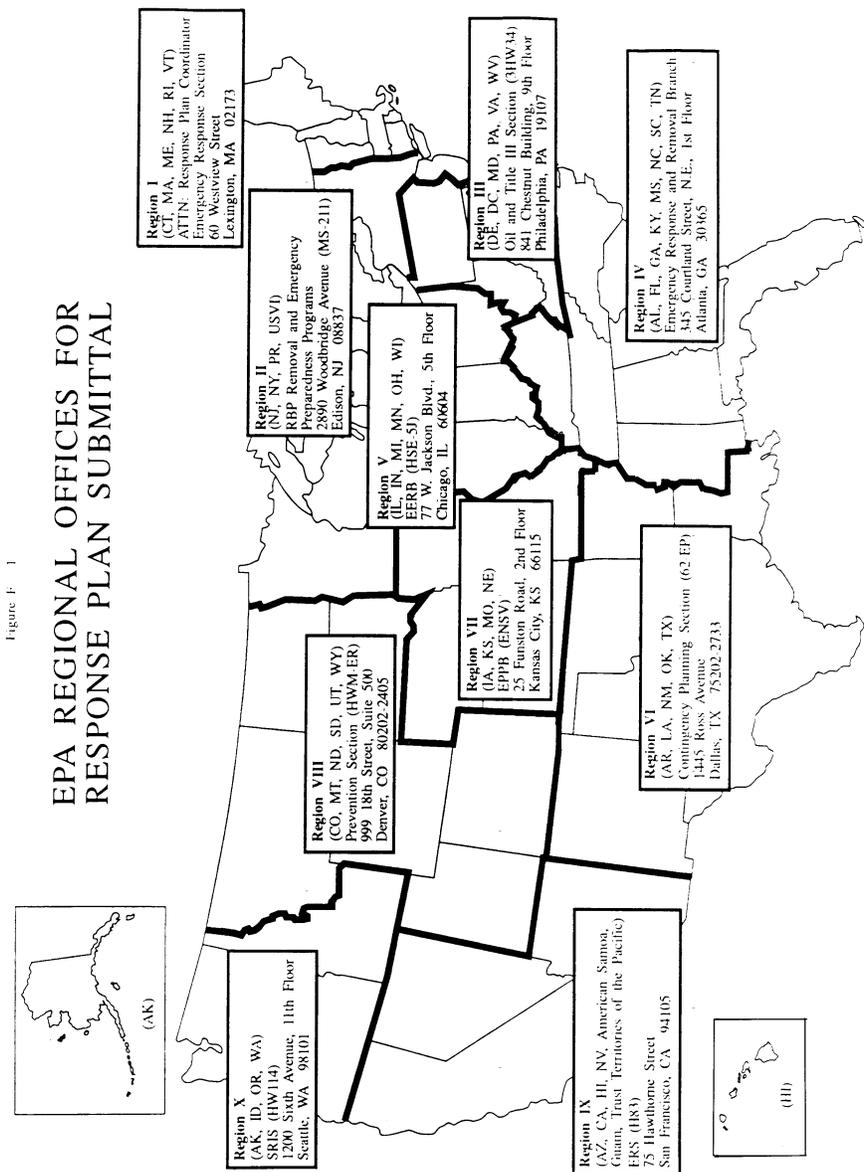
1.0 Model Facility-Specific Response Plan

(A) Owners or operators of facilities regulated under this part which pose a threat of substantial harm to the environment by discharging oil into or on navigable waters or adjoining shorelines are required to prepare and submit facility-specific response plans to EPA in accordance with the provisions in

this appendix. This appendix further describes the required elements in §112.20(h).

(B) Response plans must be sent to the appropriate EPA Regional office. Figure F-1 of this Appendix lists each EPA Regional office and the address where owners or operators must submit their response plans. Those facilities deemed by the Regional Administrator (RA) to pose a threat of significant and substantial harm to the environment will have their plans reviewed and approved by EPA. In certain cases, information required in the model response plan is similar to information currently maintained in the facility's Spill Prevention, Control, and Countermeasures (SPCC) Plan as required by 40 CFR 112.3. In these cases, owners or operators may reproduce the information and include a photocopy in the response plan.

(C) A complex may develop a single response plan with a set of core elements for all regulating agencies and separate sections for the non-transportation-related and transportation-related components, as described in §112.20(h). Owners or operators of large facilities that handle, store, or transport oil at more than one geographically distinct location (e.g., oil storage areas at opposite ends of a single, continuous parcel of property) shall, as appropriate, develop separate sections of the response plan for each storage area.



1.1 Emergency Response Action Plan

Several sections of the response plan shall be co-located for easy access by response personnel during an actual emergency or oil discharge. This collection of sections shall be called the Emergency Response Action Plan. The Agency intends that the Action Plan

contain only as much information as is necessary to combat the discharge and be arranged so response actions are not delayed. The Action Plan may be arranged in a number of ways. For example, the sections of the Emergency Response Action Plan may be photocopies or condensed versions of the

forms included in the associated sections of the response plan. Each Emergency Response Action Plan section may be tabbed for quick reference. The Action Plan shall be maintained in the front of the same binder that contains the complete response plan or it shall be contained in a separate binder. In the latter case, both binders shall be kept together so that the entire plan can be accessed by the qualified individual and appropriate spill response personnel. The Emergency Response Action Plan shall be made up of the following sections:

1. Qualified Individual Information (Section 1.2) partial
2. Emergency Notification Phone List (Section 1.3.1) partial
3. Spill Response Notification Form (Section 1.3.1) partial
4. Response Equipment List and Location (Section 1.3.2) complete
5. Response Equipment Testing and Deployment (Section 1.3.3) complete
6. Facility Response Team (Section 1.3.4) partial
7. Evacuation Plan (Section 1.3.5) condensed
8. Immediate Actions (Section 1.7.1) complete
9. Facility Diagram (Section 1.9) complete

1.2 Facility Information

The facility information form is designed to provide an overview of the site and a description of past activities at the facility. Much of the information required by this section may be obtained from the facility's existing SPCC Plan.

1.2.1 *Facility name and location:* Enter facility name and street address. Enter the address of corporate headquarters only if corporate headquarters are physically located at the facility. Include city, county, state, zip code, and phone number.

1.2.2 *Latitude and Longitude:* Enter the latitude and longitude of the facility. Include degrees, minutes, and seconds of the main entrance of the facility.

1.2.3 *Wellhead Protection Area:* Indicate if the facility is located in or drains into a wellhead protection area as defined by the Safe Drinking Water Act of 1986 (SDWA).¹ The response plan requirements in the Wellhead Protection Program are outlined by the

¹A wellhead protection area is defined as the surface and subsurface area surrounding a water well or wellfield, supplying a public water system, through which contaminants are reasonably likely to move toward and reach such water well or wellfield. For further information regarding State and territory protection programs, facility owners or operators may contact the SDWA Hotline at 1-800-426-4791.

State or Territory in which the facility resides.

1.2.4 *Owner/operator:* Write the name of the company or person operating the facility and the name of the person or company that owns the facility, if the two are different. List the address of the owner, if the two are different.

1.2.5 *Qualified Individual:* Write the name of the qualified individual for the entire facility. If more than one person is listed, each individual indicated in this section shall have full authority to implement the facility response plan. For each individual, list: name, position, home and work addresses (street addresses, not P.O. boxes), emergency phone number, and specific response training experience.

1.2.6 *Date of Oil Storage Start-up:* Enter the year which the present facility first started storing oil.

1.2.7 *Current Operation:* Briefly describe the facility's operations and include the North American Industrial Classification System (NAICS) code.

1.2.8 *Dates and Type of Substantial Expansion:* Include information on expansions that have occurred at the facility. Examples of such expansions include, but are not limited to: Throughput expansion, addition of a product line, change of a product line, and installation of additional oil storage capacity. The data provided shall include all facility historical information and detail the expansion of the facility. An example of substantial expansion is any material alteration of the facility which causes the owner or operator of the facility to re-evaluate and increase the response equipment necessary to adequately respond to a worst case discharge from the facility.

Date of Last Update: _____

FACILITY INFORMATION FORM

Facility Name: _____
 Location (Street Address): _____
 City: _____ State: _____ Zip: _____
 County: _____ Phone Number: () _____
 Latitude: _____ Degrees _____ Minutes
 _____ Seconds
 Longitude: _____ Degrees _____ Minutes
 _____ Seconds
 Wellhead Protection Area: _____
 Owner: _____
 Owner Location (Street Address): _____
 (if different from Facility Address)
 City: _____ State: _____ Zip: _____
 County: _____ Phone Number: () _____
 Operator (if not Owner): _____
 Qualified Individual(s): (attach additional sheets if more than one)
 Name: _____
 Position: _____
 Work Address: _____
 Home Address: _____
 Emergency Phone Number: () _____

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Date of Oil Storage Start-up: _____
Current Operations: _____

Date(s) and Type(s) of Substantial Expansion(s): _____

(Attach additional sheets if necessary)

1.3 Emergency Response Information

(A) The information provided in this section shall describe what will be needed in an actual emergency involving the discharge of oil or a combination of hazardous substances and oil discharge. The Emergency Response Information section of the plan must include the following components:

(1) The information provided in the Emergency Notification Phone List in section 1.3.1 identifies and prioritizes the names and phone numbers of the organizations and personnel that need to be notified immediately in the event of an emergency. This section shall include all the appropriate phone numbers for the facility. These numbers must be verified each time the plan is updated. The contact list must be accessible to all facility employees to ensure that, in case of a discharge, any employee on site could immediately notify the appropriate parties.

(2) The Spill Response Notification Form in section 1.3.1 creates a checklist of information that shall be provided to the National Response Center (NRC) and other response personnel. All information on this checklist must be known at the time of notification, or be in the process of being collected. This notification form is based on a similar form used by the NRC. Note: Do not delay spill notification to collect the information on the list.

(3) Section 1.3.2 provides a description of the facility's list of emergency response equipment and location of the response equipment. When appropriate, the amount of oil that emergency response equipment can handle and any limitations (e.g., launching sites) must be described.

(4) Section 1.3.3 provides information regarding response equipment tests and deployment drills. Response equipment deployment exercises shall be conducted to ensure that response equipment is operational and the personnel who would operate the equipment in a spill response are capable of deploying and operating it. Only a representative sample of each type of response equipment needs to be deployed and operated, as long as the remainder is properly maintained. If appropriate, testing of response equipment may be conducted while it is being deployed. Facilities without facility-owned response equipment must ensure that the oil spill removal organization that is identified in the response plan to provide this response equipment certifies that the deployment exercises have been met. Refer

to the National Preparedness for Response Exercise Program (PREP) Guidelines (see appendix E to this part, section 13, for availability), which satisfy Oil Pollution Act (OPA) response exercise requirements.

(5) Section 1.3.4 lists the facility response personnel, including those employed by the facility and those under contract to the facility for response activities, the amount of time needed for personnel to respond, their responsibility in the case of an emergency, and their level of response training. Three different forms are included in this section. The Emergency Response Personnel List shall be composed of all personnel employed by the facility whose duties involve responding to emergencies, including oil discharges, even when they are not physically present at the site. An example of this type of person would be the Building Engineer-in-Charge or Plant Fire Chief. The second form is a list of the Emergency Response Contractors (both primary and secondary) retained by the facility. Any changes in contractor status must be reflected in updates to the response plan. Evidence of contracts with response contractors shall be included in this section so that the availability of resources can be verified. The last form is the Facility Response Team List, which shall be composed of both emergency response personnel (referenced by job title/position) and emergency response contractors, included in one of the two lists described above, that will respond immediately upon discovery of an oil discharge or other emergency (i.e., the first people to respond). These are to be persons normally on the facility premises or primary response contractors. Examples of these personnel would be the Facility Hazardous Materials (HAZMAT) Spill Team 1, Facility Fire Engine Company 1, Production Supervisor, or Transfer Supervisor. Company personnel must be able to respond immediately and adequately if contractor support is not available.

(6) Section 1.3.5 lists factors that must, as appropriate, be considered when preparing an evacuation plan.

(7) Section 1.3.6 references the responsibilities of the qualified individual for the facility in the event of an emergency.

(B) The information provided in the emergency response section will aid in the assessment of the facility's ability to respond to a worst case discharge and will identify additional assistance that may be needed. In addition, the facility owner or operator may want to produce a wallet-size card containing a checklist of the immediate response and notification steps to be taken in the event of an oil discharge.

1.3.1 Notification

Date of Last Update: _____

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EMERGENCY NOTIFICATION PHONE LIST WHOM TO NOTIFY

SPILL RESPONSE NOTIFICATION FORM

Reporter's Name: _____
 Date: _____
 Facility Name: _____
 Owner Name: _____
 Facility Identification Number: _____
 Date and Time of Each NRC Notification: _____

Reporter's Last Name: _____
 First: _____
 M.I.: _____
 Position: _____
 Phone Numbers:
 Day () - _____
 Evening () - _____

- | Organization | Phone No. |
|--|----------------|
| 1. National Response Center (NRC): | 1-800-424-8802 |
| 2. Qualified Individual: | _____ |
| Evening Phone: | _____ |
| 3. Company Response Team: | _____ |
| Evening Phone: | _____ |
| 4. Federal On-Scene Coordinator (OSC) and/or Regional Response Center (RRC): | _____ |
| Evening Phone(s): | _____ |
| Pager Number(s): | _____ |
| 5. Local Response Team (Fire Dept./Co-operatives): | _____ |
| 6. Fire Marshall: | _____ |
| Evening Phone: | _____ |
| 7. State Emergency Response Commission (SERC): | _____ |
| Evening Phone: | _____ |
| 8. State Police: | _____ |
| 9. Local Emergency Planning Committee (LEPC): | _____ |
| 10. Local Water Supply System: | _____ |
| Evening Phone: | _____ |
| 11. Weather Report: | _____ |
| 12. Local Television/Radio Station for Evacuation Notification: | _____ |
| 13. Hospitals: | _____ |

Company: _____
 Organization Type: _____
 Address: _____

 City: _____
 State: _____
 Zip: _____
 Were Materials Discharged? _____ (Y/N) Confidential? _____ (Y/N)
 Meeting Federal Obligations to Report? _____ (Y/N) Date Called: _____
 Calling for Responsible Party? _____ (Y/N)
 Time Called: _____

Incident Description

Source and/or Cause of Incident: _____

 Date of Incident: _____
 Time of Incident: _____ AM/PM
 Incident Address/Location: _____

 Nearest City: _____ State: _____
 County: _____ Zip: _____
 Distance from City: _____ Units of Measure: _____
 Direction from City: _____
 Section: _____ Township: _____ Range: _____
 Borough: _____
 Container Type: _____ Tank Oil Storage Capacity: _____ Units of Measure: _____
 Facility Oil Storage Capacity: _____ Units of Measure: _____
 Facility Latitude: _____ Degrees _____ Minutes _____ Seconds
 Facility Longitude: _____ Degrees _____ Minutes _____ Seconds

Material

CHRIS Code	Discharged quantity	Unit of measure	Material Discharged in water	Quantity	Unit of measure

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Response Action

Actions Taken to Correct, Control or Mitigate Incident:

Impact

Number of Injuries: _____ Number of Deaths: _____

Were there Evacuations? _____ (Y/N) Number Evacuated: _____

Was there any Damage? _____ (Y/N) Damage in Dollars (approximate): _____

Medium Affected: _____

Description: _____

More Information about Medium: _____

Additional Information

Any information about the incident not recorded elsewhere in the report:

Caller Notifications

EPA? _____ (Y/N) USCG? _____ (Y/N) State? _____ (Y/N)

Other? _____ (Y/N) Describe: _____

1.3.2 Response Equipment List

Date of Last Update: _____

FACILITY RESPONSE EQUIPMENT LIST

1. Skimmers/Pumps—Operational Status: _____
 Type, Model, and Year: _____

Type Model Year

Number: _____

Capacity: _____ gal./min.

Daily Effective Recovery Rate: _____

Storage Location(s): _____

Date Fuel Last Changed: _____

2. Boom—Operational Status: _____

Type, Model, and Year: _____

Type Model Year

Number: _____

Size (length): _____ ft.

Containment Area: _____ sq. ft.

Storage Location: _____

3. Chemicals Stored (Dispensants listed on EPA's NCP Product Schedule)

Type	Amount	Date purchased	Treatment capacity	Storage location

Were appropriate procedures used to receive approval for use of dispersants in accordance with the NCP (40 CFR 300.910) and the Area Contingency Plan (ACP), where applicable? _____ (Y/N).

Name and State of On-Scene Coordinator (OSC) authorizing use: _____ .

Date Authorized: _____ .

4. Dispersant Dispensing Equipment—Operational Status: _____ .

Type and year	Capacity	Storage location	Response time (minutes)

5. Sorbents—Operational Status: _____

Type and Year Purchased: _____

Amount: _____

Absorption Capacity (gal.): _____

Storage Location(s): _____

6. Hand Tools—Operational Status: _____

Type and year	Quantity	Storage location

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Type and year	Quantity	Storage location

7. Communication Equipment (include operating frequency and channel and/or cellular phone numbers)—Operational Status: _____

Type and year	Quantity	Storage location/ number

8. Fire Fighting and Personnel Protective Equipment—Operational Status: _____

Type and year	Quantity	Storage location

9. Other (e.g., Heavy Equipment, Boats and Motors)—Operational Status: _____

Type and year	Quantity	Storage location

1.3.3 Response Equipment Testing/Deployment

Date of Last Update: _____

Response Equipment Testing and Deployment Drill Log

Last Inspection or Response Equipment Test

Date: _____

Inspection Frequency: _____

Last Deployment Drill Date: _____

Deployment Frequency: _____

Oil Spill Removal Organization Certification (if applicable): _____

1.3.4 Personnel

Date of Last Update: _____

EMERGENCY RESPONSE PERSONNEL

Company Personnel

Name	Phone ¹	Response time	Responsibility during response action	Response training type/date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

¹Phone number to be used when person is not on-site.

EMERGENCY RESPONSE CONTRACTORS

Date of Last Update: _____

Contractor	Phone	Response time	Contract responsibility ¹
1.			

1.3.5 Evacuation Plans

1.3.5.1 Based on the analysis of the facility, as discussed elsewhere in the plan, a facility-wide evacuation plan shall be developed. In addition, plans to evacuate parts of the facility that are at a high risk of exposure in the event of a discharge or other release must be developed. Evacuation routes must be shown on a diagram of the facility (see section 1.9 of this appendix). When developing evacuation plans, consideration must be given to the following factors, as appropriate:

- (1) Location of stored materials;
- (2) Hazard imposed by discharged material;
- (3) Discharge flow direction;
- (4) Prevailing wind direction and speed;
- (5) Water currents, tides, or wave conditions (if applicable);
- (6) Arrival route of emergency response personnel and response equipment;
- (7) Evacuation routes;
- (8) Alternative routes of evacuation;
- (9) Transportation of injured personnel to nearest emergency medical facility;
- (10) Location of alarm/notification systems;
- (11) The need for a centralized check-in area for evacuation validation (roll call);
- (12) Selection of a mitigation command center; and
- (13) Location of shelter at the facility as an alternative to evacuation.

1.3.5.2 One resource that may be helpful to owners or operators in preparing this section of the response plan is *The Handbook of Chemical Hazard Analysis Procedures* by the Federal Emergency Management Agency (FEMA), Department of Transportation (DOT), and EPA. *The Handbook of Chemical Hazard Analysis Procedures* is available from: FEMA, Publication Office, 500 C. Street, S.W., Washington, DC 20472, (202) 646-3484.

1.3.5.3 As specified in §112.20(h)(1)(vi), the facility owner or operator must reference existing community evacuation plans, as appropriate.

1.3.6 Qualified Individual's Duties

The duties of the designated qualified individual are specified in §112.20(h)(3)(ix). The qualified individual's duties must be described and be consistent with the minimum requirements in §112.20(h)(3)(ix). In addition, the qualified individual must be identified with the Facility Information in section 1.2 of the response plan.

1.4 Hazard Evaluation

This section requires the facility owner or operator to examine the facility's operations closely and to predict where discharges could occur. Hazard evaluation is a widely used industry practice that allows facility owners or operators to develop a complete understanding of potential hazards and the re-

sponse actions necessary to address these hazards. *The Handbook of Chemical Hazard Analysis Procedures*, prepared by the EPA, DOT, and the FEMA and the *Hazardous Materials Emergency Planning Guide* (NRT-1), prepared by the National Response Team are good references for conducting a hazard analysis. Hazard identification and evaluation will assist facility owners or operators in planning for potential discharges, thereby reducing the severity of discharge impacts that may occur in the future. The evaluation also may help the operator identify and correct potential sources of discharges. In addition, special hazards to workers and emergency response personnel's health and safety shall be evaluated, as well as the facility's oil spill history.

1.4.1 Hazard Identification

The Tank and Surface Impoundment (SI) forms, or their equivalent, that are part of this section must be completed according to the directions below. ("Surface Impoundment" means a facility or part of a facility which is a natural topographic depression, man-made excavation, or diked area formed primarily of earthen materials (although it may be lined with man-made materials), which is designed to hold an accumulation of liquid wastes or wastes containing free liquids, and which is not an injection well or a seepage facility.) Similar worksheets, or their equivalent, must be developed for any other type of storage containers.

(1) List each tank at the facility with a separate and distinct identifier. Begin aboveground tank identifiers with an "A" and belowground tank identifiers with a "B", or submit multiple sheets with the aboveground tanks and belowground tanks on separate sheets.

(2) Use gallons for the maximum capacity of a tank; and use square feet for the area.

(3) Using the appropriate identifiers and the following instructions, fill in the appropriate forms:

(a) Tank or SI number—Using the aforementioned identifiers (A or B) or multiple reporting sheets, identify each tank or SI at the facility that stores oil or hazardous materials.

(b) Substance Stored—For each tank or SI identified, record the material that is stored therein. If the tank or SI is used to store more than one material, list all of the stored materials.

(c) Quantity Stored—For each material stored in each tank or SI, report the average volume of material stored on any given day.

(d) Tank Type or Surface Area/Year—For each tank, report the type of tank (e.g., floating top), and the year the tank was originally installed. If the tank has been refabricated, the year that the latest refabrication was completed must be recorded in parentheses next to the year installed. For

HAZARD IDENTIFICATION SURFACE IMPOUNDMENTS (SIs)—Continued

Date of Last Update: _____

SI No.	Substance Stored	Quantity Stored (gallons)	Surface Area/Year	Maximum Capacity (gallons)	Failure/Cause

Attach as many sheets as necessary.

1.4.2 Vulnerability Analysis

The vulnerability analysis shall address the potential effects (i.e., to human health, property, or the environment) of an oil discharge. Attachment C-III to Appendix C to this part provides a method that owners or operators shall use to determine appropriate distances from the facility to fish and wildlife and sensitive environments. Owners or operators can use a comparable formula that is considered acceptable by the RA. If a comparable formula is used, documentation of the reliability and analytical soundness of the formula must be attached to the response plan cover sheet. This analysis must be prepared for each facility and, as appropriate, must discuss the vulnerability of:

- (1) Water intakes (drinking, cooling, or other);
- (2) Schools;
- (3) Medical facilities;
- (4) Residential areas;
- (5) Businesses;
- (6) Wetlands or other sensitive environments;²
- (7) Fish and wildlife;
- (8) Lakes and streams;
- (9) Endangered flora and fauna;
- (10) Recreational areas;
- (11) Transportation routes (air, land, and water);
- (12) Utilities; and
- (13) Other areas of economic importance (e.g., beaches, marinas) including terrestrially sensitive environments, aquatic environments, and unique habitats.

1.4.3 Analysis of the Potential for an Oil Discharge

Each owner or operator shall analyze the probability of a discharge occurring at the

²Refer to the DOC/NOAA "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (See appendix E to this part, section 13, for availability).

facility. This analysis shall incorporate factors such as oil discharge history, horizontal range of a potential discharge, and vulnerability to natural disaster, and shall, as appropriate, incorporate other factors such as tank age. This analysis will provide information for developing discharge scenarios for a worst case discharge and small and medium discharges and aid in the development of techniques to reduce the size and frequency of discharges. The owner or operator may need to research the age of the tanks the oil discharge history at the facility.

1.4.4 Facility Reportable Oil Spill History

Briefly describe the facility's reportable oil spill³ history for the entire life of the facility to the extent that such information is reasonably identifiable, including:

- (1) Date of discharge(s);
- (2) List of discharge causes;
- (3) Material(s) discharged;
- (4) Amount discharged in gallons;
- (5) Amount of discharge that reached navigable waters, if applicable;
- (6) Effectiveness and capacity of secondary containment;
- (7) Clean-up actions taken;
- (8) Steps taken to reduce possibility of recurrence;
- (9) Total oil storage capacity of the tank(s) or impoundment(s) from which the material discharged;
- (10) Enforcement actions;
- (11) Effectiveness of monitoring equipment; and
- (12) Description(s) of how each oil discharge was detected.

³As described in 40 CFR part 110, reportable oil spills are those that: (a) violate applicable water quality standards, or (b) cause a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

The information solicited in this section may be similar to requirements in 40 CFR 112.4(a). Any duplicate information required by §112.4(a) may be photocopied and inserted.

1.5 Discharge Scenarios

In this section, the owner or operator is required to provide a description of the facility's worst case discharge, as well as a small and medium discharge, as appropriate. A multi-level planning approach has been chosen because the response actions to a discharge (*i.e.*, necessary response equipment, products, and personnel) are dependent on the magnitude of the discharge. Planning for lesser discharges is necessary because the nature of the response may be qualitatively different depending on the quantity of the discharge. The facility owner or operator shall discuss the potential direction of the discharge pathway.

1.5.1 Small and Medium Discharges

1.5.1.1 To address multi-level planning requirements, the owner or operator must consider types of facility-specific discharge scenarios that may contribute to a small or medium discharge. The scenarios shall account for all the operations that take place at the facility, including but not limited to:

- (1) Loading and unloading of surface transportation;
- (2) Facility maintenance;
- (3) Facility piping;
- (4) Pumping stations and sumps;
- (5) Oil storage tanks;
- (6) Vehicle refueling; and
- (7) Age and condition of facility and components.

1.5.1.2 The scenarios shall also consider factors that affect the response efforts required by the facility. These include but are not limited to:

- (1) Size of the discharge;
- (2) Proximity to downgradient wells, waterways, and drinking water intakes;
- (3) Proximity to fish and wildlife and sensitive environments;
- (4) Likelihood that the discharge will travel offsite (*i.e.*, topography, drainage);
- (5) Location of the material discharged (*i.e.*, on a concrete pad or directly on the soil);
- (6) Material discharged;
- (7) Weather or aquatic conditions (*i.e.*, river flow);
- (8) Available remediation equipment;
- (9) Probability of a chain reaction of failures; and
- (10) Direction of discharge pathway.

1.5.2 Worst Case Discharge

1.5.2.1 In this section, the owner or operator must identify the worst case discharge volume at the facility. Worksheets for production and non-production facility owners

or operators to use when calculating worst case discharge are presented in appendix D to this part. When planning for the worst case discharge response, all of the aforementioned factors listed in the small and medium discharge section of the response plan shall be addressed.

1.5.2.2 For onshore storage facilities and production facilities, permanently manifolded oil storage tanks are defined as tanks that are designed, installed, and/or operated in such a manner that the multiple tanks function as one storage unit (*i.e.*, multiple tank volumes are equalized). In this section of the response plan, owners or operators must provide evidence that oil storage tanks with common piping or piping systems are not operated as one unit. If such evidence is provided and is acceptable to the RA, the worst case discharge volume shall be based on the combined oil storage capacity of all manifold tanks or the oil storage capacity of the largest single oil storage tank within the secondary containment area, whichever is greater. For permanently manifolded oil storage tanks that function as one storage unit, the worst case discharge shall be based on the combined oil storage capacity of all manifold tanks or the oil storage capacity of the largest single tank within a secondary containment area, whichever is greater. For purposes of the worst case discharge calculation, permanently manifolded oil storage tanks that are separated by internal divisions for each tank are considered to be single tanks and individual manifolded tank volumes are not combined.

1.6 Discharge Detection Systems

In this section, the facility owner or operator shall provide a detailed description of the procedures and equipment used to detect discharges. A section on discharge detection by personnel and a discussion of automated discharge detection, if applicable, shall be included for both regular operations and after hours operations. In addition, the facility owner or operator shall discuss how the reliability of any automated system will be checked and how frequently the system will be inspected.

1.6.1 Discharge Detection by Personnel

In this section, facility owners or operators shall describe the procedures and personnel that will detect any discharge of oil or release of a hazardous substance. A thorough discussion of facility inspections must be included. In addition, a description of initial response actions shall be addressed. This section shall reference section 1.3.1 of the response plan for emergency response information.

1.6.2 Automated Discharge Detection

In this section, facility owners or operators must describe any automated discharge detection equipment that the facility has in place. This section shall include a discussion of overfill alarms, secondary containment sensors, etc. A discussion of the plans to verify an automated alarm and the actions to be taken once verified must also be included.

1.7 Plan Implementation

In this section, facility owners or operators must explain in detail how to implement the facility's emergency response plan by describing response actions to be carried out under the plan to ensure the safety of the facility and to mitigate or prevent discharges described in section 1.5 of the response plan. This section shall include the identification of response resources for small, medium, and worst case discharges; disposal plans; and containment and drainage planning. A list of those personnel who would be involved in the cleanup shall be identified. Procedures that the facility will use, where appropriate or necessary, to update their plan after an oil discharge event and the time frame to update the plan must be described.

1.7.1 Response Resources for Small, Medium, and Worst Case Discharges

1.7.1.1 Once the discharge scenarios have been identified in section 1.5 of the response plan, the facility owner or operator shall identify and describe implementation of the response actions. The facility owner or operator shall demonstrate accessibility to the proper response personnel and equipment to effectively respond to all of the identified discharge scenarios. The determination and demonstration of adequate response capability are presented in appendix E to this part. In addition, steps to expedite the cleanup of oil discharges must be discussed. At a minimum, the following items must be addressed:

- (1) Emergency plans for spill response;
- (2) Additional response training;
- (3) Additional contracted help;
- (4) Access to additional response equipment/experts; and
- (5) Ability to implement the plan including response training and practice drills.

1.7.1.2A recommended form detailing immediate actions follows.

OIL SPILL RESPONSE—IMMEDIATE ACTIONS

1. Stop the product flow	Act quickly to secure pumps, close valves, etc.
--------------------------	---

OIL SPILL RESPONSE—IMMEDIATE ACTIONS—Continued

2. Warn personnel	Enforce safety and security measures.
3. Shut off ignition sources.	Motors, electrical circuits, open flames, etc.
4. Initiate containment	Around the tank and/or in the water with oil boom.
5. Notify NRC	1-800-424-8802
6. Notify OSC	
7. Notify, as appropriate	

Source: FOSS, Oil Spill Response—Emergency Procedures, Revised December 3, 1992.

1.7.2 Disposal Plans

1.7.2.1 Facility owners or operators must describe how and where the facility intends to recover, reuse, decontaminate, or dispose of materials after a discharge has taken place. The appropriate permits required to transport or dispose of recovered materials according to local, State, and Federal requirements must be addressed. Materials that must be accounted for in the disposal plan, as appropriate, include:

- (1) Recovered product;
- (2) Contaminated soil;
- (3) Contaminated equipment and materials, including drums, tank parts, valves, and shovels;
- (4) Personnel protective equipment;
- (5) Decontamination solutions;
- (6) Adsorbents; and
- (7) Spent chemicals.

1.7.2.2 These plans must be prepared in accordance with Federal (e.g., the Resource Conservation and Recovery Act [RCRA]), State, and local regulations, where applicable. A copy of the disposal plans from the facility's SPCC Plan may be inserted with this section, including any diagrams in those plans.

Material	Disposal facility	Location	RCRA permit/manifest
1.			
2.			
3.			
4.			

1.7.3 Containment and Drainage Planning

A proper plan to contain and control a discharge through drainage may limit the threat of harm to human health and the environment. This section shall describe how to contain and control a discharge through drainage, including:

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- (1) The available volume of containment (use the information presented in section 1.4.1 of the response plan);
- (2) The route of drainage from oil storage and transfer areas;
- (3) The construction materials used in drainage troughs;
- (4) The type and number of valves and separators used in the drainage system;
- (5) Sump pump capacities;
- (6) The containment capacity of weirs and booms that might be used and their location (see section 1.3.2 of this appendix); and
- (7) Other cleanup materials.

In addition, a facility owner or operator must meet the inspection and monitoring requirements for drainage contained in 40 CFR part 112, subparts A through C. A copy of the containment and drainage plans that are required in 40 CFR part 112, subparts A through C may be inserted in this section, including any diagrams in those plans.

NOTE: The general permit for stormwater drainage may contain additional requirements.

1.8 Self-Inspection, Drills/Exercises, and Response Training

The owner or operator must develop programs for facility response training and for drills/exercises according to the requirements of 40 CFR 112.21. Logs must be kept for facility drills/exercises, personnel response training, and spill prevention meetings. Much of the recordkeeping information required by this section is also contained in the SPCC Plan required by 40 CFR 112.3. These logs may be included in the facility response plan or kept as an annex to the facility response plan.

1.8.1 Facility Self-Inspection

Under 40 CFR 112.7(e), you must include the written procedures and records of inspections for each facility in the SPCC Plan. You must include the inspection records for each container, secondary containment, and item of response equipment at the facility. You must cross-reference the records of inspec-

tions of each container and secondary containment required by 40 CFR 112.7(e) in the facility response plan. The inspection record of response equipment is a new requirement in this plan. Facility self-inspection requires two-steps: (1) a checklist of things to inspect; and (2) a method of recording the actual inspection and its findings. You must note the date of each inspection. You must keep facility response plan records for five years. You must keep SPCC records for three years.

1.8.1.1. Tank Inspection

The tank inspection checklist presented below has been included as guidance during inspections and monitoring. Similar requirements exist in 40 CFR part 112, subparts A through C. Duplicate information from the SPCC Plan may be photocopied and inserted in this section. The inspection checklist consists of the following items:

TANK INSPECTION CHECKLIST

1. Check tanks for leaks, specifically looking for:
 - A. drip marks;
 - B. discoloration of tanks;
 - C. puddles containing spilled or leaked material;
 - D. corrosion;
 - E. cracks; and
 - F. localized dead vegetation.
2. Check foundation for:
 - A. cracks;
 - B. discoloration;
 - C. puddles containing spilled or leaked material;
 - D. settling;
 - E. gaps between tank and foundation; and
 - F. damage caused by vegetation roots.
3. Check piping for:
 - A. droplets of stored material;
 - B. discoloration;
 - C. corrosion;
 - D. bowing of pipe between supports;
 - E. evidence of stored material seepage from valves or seals; and
 - F. localized dead vegetation.

TANK/SURFACE IMPOUNDMENT INSPECTION LOG

Inspector	Tank or SI#	Date	Comments

Subject/issue identified	Required action	Implementation date

1.9 Diagrams

The facility-specific response plan shall include the following diagrams. Additional diagrams that would aid in the development of response plan sections may also be included.

- (1) The Site Plan Diagram shall, as appropriate, include and identify:
 - (A) the entire facility to scale;
 - (B) above and below ground bulk oil storage tanks;
 - (C) the contents and capacities of bulk oil storage tanks;
 - (D) the contents and capacity of drum oil storage areas;
 - (E) the contents and capacities of surface impoundments;
 - (F) process buildings;
 - (G) transfer areas;
 - (H) secondary containment systems (location and capacity);
 - (I) structures where hazardous materials are stored or handled, including materials stored and capacity of storage;
 - (J) location of communication and emergency response equipment;
 - (K) location of electrical equipment which contains oil; and
 - (L) for complexes only, the interface(s) (i.e., valve or component) between the portion of the facility regulated by EPA and the portion(s) regulated by other Agencies. In most cases, this interface is defined as the last valve inside secondary containment before piping leaves the secondary containment area to connect to the transportation-related portion of the facility (i.e., the structure used or intended to be used to transfer oil to or from a vessel or pipeline). In the absence of secondary containment, this interface is the valve manifold adjacent to the tank nearest the transfer structure as described above. The interface may be defined differently at a specific facility if agreed to by the RA and the appropriate Federal official.
- (2) The Site Drainage Plan Diagram shall, as appropriate, include:
 - (A) major sanitary and storm sewers, manholes, and drains;

- (B) weirs and shut-off valves;
- (C) surface water receiving streams;
- (D) fire fighting water sources;
- (E) other utilities;
- (F) response personnel ingress and egress;
- (G) response equipment transportation routes; and
- (H) direction of discharge flow from discharge points.
- (3) The Site Evacuation Plan Diagram shall, as appropriate, include:
 - (A) site plan diagram with evacuation route(s); and
 - (B) location of evacuation regrouping areas.

1.10 Security

According to 40 CFR 112.7(g) facilities are required to maintain a certain level of security, as appropriate. In this section, a description of the facility security shall be provided and include, as appropriate:

- (1) emergency cut-off locations (automatic or manual valves);
- (2) enclosures (e.g., fencing, etc.);
- (3) guards and their duties, day and night;
- (4) lighting;
- (5) valve and pump locks; and
- (6) pipeline connection caps.

The SPCC Plan contains similar information. Duplicate information may be photocopied and inserted in this section.

2.0 Response Plan Cover Sheet

A three-page form has been developed to be completed and submitted to the RA by owners or operators who are required to prepare and submit a facility-specific response plan. The cover sheet (Attachment F-1) must accompany the response plan to provide the Agency with basic information concerning the facility. This section will describe the Response Plan Cover Sheet and provide instructions for its completion.

2.1 General Information

Owner/Operator of Facility: Enter the name of the owner of the facility (if the owner is the operator). Enter the operator of the facility if otherwise. If the owner/operator of

the facility is a corporation, enter the name of the facility's principal corporate executive. Enter as much of the name as will fit in each section.

(1) *Facility Name*: Enter the proper name of the facility.

(2) *Facility Address*: Enter the street address, city, State, and zip code.

(3) *Facility Phone Number*: Enter the phone number of the facility.

(4) *Latitude and Longitude*: Enter the facility latitude and longitude in degrees, minutes, and seconds.

(5) *Dun and Bradstreet Number*: Enter the facility's Dun and Bradstreet number if available (this information may be obtained from public library resources).

(6) *North American Industrial Classification System (NAICS) Code*: Enter the facility's NAICS code as determined by the Office of Management and Budget (this information may be obtained from public library resources.)

(7) *Largest Oil Storage Tank Capacity*: Enter the capacity in GALLONS of the largest aboveground oil storage tank at the facility.

(8) *Maximum Oil Storage Capacity*: Enter the total maximum capacity in GALLONS of all aboveground oil storage tanks at the facility.

(9) *Number of Oil Storage Tanks*: Enter the number of all aboveground oil storage tanks at the facility.

(10) *Worst Case Discharge Amount*: Using information from the worksheets in appendix D, enter the amount of the worst case discharge in GALLONS.

(11) *Facility Distance to Navigable Waters*: Mark the appropriate line for the nearest distance between an opportunity for discharge (i.e., oil storage tank, piping, or flowline) and a navigable water.

2.2 *Applicability of Substantial Harm Criteria*

Using the flowchart provided in Attachment C-I to appendix C to this part, mark the appropriate answer to each question. Explanations of referenced terms can be found in Appendix C to this part. If a comparable formula to the ones described in Attachment C-III to appendix C to this part is used to calculate the planning distance, documentation of the reliability and analytical soundness of the formula must be attached to the response plan cover sheet.

