

**City of Gresham
Industrial Pretreatment Program**

Optional Slug and Spill Control Plan Template

Significant industrial users (SIU), permitted through the City of Gresham Industrial Pretreatment program, are required to develop and maintain a Slug and Spill Control Plan (SSCP).

Slug (n.) – Any discharge to the sanitary sewer of a non-routine episodic nature.

A Slug and Spill Control Plan differs from a *spill control plan*. *Spill control plans* typically focus on chemical storage, spill prevention, and spill response/containment/notification. While these are all important elements of a Slug and Spill Control Plan, the SSCP also addresses routine and non-routine discharges (slugs) of non-domestic wastewater to the sanitary sewer.

The Environmental Protection Agency [40 CFR 403.8(f)(2)(vi)] requires the following minimum elements in a SSCP:

1. *Description of discharge practices, including non-routine batch discharges.*
2. *Description of stored chemicals.*
3. *Procedures for immediately notifying the Gresham Wastewater Treatment Plant and Pretreatment program of slug discharges, including any discharge that would violate a prohibition under Sec. 403.5(b) with procedures for follow-up written notification within five days.*
4. *Procedures to prevent adverse impact from accidental spills, including*
 - a. *inspection and maintenance of storage areas,*
 - b. *handling and transfer of materials,*
 - c. *loading and unloading operations,*
 - d. *control of plant site run-off,*
 - e. *worker training,*
 - f. *building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents),*
 - g. *measures and equipment for emergency response.*

City of Gresham Pretreatment staff must evaluate each SSCP submittal for those elements. To assist industries with the development of an SSCP meeting these minimum requirements, the City has developed the following Slug and Spill Control Plan Template. This template is optional for industries and is intended only to provide guidance for developing a SSCP meeting the minimum requirements. Industries are welcome to use and modify this document as seen fit.

INDUSTRY NAME

SLUG AND SPILL CONTROL PLAN

DATE

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1. GENERAL INFORMATION

- Facility Name:
- Facility Address:
- Contact Person 1:
 - a. Title:
 - b. Work Phone:
 - c. Cell Phone:
- Contact Person 2:
 - a. Title:
 - b. Work Phone:
 - c. Cell Phone:
- Business Description:

- Operating Schedule:
 - a. Number of Shifts:
 - b. Hours of Shifts:

2. Discharge Practices:

A. Routine Discharges: *Discuss each source of non-domestic wastewater discharged to the sanitary sewer. Provide the following information for each waste stream:*

Wastewater Source: *ex: [Treated process water from the plating lines] or [Cooling tower blow down] or [Treated equipment wash water]*

Discharge Type/Frequency: *ex: [Batch discharges approximately 2/day Mon-Fri] or [Continuous discharge 24/7]*

Daily Discharge Volume: *ex:[Each batch is 500 gal] or [15,000 gal average daily discharge]*

Detail Periods of High Flow Rates: *ex: [Daily peak discharge of 75 gal/min. during high production periods 9AM to 10AM] or [Once per week discharge of 5,000 gal. of non-contact cooling water at 100 gal/min.]*

Discharge Location: *ex: [Treated plating wastewaters are discharged via the sump in the NW corner of the pretreatment building]*

B. Non-routine Discharges: *The City of Gresham considers non-routine discharges to be any waste streams not covered in a User's Industrial Waste Discharge Permit. Non-permitted discharges are prohibited without authorization from the City of Gresham Pretreatment program.*

An appropriate statement for this section:

Any non-routine wastewaters will be characterized to ensure it meets Gresham discharge standards and held until approval of discharge is received from the City. Should wastewater not meet standards or not be authorized for discharge, then the waste will be hauled off-site for appropriate treatment and disposal.

3. CHEMICAL STORAGE:

A. Chemical Inventory List:

	Trade Name	Chemical Name	Volume	Location*
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____
21.	_____	_____	_____	_____
22.	_____	_____	_____	_____
23.	_____	_____	_____	_____
24.	_____	_____	_____	_____
25.	_____	_____	_____	_____
26.	_____	_____	_____	_____
27.	_____	_____	_____	_____
28.	_____	_____	_____	_____
29.	_____	_____	_____	_____
30.	_____	_____	_____	_____

* For each Location listed complete the following Spill and Discharge Prevention

B. Spill and Discharge Prevention

For each location w/ stored chemicals complete the following information

Location:

List all open floor drains/ sewer connections in area:

List spill control measures in place: *ex: spill pallets/berms/double walled containers/ etc.*

Describe procedures used to prevent spills in this area during handling or transfer of chemicals:

Describe how spilled chemicals are prevented from running offsite in this area:

Describe inspection and maintenance procedures for chemical storage in this area:

List measures and equipment for emergency response to spills in this area:
ex: spill kits/automatic shut off valves/ etc.

4. LOADING AND UNLOADING OPERATIONS: *This section addresses measures to prevent spills or slug discharges during the loading or unloading of chemicals into or out of a facility. This may include products if they are of a nature that could be spilled or discharged.*

A. In which areas are chemicals loaded and or unloaded at the facility:

B. List any drains, sumps or other potential entry points to the sanitary or storm sewer in these areas:

C. Describe procedures and/or measures taken to prevent spills or discharges during loading and unloading operations:

D. Describe procedures and/or measures taken to address spills or discharges during loading and unloading operations:

5. INTERNAL EMERGENCY RESPONSE PROCEDURES:

A. Company Internal Contacts

Contact Name 1:
Contact Number 1:

Contact Name 2:
Contact Number 2:

Contact Name 3:
Contact Number 3:

B. Describe Internal Company Procedures:

Reserved for internal company procedures as determined necessary

6. CITY OF GRESHAM (COG) INDUSTRIAL PRETREATMENT SLUG NOTIFICATION AND REPORTING PROCEDURES:

Required COG notification procedure for potential problems to the sanitary sewer:

A. VERBAL NOTIFICATION

Industrial Users shall notify the city immediately upon the occurrence of a slug or accidental discharge of prohibited substances. The notification shall include location of discharge, date and time of the discharge, description of the waste, concentration and volume, and corrective actions.

Industry Name will verbally notify the City of Gresham Wastewater Treatment Plant and the Pretreatment Program Coordinator

Wastewater Treatment Plant – 513-618-3450
Pretreatment Program Coordinator – 513-618-2525

B. WRITTEN NOTIFICATION

Within five days following an accidental discharge the user shall submit to the city a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences.

The report shall be submitted to:

**City of Gresham
Industrial Pretreatment
1333 NW Eastman Parkway
Gresham, OR 97030**

C. SIGNAGE

Signs will be permanently posted in the following locations advising employees whom to call in the event of a slug or accidental discharge:

List all locations

7. TRAINING PROGRAM: Training is essential in ensuring employees understand and implement the Slug Control Plan. All employees who may cause or discover an accidental discharge must be trained in emergency notification procedures. A sign in log should be maintained on-site for a minimum of three years documenting all SCP related employee training.

Describe your facility's employee training program: