



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