2.3 *Certification*

Complete this block after all other questions have been answered.

3.0 *Acronyms*

ACP: Area Contingency Plan
 ASTM: American Society of Testing Materials
 bbls: Barrels
 bpd: Barrels per Day

bph: Barrels per Hour
 CHRIS: Chemical Hazards Response Information System
 CWA: Clean Water Act
 DOI: Department of Interior
 DOC: Department of Commerce
 DOT: Department of Transportation
 EPA: Environmental Protection Agency
 FEMA: Federal Emergency Management Agency
 FR: Federal Register
 gal: Gallons
 gpm: Gallons per Minute
 HAZMAT: Hazardous Materials
 LEPC: Local Emergency Planning Committee
 MMS: Minerals Management Service (part of DOI)
 NAICS: North American Industrial Classification System
 NCP: National Oil and Hazardous Substances Pollution Contingency Plan
 NOAA: National Oceanic and Atmospheric Administration (part of DOC)
 NRC: National Response Center
 NRT: National Response Team
 OPA: Oil Pollution Act of 1990
 OSC: On-Scene Coordinator
 PREP: National Preparedness for Response Exercise Program
 RA: Regional Administrator
 RCRA: Resource Conservation and Recovery Act
 RRC: Regional Response Centers
 RRT: Regional Response Team
 RSPA: Research and Special Programs Administration
 SARA: Superfund Amendments and Reauthorization Act
 SERC: State Emergency Response Commission
 SDWA: Safe Drinking Water Act of 1986
 SI: Surface Impoundment
 SPCC: Spill Prevention, Control, and Countermeasures
 USCG: United States Coast Guard

4.0 *References*

CONCAWE. 1982. Methodologies for Hazard Analysis and Risk Assessment in the Petroleum Refining and Storage Industry. Prepared by CONCAWE's Risk Assessment Ad-hoc Group.

U.S. Department of Housing and Urban Development. 1987. Siting of HUD-Assisted Projects Near Hazardous Facilities: Acceptable Separation Distances from Explosive and Flammable Hazards. Prepared by the Office of Environment and Energy, Environmental Planning Division, Department of Housing and Urban Development. Washington, DC.

U.S. DOT, FEMA and U.S. EPA. Handbook of Chemical Hazard Analysis Procedures.

U.S. DOT, FEMA and U.S. EPA. Technical Guidance for Hazards Analysis: Emergency

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The National Response Team. 1987. Hazardous Materials Emergency Planning Guide. Washington, DC.

The National Response Team. 1990. Oil Spill Contingency Planning, National Status: A Report to the President. Washington, DC. U.S. Government Printing Office.

Offshore Inspection and Enforcement Division. 1988. Minerals Management Service, Offshore Inspection Program: National Potential Incident of Noncompliance (PINC) List. Reston, VA.

ATTACHMENTS TO APPENDIX F

Attachment F-1—Response Plan Cover Sheet

This cover sheet will provide EPA with basic information concerning the facility. It must accompany a submitted facility response plan. Explanations and detailed instructions can be found in appendix F. Please type or write legibly in blue or black ink. Public reporting burden for the collection of this information is estimated to vary from 1 hour to 270 hours per response in the first year, with an average of 5 hours per response. This estimate includes time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate of this information, including suggestions for reducing this burden to: Chief, Information Policy Branch, Mail Code: PM-2822, U.S. Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, NW., Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington D.C. 20503.

GENERAL INFORMATION

Owner/Operator of Facility: _____
Facility Name: _____
Facility Address (street address or route): _____
City, State, and U.S. Zip Code: _____
Facility Phone No.: _____
Latitude (Degrees: North): _____
degrees, minutes, seconds _____
Dun & Bradstreet Number:¹ _____
Largest Aboveground Oil Storage Tank Capacity (Gallons): _____
Number of Aboveground Oil Storage Tanks: _____
Longitude (Degrees: West): _____
degrees, minutes, seconds _____

¹These numbers may be obtained from public library resources.

North American Industrial Classification System (NAICS) Code:¹ _____

Maximum Oil Storage Capacity (Gallons): _____

Worst Case Oil Discharge Amount (Gallons): _____

Facility Distance to Navigable Water. Mark the appropriate line.

0-1/4 mile _____ 1/4-1/2 mile _____ 1/2-1 mile _____ >1 mile _____

APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

Does the facility transfer oil over-water² to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?
Yes _____
No _____

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and, within any storage area, does the facility lack secondary containment² that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation?
Yes _____
No _____

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance² (as calculated using the appropriate formula in appendix C or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?³
Yes _____
No _____

Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance² (as calculated using the appropriate formula in appendix C or a comparable formula) such that a discharge from the facility would shut down a public drinking water intake?²
Yes _____
No _____

²Explanations of the above-referenced terms can be found in appendix C to this part. If a comparable formula to the ones contained in Attachment C-III is used to establish the appropriate distance to fish and wildlife and sensitive environments or public drinking water intakes, documentation of the reliability and analytical soundness of the formula must be attached to this form.

³For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Plans: Fish and Wildlife and Sensitive Environments" (see appendix E to this part, section 13, for availability) and the applicable ACP.

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No _____
Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill² in an amount greater than or equal to 10,000 gallons within the last 5 years?
Yes _____
No _____

viduals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete.

Signature: _____
Name (Please type or print): _____
Title: _____
Date: _____

[59 FR 34122, July 1, 1994; 59 FR 49006, Sept. 26, 1994, as amended at 65 FR 40816, June 30, 2000; 65 FR 43840, July 14, 2000; 66 FR 34561, June 29, 2001; 67 FR 47152, July 17, 2002]

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those indi-

**APPENDIX G TO PART 112—TIER I
QUALIFIED FACILITY SPCC PLAN**