



Spill Prevention Control & Countermeasure Plan Municipal Services Facility

**929 Highland Avenue
South Portland, Maine 04106**



January 2020

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This plan was adapted from Yarmouth, ME WPCF's SPCC by Integrated Environmental Engineering

1. INTRODUCTION

The City of South Portland, Maine (hereafter the City) has developed this Spill Prevention Control and Countermeasure (SPCC) plan in compliance with the United States Environmental Protection Agency (EPA) Oil Pollution Prevention Regulations ([40 CFR Part 112](#)). These regulations require the preparation of SPCC plans for any facility with an aboveground oil storage capacity greater than 1,320 gallons that could reach waters of the United States if spilled. South Portland’s Municipal Services Facility has an oil storage capacity of qualifying containers (55 gallons or greater) which exceeds the 1,320-gallon threshold and could potentially reach Gambler’s Arm Brook in the event of a spill. [Appendix A](#) indicates how this SPCC plan complies with [40 CFR Part 112](#).

As defined by 40 CFR 112, oil includes all grades of motor oil, hydraulic oil, lube oil, fuel oil, gasoline and diesel, automatic transmission fluid (ATF), waste oil, and transformer mineral oil. The definition of oil also includes non-petroleum oils such as animal or vegetable oils and synthetic oils.

This SPCC plan is also intended as a companion document to the [Municipal Service Facility’s Stormwater Pollution Prevention Plan](#), which was developed to minimize the adverse impacts associated with polluted stormwater runoff from municipal operations as required by [Maine’s General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems](#) (MS4GP). This SPCC plan establishes the procedures required to prevent the discharge of oil in quantities that could violate applicable water quality standards or could cause a sheen upon or discoloration of the surface of navigable waters or adjoining shorelines. This Plan also establishes the activities required to control and mitigate such discharges should they occur.

1.1 Facility Information

The City of South Portland’s Tax Assessor’s database identifies the property’s parcel as 56-6, consisting of 98.54 acres of land. The portion of the parcel designated for the Municipal Services Facility consists of approximately 14 acres and is bounded to the north by a large tract of forested wetland and a cemetery. Medium intensity residential land uses on Highland Avenue are aligned along the facility’s eastern border with a setback distance of at least 400’ between the nearest dwelling unit and the Municipal Services Facility. The Transfer Station lies along the southern edge of the facility and the municipal landfill cap and solar array lie immediately to the west (Figure 1). Most of the 14-acre site is graded so that stormwater runoff drains to the Gambler’s Arm Brook watershed. However, a small section of the snow storage area (~0.6 ac.) on the northern edge of the site resides in the Barberry Creek watershed, which does not meet state water quality standards (primarily due to the adverse effects of surrounding development) and for which the Maine Department of Environmental Protection has established a [Total Maximum Daily Load](#) (TMDL).

1.2 Oil SPCC Plan Coordinators

The SPCC Coordinator for this facility is the Director of Public Works. The back-up SPCC Coordinator is the Superintendent of Public Works.

1.3 Facility Operations and Oil Storage

The Municipal Services Facility encompasses the operations of multiple municipal departments including Public Works, Parks, City Bus and Fire. The vehicles and equipment associated with these operations include a wide variety of trucks, buses, construction equipment and numerous other related assets. Many vehicles and equipment reside in a 22,800 s.f. indoor vehicle and equipment storage building while most remaining vehicles (primarily trucks) are stored outside. A number of other buildings were constructed to support the Municipal Services Facility’s operations, including a sand & salt shed, administration building, fleet maintenance building, vehicle wash bay, cold storage building and green house (Figure 2 and Table 1).

A series of catch basins and ditches collect stormwater runoff from the vast majority of the site and direct it to a large wet pond for treatment and storage. Likewise, the Transfer Station and main access road from Highland Avenue both use catch basins and ditches to collect stormwater runoff and direct it to the wet pond. In compliance with the State’s MS4 General Permit requirements, the wet pond is inspected annually by a 3rd party and maintained by the City. It discharges to a forested wetland that resides in the Gambler’s Arm Brook watershed.

Most of the 14-acre site is graded so that stormwater runoff drains to the Gambler’s Arm Brook watershed via the wet pond. However, a small section of the snow storage area (~0.6 ac.) on the northern edge of the site resides in the Barberry Creek watershed, which does not meet state water quality standards (primarily due to the adverse effects of surrounding development) and for which the Maine Department of Environmental Protection has established a [Total Maximum Daily Load](#) (TMDL). The sand and salt shed was constructed to completely contain all winter maintenance materials and to reduce chloride impacts to adjacent freshwater resources.

All internal piping and floor drains in the primary Municipal Services Facility building (administration, fleet maintenance, indoor equipment storage and wash bay) discharge to the public sewer. All sewage flow from this building passes through a sand and oil separator before draining to a submersible pump station that lifts the sewage up to the public system on Highland Avenue (Figure 2).

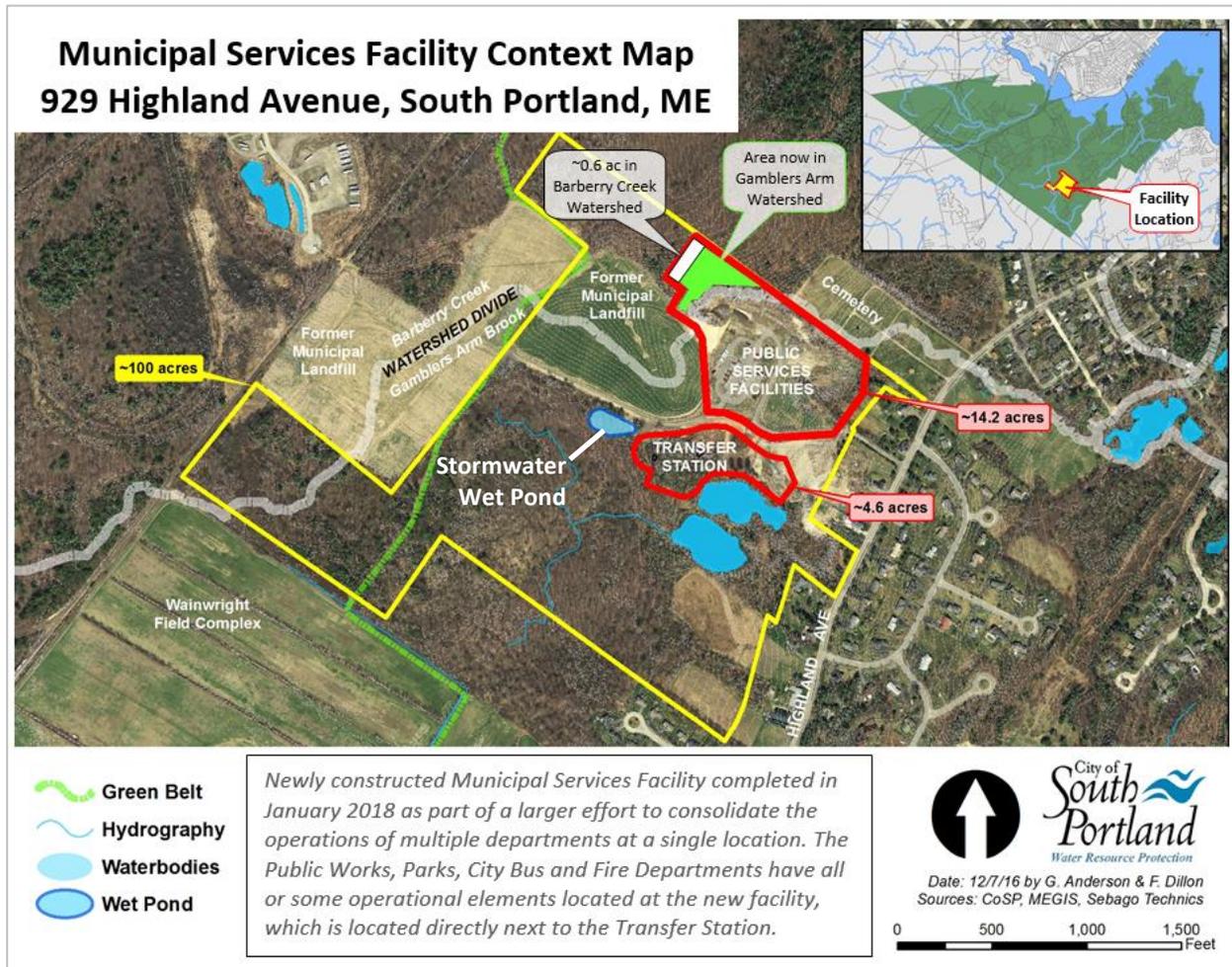


Figure 1: Municipal Services Facility Context Map

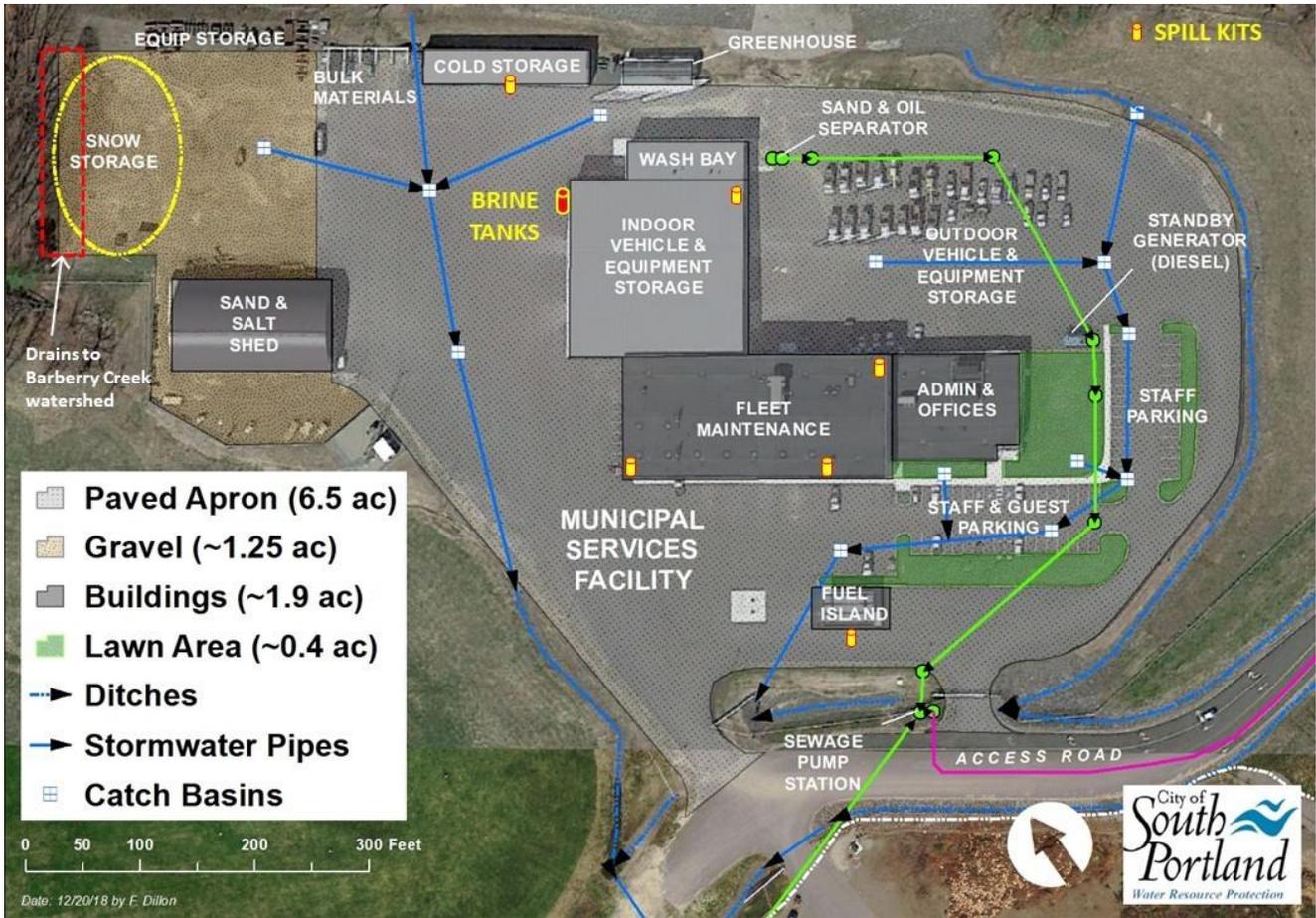


Figure 2: Municipal Services Facility Detail Map (green & purple lines indicate gravity sewer and force main, respectively)

Table 1: Municipal Services Facility Main Operational Areas

Description	Activity Types	Approx. Ft ²
Fleet Maintenance	Vehicle & equipment maintenance, sign shop, parts & materials storage, HVAC room, maintenance staff offices	23,126
Indoor Vehicle & Equipment Storage	Covered storage area for variety of vehicles and equipment from various municipal departments	22,800
Administration Building	Administrative staff offices, meeting / training rooms, break / lunch room, locker rooms	10,855
Sand & Salt Shed	Covered storage for all sand & salt needed for winter maintenance activities	9,600
Cold Storage Building	Equipment storage area (primarily for Parks Dept)	4,650
Wash Bay	Indoor equipment wash bay (discharges to public sewer)	3,456
Fuel Island	Two pumps (regular & diesel) with two 10,000 gal. underground storage tanks	2,400
Greenhouse	Horticulture	1,260

Petroleum products stored onsite consist primarily of motor vehicle oils, lubricants and hydraulic fluids. Figure 3 and Table 2 provide an overview and summary of the details associated with aboveground petroleum storage at the facility.

The Municipal Services Facility (MSF) is fully encircled by a chain link fence with two security gates for egress. When City staff are not present, the MSF is locked and secured with an alarm system and surveillance cameras.

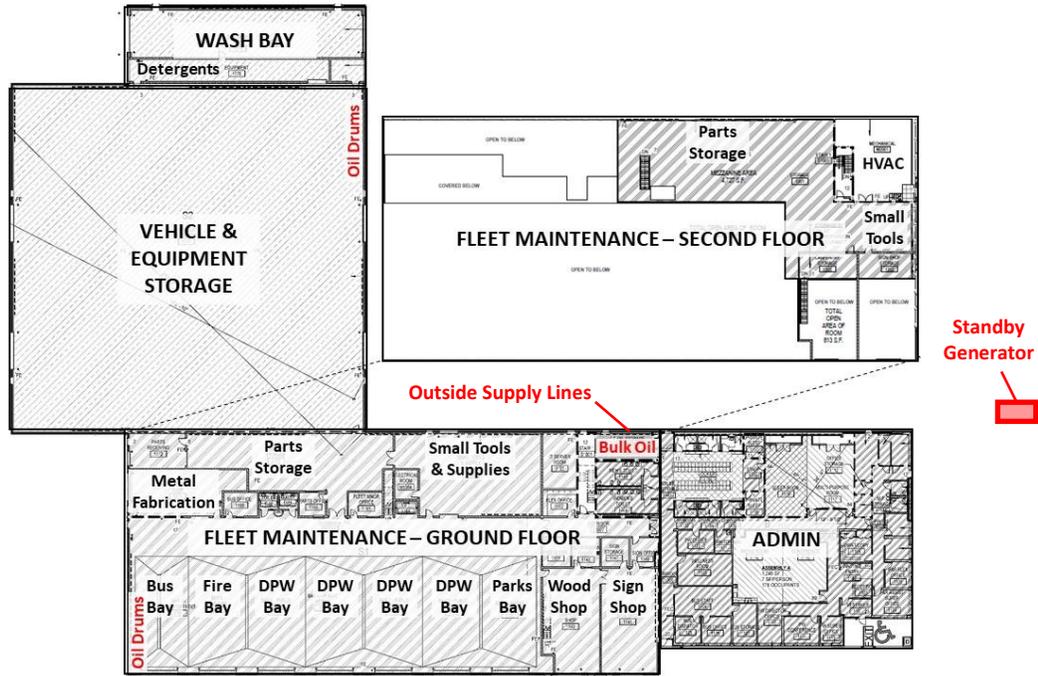


Figure 3: Main Building Floor Plan (oil / lubricant storage locations in red)

Table 2: Oil / Lubricant Tank Locations and Spill Containment Provisions

Tank Contents	Location	Volume/Type (gallons)	Spill Containment Type & Size	Overfill Protection	Security	Direction of Flow Outside Containment
Diesel fuel	Standby Generator	1,700 gallons	Double-walled steel tank	Audio alarm and whistle stop at fill port	Fenced facility with closed / locked security gate during non-business hours	Nearby catch basins (see Figure 2)
Waste oil	Bulk Oil storage room	275 gallon double-walled steel tank	Double-walled steel tank with subfloor secondary containment	Float switch with audio alarm and whistle stop at fill port	" "	NA (subfloor storage capacity exceeds combined oil / lube volumes)
Hydraulic oil	Bulk Oil storage room	275 gallon double-walled steel tank	" "	" "	" "	" "
Motor oil	Bulk Oil storage room	275 gallon double-walled steel tank	" "	" "	" "	" "
Grease / lubricants	Bulk Oil storage room	Two to four 55 gallon drums	Subfloor secondary containment	NA	" "	" "
Various motor oils & lubricants	Fleet maintenance area bus bay	Six to eight 55 gallon drums	Spill pallets	NA	" "	NA (garage bay trench drain to sand-oil separator & sewer)

1.4 Drainage Pathway and Distance to Navigable Waters

With the exception of the standby generator's double-walled base-mounted diesel fuel tank, all other tanks and drums are stored indoors and each tank and drum has a dedicated physical secondary containment structure (e.g., double-walled tank, subfloor containment or spill pallet). The facility is designed to contain or capture all spills into a subfloor containment structure (in the oil storage room) or sand & oil separator (via trench drains in the garage bays). Therefore, the likelihood of any spill from oil storage containers reaching navigable waters is very low.

1.5 Related Environmental Plans

As noted above, the Municipal Services Facility is also subject to a [Stormwater Pollution Prevention Plan](#) (SWPPP) in accordance with [Maine's General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems](#) (MS4GP).

2. SPILL PROCEDURES

City staff handle petroleum products as part of their regular duties and are capable of containing and cleaning up small spills in their immediate work area that do not threaten to impact the environment. A rule of thumb followed by the facility employees is that any spill larger than 5 gallons is considered a large spill, for which outside assistance is obtained. The following subsections describe the facility's procedures for responding to small and large oil spills and regulatory notification procedures that need to be followed after spill response.

2.1 General Small Spill Response

Generally, the following actions are taken by an employee observing a small spill:

- Verbally notify others in the immediate area that a spill has occurred.
- Confirm that the spill is small, and identify the source of the spill.
- If the source of the spill is continuing to contribute to the spill, and it is safe to do so, stop the source of the spill.
- Enlist the assistance of others in the immediate area if necessary in order to contain and clean up the spill using absorbent pads, booms or granular materials as dictated by the conditions.
- Dispose of clean-up materials and recovered product in accordance with applicable regulatory requirements. In Maine, small quantities of absorbents can be disposed of with the regular solid waste. Waste oil can be burned in boilers if sampling and analysis or generator knowledge can demonstrate it does not qualify as hazardous waste.
- If small spills become frequent, a drum will be dedicated and labeled for disposal of spill materials, and the material will be disposed as special waste (oily debris).

2.2 General Large Spill Response

For large spills, the following general response actions are taken:

- Verbally notify others in the immediate area that a spill has occurred.
- If necessary, verbally notify others outside the immediate area that a spill has occurred, and if necessary evacuate the building.
- Notify the SPCC Coordinator or the back-up SPCC Coordinator if the SPCC Coordinator is not available. If neither is available, dial 911 to enlist the assistance of the South Portland Fire Department. An emergency contact telephone list is contained in [Appendix B](#).

- The SPCC Coordinator will communicate with outside response agencies to clean-up and protect any critical areas (e.g., stormwater outfalls, wildlife areas, wetlands, other protected water resources) that might be affected and need protection.
- The SPCC Coordinator will work with outside response agencies to dispose of any removed discharges as follows:
 - If recovered oil is reusable, pump into an appropriate storage container for sampling and reuse.
 - If recovered oil is not reusable, contract removal and disposal with appropriate waste hauler and Treatment Disposal and Storage Facility (TSDF) following all Federal and State regulations.
 - Dispose of any absorbent materials used in accordance with Federal and State regulations. In Maine, large quantities of waste oil and items that are contaminated with waste oil must be managed as special wastes.
 - Containment and cleanup activities must continue until Federal and/or State agency representatives concur that such activities may be discontinued.

2.3 Regulatory Notifications

In addition to the response activities described in Sections 2.1 and 2.2 which include some notifications to internal personnel and emergency responders, outside regulatory notifications must be made.

For very small spills that do not threaten the environment, the Maine DEP has indicated they do not want to be notified. Generally, if a spill is contained on an interior surface and is not at risk of contacting soil, groundwater or surface water, it can be assumed to not be a threat to the environment. If the SPCC Coordinator has any question about whether a spill is a threat to the environment, they will assume the spill is a threat, and respond accordingly.

For larger spills that may threaten the environment, the Maine DEP and Federal agencies require notification. The following describes the conditions under which each needs to be notified.

- Maine DEP Notice (800) 482-0777: In accordance with Maine Law 38 M.R.S.A. [§543](#) and [§550](#), any discharge of oil into or upon any coastal waters, estuaries, tidal flats, beaches and lands adjoining the seacoast of the State, or into or upon any lake, pond, river, stream, sewer, surface water drainage, ground water or other waters of the State or any public or private water supply or onto lands adjacent to, on, or over such waters of the State must be reported within two (2) hours to avoid fines and civil penalties. To avoid the fines and civil penalties, the spill must also be promptly removed in accordance with the requirements of the Maine DEP. Written reports, when requested, must be made to the Maine Department of Public Safety (which will notify Maine DEP).
- National Response Center Notice (800) 424-8802: In accordance with [40 CFR Part 110](#), the person in charge of a vessel or of an on-shore or off-shore facility shall, as soon as he or she has knowledge of any discharge of oil that either violates applicable water quality standards or causes a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or causes a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines shall immediately notify the National Response Center (NRC). All such reports shall be promptly relayed to the NRC. If it is not possible to notify the NRC, reports may be made immediately to the [U.S. Coast Guard's Northern New England Sector](#) (207-767-0303), provided that the person in charge of the vessel or on-shore or off-shore facility notifies the NRC as soon as possible. The reports shall be made in accordance with such procedures as the Secretary of Transportation may prescribe. The procedures for such notice are set forth in U.S. Coast Guard regulations, 33 CFR Part 153, subpart B and in the National Oil and Hazardous Substances Pollution Contingency Plan, 40 CFR Part 300, subpart E.

- USEPA Regional Coordinator Notice (written): If the facility has discharged more than 1,000 U.S. gallons of oil in a single discharge, or discharged more than 42 U.S. gallons of oil in each of two discharges occurring within any twelve month period, the facility must submit to the Regional Administrator within 60 days of the occurrence of such a discharge, the information described in 40 CFR 112.4(a). Non-compliance with this requirement can result in a civil penalty of up to \$5,000 per day.

Appendix C includes the Spill Report Form to record spills. For each such spill event, records will be maintained on Google Drive in the same folder as this Oil SPCC Plan.

3. DRAINAGE/DISCHARGE CONTROL

All tanks and drums are stored indoors and each tank and drum has a dedicated physical secondary containment structure (e.g., double-walled tank, subfloor containment or spill pallet). The facility is designed to contain or capture all spills into a subfloor containment structure (in the oil storage room) or sand & oil separator (via trench drains in the garage bays). Therefore, the likelihood of any spill from oil storage containers reaching navigable waters is very low.

4. TANK TRUCK LOADING/UNLOADING OPERATIONS

Tank trucks use the supply lines just outside the oil storage room to fill the contents of the motor & hydraulic oil tanks. The City typically contracts with a supplier for at least one year to provide petroleum products. The first time a new supplier delivers fuel, an employee attends the delivery to ensure the proper fuel is delivered to the proper tank. Thereafter, the supplier is allowed to deliver fuel unattended in accordance with the minimum requirements and regulations for tank truck unloading as established by the U.S. Department of Transportation.

During tank truck unloading, the delivery driver chocks the wheels of the truck, and stays near the point of delivery actively monitoring the delivery to ensure systems are operating properly, to minimize the potential for overflows and to minimize the potential for adverse effects associated with any overflows or spills.

If a spill or overflow of the storage tank occurs or any other system upset is observed, unloading procedures will be halted and proper measures will be implemented in accordance with Section 2.0 of this Plan to prevent oil from reaching navigable waters.

5. INSPECTIONS AND RECORD KEEPING [112.7(E)]

The Oil Pollution Prevention regulations require that regular integrity testing and visual inspections of all aboveground storage tanks (ASTs) be conducted in accordance with industry standards. The City of South Portland uses the Steel Tank Institute's *Standard for Inspection of Aboveground Storage Tanks*, SP001 (STI Standard) as its industry standard for inspections and integrity testing. The following subsections describe how the STI Standard applies to the facility.

5.1 Bulk Storage Container Integrity Testing [112.8(c)(6)]

According to the STI Standard, all of the facility's ASTs are classified as Category 1. This standard does not require integrity testing for any Category 1 ASTs and specifies that tanks with less than or equal to 5,000 gallons are only required to have monthly visual inspections by the owner or operator (see Section 5.2).

5.2 Visual Inspections Performed by Owner or Operator

All above ground storage tanks, secondary containment systems, 55 gallon drums and spill kit supplies at the facility are observed by the facility personnel during the course of regular operations. All 55 gallon drums in the facility are visually inspected on a quarterly basis in accordance with the SWPPP. Additionally, the SPCC Coordinator conducts formal visual inspections of all above ground storage tanks monthly ([Appendix D](#)) in accordance with STI requirements. Tank inspections include:

- Observations of the exterior of the tank for signs of deterioration or spills (leaks)
- Observations of the tank foundation and supports for signs of instability
- Observations of the vent, fill and discharge pipes for signs of poor connection, that could cause a spill

5.3 External Visual Inspections by Certified Inspectors

Aboveground tanks that are larger than 5,000 gallons must be inspected by a certified inspector every 20 years. Acceptable inspectors are certified by the American Petroleum Institute in accordance with Standard 653 Authorized Inspector Certification with STI SP001 Adjunct Certification, or by the Steel Tank Institute as a Certified SP001 AST Tank System Inspector. None of the tanks at the Municipal Services Facility require external visual inspections certified inspectors.

5.4 Recordkeeping

The Oil Pollution Prevention regulations require that all records associated with this SPCC Plan be maintained for a period of three years.

6. PERSONNEL TRAINING

New employees involved in operation and maintenance of oil storage areas are trained as required by the Oil Pollution Prevention Regulations. The training includes:

- An overview of the facility's Oil SPCC Plan and applicable regulations
- Precautionary procedures in place to prevent discharge
- Locations of known historic spills and their root cause
- Proper use and disposal of spill prevention equipment
- Proper use of operational equipment associated with oil transfer and handling

Employees are trained annually after their initial hire date. Training records are maintained in the personnel files at the Municipal Services Facility.

For purposes of compliance with OSHA 1920.120 Hazardous Waste Operations and Emergency Response regulations, responses to small spills at the Municipal Services Facility are not considered emergency responses, therefore facility personnel are not trained in OSHA emergency response.

7. CERTIFICATION, REVIEW AND REVISION OF SPCC PLAN

Because the Municipal Services Facility has less than 10,000 gallons of oil storage capacity, this SPCC Plan does not need to be certified by a professional engineer. However, all SPCC Plans are required to be approved by an individual who has authority to dedicate the resources necessary to implement this Plan ([Appendix E](#)). In South Portland, the Public Works Department Director is authorized in this capacity.

In accordance with 40 CFR 112.5(b), the City will review and evaluate this SPCC Plan at least once every five years and document the completion of the review with an updated Management Approval page. As a result of a five-year review and evaluation, the SPCC Plan will be amended to include more effective prevention and control technology if: (1) such technology will significantly reduce the likelihood of a spill event from the facility, and (2) if such technology has been field-proven at the time of review. The Plan must be amended within 6 months of the review, and any amendments must be implemented within 6 months of updating the Plan.

Additionally, amendments to the SPCC Plan are required when there is a change in facility design, construction, operation, or maintenance that materially affects the facility's potential for a discharge of oil into or upon the navigable waters of the United States or adjoining shorelines. Amendments to the SPCC Plan are required no later than six months from the date when changes are identified.

APPENDIX A: REGULATORY CROSS REFERENCE TABLE

40 CFR Part 112	Description	Section
§112.7	Management approval of Plan	App. E
§112.7(a)(1)	General requirements; discussion of facility’s conformance with rule requirements	Section 1
§112.7(a)(3)	Facility description and diagram	Section 1.3
§112.7(a)(3)(i)	Type of oil and capacity of each container	Table 2
§112.7(a)(3)(ii)	Discharge prevention measures	Section 2 & 4
§112.7(a)(3)(iii)	Discharge drainage controls	Section 3
§112.7(a)(3)(iv)	Countermeasures for discharge discovery, response and cleanup	Section 2
§112.7(a)(3)(v)	Methods of disposal of recovered materials in accordance with legal requirements	Section 2
§112.7(a)(3)(vi)	Contact list for facility response coordinator, NRC, cleanup contractors, Federal, State, & local agencies	App. B
§112.7(a)(4)	Spill reporting information	App. C
§112.7(a)(5)	Discharge procedures	Section 2
§112.7(b)	Failure prediction (sources, quantities, rates, and directions)	Section 1.4
§112.7(c)	Secondary containment for all areas from which a discharge of oil could occur	Section 3
§112.7(e)	Written procedures for inspections and tests; records retention	Section 5
§112.7(f)(1)	Employee training	Section 6
§112.7(f)(2)	Designated individual accountable for discharge prevention	Section 1.2
§112.7(f)(3)	Discharge prevention briefings scheduled and conducted annually	Section 6
§112.7(g)	Security: How oil handling, processing and storage areas are secured and access is controlled	Section 1.3
§112.7(h)	Loading/unloading operations	Section 4
§112.7(j)	Conformance with (other related) State requirements	Section 1

APPENDIX B: EMERGENCY CONTACTS

Spill Reporting Hotlines	
Agency	Telephone #
Maine Department of Environmental Protection Oil Spill Response	1-800-482-0777
National Response Center USCG/USEPA	1-800-424-8802

Local Emergency Agencies	
Agency	Telephone #
South Portland Fire Department	207-799-3314 or 911
South Portland Police Department	207-799-5511 or 911

Local Publicly Operated Treatment Works (POTW)	
Agency	Telephone #
South Portland Water Resource Protection Department	207-767-7675 or after hours 207-776-9498
After hours pager # 207-741-6998	

