

# SPCC Plan Review Checklist

This SPCC Plan Review Checklist is for WSDOT employees to use when evaluating Spill Prevention, Control, and Countermeasures Plans (SPCC Plans) submitted by Contractors for work on WSDOT construction sites.

**Check on WSDOT's Website for an updated version:  
<http://www.wsdot.wa.gov/Environment/HazMat/SpillPrevention.htm>**

## Project Information

Project Name: \_\_\_\_\_

SR and Milepost Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_

WSDOT Project Engineer's Name and Phone Number: \_\_\_\_\_

WSDOT Project Chief Inspector's Name and Phone Number: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

WSDOT Reviewer's Name and Phone Number: \_\_\_\_\_

WSDOT SPCC Plan Review Date: \_\_\_\_\_

## SPCC Plan Element Requirements

**Directions:** Complete this checklist to determine whether the Contractor has prepared a SPCC Plan that satisfies the requirements of WSDOT Standard Specification 1-07.15 (1) for Road, Bridge, and Municipal Construction. If the answer to any of these checklist questions is "No", then the Contractor has not satisfied that checklist requirement and must revise the plan accordingly.

A copy of the completed checklist may be provided to the Contractor for use in revising the plan. For documentation purposes, attach a completed copy of this checklist to the SPCC Plan in the project file.

If this is an environmentally sensitive project (e.g., the project requires "in-water" work or construction near a stream, river, or wetland) and the project office wishes to provide recommendations beyond the specification requirements, such recommendations and related guidance can be obtained from the WSDOT Hazardous Materials and Solid Waste webpage and the Stormwater and Water Quality webpage.

# SPCC Plan Review Checklist

## 1. Responsible Personnel

Identify the name(s), title(s), and contact information for the personnel responsible for implementing and updating the plan, and for responding to spills?

Yes No

Comment/Recommendation: \_\_\_\_

## 2. Spill Reporting

List the names and telephone numbers of the Federal, State, and Local Agencies the Contractor shall notify in the event of a spill which, at a minimum, incorporate the information from Figure 2 (the reporting requirements flow chart) of the SPCC Plan Template?

Yes No

Comment/Recommendation: \_\_\_\_

## 3. Project and Site information

Describe the following:

- |  |     |    |
|--|-----|----|
| A. Project Work?   | Yes | No |
| B. Site location and boundaries?   | Yes | No |
| C. Drainage pathways from the site (has a description been provided or Table 3 been completed)?  | Yes | No |
| D. Nearby waterways and sensitive areas and their distances from the site (has a description been provided or Table 3.1 been completed)? | Yes | No |

Comment/Recommendation: \_\_\_\_

## 4. Potential Spill Sources

Describe **each** of the following for **all** potential fuel, petroleum products and hazardous materials brought or generated on-site **(including materials used for operating, refueling, maintaining, and cleaning equipment used on land and below the ordinary high-water line)**:

**Note for SPCC Plan Reviewer:** Talk with the Construction Office to determine if any work will be done below the ordinary high-water line. If it will, the plan must identify the materials that will be used for operating, refueling, maintaining, and cleaning the equipment that will be used below the ordinary high-water line.

- |  |     |    |
|--|-----|----|
| A. Name and Intended use of material, <b>if applicable</b> ? | Yes | No |
| B. Estimated maximum amount on-site at any one time?         | Yes | No |

## SPCC Plan Review Checklist

- |   |     |    |
|---|-----|----|
| C1. Material staging, use, and storage location(s)?   | Yes | No |
| C2. Distance of material staging, use, and storage locations from nearby waterways and sensitive areas? | Yes | No |

**Comment/Recommendation:** \_\_\_\_

### 5. Pre-Existing Contamination

- 5.1. Describe any pre-existing contamination and contaminant sources (such as contaminated soil or water, or buried pipes, tanks, or drums) in the project area that are described in the Contract Provisions and Plan?

**Note for SPCC Plan Reviewer:** Verify whether or not any pre-existing contamination has been described in the Contract Provisions and Plans. Do this by asking the Design or Construction PE or checking the contract documents themselves. If checking the contract documents, look for a General Special Provision or Special Provision with a title like “Removal and Disposal of Hazardous Material.” Such a provision would most likely be under “Division 2 Earthwork,” then under “Removal of Structures and Obstructions” and then under “Construction Requirements.” If no pre-existing contamination or contaminant sources are described in the contract documents, this plan component is “not applicable” or N/A.

N/A      Yes      No

- 5.2. Identify equipment and work practices that shall be used to prevent the release of contamination?

N/A      Yes      No

**Comment/Recommendation:** \_\_\_\_

### 6. Spill Prevention and Response Training

- 6.1. Describe how and when all project personnel, including refueling personnel and other subcontractors shall be trained in spill prevention, containment, and response?

Yes      No

- 6.2. Describe how and when all personnel, including refueling personnel and subcontractors shall be trained in the location of spill response kits?

Yes      No

**Comment/Recommendation:** \_\_\_\_

### 7. Spill Prevention

Describe the following items:

- A. Contents and locations of spill response kits that are appropriately stocked, located in close proximity to hazardous materials and equipment, and immediately accessible?

Yes      No

- B. Security measures for potential spill sources to prevent accidental spills and vandalism?

## SPCC Plan Review Checklist

C. Methods used to prevent stormwater contact with hazardous materials. Yes      No

D. Secondary containment practices and structures?

**Note for SPCC Plan Reviewer:** Verify that the plan describes, here or in the Table secondary containment that incorporates the following requirements:

- **Containers and non-double walled tanks shall be placed within impervious structures capable of containing 110% of the volume contained in the largest tank within the containment structure.**
- **A secondary containment structure or method must be chemically compatible to hold a release and remain liquid tight for at least 72 hours (the timeframe which clean up must occur in accordance with BMP C153).**

**Note:** When determining or evaluating the type of secondary containment, consider the predicted flow direction, rate of flow, total quantity, type of substance and whether a worst-case scenario spill could reasonably be expected to reach a water body.

- **Any more stringent secondary containment (including for double walled tanks) required by a 401 permit, Special Provision or other Permit/Contract requirement for work in or over water.**
- **Any more stringent secondary containment (including double-walled tanks) required by an IFC official (local fire marshal).**

Yes      No

E. Best Management Practices (BMP) used to prevent discharges to ground or water during mixing and transfers of hazardous materials, petroleum products and fuel?

**Note for SPCC Plan Reviewer:** At a minimum, the methods to control pollutants shall be in accordance with the following two Ecology BMPs incorporated into Ecology's Construction Stormwater General NPDES Permit.

- **BMP C153, "Material Delivery, Storage and Containment" contained in Ecology's Stormwater Management Manual for Western Washington, Volume II Construction Stormwater Pollution Prevention, (Volume II Construction Stormwater Pollution Prevention)**
- **BMPs for Mobile Fueling of Vehicles and Heavy Equipment contained in Ecology's Stormwater Management Manual for Western Washington, Volume IV Source Control BMPs, (Stormwater Manual Volume IV**

Yes      No

## SPCC Plan Review Checklist

### Source Control BMPs)

F. Refueling procedures for equipment that cannot be moved from below the ordinary high-water line?	N/A	Yes	No
G. Daily inspection and cleanup procedures that ensure all equipment used below the ordinary high-water line is free of all external petroleum-based products?	N/A	Yes	No
H. Routine equipment, storage area, and structure inspection and maintenance practices to prevent drips, leaks or failures of hoses, valves, fittings, containers, pumps, or other systems that contain or transfer hazardous materials.			
I. Site inspection procedures and frequency?		Yes	No

**Comment/Recommendation:** \_\_\_\_

## 8. Spill Response

8.1. Outline the response procedures the Contractor shall follow for each scenario listed below, indicating that if hazardous materials are encountered or spilled during construction, the Contractor shall do everything possible to control and contain the materials until appropriate measures can be taken? The response procedures must include a description of the actions the Contractor shall take and the specific, on-site, spill response equipment that shall be used to 1) assess the spill, 2) secure the area, 3) contain and eliminate the source, and 4) cleanup spilled material, decontaminate equipment, and dispose of spilled and contaminated material.

