

WSDOT SPCC Plan Template

~ Revised March 6, 2016 ~

Check on WSDOT's Website for an updated version:

<http://www.wsdot.wa.gov/Environment/HazMat/SpillPrevention.htm>

Instructions for use:

- WSDOT designed this template for WSDOT contractors to use to develop Spill Prevention, Control and Countermeasures Plans (SPCC Plans) that satisfy the current WSDOT Standard Specification 1-07.15(1) and National Pollutant Discharge Elimination System (NPDES) requirements.
- Replace the **blue highlighted text** with project-specific information
- **Yellow highlighted text** describes or provides an example of what needs to be written. Using this text as a guide, add a description tailored to the project and then delete the yellow highlighted text.
- Create the table of contents (Page ii) for the completed plan by clicking anywhere within the Table of Contents, pressing F9, and selecting “Update Entire Table” and verify that the associated Plan sections/page numbers are consistent and complete.
- Delete this front page before printing the plan and submitting it to WSDOT.

Spill Prevention, Control and Countermeasures Plan

WSDOT Project Name

WSDOT SR Milepost Numbers

WSDOT Contract Number

Prepared by

WSDOT Prime Contractor, Executive: Name

WSDOT Prime Contractor, Project Manager: Name

WSDOT Prime Contractor, Superintendent: Name

Address

City, Washington Zip

Phone Number

Date

WSDOT Prime Contractor SHALL MAINTAIN A COMPLETE, UPDATED COPY OF THIS PLAN IN AN ACCESSIBLE LOCATION ON THE PROJECT SITE AT ALL TIMES.

WSDOT Project Engineer (PE): Name

WSDOT PE Office Phone: Number

WSDOT Project Chief Inspector: Name

- Office Phone: Number

- Cell Phone: Number

** WSDOT Project Chief Inspector: Please forward electronic versions of WSDOT and Contractor updated versions of electronic Project SPCC Plans and final versions of Project schedules to Trent Ensminger (ensmint@wsdot.wa.gov) where a copy will be filed for future WSDOT site inspections.

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SPCC Plan Implementation Requirements

WSDOT Standard Specification 1-07.15(1) and Project-specific special provisions (if applicable) require a Spill Prevention, Control and Countermeasures Plan (SPCC Plan or Plan) to be developed for each WSDOT project. The purpose of an SPCC Plan is to protect human health and the environment from spills and releases of “hazardous materials,” a generic term WSDOT uses in Chapter 447 of its Environmental Procedures Manual to mean dangerous waste, problem waste, petroleum products, and hazardous substances. The SPCC Plan shall also address conditions that may be required by Section 3406 of the current International Fire Code, or as approved by the local Fire Marshal.

WSDOT Prime Contractor, the Prime Contractor for WSDOT Project Name, WSDOT Contract Number (Project), has developed this SPCC Plan to satisfy WSDOT Standard Specification 1-07.15(1) for the Project.

WSDOT Prime Contractor shall update this SPCC Plan throughout the Project so that the written Plan reflects actual site conditions and practices. At a minimum, WSDOT Prime Contractor will update this Plan annually. WSDOT Prime Contractor shall fully implement this SPCC Plan, as accepted and updated, at all times.

No on-site Project construction activities may commence until WSDOT reviews and accepts this Project-Specific SPCC Plan.

SPCC Plan Elements

1. Responsible Personnel

Table 1.1 identifies the name(s), title(s), and contact information for the personnel responsible for implementing and updating the SPCC Plan, and for responding to spills. If spill response Subcontractor(s) will be used for spill response (as described in Section 8, Spill Response, below), the Subcontractor(s) company name(s) and contact information are also included in Table 1.1. Complete Table 1.

Table 1 Responsible Personnel

Responsibility	Name and Title	Contact Information
Implementing and Updating SPCC Plan (primary contact person)		Company: Office Phone: Cell Phone:
Implementing and Updating SPCC Plan (secondary contact person)		Company: Office Phone: Cell Phone:
On-Site Spill Responder		Company: Office Phone: Cell Phone:
On-Site Spill Responder		Company: Office Phone: Cell Phone:
Spill Response Subcontractor (see Section 8, below) <i>(delete this line if not applicable; add lines if more than one Subcontractor will be used)</i>	-----	Company: Office Phone: Cell Phone:

2. Spill Reporting

In the event of a spill, WSDOT Prime Contractor shall the WSDOT Project Engineer and shall notify the Federal, State, and Local Agencies listed in Figure 2 and Table 2. WSDOT Prime Contractor will also notify the WSDOT Project Chief Inspector. Complete Table 2 including for each agency the agency name, the agency notification telephone number, and when the agency shall be notified. At a minimum, Table 2 must include and WSDOT Prime Contractor must make the notifications shown in Figure 2.

Figure 2. Regulatory Reporting Requirements Flow Chart

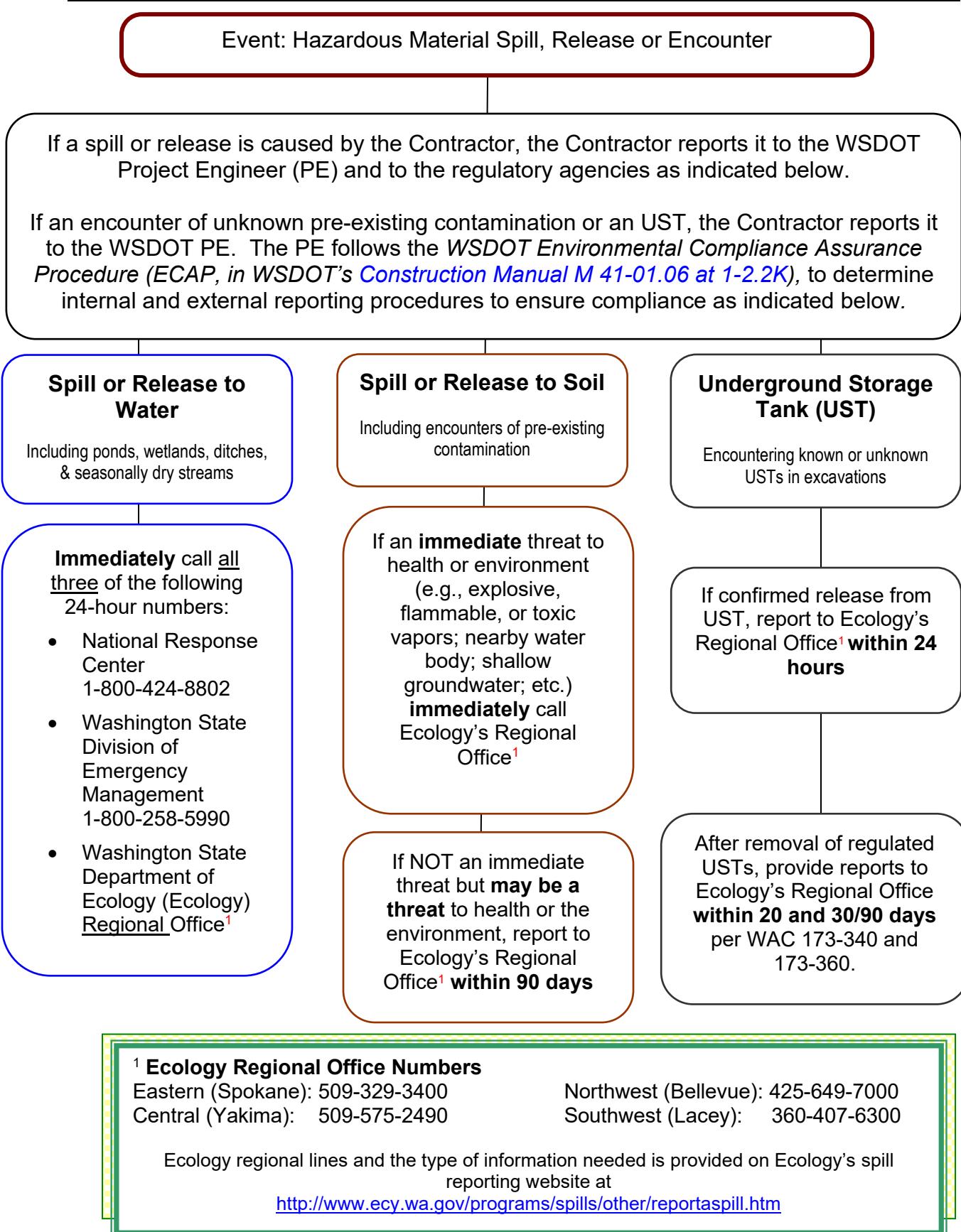


Table 2 Project-Specific Federal, State, and Local Agencies to be Notified in the Event of a Spill

Agency Name	Agency Notification Telephone Number	When Agency Shall be Notified	Agency Region
(e.g., Department of Ecology)	(e.g., 1-425-649-7000)	(e.g., spill or release to soil that is an immediate threat to human health or the environment or a spill or release to water or a confirmed release or spill from a UST)	(e.g., Northwest Regional Office)
(e.g., National Response Center)	(e.g., 1-800-424-8802)	(e.g., spill or release to water)	(e.g., Not applicable)
(e.g., Washington State Division of Emergency Management)	(e.g., 1-800-258-5990)	(e.g., spill or release to water)	(e.g., Not applicable)
(e.g., Department of Ecology)	(e.g., 1-425-649-7000)	(e.g., spill or release to water during over water work per Project-specific Special Provision or other permit requirement)	(e.g., Northwest Regional Office)

3. Project and Site Information

Please describe the following items:

- A. The Project work: (briefly describe the construction activities that will take place)
- B. The site location and boundaries: (include city, county, and starting/ending mileposts – as well as Project boundaries if Project work is not exclusively on a highway corridor)
- C. The drainage pathways from the site: (either provide information here or complete Table 3)
- D. Nearby waterways and sensitive areas and their distances from the site: (either provide information here or complete Table 3)

Either complete Table 3, below, or provide information above for 3.C and 3.D. and delete Table 3

Table 3 Nearby Waterways¹ and Sensitive Areas²

Waterway ¹ or Sensitive Area ²	Distance from Project Site	Direction of Flow from Project Site	Runoff Drainage Pathway from Site
(e.g., Derby Creek)	(e.g., 35 feet east of Project Site)	(e.g., downhill towards the northeast)	(e.g., downhill to northeast from the Project staging area to the lower reach of Derby Creek)
(e.g., Milwaukee Ditch)	(e.g., 350 feet south of Project site)	(e.g., across the pavement to the east)	(e.g., across the pavement east of the roundabout, into the catch basin, and into Milwaukee Ditch)

Notes:

¹ Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc.

² Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

4. Potential Spill Sources

A description of each potential fuel, petroleum product and other hazardous material brought or generated on-site is set forth in Table 4.1. The potential fuel, petroleum product and other hazardous materials listed on Table 4.1 include materials used for operating, refueling, maintaining, and cleaning equipment - including equipment used below the ordinary high water line. Complete Table 4, listing information for EACH fuel, petroleum product and hazardous material.

Table 4 Fuel, Petroleum Product and other Hazardous Materials Brought or Generated On-Site

Hazardous Material Name	Intended Use of Material	Est. Max. Amount of Material On-Site at Any One Time	Material Staging, Use, and Storage Location(s) & Material Storage and Secondary Containment Practices and Structures, in accordance with Element 7 ¹	Distance of Material Staging, Use, and Storage Locations from Nearby Waterways ² and Sensitive Areas ³
(e.g., gasoline, diesel, motor oil, hydraulic oil, cleaning solvent, paint)				

Notes:

¹ See also Section 7 (Spill Prevention, secondary containment and structures should be described in Table 4 and under Section 7D).

² Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc.

³ Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

5. Pre-Existing Contamination

- * Describe any pre-existing contamination and contaminant sources (such as buried pipes, buried tanks, buried drums or other buried containers) in the Project area that are described in the Contract documents; and
- * Identify equipment and work practices that will be used to prevent the release of contamination.
 - if no pre-existing contamination or contaminant sources - are described in the Contract documents, write "N/A"

Example: Soil contaminated with petroleum products is suspected of existing near the southeast corner of the intersection of SR 99 and Cordane Street. If soil that is suspected of being contaminated is encountered, it will be stockpiled in the vicinity of the excavation for characterization sampling and determination of disposal options. Soil that is suspected of being contaminated will be stockpiled separately from soil showing no indication of contamination. Soil that is suspected of being contaminated will be stockpiled on an impervious surface and will be set up to allow for ease of sampling and load-out once characterization is complete. Stockpiles of suspected contaminated soil will be covered with plastic sheeting when not being worked; stormwater that could run into the base of such stockpiles will be diverted from the area.

**If a Project-specific soil management plan (SMP), water management plan (WMP), temporary erosion and sediment control (TESC) plan, contaminated media management plan (CMMMP) or other plan concerning contaminated materials has been prepared for known SPCC-related Project conditions, please briefly refer to them here and attach final versions to this Plan.

6. Spill Prevention and Response Training

Describe how and when all Project personnel (including refueling personnel and other subcontractors) shall be trained in spill prevention, containment, and response, and the location of spill response kits.

7. Spill Prevention

A. Spill response kit contents and location(s) (see Table 7). Appropriately stocked spill response kits shall be maintained in close proximity to hazardous materials and equipment and shall be immediately accessible to all Project personnel. **Complete Table 7.**

Table 7 Spill Response Kit Contents and Locations

Type of Spill Kit	Spill Kit Contents	Spill Kit Location(s)
(e.g. vehicle kit, drum kit, conex kit)	(e.g., air horn to get attention of those working nearby, personal protective equipment (PPE, such as safety glasses, gloves, coveralls, boot covers), spill pads, absorbent, booms, catch basin covers, anti-static shovels, garbage bags, plastic sheeting, overpack or disposal drum, complete copy of SPCC Plan, etc.)	(e.g., adjacent to in-water work, on bridge ramp, within 1,000' of active construction areas, next to Honey Buckets, on large equipment, outside main job trailer, in staging area conex, on mitigation site, below north end of bridge, etc.)

B. Security measures for potential spill sources. **Describe the security measures that will be maintained to prevent accidental spills and vandalism, e.g., the staging area will be surrounded by a secured fence, hazardous materials will be stored inside a locked storage shed, equipment will be equipped with locked fuel caps, etc.**

C. Methods used to prevent stormwater from contacting fuel, petroleum products and hazardous materials. **Describe the methods that will be used to prevent stormwater contact with hazardous materials, e.g., contaminated soil will be placed on bermed plastic and covered.**

D. Secondary containment for each potential spill source listed in Section 4, above. **Describe here or in Table 4.1 the practices and structures that will be used to store and contain potential fuel, petroleum product and hazardous materials as well as the practices and structures that will be used to store and contain equipment used to transfer potential fuel, petroleum product and hazardous materials. The description must at least incorporate the following requirements:**

- Secondary containment structures shall be in accordance with Section S9.D.9 (<http://www.ecy.wa.gov/programs/wq/stormwater/construction/permitdocs/cswappermit120110.pdf>) of Ecology's Construction Stormwater General NPDES Permit, where secondary containment means placing tanks or containers within an impervious structure capable of containing 110% of the volume contained in the largest tank within the containment structure. This NPDES Permit does not require additional secondary containment for double-walled tanks.
- Any more stringent secondary containment requirements (including for double-walled tanks) required by a 401 Permit, Special Provision or other Permit/Contract requirement for work in or over water. Attach a copy of the 401 Permit, Special Provision or other Permit/Contract document indicating the more stringent requirement.
- Any more stringent secondary containment (including double-walled tanks) required by an IFC official (local fire marshal). Attach a copy of the IFC official documentation indicating the more stringent requirement.
- Secondary containment BMPs, as presented by Ecology (<http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>), are required during fueling activity from fuel tanks, including double-walled tanks.

- E. Best Management Practices (BMP) Methods used to prevent discharges to ground or water during mixing and transfers of hazardous materials, petroleum product and fuel. Describe here methods to control pollutants using BMPs in accordance with Ecology's Construction Stormwater General NPDES Permit. BMPs guidance is provided in Ecology's Stormwater Management Manuals, such as Volume II – Construction Stormwater Pollution Prevention, BMP C153 ([Volume II Construction Stormwater Pollution Prevention](#)) (and Volume IV Source Control BMPs ([Stormwater Manual Volume IV Source Control BMPs](#)).
- F. Refueling procedures for equipment that cannot be moved from below the ordinary high water line. Describe these procedures. Write N/A if no work will be performed below the ordinary high water line.
- G. Daily inspection and cleanup procedures that ensure all equipment used below the ordinary high water line is free of all external petroleum-based products. Describe these procedures. Write N/A if no work will be performed below the ordinary high water line.
- H. Routine equipment, storage area, and structure inspection and maintenance practices to prevent drips, leaks or failures of hoses, valves, fittings, containers, pumps, or other systems that contain or transfer hazardous materials. Describe the equipment and structure inspection and maintenance practices.
- I. Site inspection procedures and frequency. Describe the site inspection frequency and site inspection procedures.

8. Spill Response

Tables 8A and 8B, below, outline the response procedures that WSDOT Prime Contractor shall follow for the scenarios described in the tables below, indicating that if hazardous materials are encountered or spilled to soil or water (including stormwater, as described in Section 7C) during construction, the WSDOT Prime Contractor shall do everything possible to control and contain the material until appropriate measures can be taken. The response procedures include a description of the actions that WSDOT Prime Contractor shall take to address each task shown in the tables as well as the specific on-site, spill response equipment that shall be used to perform each task. Complete Tables 8A and 8B.

If WSDOT Prime Contractor will use a Subcontractor for spill response, provide contact information for the Subcontractor in Table 1 and, in the appropriate table below, identify when the Subcontractor shall be used and the actions that WSDOT Prime Contractor shall take at the site while waiting for the Subcontractor to respond. Add Subcontractor information to Tables 8A and 8B accordingly.

If WSDOT Prime Contractor encounters unanticipated pre-existing contamination within the Project area during Project work, WSDOT Prime Contractor shall immediately notify the WSDOT Project PE.

**Table 8A Spill Response Procedures,
Including Actions to be Taken and Equipment to be Used**

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material ¹
(e.g., identify each fuel, petroleum product and hazardous material listed in Section 4, stormwater that has come into contact with hazardous material, pre-existing contamination or contaminant sources, and unknown pre-existing contamination or contaminant sources. Exception: complete Table 8B for spills occurring during work below the Ordinary High Water Line)	(e.g., include in this or other columns a description of the internal, emergency assistance, WSDOT, and agency notifications that will be made as part of the response procedures, referencing and adding to Table 2.1 as appropriate)	(e.g. identify which area will be secured and how the area will be secured)	(e.g. identify how the spill source will be contained and eliminated during spill response)	(e.g., Identify how the spill will be cleaned up whether in soil or water, including stormwater that has contacted petroleum product, fuel or a hazardous material). Explain how the spilled material and all cleanup supplies will be disposed of; describe documentation substantiating such disposal that will be provided to the WSDOT PE and when it will be provided.

Notes:

¹ Spilled fuel, petroleum product and hazardous materials, contaminated stormwater, contaminated soil and water, and all cleanup supplies shall be transported off site for disposal at a facility approved by the Department of Ecology. No potentially hazardous materials, contaminated soil or water, or cleanup supplies may be discharged to any sanitary sewer without approval of the local sewer authority. Contaminated stormwater will not be discharged to any sanitary sewer without approval of the local sewer authority.

- Petroleum products, fuel, and hazardous material spills shall be addressed and shall be prevented from reaching storm drains or other discharge points.
- It is acceptable to combine materials covered by the same response procedures, as long each material is clearly identified.

**Table 8B Spill Response Procedures for Spills Occurring During Work with Equipment Used Below the Ordinary High Water Line
(Including Actions to be Taken and Equipment to be Used)**

Hazardous Material and Location	Spill Response Task			
	Assess the Spill	Secure the Area	Contain and Eliminate the Spill Source	Clean Up Spilled Material Decontaminate Equipment Dispose of Spilled & Contaminated Material ¹
(e.g., identify each fuel, petroleum product and hazardous material to be used below the ordinary high water mark)	(e.g., include in this or other columns a description of the internal, emergency assistance, WSDOT, and agency notifications that will be made as part of the response procedures, referencing and adding to Table 2.1 as appropriate)	(e.g. identify which area will be secured and how the area will be secured)	(e.g. identify procedures on how the spill source will be contained and eliminated during spill response)	(e.g., Identify how the spill will be cleaned up whether in soil or water, including stormwater that has contacted petroleum product, fuel or a hazardous material). Explain how the spilled material and all cleanup supplies will be disposed of; describe documentation substantiating such disposal that will be provided to the WSDOT PE and when it will be provided.

Notes:

¹ Spilled fuel, petroleum product and hazardous materials, contaminated stormwater, contaminated soil and water, and all cleanup supplies shall be transported off site for disposal at a facility approved by the Department of Ecology. No potentially hazardous materials, contaminated soil or water, or cleanup supplies may be discharged to any sanitary sewer without approval of the local sewer authority. Contaminated stormwater will not be discharged to any sanitary sewer without approval of the local sewer authority. Write N/A if no equipment will be used below the ordinary high water line and delete the following table (but not the table title, above).

9. Project Site Map

A Project site map, clearly showing each of the following required or recommended items (attach map):

- A. Site location and boundaries;
- B. Site access roads;
- C. Drainage pathways from the site;
- D. Nearby waterways and sensitive areas (Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc. Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.);
- E. Hazardous materials, equipment, and decontamination areas identified in Section 4 (Potential Spill Sources), above;
- F. Pre-existing contamination or contaminant sources described in Section 5 (Pre-Existing Contamination), above;
- G. Spill prevention and response equipment described in Section 7 (Spill Prevention) and Section 8 (Spill Response), above;
- H. Recommend providing the WSDOT Prime Contractor Executive, WSDOT Prime Contractor Project Manager and WSDOT Prime Contractor Superintendent initial sign-off; and
- I. Recommend using Project-specific Plan Sheets or a consistent map scale with identifiable or readable map symbols for each Project SPCC Map.

10. Spill Report Form(s)

A copy of the spill report form that WSDOT Prime Contractor shall use in the event of a release or spill is attached (attach form; an example is attached at the end of this template).

11. Plan Approval

This SPCC Plan is supported by the executives, project manager and the superintendents of WSDOT Prime Contractor having the authority to commit the necessary resources, including labor, equipment, and materials, to expeditiously control and remove any harmful quantity of fuel, petroleum product or hazardous materials spilled or released to the waters or land of the State of Washington.

Executive Signature
WSDOT Prime Contractor

Date

Name
Title

WSDOT Prime Contractor

Project Manager Signature
WSDOT Prime Contractor

Date

Name
Title

WSDOT Prime Contractor

Superintendent Signature
WSDOT Prime Contractor

Date

Name
Title

WSDOT Prime Contractor

SPCC Plan Acknowledgement Form (to be signed by all Project personnel)

This is to certify that I have read this Project SPCC Plan and understand its contents. I have attended a Project orientation meeting discussing the elements of this SPCC Plan and the safety and health hazards associated with SPCC operations to be performed at this Project. Failure to comply with the requirements contained in this SPCC Plan may result in my removal from the Project.

PRINT NAME

SIGNATURE

DATE

APPENDIX A
EXAMPLE SPILL OR INCIDENT REPORT FORM

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

1. WSDOT Personnel Involved in Spill Reporting:

Project Office: Name, Title, and Phone Number: _____

Regional Environmental Office: Name, Title, and Phone Number: _____

2. Contractor:

Name and Title of Person Responsible for Spill Response: _____

Phone Number: _____

3. General Spill Information:

Common Name of Spilled Substance: _____

Quantity Spilled (Estimate): _____

Describe Concentration of Material (Estimate): _____

Date of Spill: ____ / ____ / ____

Time Spill Started: ____ AM ____ PM

Time Spill Ended: ____ AM ____ PM

4. Spill Location and Conditions:

Project Title: _____

Street Address and/or Milepost, City: _____

Weather Conditions: _____

If Spill to Water,

Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to):

Identify the Discharge Point: _____

Estimate the Depth and Width of the Water Body: _____

Estimate Flow Rate (i.e., slow, moderate, or fast): _____

Describe Environmental Damage (i.e., fish kill?): _____

5. Actions Taken:

To Contain Spill or Impact of Incident: _____

To Cleanup Spill or Recover from Incident: _____

To Remove Cleanup Material: _____

To Document Disposal: _____

To Prevent Reoccurrence: _____

6. Reporting the Spill:

Spills to water: Immediately call the National Response Center (1-800-424-8802), Emergency Management (1-800-258-5990), and the appropriate Ecology Regional Office.

Spills to soil that may be an immediate threat to health or the environment (i.e., explosive, flammable, toxic vapors, shallow groundwater, nearby creek, etc.): Call the appropriate Ecology Regional Office immediately. If not immediately threatening, but may be a threat to human health

List all agencies contacted; include names, dates, and phone numbers for people you spoke with:

Record ERTS #, if issued by Ecology: _____

7. Person Responsible for Managing Termination/Closure of Incident or Spill:

Name and Phone: _____

Address and Fax: _____

8. Additional Notes/Information (if necessary):