

# **SPILL CONTINGENCY PLAN**

**SITE NAME:**

**SITE ADDRESS:**

## 1.0 INTRODUCTION

The purpose of the Plan is to establish procedures to be implemented in the event of a release of Regulated Substances, as well as describe measures implemented to reduce the likelihood of such a release. For the purposes of this document, Regulated Substances are defined in the City of Kalamazoo Code of Ordinances Appendix A: Chapter 3, Section 3.5, The Wellhead Protection Overlay District, as including the following:

- (insert list when decided upon)

This facility is located within a City of Kalamazoo groundwater protection area. Uncontrolled releases of Regulated Substances within such areas have an elevated risk of compromising area drinking water. Therefore, the primary goal of this plan is to protect drinking water supplies located in the vicinity of this facility.

## 2.0 FACILITY INFORMATION

This facility is described as follows:

Facility Name:	
Street Address:	
Mailing Address:	
Facility Telephone Number:	
Facility Operator Name:	
Facility Operator Telephone Number:	
24-Hour Emergency Contact Person:	
24-Hour Emergency Telephone Number:	
Description of Facility Operations:	
SCP Preparer Name:	
SCP Preparer Title:	
SCP Preparer Affiliation:	
Original Date of SCP Preparation:	

### 3.0 REGULATED SUBSTANCE INVENTORY

The following is an inventory of Regulated Substance storage areas that includes all Regulated Substances stored at the site in containers exceeding either 10 pounds for liquids or 100 pounds for solids:

Storage Area	Regulated Substance	Type of Container	Typical Quantity in Storage Area	Maximum Quantity in Storage Area

#### 4.0 RELEASE POTENTIAL AND PREVENTION ANALYSIS

For each Regulated Substance contained in the inventory in Section 3.0, the Facility must document in the following table the potential causes of releases (spills, leaks, etc.) to the indoor or outdoor portions of the facility, both from storage areas and use areas. The Facility must also document measures initiated to help prevent a release of Regulated Substances (e.g., inspections, work practices, good housekeeping and training), contain a release (e.g., secondary containment or diversions from the outside environment) or minimize the environmental impact of a release. If different types of Regulated Substances have virtually identical storage, use, potential for release, potential destination of release and prevention measures, those substances may be listed together in the table.

Regulated Substance(s)	Storage/Use Area	Potential Types/Causes of Release in Area(s)	Potential Destination of Release (check all that apply)	Release Prevention or Minimization Measures
	Storage Areas:		<input type="checkbox"/> Storm Sewer Drain <input type="checkbox"/> Soil <input type="checkbox"/> Dry Well/Catch Basin <input type="checkbox"/> Sump <input type="checkbox"/> Surface Water <input type="checkbox"/> Other: <input type="checkbox"/> Floor Drain	
	Use Areas:		<input type="checkbox"/> Storm Sewer Drain <input type="checkbox"/> Soil <input type="checkbox"/> Dry Well/Catch Basin <input type="checkbox"/> Sump <input type="checkbox"/> Surface Water <input type="checkbox"/> Other: <input type="checkbox"/> Floor Drain	
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## 5.0 RELEASE RESPONSE PROCEDURES

The Facility must identify procedures to be followed in the event of release of a Regulated Substance. These procedures must take into account both minor releases, which pose no danger to health or the environment and can be handled by trained employees in the immediate vicinity of the release, and for significant releases that have one or more of the following characteristics:

- The spill cannot be contained safely by site personnel.
- Sufficient resources are not available at the site to contain the spill.
- The spilled material has entered the site drain system (sanitary or storm) and cannot be contained.
- The spilled material has entered site soils or a vegetated area.

<b>INTERNAL EMERGENCY CONTACTS</b>		
Primary Emergency Contact:	Phone Number:	Responsibilities:
Secondary Emergency Contact:	Phone Number:	Responsibilities:
24-Hour Emergency Contact:	Phone Number:	Responsibilities:
<i>Other Onsite Personnel Contacted</i>		
Name:	Phone Number:	Responsibilities:
Name:	Phone Number:	Responsibilities:
Name:	Phone Number:	Responsibilities:
Name:	Phone Number:	Responsibilities:
<b>EXTERNAL EMERGENCY CONTACTS</b>		
Police Department:	Phone Number:	
Fire Department:	Phone Number:	
Hospital:	Phone Number:	
Ambulance Service:	Phone Number:	
City of Kalamazoo Environmental Division	??	
City of Kalamazoo Wastewater Treatment Plant	269-337-8157	
MDEQ Kalamazoo District Office	269-567-3500	
MDEQ 24-Hour Pollution Emergency Alert System	800-292-4706 (for MDEQ-reportable spills)	
National Response Center	800-424-8802 (for EPA-reportable spills)	
Spill Response Contractor:	Phone Number:	

<b>EMERGENCY RESPONSE PROCEDURES</b>	
Internal Notification Procedures (chain-of-command):	
Procedures to be followed for a minor release:	
Procedures to be followed for a significant release:	
Facility Evacuation Procedures:	
Local, State and Federal Environmental Agency Emergency Notification Procedures:	
<b>EMERGENCY SPILL RESPONSE EQUIPMENT ONSITE</b>	
Type:	Location:
Type:	Location:
Type:	Location:
Type:	Location:
Type:	Location:
Type:	Location:
Type:	Location:



## 7.0 EMPLOYEE TRAINING

The facility must train all employees who handle Regulated Substances or work in the vicinity of Regulated Substance storage or use areas. Thus, the following groups of employees and/or individuals will be trained on the release procedures outlined in the previous section. This training will take place within one month of the completion of this SCP and then annually. In addition, all new hires requiring training will receive the training within one month of hire. A training log is available as Appendix A.


## 8.0 SCP UPDATES

The SCP must be updated every two years or when any of the following occur:

- There is a change in ownership at the facility.
- The use, storage or types of Regulated Substances at the facility change.
- Changes, structural or otherwise, are made at the facility that will affect the anticipated flow direction or final destination of any release from a Regulated Substance storage or use area (e.g., regarding the property, paving, building additions, additional structural controls).

An SCP Update Log is provided as Appendix B.

## 9.0 SCP AVAILABILITY

The SCP is stored onsite in the following locations:


**APPENDIX A – SCP ANNUAL TRAINING LOG (COPY AS NECESSARY)**

<b>TRAINER:</b>	<b>DATE:</b>
<b>TRAINEE SIGN-IN:</b>	

# APPENDIX B – SCP UPDATE LOG

DATE:	UPDATED BY:	REASON: