

Guidance and Instruction
SITE SPECIFIC SPILL CONTINGENCY PLAN

1. **Purpose and Scope:**

To provide guidance and instruction for the development, implementation and review of Site Specific Spill Contingency Planning and Spill Awareness Training.

2. **Definitions:** None

3. **General:**

a. Site Specific Spill Contingency Planning is required for each area or facility that stores or utilized hazardous materials, including petroleum, oils, and lubricants (POL). A Spill Prevention, Response, and Notification Procedure (SPRNP) sign is also required to be placed in these locations. PWBC Environmental Division provides this sign. Each unit will review its planning annually and ensure people are trained in prevention, response, notification, and disposal procedures. The EQO will complete a Spill Planning Annual EQO Certification form and forward to PWBC Environmental Division located at building 2186 **no later than the last week of January of each year**. This form will ensure each area/location of responsibility by the EQO has complied with the requirements for spill planning and training.

b. General office and office cleaning supplies are excluded from this spill planning requirement. Refer to Chapter 9 of the Environmental Handbook, Hazardous Communication Training Program, for handling instructions for these items. A SPRPN sign may be placed in these areas at unit/organization discretion.

4. **Responsibilities:**

The EQO will ensure that Spill Planning/Awareness Training is made available to all employees and emergency response teams.

5. **Instruction:**

The planning/training guide will include the following information: A fill in the blank form is provided to use for this information.

a. Name and phone number of the Responsible Persons at the unit;

b. Special precautionary measures for hazardous materials;

c. Probable spill route;

d. A list of spill response material/equipment on hand;

e. A list of each hazardous material and quantity normally on hand. Include the size of the containers and Location of MSDS sheets. Refer to Chapter 9 of this Handbook for more information on MSDS sheets.

f. A building and associated area sketch, indicating location of hazardous materials, spill response material/equipment, and evacuation routes as required.

g. Field Training Exercise Spill Planning. Although not required, an FTX Spill Plan can be added to your unit's site specific plan or it can be a separate plan. However, unit personnel that deploy to the field must be briefed on field spill planning for the FTX by the Responsible Person or designee.

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h. Procedures, type of terrain expected, materials that could spill, spill equipment available and its location should be included in the briefing.

i. Spill Response and Notification Procedures.

j. Spill response equipment is a critical component of an effective response to an unexpected release of hazardous materials. Making an inventory of potential places where releases may occur, and having appropriate and sufficient spill response equipment to deal with those potential releases is required for each unit. Maintaining a list of personnel to call in case of an emergency is of utmost importance in contingency planning.

6. **Additional Guidance:**

a. It is recommended to use the Site Specific Spill Contingency Plan "fill-in the blanks form", which follows in this Chapter, to complete your planning/training awareness guide. This form is provided to help you make spill planning less time consuming. Regardless of format the plan will not deviate from the requirements of Chapter 17. Additional information should be added to your planning/training guide as required. Submittal of this plan to PWBC Environmental Division is not required. Your spill planning/training documents will be kept by the unit/organization and made available to regulatory agencies upon request.

b. For additional guidance, information, or answers to your questions, contact the Environmental Division, at 798-9784/9601.

c. For future reference, place this document behind *Tab Number 17* in your Fort Campbell Environmental Handbook