



City of Joliet

Public Utilities

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ACCIDENTAL DISCHARGE AND SLUG LOAD CONTROL PLAN EVALUATION CHECKLIST

This form is used to evaluate historical impact of past events; establish what items have been or should be addressed and included in an Accidental Discharge and Slug Load Control Plan, normally referred to as a Spill Plan. A Spill Plan is required of all Significant Industrial Users and other users as determined by City of Joliet Code of Ordinances Section 31-412.

If a section of the evaluation for your plan is not applicable – **print/type or check N/A in the section** so that it is clear that the item has been evaluated. This form should be submitted with the Spill Plan.

I. Site History for: _____(site name & address):

A. Identify History of Spill Events at the site during the last two years.

Attach a copy of the spill report or summary for each event. Make sure your report answers all of the questions in the instructions.

B. Identify History of Slug Load Discharge Events (separate from above) at the site during the last two years.

Attach a copy of the spill report or summary for each event. You will need to be able to answer the following questions for each event:

- Was slug caused by a non-routine batch or is it an on-going problem?
- Is slug a result of highly variable production?
- Can slug be controlled through equalization?
- Did the slug cause the pretreatment system to overload?
- Did the slug interfere or upset a biological pretreatment system?
- Did the slug cause the pretreatment system to be bypassed?
- Was the slug a foreign waste that accidentally entered the pretreatment system and upset it?
- Did the slug impact the user's compliance?

II. Current Site Assessment for: _____ (site name)

A. Material Storage

Identify if each of the below storage areas exist at the site and if spill control measures are adequate. The Spill Plan should identify the location of the storage, type of storage, chemicals stored including concentration, the CAS number if established and describe the control measures.

Spill Control Assessment
Needs
N/A OK Upgrade

1. Drum storage (areas with five or more 55-gallon drums).

Areas (Number.) _____ Number of Drums _____

Comment _____

2. Totes (300 gallons or more).

Areas (Number.) _____ Number of Totes _____

Comment _____

3. Bulk storage.

Areas (Number.) _____ Number of Tanks _____

Range of Sizes (gallons) _____ Location of Bulk storage tanks:

Inside _____ Outside above ground _____ Outside below ground _____

Comment _____

4. Treatment, Storage, Disposal Facility (TSDF).

Areas (No.) _____ Number of Drums _____ Number of Tanks _____

Comment _____

II. Current Site Assessment (continued)

B. Material Handling

Define practices, procedures and site modifications made to prevent spills and slug loads in the following locations:

Spill Control Assessment
Needs
Upgrade
N/A OK

1. **Loading at Docks.**

Comment _____

Unloading at Docks.

Comment _____

2. **Loading at Bulk Storage.**

Comment _____

Unloading at Bulk Storage.

Comment _____

3. **Transfer and Pumping Operations.**

Comment _____

4. **Convey waste to Pretreatment System.**

Comment _____

5. **Waste handling.**

Comment _____

II. Current Site Assessment (continued)

C. Batch Discharges – Slug Load Potential

Spill Control Assessment
Needs
Upgrade
N/A OK

1. Have separate form(s) been attached to describe each batch discharge and assess its spill/slug load potential?

2. In addition to evaluating primarily the slug load potential of the individual batches, also evaluate these questions for the site as a whole:
 - Can your firm maintain compliance consistently?
 - Are non-routine batches impacting the compliance effectiveness?
 - Is production highly variable?
 - Can slugs be controlled through equalization?

If there is pretreatment at the site:

- Is pretreatment subject to frequent overloads?
- Is biological pretreatment subject to interference or upset?
- Has pretreatment been bypassed at any time?
- Can foreign wastes accidentally enter the pretreatment system and upset it?

D. Spill Potential

1. Identify the spill potential to the environment. What areas are most likely to be the source of spills or slug loads? Identify the containment or diversionary structures used at each area using the following key:

A. Dikes, berms, or retaining walls;	E. Sumps and collection systems;
B. Curbing;	F. Sorbent material; and
C. Culverts, gutters, other drainage systems;	G. Dispersant material.
D. Weirs, booms, or other barriers;	

Spill/Slug Load Potential Area

Containment

III. The Spill/Slug Loading Plan Checklist for (site name): _____

Spill/Slug Control Plan
N/A Yes No

A. Spill/Slug Loading Control

1. Have you described pollution prevention, best management practices, and procedures that have been implemented to prevent or minimize any Spills?
2. Have you described pollution prevention, best management practices, and procedures that have been implemented to limit the potential for a Slug Load to be discharged?
3. Have you identified physical modifications or containment practices to minimize spills and slug load discharges?

B. Diagrams Required to be submitted.

1. Site layout showing storage locations.
Have you included a site map that shows the location of the liquid containers identified in Section II A 1-5?
2. Site layout showing direction of flow from site.
Have you included the site map that include storm and sanitary sewers, site contours or directional arrows that indicate the natural drainage direction from the site per Section II D? Indicate the direction that the storm and sanitary sewers flow.

C. Signs

1. Is a notice permanently posted on the User's bulletin board or other prominent place advising employees whom to call in the event of an accidental discharge or slug load?

D. Training

1. Describe the frequency of spill/slug loading prevention meetings?

2. What is (or will be) the date that your firm most recently completed training?

3. Is there a log of training that is signed and dated by the employees?

III. The Spill/Slug Loading Plan Checklist (continued)

Spill/Slug Control Plan
N/A Yes No

E. Inspections

1. Are inspections performed as a part of the Spill/Slug Control Prevention Program?
2. Are the inspections signed and dated?
3. If the inspections are initialed, is there a master log of initials?
4. Is there a procedure to maintain inspection records for a minimum of three years?

F. Notification

The Plan will identify that the notification system is in place for the following items:

1. Who is the Designated Spill Plan Manager? 24-hour telephone number

Title

- Who is the Alternate Site Spill Plan Manager? 24-hour telephone number

Title

2. Who is Employee Assigned to Make Notification? 24-hour telephone number

Title

3. Does Notification procedure require immediate notice to the City of Itasca Wastewater Superintendent?
4. Does the Spill Plan include a list of agencies that could be contacted during an Event?

Does the Spill Plan contain a list of chemicals that have specific notification thresholds and the threshold amount?

III. The Spill/Slug Loading Plan Checklist (continued)

Spill/Slug Control Plan
N/A Yes No

G. Follow-up

1. Does the Spill Plan have a procedure for filing the Written Report within 5 working days following a discharge of a Spill or Slug Load?

H. Certification

1. Is the Spill Prevention Containment and Countermeasure-Slug Control Plan signed by the Authorized Representative of the facility?
2. Does the Spill Plan contain the certification statement?

I. Schedule

1. Does the Spill Plan identify a schedule of events to upgrade or modify site elements?
2. Does the schedule define progress dates for completion of the events?

Comment _____

This evaluation and checklist is not meant to be all-inclusive for each site but provides a starting point and framework for a Accidental Discharge and Slug Load Control Plan (Spill/Slug Plan).

Review of the Plan, including operating procedures, by the City shall not relieve the IU from the responsibility to modify its facility plan or Spill/Slug Plan as necessary to meet all the requirements of the City, state or Federal code. Review by the City and its designee(s) does not constitute an approval of a Spill/Slug Plan and the City and its designee(s) are not to be construed as responsible for the actions of the IU and any impact the IU may cause as a result of a spill or slug discharge.

Each IU is responsible to modify its plan as needed or when deficiencies are identified by IU, City of Joliet or USEPA staff to provide adequate protection from Spills or Slug Loads.

Baxter & Woodman, Inc. SNS 2018-09-14
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