

**CITY OF POCA TELLO  
WATER POLLUTION CONTROL  
Accidental Spill Prevention Plan (ASPP)  
Industrial User Form**

**DATE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY PHONE NUMBER:** \_\_\_\_\_

**FACILITY ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMERGENCY CONTACT NAME:** \_\_\_\_\_

**EMERGENCY PHONE NUMBER:** \_\_\_\_\_

**COMPLETE THE FOLLOWING PROVIDING INFORMATION. ATTACH  
ADDITIONAL SHEETS IF NECESSARY.**

**1. BRIEFLY DESCRIBE TYPE OF BUSINESS, INCLUDING ALL TREATMENT PROCESSES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. ATTACH DRAWINGS OF THE FACILITY WHICH SHOW THE FOLLOWING:**

- a. General layout of the facility**
- b. Property boundaries**
- c. Entrance and exit routes to facility**
- d. Areas occupied by commercial activities**
- e. Materials storage areas**
- f. Waste handling, storage, and treatment facilities**
- g. Loading and unloading areas**
- h. Direction of drainage from materials and wastes handling, process, storage and treatment areas**
- i. Floor drains, pipes and channels which lead away from potential leak or spill areas [identify by coding, footnotes, or narratives where these drain to (e.g., sanitary sewer, holding tank pumped out by wastehauler, etc.)].**

- j. **Flow diagram(s) showing chemicals and wastewater flow including piping and instrumentation, flow rates, tanks and capacities, treatment systems, and final destinations of flow.**

Please provide narrative discussions where needed to clarify any of the above items.

**3. MATERIAL DATA (materials include all chemicals and waste materials)**

<b>Material/ Chemical</b>	<b>Location in Plant</b>	<b>Maximum Volume</b>	<b>Container Volume</b>	<b>Type Container (1)</b>	<b>Remarks (2)</b>

(1) The facility should provide information on the type of container or tank used (e.g., steel drum, fiberglass carboy, etc.) and the materials of construction of the container or tank.

(2) Remarks should include comments concerning the hazards associated with the materials and any special precautions needed to handle the material properly. The remarks should also include brief discussions of the compatibility of the materials of construction of the container or tank with its contents, the condition of the container, and whether it is open or closed top.

**4. SPILL AND LEAK PREVENTION EQUIPMENT AND PROCEDURES**

**Equipment**

Identify the location and provide a description of all spill prevention structures and equipment employed (such as dikes, berms, sealed drains, alarm, leak detection equipment at the facility, diversionary structures, etc.) Reference to the location should be made with the layout drawings required in the previous section.

**Procedures**

Discuss all routine operation and maintenance procedures geared to minimize spills and leaks at the facility. Include descriptions of the type and frequency of inspections and monitoring for leaks or other conditions that could lead to spills.

**5. EMERGENCY RESPONSE EQUIPMENT AND PROCEDURES**

**Equipment**

Provide an up-to-date list of available emergency response equipment including its location (the location can be indicated on the facility layout) and a physical description. This list of equipment should include the following:

- a. Communication equipment and alarms
- b. Spill containment and control equipment and tools
- c. Spilled material storage containers
- d. Protective clothing and respirators
- e. First aid kits
- f. Decontamination equipment
- g. Ventilation equipment

**Procedures**

**Provide a detailed description of procedures to be followed in responding to a spill at the facility. This description should cover the following items:**

- a. Notification of facility personnel responsible for responding to spills
- b. Chain of command for spill response
- c. Evacuation procedures
- d. Notification of response agencies and contractors
- e. Spill assessment and response procedures
- f. Procedures for preventing contact between incompatible materials
- g. Procedures for disposing or treating spilled materials

**6. SPILL REPORTING AND ASPP MODIFICATION PROCEDURES**

**Describe procedures for reporting spills and for modifying the ASPP where procedures were inadequate or where changes at the facility warrant modification.**

**7. TRAINING PROGRAM**

**Outline, in detail, the training program given to employees which will enable them to understand the processes and materials with which they are working, the safety and health hazards, 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.**

**"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**