

## **SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLAN PREPARATION INSTRUCTIONS**

---

Site-specific Spill Prevention Control and Countermeasure (SPCC) plans are required by Standard Specification 1-07.15 for all Washington State Department of Transportation (WSDOT) construction projects.

This instruction packet explains the steps and information needed to prepare a SPCC plan to meet WSDOT's Standard Specification requirements. The step-by-step instructions include the instructions (i.e., specific text from the Standard Specification), recommendations (if applicable), and tools used to gather the needed information. **NOTE:** *The "tools" are provided for your convenience to gather information. The Standard Specification does not require the use of these tools.*

A sample SPCC plan is provided in Appendix A as a model to follow in obtaining the necessary and creating the SPCC plan per the Standard Specification.

## SPCC PLAN OUTLINE

---

### Introduction (Recommended Information)

**Instruction:**

State the purpose of the SPCC plan, specify WSDOT requirements and contract specifications, and identify the regulations governing SPCC plans.

*An Introduction is not required by the WSDOT Standard Specification 1-07.15.*

## Site Information (Required Information)

### Instruction:

Identify general site information useful in construction planning, recognizing potential sources of spills, and identifying personnel responsible for managing and implementing the plan.

### Tools:

- General Site Information Checklist
- Potential Spill Sources Checklist
- Contractor Management Information Form

# General Site Information Checklist

## *Describe the work to be performed at the project site*

**Adjacent Properties.** List adjacent properties (if any) and present usage(s).

Property 1 \_\_\_\_\_

Property 2 \_\_\_\_\_

Property 3 \_\_\_\_\_

Property 4 \_\_\_\_\_

Not applicable, area undeveloped

**Topography.** Check the topography that best describes the site and the general area. This is an important feature when planning where to stage equipment and materials to prevent off-site releases. Describe the site and surrounding area topography.

Flat/Level    Rolling    Hilly    Sloping    Steep Slopes    Mountainous

---

---

---

---

**Site Surface.** Describe the site surface. This feature may be useful in determining your spill prevention and containment strategy (e.g., a spill on sloped paved surfaces could quickly lead to a release off site).

Capped/Paved (asphalt/concrete)

Gravel/Soil

Vegetated/Undeveloped

---

---

---

---

**Groundwater.** Record the depth to groundwater (if known), or depth at which groundwater is expected to be encountered.

Depth to groundwater (known or suspected): \_\_\_\_\_

Is groundwater used as a drinking water source/sole source aquifer:  Yes  No  
 Unknown

**Surface Water Drainage Features.** Check the surface water drainage features that are on site. Describe the site surface water drainage features.

- Intermittent streams, ditches, trenches
- Depressions, detention ponds
- Storm drain inlets, catch basins, manholes
- Dry Wells
- None
- Other \_\_\_\_\_

---

---

---

---

**Surface Water Bodies.** Check all surface water bodies that are on site or adjacent to the site. Describe surface water receptors.

- Lakes, ponds
- Rivers, streams, creeks
- Shoreline
- Wetlands, swamp
- Reservoirs/Watersheds
- None
- Other \_\_\_\_\_

---

---

---

---

**Fish and Wildlife Habitat.** Describe any known endangered or threatened species of fish or wildlife at the site.

Not applicable

---

---

---

---

**Potentially Sensitive Receptors.** Check all potentially sensitive receptors near the site; Describe.

- Residences, homes, apartments
- Senior citizen housing
- Schools, childcare facilities, playgrounds
- Hospitals
- Recreational areas
- None
- Other \_\_\_\_\_

---

---

---

---

**Wells/Well Head Protection Areas.** Check all wells on site or near the site that apply. Describe wells and wellhead protection areas.

- Public Drinking Water Wells/Well Fields
- Private/Domestic Wells (drinking water, irrigation)
- Monitoring Wells
- None

---

---

---

---

## Potential Spill Source Checklist

Note in the SPCC Plan the following information:

### Equipment and Material Brought On-site

- Equipment Staging and Maintenance Areas
- Fuel Staging and Storage Areas
- Hazardous Material Staging and Storage Areas
- Hazardous Waste Storage Areas
- None

### Pre-existing Site Conditions (If applicable)\*

- Soil Contamination
- Groundwater Contamination
- Hazardous Materials Stored in Containers or Tanks
- None

\* - *Preexisting Contamination – If preexisting contamination in the project area is described elsewhere in the plans or specifications, the SPCC plan shall indicate measures the Contractor will take to conduct work without allowing release or further spreading of the materials.*

## Contractor Management Information Form

Who is responsible to ensure the SPCC plan is implemented and maintained (preferably located at the project site)?: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Pager Number: \_\_\_\_\_

Alternate Responsible Persons for the SPCC Plan (preferably located at the project site):

\_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cellular Phone Number: \_\_\_\_\_

Pager Number: \_\_\_\_\_

List additional personnel responsible for managing and implementing the SPCC plan:

| <u>Name</u> | <u>Responsibility</u> |
|-------------|-----------------------|
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |
| _____       | _____                 |

## Project Site Description (Required Information)

### Instruction:

Identify staging, storage, maintenance, and fueling areas and their relationship to drainage pathways, waterways, and other sensitive areas. Specifically address:

- the Contractor's equipment maintenance, refueling, and cleaning activities.
- the Contractor's on site storage areas for hazardous materials.

### Recommendations:

Note that sensitive areas/receptors information was requested on the **General Site Information Checklist**. Also, the WSDOT Standard Specification 1-07.15 does not require identifying pre-existing site conditions (if applicable) relative to drainage pathways, waterways, and other sensitive areas. This information is recommended as useful in spill prevention planning. The Standard Specification 1-07.15(1)(H) reads *"Preexisting Contamination – If preexisting contamination in the project area is described elsewhere in the plans or specifications, the SPCC plan shall indicate measures the Contractor will take to conduct work without allowing release or further spreading of the materials."*

### Tools:

- Equipment and Material Brought On Site Checklist

## Equipment and Material Brought On Site Checklist

The following list contains items that may be potential spill sources at the site. Check all equipment or items that are planned to be stored on site.

| <b>Heavy Equipment</b>                      | <b>Storage Location</b> | <b>Maximum Quantity</b> |
|---|-------------------------|-------------------------|
| <input type="checkbox"/> Trucks             | _____                   | _____                   |
| <input type="checkbox"/> Excavators         | _____                   | _____                   |
| <input type="checkbox"/> Backhoes           | _____                   | _____                   |
| <input type="checkbox"/> Loaders            | _____                   | _____                   |
| <input type="checkbox"/> Rollers/Compactors | _____                   | _____                   |
| <input type="checkbox"/> Bulldozers         | _____                   | _____                   |
| <input type="checkbox"/> Drill Rig          | _____                   | _____                   |
| <input type="checkbox"/> Pile Drivers       | _____                   | _____                   |
| <input type="checkbox"/> Cranes             | _____                   | _____                   |
| <input type="checkbox"/> Forklift           | _____                   | _____                   |
| <input type="checkbox"/> Other _____        | _____                   | _____                   |
| <br>  |                         |                         |
| <b>Miscellaneous Fuel-Powered Equipment</b> |                         |                         |
| <input type="checkbox"/> Generators         | _____                   | _____                   |
| <input type="checkbox"/> Lighting Units     | _____                   | _____                   |
| <input type="checkbox"/> Pumps              | _____                   | _____                   |
| <input type="checkbox"/> Portable Compactor | _____                   | _____                   |
| <input type="checkbox"/> Other _____        | _____                   | _____                   |
| <br>  |                         |                         |
| <b>Drums or Containers</b>                  |                         |                         |
| <input type="checkbox"/> Acids              | _____                   | _____                   |
| <input type="checkbox"/> Adhesives          | _____                   | _____                   |
| <input type="checkbox"/> Bleach             | _____                   | _____                   |
| <input type="checkbox"/> Degreasers         | _____                   | _____                   |
| <input type="checkbox"/> Grease/lubricants  | _____                   | _____                   |
| <input type="checkbox"/> Hexane             | _____                   | _____                   |
| <input type="checkbox"/> Hydraulic fluid    | _____                   | _____                   |
| <input type="checkbox"/> Methanol           | _____                   | _____                   |
| <input type="checkbox"/> Oil/waste oil      | _____                   | _____                   |
| <input type="checkbox"/> Paints             | _____                   | _____                   |
| <input type="checkbox"/> Solvents           | _____                   | _____                   |
| <input type="checkbox"/> Thinner            | _____                   | _____                   |
| <input type="checkbox"/> Turpentine         | _____                   | _____                   |
| <input type="checkbox"/> Wastes (hazardous) | _____                   | _____                   |
| <input type="checkbox"/> Other _____        | _____                   | _____                   |

