

Tier I Qualified Facility SPCC Plan

This template constitutes the SPCC Plan for the facility, when completed and signed by the owner or operator of a facility that meets the applicability criteria in §112.3(g)(1). This template meets the requirements of 40 CFR part 112. Maintain a complete copy of the Plan at the facility if the facility is normally attended at least four hours per day, or for a facility attended fewer than four hours per day, at the nearest field office.

Facility Description

Facility Name _____
Facility Address _____
City _____ State _____ Zip _____
County _____ Telephone Number _____

Owner or Operator Name _____
Owner or Operator Address _____
City _____ State _____ Zip _____
County _____ Telephone Number _____

I. Self-Certification Statement {§112.6(a)(1)}

The owner or operator of a facility certifies that each of the following is true in order to utilize this template to comply with the SPCC requirements:

I, _____, certify that the following is accurate:

1. I am familiar with the applicable requirements of 40 CFR part 112;
2. I have visited and examined the facility;
3. This plan was prepared in accordance with accepted and sound industry practices and standards;
4. Procedures for required inspections and testing have been established in accordance with industry inspection and testing standards or recommended practices;
5. I will fully implement the plan;
6. This facility meets the following qualification criteria {under §112.3(g)(1)};
 - a. The aggregate aboveground oil storage capacity of the facility is 10,000 U.S. gallons or less; **or** is an onshore oil production facility with no more than two producing wells per single tank battery, each of which produce ten barrels or less of crude oil per well per day if the facility has an injection well; **or**, is an onshore oil production facility with no more than four producing wells per single tank battery, each of which produce ten barrels or less of crude oil per well per day and with no injection wells at the facility; **and**
 - b. The facility has had no single discharge as described in §112.1(b) exceeding 1,000 U.S. gallons and no two discharges that as described in §112.1(b) each exceeding 42 U.S. gallons within any twelve month period in the three years prior to an SPCC Plan self-certification date, or since becoming subject to 40 CFR part 112 if the facility has been in operation for less than three years (not including oil discharges as described in §112.1(b) that are the result of natural disasters, acts of war, or terrorism); **and**
 - c. There is no individual oil storage container at the facility with an aboveground capacity of greater than 5,000 U.S. gallons.
7. This Plan does not deviate from any requirement of 40 CFR part 112 as allowed by §112.7(a)(2) (environmental equivalence) and §112.7(d) (impracticability of secondary containment) **or** include an exemption/measures pursuant to §112.9(c)(6) for produced water containers and any associated piping and appurtenances downstream from the container.
8. This Plan and individual(s) responsible for implementing this Plan have the full approval of management and I have committed the necessary resources to fully implement this Plan.

I also understand my other obligations relating to the storage of oil at this facility, including, among others;

1. To report a discharge to navigable waters or adjoining shorelines to the appropriate authorities. Notification information is included in the Plan;
2. To review and amend this Plan whenever there is a material change at the facility that affects the potential for an oil discharge, and at least once every five years. Reviews and amendments are recorded in an attached log [See Five year Review Log and Technical Amendment Log in Attachments 1.1 and 1.2];
3. Optional use of a contingency plan. A contingency plan:
 - a. May be used in lieu of secondary containment for qualified oil-filled operational equipment, in accordance with the requirements under §112.7(k), **and**;
 - b. Must be prepared for flowlines and/or intra-facility gathering lines which do not have secondary containment at an oil production facility, **and**;
 - c. Must include an established and documented inspection or monitoring program; **and**
 - d. An oil spill contingency plan following the provisions of 40 CFR part 109; **and**
 - e. A written commitment of manpower, equipment and materials to expeditiously remove any quantity of oil discharged that may be harmful. [If applicable, a copy of the contingency plan and any additional documentation will be attached to this Plan as Attachment 2.]

By completing this Plan template, I certify that I have satisfied the requirements to prepare and implement a Plan under §112.3 and all of the requirements under §112.6(a). I certify that the information contained in this Plan is true.

Signature _____ Date _____
 Name _____ Title _____

II. Record of Plan Review and Amendments

Five year Review {§112.5(b)}:

Complete a review and evaluation of this SPCC Plan at least once every five years. As a result of the review, amend this Plan within six months to include more effective prevention and control measures for the facility, if applicable. Implement any amendment as soon as possible, but no later than six months following the Plan amendment. Document completion of the review and evaluation, and complete the Five Year Review Log in Attachment 1.1. If the facility no longer meets the Tier I qualified facility eligibility, the owner or operator must revise the Plan to meet Tier II qualified facility requirements, or complete a full PE certified Plan.

Table G-1 Technical Amendments {§§112.5(a), (c) and 112.6(a)(2)}	
This SPCC Plan will be amended when there is a change in the facility design, construction, operation, or maintenance that materially affects the potential for a discharge to navigable waters or adjoining shorelines. Examples include adding or removing containers, reconstruction, replacement, or installation of piping systems, changes to secondary containment systems, changes in product stored at the facility, or revisions to standard operating procedures.	<input type="checkbox"/>
Any technical amendments to this Plan will be re-certified in accordance with Section I of this Plan template. {§112.6(a)(2)} [See Technical Amendment Log in Attachment 1.2]	<input type="checkbox"/>

III. Plan Requirements

1. Oil Storage Containers {§112.7(a)(3)(i)}:

Table G-2 Oil Storage Containers and Capacities		
This table includes a complete list of all oil storage containers (aboveground containers ¹ and completely buried tanks ²) with capacity of 55 U.S. gallons or more, unless otherwise exempt from the rule. For mobile/portable containers, an estimate number of containers, types of oil, and anticipated capacities are provided.		<input type="checkbox"/>
Oil Storage Container {Indicate whether aboveground (A) or completely buried (B)}	Type of Oil	Shell Capacity (gallons)

Total Aboveground Storage Capacity* _____ **gallons**
Total Completely Buried Storage Capacity _____ **gallons**
Facility Total Oil Storage Capacity _____ **gallons**

* Counts toward qualified facility applicability threshold

2. Secondary Containment and Oil Spill Control {§112.6(a)(3)(i) & (ii), §112.7(c) and §112.9(c)(2)}:

Table G-3 Secondary Containment and Oil Spill Control	
Appropriate secondary containment and/or diversionary structures or equipment ³ is provided for all oil handling containers, equipment, and transfer areas to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from a primary containment system, such as a tank or pipe, will not escape the containment system before cleanup occurs.	<input type="checkbox"/>

¹ Aboveground storage containers that must be included when calculating total facility oil storage include: tanks and mobile or portable containers; oil-filled operational equipment (e.g. transformers); other oil-filled equipment, such as flow-through process equipment. Exempt containers that are not included in the capacity calculation include: any container with a storage capacity less than 55 gallons of oil; containers used exclusively for wastewater treatment; permanently closed containers; motive power containers; hot-mix asphalt containers; heating oil containers used solely at a single family residence; and pesticide application equipment or related mix containers.

² Although the criteria to determine eligibility for qualified facilities focuses on the aboveground oil storage containers at the facility, the completely buried tanks at a qualified facility are still subject to the rule requirements and must be addressed in the template; however, they are not counted toward the qualified facility threshold.

³ Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; (7) Sorbent materials.

Table G-4 below identifies the tanks and containers at the facility with the potential for an oil discharge; the mode of failure; the flow direction and potential quantity of the discharge; and the secondary containment method and containment capacity that is provided.

Table G-4 Containers with Potential for an Oil Discharge					
Area	Type of Failure (discharge scenario)	Potential Discharge Volume (gallons)	Direction of Flow for Uncontained Discharge	Secondary Containment Method⁴	Secondary Containment Capacity (gallons)
Bulk Storage Containers and Mobile/Portable Containers ⁵					
Oil-Filled Operational Equipment (e.g., hydraulic equipment, transformers) ⁶					
Piping, Valves, etc.					
Product Transfer Areas (location where oil is loaded to or from a container, pipe or other piece of equipment)					
Other Oil-Handling Areas of Oil-Filled Equipment (e.g., flow-through process vessels at an oil production facility)					

⁴ Use one of the following methods of secondary containment or its equivalent: (1) Dikes, berms, or retaining walls sufficiently impervious to contain oil; (2) Curbing; (3) Culverting, gutters, or other drainage systems; (4) Weirs, booms, or other barriers; (5) Spill diversion ponds; (6) Retention ponds; (7) Sorbent materials.

⁵ For storage tanks and bulk storage containers, the secondary containment capacity must be at least the capacity of the largest container plus additional capacity to contain rainfall or other precipitation.

⁶ For oil-filled operational equipment: Document in the table above if alternative measures to secondary containment {as described in §112.7(k)} are implemented at the facility.

3. Inspections, testing, recordkeeping and Personnel training (§§112.7(e) & (f), 112.8(c)(6), 112.12(c)(6)):

Table G-5 Inspections, Testing, Record keeping and Personnel Training	
An inspection and testing program is implemented for all aboveground storage containers and piping at this facility. (§§112.8(c)(6) & 112.12(c)(6))	<input type="checkbox"/>
The following is a description of the inspection and testing program (e.g., reference to industry standard utilized, scope, frequency, method of inspection or test, and person conducting the inspection) for all aboveground storage containers and piping at the facility:	
Inspections, tests, and records are conducted in accordance with written procedures developed for the facility. Records of inspections and tests kept under usual and customary business practices will suffice for purpose of the paragraph. (§112.7(e))	<input type="checkbox"/>
A record of the inspections and tests are kept at the facility with the SPCC Plan for a period of three years. (§112.7(e)) [See Inspection Log and Schedule in Attachment 3.1]	<input type="checkbox"/>
Inspections and tests are signed by the appropriate supervisor or inspector. (§112.7(e))	<input type="checkbox"/>
Personnel training and Discharge Prevention Procedures (§112.7(f))	
Oil-handling personnel are trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules and regulations; general facility operations; and the contents of the facility SPCC Plan. (§112.7(f))	<input type="checkbox"/>
A person who reports to facility management is designated and accountable for discharge prevention. (§112.7(f)): Name: _____ Title: _____	<input type="checkbox"/>
Discharge prevention briefings are conducted for oil-handling personnel annually to assure adequate understanding of the SPCC Plan for that facility. Such briefings highlight and describe past reportable discharges or failures, malfunctioning components, and any recently developed precautionary measures. (§112.7(f)) [See Oil-Handling Personnel Training and Briefing Log in Attachment 3.4]	<input type="checkbox"/>

4. Security (excluding oil production facilities) {§112.7(g)}:

Table G-6 Implementation and Description of Security Measures	
<p>Security measures are implemented at this facility to prevent unauthorized access to oil handling, processing, and storage areas.</p> <p>The following is a description of how you secure and control access to the oil handling, processing and storage areas; secure master flow and drain valves; prevent unauthorized access to starter controls on oil pumps; secure out-of-service and loading/unloading connections of oil pipelines; address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of discharges:</p>	<input type="checkbox"/>

5. Emergency Procedures and Notifications {§§112.7(a)(3)(iv) and 112.7(a)(5)}:

Table G-7 Description of Emergency Procedures and Notifications	
<p>The following is a description of the immediate actions taken by facility personnel in the event of a discharge to navigable waters or adjoining shorelines. {§112.7(a)(3)(iv) and §112.7(a)(5)}:</p>	<input type="checkbox"/>

6. Contact List {§112.7(a)(3)(vi)}:

Table G-8 Contact List	
Contact Organization/Person	Telephone Number
National Response Center (NRC)	1-800-424-8802
State OES Warning Center (CalEMA)	
US EPA	
Certified Unified Program Agency (CUPA)	
Cleanup Contractor(s):	
Key facility Personnel	
<u>Designated Person Accountable for Discharge Prevention:</u>	Office:
	Emergency:
	Office:
	Emergency:
	Office:
	Emergency:
	Office:
	Emergency:
Local OES	
Local Fire Department	
Local Police Department	
Hospital	
Other Federal, State or Local Agency	
Other Contact References (e.g., downstream water intakes or neighboring facilities):	

7. NRC Notification Procedures {§§112.7(a)(4) and (a)(5)}:

Table G-9 NRC Notification Procedure	
In the event of a discharge of oil to navigable waters or adjoining shorelines, the following information identified in Attachment 4 will be provided to the National Response Center immediately following identification of a discharge to navigable waters or adjoining shorelines [See Discharge Notification Form in Attachment 4]: {§112.7(a)(4)}	<input type="checkbox"/>
<ul style="list-style-type: none"> ● The exact address or location and phone number of the facility; ● Date and time of the discharge; ● Type of material discharged; ● Estimate of the total quantity discharged; ● Estimate of the total quantity discharged to navigable waters; ● Source of discharge; 	<ul style="list-style-type: none"> ● Description of all affected media; ● Cause of the discharge; ● Any damages or injuries caused by the discharge ● Actions being used to stop, remove, and mitigate the effects of the discharge; ● Whether an evacuation may be needed; and ● Names of individuals and/or organizations who have also been contacted.

8. SPCC Spill Reporting Requirements (Report within 60 days) {§112.4}:

Submit information to the EPA Regional Administrator (RA) and the appropriate agency or agencies in charge of oil pollution control activities in the State in which the facility is located within 60 days from one of the following discharge events:

1. a single discharge of more than 1,000 U.S. gallons of oil to navigable waters or adjoining shorelines
or
2. Two discharges to navigable waters or adjoining shorelines each more than 42 U.S. gallons of oil occurring within any twelve month period.

You must submit the following information to the RA:

- (1) Name of the facility;
- (2) Your name;
- (3) Location of the facility;
- (4) Maximum storage or handling capacity of the facility and normal daily throughput;
- (5) Corrective action and countermeasures you have taken, including a description of equipment repairs and replacements;
- (6) An adequate description of the facility, including maps, flow diagrams, and topographical maps as necessary;
- (7) The cause of the reportable discharge, including a failure analysis of the system or subsystem in which the failure occurred; and
- (8) Additional preventive measures you have taken or contemplated to minimize the possibility of recurrence.

**NOTE: Complete one of the following sections (A, B, or C)
as appropriate for the facility type.**

A. Onshore Facilities (excluding production) §§112.8(b) and (d), 112.12(b) and (d):

The owner or operator must meet the general rule requirements as well as requirements under this section. Note that not all provisions may be applicable to all owners/operators. For example, a facility may not maintain completely buried metallic storage tanks installed after January 10, 1974, and thus would not have to abide by requirements in §§112.8(c)(4) and 112.12(c)(4), listed below. In cases where a provision is not applicable, write “N/A”.

Table G-10 General Rule Requirements for Onshore Facilities	
Drainage from diked storage areas is restrained by valves to prevent a discharge into the drainage system or facility effluent treatment system, except where facility systems are designed to control such discharge. {§§112.8(b)(1) and 112.12(b)(1)}	<input type="checkbox"/>
Valves of manual, open-and-closed design are used for the drainage of diked areas. {§§112.8(b)(2) and 112.12(b)(2)}	<input type="checkbox"/>
The containers at the facility are compatible with materials stored and conditions of storage such as pressure and temperature. {§§112.8(c)(1) and 112.12(c)(1)}	<input type="checkbox"/>
Secondary containment for the bulk storage containers (including mobile/portable oil storage containers) holds the capacity of the largest container plus additional capacity to contain precipitation. Mobile or portable oil storage containers are positioned to prevent a discharge as described in §112.1(b). {§112.6(a)(3)(ii)}	<input type="checkbox"/>
If uncontaminated rainwater from diked areas drains into a storm drain or open watercourse the following procedures will be implemented at the facility: {§§112.8(c)(3) and 112.12(c)(3)} <ul style="list-style-type: none"> • Bypass valve is normally sealed closed. <input type="checkbox"/> • Retained rainwater is inspected to ensure that its presence will not cause a discharge to navigable waters or adjoining shorelines. <input type="checkbox"/> • Bypass valve is opened and resealed under responsible supervision. <input type="checkbox"/> • Adequate records of drainage are kept [See Dike Drainage Log in Attachment 3.3]. <input type="checkbox"/> 	
For completely buried metallic tanks installed on or after January 10, 1974 at this facility: {§§112.8(c)(4) and 112.12(c)(4)} <ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. <input type="checkbox"/> • Regular leak testing is conducted. <input type="checkbox"/> 	
For partially buried or bunkered metallic tanks: {§§112.8(c)(5) and 112.12(c)(5)} <ul style="list-style-type: none"> • Tanks have corrosion protection with coatings or cathodic protection compatible with local soil conditions. <input type="checkbox"/> 	
Each aboveground container is tested or inspected for integrity on a regular schedule and whenever material repairs are made. Scope and frequency of the inspections and inspector qualifications are in accordance with industry standards. Container supports and foundations are regularly inspected. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] {§§112.8(c)(6) and 112.12(c)(6)(i)}	<input type="checkbox"/>
Outsides of containers are frequently inspected for signs of deterioration, discharges, or accumulation of oil inside diked areas. [See Inspection Log and Schedule in Attachment 3.1] {§§112.8(c)(6) and 112.12(c)(6)}	<input type="checkbox"/>
For bulk storage containers that are subject to 21 CFR part 110 which are shop-fabricated, constructed of austenitic stainless steel, with manhole and have no external insulation, formal visual inspection is conducted on a regular schedule. Appropriate qualification for personnel performing tests and inspections are documented. [See Inspection Log and Schedule and Bulk Storage Container Inspection Schedule in Attachments 3.1 and 3.2] {§112.8(c)(6)(ii)}	<input type="checkbox"/>
Each container is provided with a system or documented procedure to prevent overfills for the container, Describe:	<input type="checkbox"/>

<p>Liquid level sensing devices are regularly tested to ensure proper operation. [See Inspection Log and Schedule in Attachment 3.1] {§112.6(a)(3)(iii)}</p>	<input type="checkbox"/>
<p>Visible discharges which result in a loss of oil from the container, including but not limited to seams, gaskets, piping, pumps, valves, rivets, and bolts are promptly corrected and oil in diked areas are promptly removed. {§§112.8(c)(10) and 112.12(c)(10)}</p>	<input type="checkbox"/>
<p>Aboveground valves, piping, and appurtenances, such as flange joints, expansion joints, valve glands and bodies, catch pans, pipeline supports, locking of valves, and metal surfaces are inspected regularly. [See Inspection Log and Schedule in Attachment 3.1] {§§112.8(d)(4) and 112.12(d)(4)}</p>	<input type="checkbox"/>
<p>Integrity and leak testing are conducted on buried piping at the time of installation, modification, construction, relocation, or replacement. [See Inspection Log and Schedule in Attachment 3.1] {§§112.8(d)(4) and 112.12(d)(4)}</p>	<input type="checkbox"/>

<p>All aboveground valves and piping associated with transfer operations are inspected periodically and upon a regular schedule. The general condition of flange joints, valve glands and bodies, drip pans, pipe supports, pumping well polish rod stuffing boxes, bleeder and gauge valves, and other such items are included in the inspection. [See Inspection Log and Schedule in Attachment 3.1] {§112.9(d)(1)}</p>	<input type="checkbox"/>
<p>An oil spill contingency plan and written commitment of resources is provided for flowlines and intra-facility gathering lines. [See Oil Spill Contingency Plan and Checklist in Attachment 2 and Inspection Log and Schedule in Attachment 3.1] {§112.9(d)(3)}</p> <p>or</p> <p>Appropriate secondary containment and/or diversionary structures or equipment is provided for flowlines and intra-facility gathering lines to prevent a discharge to navigable waters or adjoining shorelines. The entire secondary containment system, including walls and floor, is capable of containing oil and is constructed so that any discharge from the pipe, will not escape the containment system before cleanup occurs.</p>	<input type="checkbox"/> <input type="checkbox"/>
<p>A flow-line/intra-facility gathering line maintenance program to prevent discharges from each flow-line has been established at this facility. The maintenance program addresses each of the following:</p> <ul style="list-style-type: none"> • Flowlines and intra-facility gathering lines and associated valves and equipment are compatible with the type of production fluids, their potential corrosivity, volume, and pressure, and other conditions expected in the operational environment; • Flowlines, intra-facility gathering lines and associated appurtenances are visually inspected and/or tested on a periodic and regular schedule for leaks, oil discharges, corrosion, or other conditions that could lead to a discharge as described in §112.1(b). The frequency and type of testing allows for the implementation of a contingency plan as described under part 109 of this chapter. • Corrective action and repairs to any of the flowlines and intra-facility gathering lines and associated appurtenances as indicated by regularly scheduled visual inspections, tests, or evidence of a discharge. • Accumulations of oil discharges associated with flowlines, intra-facility gathering lines, and associated appurtenances are promptly removed. {§112.9(d)(4)} 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>The following is a description of the flowline/intra-facility gathering line maintenance program implemented at this facility:</p>	

Attachment 2 – Oil Spill Contingency Plan and Checklist

An oil spill contingency plan and written commitment of resources is required for:

- Flowlines and intra-facility gathering lines at oil production facilities and
- Qualified oil-filled operational equipment which has no secondary containment.

An oil spill contingency plan meeting the provisions of 40 CFR part 109, as described below, and a written commitment of manpower, equipment and materials required to expeditiously control and remove any quantity of oil discharged that may be harmful is attached to this Plan.	<input type="checkbox"/>
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Complete the checklist below to verify that the necessary operations outlined in 40 CFR part 109 – Criteria for State, Local and Regional Oil Removal Contingency Plans – have been included.

Table G-15 Development and Implementation Criteria for State, Local and Regional Oil Removal Contingency Plans^a Checklist (§109.5)	
(a) Definition of the authorities, responsibilities and duties of all persons, organizations or agencies which are to be involved in planning or directing oil removal operations.	<input type="checkbox"/>
(b) Establishment of notification procedures for the purpose of early detection and timely notification of an oil discharge including:	<input type="checkbox"/>
(1) The identification of critical water use areas to facilitate the reporting of and response to oil discharges.	<input type="checkbox"/>
(2) A current list of names, telephone numbers and addresses of the responsible persons (with alternates) and organizations to be notified when an oil discharge is discovered.	<input type="checkbox"/>
(3) Provisions for access to a reliable communications system for timely notification of an oil discharge, and the capability of interconnection with the communication systems established under related oil removal contingency plans, particularly State and National Plans (e.g. NCP).	<input type="checkbox"/>
(4) An established prearranged procedure for requesting assistance during a major disaster or when the situation exceeds the response capability of the State, local or regional authority.	<input type="checkbox"/>
(c) Provisions to assure that full resource capability is known and can be committed during an oil discharge situation including:	<input type="checkbox"/>
(1) The identification and inventory of applicable equipment, materials and supplies which are available locally and regionally.	<input type="checkbox"/>
(2) An estimate of the equipment, materials and supplies which would be required to remove the maximum discharge to be anticipated.	<input type="checkbox"/>
(3) Development of agreements and arrangements in advance of an oil discharge for the acquisition of equipment, materials and supplies to be used in responding to such a discharge.	<input type="checkbox"/>
(d) Provisions for well defined and specific actions to be taken after discovery and notification of an oil discharge including:	<input type="checkbox"/>
(1) Specification of an oil discharge response operating team consisting of trained, prepared and available operating personnel.	<input type="checkbox"/>
(2) Predesignation of a properly qualified oil discharge response coordinator who is charged with the responsibility and delegated commensurate authority for directing and coordinating response operations and who knows how to request assistance from Federal authorities operating under existing national and regional contingency plans.	<input type="checkbox"/>
(3) A preplanned location for an oil discharge response operation center and a reliable communication system for directing the coordinated overall response operations.	<input type="checkbox"/>
(4) Provisions for varying degrees of response effort depending on the severity of the oil discharge.	<input type="checkbox"/>
(5) Specification of the order of priority in which the various water uses are to be protected where more than one water use may be adversely affected as a result of an oil discharge and where response operations may not be adequate to protect all uses.	<input type="checkbox"/>
(6) Specific and well defined procedures to facilitate recovery of damages and enforcement measures as provided for by State and local statutes and ordinances.	<input type="checkbox"/>

^a The contingency plan must be consistent with all applicable State and local plans, Area Contingency Plans, and the National Contingency Plan (NCP).

Attachment 4 – Discharge Notification Form

Instructions: Fill in blanks. This form is to be filled out and distributed as soon as practical after an oil release is discovered and initial response to the release has been initiated.

Facility Address and Phone Number:

Date of Release:	Time of Release:
Type of Material Spilled:	Quantity Spilled:
Exact Location of Spill:	
Waterway Potentially Impacted:	
Estimated Quantity to Waterway:	
Source and Cause of Release:	
Extent of Actual and Potential Water Pollution:	
Damages or Injuries Caused by Spill:	
Affected Medium: <input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Soil	
Steps Being Taken To Contain/Cleanup Spill:	
Steps Being Taken to Minimize Impacts:	
Evacuation Was/Is Necessary: <input type="checkbox"/> No <input type="checkbox"/> Yes Number Impacted:	
Regulatory Agencies / Other Entities Contacted:	