



**GUIDANCE FOR DEVELOPMENT OF
SPILL AND SLUG PREVENTION CONTROL PLANS AND FACILITIES
FOR THE *CITY OF ATTLEBORO* SEWER USERS**

Company Name: _____

Address: _____

The *City of Attleboro's* Rules and Regulations for the use of Wastewater Facilities require each user to provide protection from accidental discharge of prohibited materials and substances to the sewer. The user is required to provide detailed plans showing equipment and a brief description of operation procedures to prevent these discharges.

In order to assist you in determining what facilities you need to install and to prepare the description of spill prevention control procedures, we have prepared the following questionnaire/guidance document. You should either complete this document or address in a separate report the questions posed.

SECTION A – SPILLS FROM WATER-USING PROCESS AREAS

1. If you have not done so in previous submissions to this agency, provide a sketch of all water-using process operation areas showing:
 - a. The location of each tank;
 - b. A description of the tank's contents;
 - c. The size of each tank;
 - d. The location of all trenches, floor drains, sewer access connections, sumps, and spill containment berms or valves;

2. If a spill were to occur in a water-using process operation area, where would it discharge?
 - ___ Directly to the sewer through floor drains, trenches, sump, etc.
 - ___ To pretreatment system.
 - ___ Other (Describe on separate sheet)

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3. If floor spills would be discharged directly to the sewer through floor drains, some form of spill control facilities will have to be provided.

Describe what facilities will be constructed (such as berms, plugged floor drains, valves, holding tanks, etc.) to contain a spill.

- a. What is the capacity of the spill containment area, tank, etc., in gallons?

- b. Describe how a spill would be disposed of once it was collected in the containment area during work hours.

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c. During non-working hours?

d. Who has been trained in Spill Prevention Control Procedures at your facility?

e. Who is the person responsible for Spill Prevention Control at your facility?

4. In the case where a spill will discharge to a pretreatment system, some consideration must be given to the following:

a. How will the spill be conveyed to pretreatment (i.e. from holding tank, pumped from sump, flow by gravity through the floor drains, etc.)

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- b. During non-working hours, what procedures will be followed, if any, to prevent spills from going through pretreatment without proper treatment (i.e. shut off sump pump, close valve to sump, etc.)

- c. What procedures or facilities are in place to prevent highly concentrated solutions (such as plating baths), which the pretreatment system was not designed to handle, from reaching the pretreatment system?

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SECTION B – SPILLS FROM CHEMICAL OR HAZARDOUS WASTE STORAGE AREAS

1. Are there any areas inside or outside your facility where chemicals or hazardous wastes are stored?

_____ Yes _____ No
(note: satellite accumulation only)

If yes, answer the following:

2. Show the location of any floor drains, trenches, yard drains or other connections to the sewer or pretreatment system from these chemical storage areas. Also, show any tanks, berms, sumps, or valves that would be used to contain spills and prevent discharges.

3. What chemicals are stored in these areas?

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4. What is the size of the largest drum or tank (in gallons) that is stored in each area?

5. Is there a berm, sump or some other structure that would provide containment of chemical spills? Describe each storage area. If bermed, what is the capacity of the holding area in gallons for each designated storage area?

6. If a spill should occur, how would it be cleaned up and disposed of?

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SECTION C – SPILLS FROM BOILER PLANT AND FUEL DEPOT AREAS

1. Are there any areas inside or outside your facility:

where fuel or fuel oils are stored? Yes No

where wastes are stored? Yes No

2. Show the location of any floor drains, trenches, yard drains, or other connections to the sewer or pretreatment system from the fuel storage area(s). Also, show any berms or sumps that would be used to contain spills. Indicate the capacity of each holding area in gallons.

3. What types of fuel are stored in these areas? (i.e. gasoline, diesel, kerosene, #4 fuel oil, #6 fuel oil, etc.)

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4. Indicate whether the fuel tanks are above ground or below ground and the capacity of each in gallons. (Attach site plan showing all storage tanks, containment berms, and all drains and sewer connections.)

5. Indicate provisions (i.e. alarms, sight glasses, etc.) and filling procedures which will minimize the risk of overfilling the tank.

6. Is the storage tank equipped with an overflow pipe or relief valve or some other equipment in the tank or pipe chase network that would allow fuel to spill during a filling procedure?

Yes No

If yes, describe where the excess fuel would discharge.

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7. If a tank is overfilled and fuel escapes through the tank vent pipe, where would the spilled fuel discharge?

8. What measures are in place to contain spillage from an overfilled tank?

9. If a spill should occur, how would it be cleaned up and disposed of?

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10. Are there any normal process discharges to the sewer or a pretreatment system from physical plant operations?

Yes No

If so, your facility must apply for and be issued a discharge permit. List each discharge, show the location of the discharge, and indicate how the discharge reached the sewer. (i.e. hard piped, floor drains, etc.)

11. Does the boiler utilize a hot water or steam operated oil preheater?

Hot Water Steam None

If so, does the condensate from the preheater discharge to the sewer?

Yes No No Condensate Forms

If so, what measures are in place to detect an oil discharge to the sewer resulting from a leak within the preheater core?

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12. Are any floor drains or discharge sumps located in the boiler room? (Attach a site plan of the boiler room showing the location of all floor drains or sewer discharge locations.)

SECTION D – CONTROL OF SLUG DISCHARGES

1. List all sources of sewer discharges including non-routine batch discharges and describe the method of discharge.

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2. What preventive procedures are utilized to prevent adverse impacts on the **CITY OF ATTLEBORO** sewage system due to accidental spills? Examples of these measures may include periodic inspection and maintenance of storage areas, special procedures utilized during loading and unloading operations, worker training, control of plant site run-off and building of containment structures or equipment.

3. List measures to be taken and emergency response equipment and procedures to be utilized in the event of a spill.

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SECTION E – NOTIFICATION PROCEDURES

1. The sewer user must maintain an approved Spill and Slug Prevention Control and Counter Measure Plan at all associated facilities at all times to ensure that incidental and accidental spills are not able to enter the *CITY OF ATTLEBORO* sewer system. In the case of a slug or accidental discharge to the facilities, it is the responsibility of the sewer user to notify the *CITY OF ATTLEBORO* of the incident immediately by *calling the CITY OF ATTLEBORO at 774-203-1820 or FAX at 508-761-9837.*

2. **Within five days** following an accidental discharge, the sewer user shall submit to the **CITY OF ATTLEBORO** a detailed written report describing the cause and volume of the discharge and the measures to be taken by the user to prevent similar future occurrences.

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SECTION F – CERTIFICATION

I certify under penalty of law that this Spill and Slug Control Plan and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who maintain the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment for knowing violations.

I certify that this facility will fully implement and maintain the Spill and Slug Control Plan at all times.

_____ Name (Type or Print)	_____ Title	
_____ Signature	_____ Date	_____ Phone