**Fuel Storage**

- Fuel above-ground storage tank                      Fuel Type: \_\_\_\_\_
- Fuel containers (drums, cylinders)                      Fuel Type: \_\_\_\_\_
- Fuel tanker truck                      Fuel Type: \_\_\_\_\_
  
- Other \_\_\_\_\_                      Fuel Type: \_\_\_\_\_
- Other \_\_\_\_\_                      Fuel Type: \_\_\_\_\_
- Other \_\_\_\_\_                      Fuel Type: \_\_\_\_\_

Describe location and maximum quantities anticipated for the various Fuel Staging Area(s).

---

---

---

---

---

---

## Spill Prevention and Containment (Required Information)

### Instruction:

Identify spill prevention and containment methods to be used at each of the locations identified in B. (*Project Site Description*), above.

### Recommendation:

Best Management Practices (BMPs) are methods and techniques to manage hazardous materials and wastes. BMPs are written steps and procedures to perform an activity safely. BMPs are useful in spill prevention planning, but are **not** required in WSDOT Standard Specification 1-07.15. Spill prevention BMPs are included in the Spill Prevention and Containment section of the sample SPCC plan.

Sources of BMPs include:

- Highway Runoff Manual and Erosion Control Certification Manual
- Oregon Department of Transportation
- Association of General Contractors

### Tools:

- Spill Prevention and Containment Checklist
- Spill Containment Devices and Measures Checklist

# Spill Prevention and Containment Checklist

## Staging Area

Describe spill containment measures.

---

---

---

Identify spill prevention BMPs.

---

---

---

## Hazardous Material Storage Area

Describe spill containment measures.

---

---

---

Identify spill prevention BMPs.

---

---

---

## Maintenance Area

Describe spill containment measures.

---

---

---

Identify spill prevention BMPs.

---

---

---

## Refueling Area

Describe spill containment measures.

---

---

---

Identify spill prevention BMPs (recommended).

---

---

---

## Cleaning Area

Describe spill containment measures.

---

---

---

Identify spill prevention BMPs (recommended).

---

---

---

## Spill Containment Devices and Measures Checklist

Check the containment devices that will be stored at the project site.

- Spill pallets
- Spill pads
- Portable berms
- Pop-up pools
- Drum trays
- Drain seals/drain protectors
- Floating booms

Personnel with specialized training may also use the following containment devices:

- Portable containment dolly
- Drum or tank tourniquets
- Patch kits

Check the measures that will be used to prevent potential releases:

- Secondary containment areas for heavy equipment storage (protected ground cover)
- Secondary containment areas for fueling areas (protected ground cover)
- Plastic sheeting used beneath stockpiles of excavated soil

## Spill Response (Required Information)

### Instruction:

Outline spill response procedures including assessment of the hazard, securing spill response and personal protective equipment, containing and eliminating the spill source, and mitigation, removal and disposal of the material.

### Tools:

- Spill Response Form

### For All Sites — WSDOT contractors must NOT perform the following actions:

- Spill response activities in situations where the spill CANNOT be safely and effectively controlled (i.e., any spill or release that cannot be defined as “incidental”, meaning that personnel on site have the resources, knowledge and equipment to safely manage, contain, and cleanup a spill). In emergency situations, a trained and qualified contractor that specializes in emergency response must be contacted to handle the spill.
- Any activities that require the expertise of properly trained and qualified emergency response/environmental consulting personnel, including:
  - Clean-up activities and mitigation of environmental impact for spills or releases of materials that cannot be handled with personnel on-site.
  - Site characterization (defining the nature and extent of contamination) and assessment of environmental impact, or
  - Waste profiling for disposal purposes.

**IMPORTANT:** It will be your company’s responsibility to decide whether trained and qualified personnel are available on staff, or if an outside contractor needs to be retained for emergency response.

# Spill Response Form

## Spill Assessment

Describe assessment procedures that will be used to address potential spills at the project site.

---

---

---

---

## Secure Spill Response and Personal Protective Equipment

- Describe how area will be secured.

---

---

---

- Describe appropriate spill response equipment:

---

---

---

---

- Describe appropriate personal protective equipment:

---

---

---

---

### **Contain and Eliminate Spill Source**

- Describe methods to contain and eliminate the spill source:

---

---

---

---

### **Mitigating, Removing, and Disposing of Spilled Material**

- Describe spill cleanup procedures:

---

---

---

- Describe waste disposal procedures:

---

---

---

## Standby, On-site Material and Equipment (Required Information)

### Instruction:

The plan shall identify the equipment and materials the Contractor will maintain on site to carry out the preventive and responsive measures for the items listed.

### Tools:

- Spill Response Material and Equipment Checklist

## Spill Response Material and Equipment Checklist

Identify the equipment and materials that will be maintained on site.

- Shovels
- Pumps/Hoses
- Personal Protective Equipment (PPE) – Gloves, Tyvex suits, safety glasses, goggles
- Clean Drums/Containers
- Labels
- Decontamination Equipment and Cleaners
- Spill Pads (Hydrophobic/Oliophilic)
- Portable Berms
- Polyethylene Bags
- Plastic Sheeting
- Overpack (Salvage) Drum
- Sorbent (Kitty Litter)
- Sandbags
- Catch Basin/Drain Protectors
- Floating Boom
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Reporting (Required Information)

### **Instruction:**

The plan shall list all federal, state, and local agency telephone numbers the Contractor must notify in the event of a spill.

### **Tools:**

- Agency Notification List (Table 1)

**Table 1  
Agency Notification List**

| <b>Agency &amp; Responsibilities</b>  | <b>Phone Contacts</b>  |
|---|--|
| City of <b>(City)</b> Fire Department <ul style="list-style-type: none"> <li>• Fire fighting</li> <li>• Emergency medical response</li> <li>• Community evacuation</li> </ul> | 911<br><b>(Provide phone number if in an area without 911 service)</b> |
| City of <b>(City)</b> Police Department <ul style="list-style-type: none"> <li>• Police authority</li> </ul>  | 911<br><b>(Provide phone number if in an area without 911 service)</b> |
| City of <b>(City)</b> Public Works Department <ul style="list-style-type: none"> <li>• Information on storm drains and other utilities</li> </ul>                             | <b><u>(Phone Number)</u></b>   |
| <b><u>(Name of Nearest Hospital)</u></b> <ul style="list-style-type: none"> <li>• Emergency medical treatment</li> </ul>  | <b><u>(Phone Number)</u></b>   |
| Washington State Department of Ecology Toxics Cleanup Program <ul style="list-style-type: none"> <li>• Reporting spills to soil</li> </ul>                                    | (360) 407-7170   |
| National Response Center <ul style="list-style-type: none"> <li>• Reporting spills to water</li> </ul>  | (800) 424-8802   |
| Washington State Emergency Management Division <ul style="list-style-type: none"> <li>• Reporting spills to water</li> </ul>  | (800) 258-5990   |
| <b>(Name of Spill Response Contractor):</b> <ul style="list-style-type: none"> <li>• Emergency spill response</li> </ul>  | <b>(Phone Number)</b>  |

## Program Management (Required Information)

### Instruction:

Identify site security measures, inspection procedures and personnel training procedures as they relate to spill prevention, containment, response, management, and cleanup.

### Tools:

- Site Security Checklist

## Site Security Checklist

Indicate the security measures that will be implemented at the project site.

- Fences
- Locks
- Signs
- Barricades
- Labels
- Alarms
- Security services

### Management Practices

- Consistent hours of operation
- Daily site inspections
- Daily shut-down/close-out operations/plan
- Other: \_\_\_\_\_

What training has been/will be provided to contractor personnel regarding spill prevention, containment, response, management and cleanup?

---

---

---

---

---

Describe the type of inspections and frequency to ensure the SPCC plan has been properly implemented and maintained. Include any inspection checklists that will be used.

---

---

---

---

---

## Preexisting Contamination (if applicable) - (Required Information)

**Instruction:**

If preexisting contamination in the project area is described elsewhere in the plans or specifications, the SPCC plan shall indicate measures the Contractor will take to conduct work without allowing release or further spreading of the materials.

Describe the measures that will be taken if preexisting contamination exists at the project site.

---

---

---

---

---

## Attachments (Required Information):

### Instruction:

Prepare:

- Site plan showing the locations identified in 1.B. and 1.C. (***Project Site Description*** and ***Spill Prevention and Containment***) noted previously.
- Spill and Incident Report Forms, if any, that the Contractor will be using.

### Tools:

- Sample Site Plan
- Site Plan Checklist
- Spill and Incident Report Form

# Insert - Sample Site Plan

## Site Plan Checklist:

Does the site plan identify the following required features?

- Staging areas
- Storage areas
- Maintenance areas
- Refueling areas
- Cleaning areas
- Hazardous material storage areas

**Recommended** features to include in a site plan:

- Project site name and location
- Hazardous waste storage areas
- Site gradient/slope of site
- Sensitive areas/receptors (e.g., residences, streams, rivers, etc.)
- Spill prevention and containment devices and measures (e.g., spill response kits/equipment locations)
- Pre-existing soil and groundwater contamination (if applicable)

### Spill or Incident Report Form

Site: \_\_\_\_\_ Primary Contractor: \_\_\_\_\_

Effective Plan Date: \_\_\_/\_\_\_/\_\_\_

**Instructions:** Complete for any type of petroleum product or hazardous materials/waste spill or incident. Provide a copy of this report to management.

1. Person Reporting Spill or Incident:

|              |  |           |  |
|--------------|--|-----------|--|
| Name         |  | Address   |  |
| Organization |  |           |  |
| Title        |  |           |  |
| Telephone    |  |           |  |
| Fax          |  | Signature |  |

2. Type of Spill:

|                                  |                                  |
|----------------------------------|----------------------------------|
| Common Name of Spilled Substance |                                  |
| Quantity Spilled (Estimate)      |                                  |
| Concentration (Estimate)         |                                  |
| Date of Spill                    | Effective Plan Date: ___/___/___ |

|                    |        |        |                  |        |        |
|--------------------|--------|--------|------------------|--------|--------|
| Time Spill Started | ___ AM | ___ PM | Time Spill Ended | ___ AM | ___ PM |
|--------------------|--------|--------|------------------|--------|--------|

3. Location of Spill:

|                      |  |
|----------------------|--|
| <b>SPILL TO LAND</b> | <b>SPILL TO WATER BODY</b>                                 |
| Name of site:        | Name of water body:  |
| Street address:      | Location of discharge with reference to fixed point:       |
| City/Town:           | Description of area from which spilled material may reach: |
| County:              |  |

4. If no spill, describe incident:

**Spill or Incident Report Form**

Site: \_\_\_\_\_ Primary Contractor: \_\_\_\_\_

Effective Plan Date: \_\_\_/\_\_\_/\_\_\_

**5. Actions Taken:**

To contain spill or impact of incident:

To clean up spill or recover from incident:

To remove cleanup material:

To prevent reoccurrence:

**6. Person responsible for managing termination/closure of incident or spill:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_