Spill Response Contractors	
Company/Location	Telephone #
Clean Harbors Environmental Services, Inc. 37 Rumery Road, South Portland, ME 04106	207-772-2201 or 800-444-4244
Enpro Services of Maine, Inc. 106 Main Street, South Portland, ME 04106	207-799-0850 or 800-966-1102

City of South Portland	
Name/Title	Telephone #
Doug Howard / Public Works Department Director	207-767-7635 or 207-347-0176
Melissa Hutchins / Public Works Department Superintendent	207-767-7635 or 207-560-7161
Fred Dillon / Stormwater Program Coordinator	207-347-4138 or 207-321-9437

APPENDIX C. SPILL REPORTING & NOTIFICATION FORM

MUNICIPAL SERVICES FACILITY SPILL REPORTING & NOTIFICATION FORM			
Spill Date/Time		Spill Location	
Spill Type (check all that apply)	<input type="checkbox"/> waste oil <input type="checkbox"/> fuel oil <input type="checkbox"/> diesel / gas <input type="checkbox"/> hydraulic oil <input type="checkbox"/> other _____	Spill Quantity (approx gal)	
Spill Impact (check all that apply)	<input type="checkbox"/> sand & oil separator <input type="checkbox"/> municipal sewer <input type="checkbox"/> secondary containment <input type="checkbox"/> outside <input type="checkbox"/> other _____	Spill Discovery Date/Time (if different from spill date)	
Staff Person Discovering Spill		Staff Contact Info (phone/email)	
DEP Notification Needed	<input type="checkbox"/> yes <input type="checkbox"/> no	DEP Contact Date/Time	
DEP Staff Person Contacted		DEP Staff Contact Info (phone/email)	
Spill Response Contractor Needed	<input type="checkbox"/> yes <input type="checkbox"/> no	Contractor Contact Date/Time	
Contractor Staff Person Contacted		Contractor Staff Contact Info (phone/email)	
Description of spill source / cause			
Description of spill clean-up and disposal methods			
DEP Follow-Up Report Needed	<input type="checkbox"/> yes <input type="checkbox"/> no	DEP Report Submittal Date	

APPENDIX D: MONTHLY INSPECTION FORM

TANK / PRODUCT / CAPACITY	STANDBY GENERATOR Diesel Fuel 1,700 gal.	TANK 1 Waste Oil 275 gal.	TANK 2 Motor Oil 275 gal.	TANK 3 Hydraulic Oil 275 gal.	DRUMS Fleet Maint. 55 gal.	DRUMS Equip. Storage 55 gal.
General Condition (note any deformations, corrosion, staining, and check for liquid in the interstitial space of double-walled tanks as applicable)	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up
Tank Level Gauge and/or High Level Alarm Functional (test audio alarm as applicable)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA			
General Secondary Containment Condition (note any cracks, drain valve closed/locked, accumulated stormwater)	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up
Foundation/Tank/Drum Base Condition (note any staining, spills, water against base, etc.)	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up
Pumps, Piping & Dispensers (check pumps, piping & dispensers for weeps or leaks; check sumps for water/product; and check piping leak detection systems).	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	<input type="checkbox"/> good <input type="checkbox"/> fair <input type="checkbox"/> poor <input type="checkbox"/> follow-up	NA	NA
Spill Kit Fully Stocked	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA		<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> NA

Date:	
Name:	
Title:	
Signature/Initials:	

Adapted from Maine DEP Model SPCC Plan - Oct. 2012

APPENDIX E: MANAGEMENT APPROVAL OF PLAN

The City of South Portland is committed to the prevention of discharges of oil to navigable waters and the environment, and maintains the highest standards for spill prevention control and countermeasures through regular review, updating, and implementation of this Spill Prevention Control and Countermeasure Plan (the Plan).

I certify that the Plan has been prepared in accordance with good engineering practices and has full approval of management to commit the necessary resources for Plan implementation, including completing the corrective actions identified in the table below.

Authorized Signature: 

Date: 1/30/20

Printed Name: Doug Howard

Title: Public Works Department Director

MODIFICATIONS OR CHANGES TO PLAN

This table will be used to document any revisions made to SPCC Plan based on periodic reviews (at least once every 5 years) and/or significant changes in the facility design, construction, operation or maintenance that materially affects the facility’s potential for a discharge of oil into or upon the navigable waters of the United States or adjoining shorelines. Amendments to the SPCC Plan are required no later than six months from the date when the changes are identified.

Item Number	Description of Corrective Action	Scheduled Date for Completion	Actual Date of Completion	Name
1				
2				
3				
4				
5				