



CITY OF TROUTDALE

ACCIDENTAL SPILL

PREVENTION/ SLUG CONTROL

PLAN GUIDELINES

The following information must be included in your Accidental Spill Prevention Plan required by the City of Troutdale:

1. GENERAL INFORMATION

- Facility Name, Address, Contacts, Phone Numbers
- Type of Business, Operating Schedule, Number of Employees
- Daily Wastewater Discharge Flow Rate(s), Gallons Per Day (GPD)
- History of Any Previous Spill Events

2. FACILITY LAYOUT

Include a Diagram that Shows the Following:

- Property Boundaries
- Entrance and Exit Routes
- Manufacturing Areas and Processes
- Hazardous Materials Process and Storage Areas
- Waste Handling, Storage, and Treatment Facilities
- Loading and Unloading Areas
- Floor Drains, Pipes, Channels and Drainage Destinations

3. FLOW DIAGRAM(S) SHOWING:

- Piping and Instrumentation
- Flow Rates
- Tanks and Capacities
- Treatment Systems and Flow Routes
- Destination of Flows Including Final Discharge Point to Public Sanitary Sewer Line

4. HAZARDOUS MATERIALS DATA (Attach MSDS Sheets to Plan)

- List of Hazardous Materials Stored On-Site
- Location Stored
- Use within Facility
- Maximum Volume Stored
- Container Volume
- Type of Container

5. CHEMICAL STORAGE DATA (Attach MSDS Sheets to Plan)

- List of Chemicals Stored On-Site
- Location Stored

- Use within Facility
- Maximum Volume Stored
- Container Volume
- Type of Container

6. SPILL PREVENTION EQUIPMENT AND PROCEDURES

Critical Areas:

- Storage Area
- Loading and Unloading Area
- Processing Area
- Treatment Area
- Other Relevant Areas

Critical Procedures:

- Inspection/ Maintenance of Containers and Tanks
- Inspection/ Maintenance of Prevention and Response Equipment
- Inspection of Storage, Process, Loading and Unloading Areas
- Proper Labeling
- Other Necessary Procedures

7. EMERGENCY RESPONSE EQUIPMENT AND PROCEDURES

Equipment Availability:

- Communication and Alarms
- Containment and Control Equipment
- Spilled Material Storage Containers
- Protective Clothing
- First Aid Kits
- Decontamination Equipment
- Ventilation Equipment
- Other Equipment

Required Procedures:

- Emergency Notification
- Chain of Command
- Safety and First Aid Procedures
- Evacuation Plan
- Notification of Outside Assistance
- Spill Assessment, Containment, and Cleanup
- Decontamination Procedures
- Isolation of Incompatible Materials
- Spilled Material Disposal
- Other Procedures

SPILL REPORTING AND ASPP MODIFICATION PROCEDURES

- Spill Reporting Procedures
- ASPP Modification Procedures

TRAINING PROGRAM

- Detailed Program Outline
- Chemical Hazard Training
- Emergency Training Program