A. A spill of each type of fuel, petroleum product or hazardous material at each location identified in 4, Potential Spill Sources, above?		Yes	No
B. Stormwater that has encountered fuel, petroleum product or hazardous materials.		Yes	No
C. A release or spill of <b>any pre-existing contamination and contaminant source</b> described in 5 (Pre-Existing Contamination), above?	N/A	Yes	No
D. A release or spill of <b>any unknown pre-existing contamination</b> and contaminant sources (such as contaminated soil or water or buried pipes, tanks, drums or other containers) encountered during Project Work?		Yes	No
E. A spill occurring during work with equipment used below the ordinary high-water line.	N/A	Yes	No

**Note for SPCC Plan Reviewer:** If pre-existing contamination is known to be in soil or sediment that will be excavated from below the ordinary high-water line, this section should also address

## SPCC Plan Review Checklist

response procedures the Contractor will follow if any of that soil or sediment is spilled.

**Comment/Recommendation:** \_\_\_\_

8.2. If the Contractor will use a Subcontractor for spill response

- |  |     |     |    |
|--|-----|-----|----|
| - Is the contact information for the Subcontractor provided with the information described in 1 (Responsible Personnel), above?                                  | N/A | Yes | No |
| - Does the plan identify when the Subcontractor shall be used and describe the actions the Contractor shall take while waiting for the Subcontractor to respond? | N/A | Yes | No |

**Comment/Recommendation:** \_\_\_\_

### 9. Project Site Map

Provide a map showing the following items:

- |  |     |    |
|--|-----|----|
| A. Site location and boundaries?                                   | Yes | No |
| B. Site access roads?  | Yes | No |
| C. Drainage pathways from the site?                                | Yes | No |
| D. Nearby waterways and sensitive areas?                           | Yes | No |
| E. WSDOT Ownership and any property through contractor boundaries? | Yes | No |

**Note for SPCC Plan Reviewer:**

**Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc.**

Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas. Nursing homes, hospitals, childcare centers, etc. are not environmentally sensitive areas but do need to be identified and considered when evaluating areas and access issues.

- |  |     |    |
|--|-----|----|
| F. Hazardous materials, equipment, and decontamination areas identified in 4 (Potential Spill Sources), above? | Yes | No |
| G. Pre-existing contamination or contaminant sources   |     |    |

## SPCC Plan Review Checklist

described in 5 (Pre-Existing Contamination), above? N/A Yes No

H. Spill prevention and response equipment described in 7 (Spill Prevention) and 8 (Spill Response), above? Yes No

**Comment/Recommendation:** \_\_\_\_

### 10. Spill Report Form

Provide a copy of the spill report form(s) that the Contractor will use in the event of a release or spill? Yes No

**Comment/Recommendation:** \_\_\_\_

### 11. Plan Approval (recommended, but not required in Standard Specifications)

Has the Plan been signed by the WSDOT Prime Contractor Executive, the WSDOT Prime Contractor Project Manager and the WSDOT Prime Contractor Superintendent? Yes No

### 12. Sequence of Information

Set forth the information described in 1-10 (Responsible Personnel through Spill Report Form), above, in the order in which the information is described on this form? Yes No

**Comment/Recommendation:** \_\_\_\_

## SPCC Plan Review Checklist

### Reviewer's Conclusion

**Note: If the answer to any of the above questions is “No”, check “No” in response to the question below and check the box next to the element(s), below, that do not satisfy the requirements.**

**Does this SPCC Plan satisfy the requirements of WSDOT Standard Specification 1-07.15(1)?**

Yes      No

If “No,” the Contractor must revise the elements of the plan checked below. The SPCC Plan Reviewer's Guidance and the SPCC Plan Template are located under the tools, templates, and links tab on the [Stormwater and Water Quality](#) webpage. The SPCC flowchart is located under the tools, templates, and links tab of the [Hazardous Materials and Solid Waste](#) webpage.

- 1. Responsible Personnel
- 2. Spill Reporting
- 3. Project and Site Information
- 4. Potential Spill Sources
- 5. Pre-Existing Contamination
- 6. Spill Prevention and Response Training
- 7. Spill Prevention
- 8. Spill Response
- 9. Project Site Map
- 10. Spill Report Form(s)
- 11. Plan Approval
- 12. Sequence of Information

**Comment/Recommendation:** \_\_\_\_