

SPCC 'By The Numbers' SiteCast PowerPoint Template - Sample Slides



SiteCast + Video Overview

What follows is a SiteCast PowerPoint slide template with the SPCC training video embedded in it. This template offers the trainer the opportunity to customize the training by editing the PowerPoint slides. Note that the trainer may not edit any of the video segments other than to delete one or more segments.

Alternatively, the trainer may choose to show the "By The Numbers" video and follow it with the separate SiteCast PowerPoint presentation included in this training kit. As a third option, the trainer may only show the video and not use any SiteCast supplemental material.

For trainers choosing to use the following template, the presentation should be edited and completed by the trainer prior to any training class. The primary purpose of this presentation is to add site specific information about your facility. This presentation is also designed to re-state and re-emphasize crucial points concerning the SPCC requirements that were covered in the video.

(continued on next slide)

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SiteCast + Video Overview

You may modify, supplement, edit or amend this template in any way that makes the training more effective and interesting. Slides can be eliminated if the issue they address does not apply at your facility. Some slides may need to be copied and added to your presentation if you have a great deal of information to present on a subject. Instructions and options on how to customize, delete or add to each slide are contained in the "NOTES" section under each slide (when seen in normal view).

Important!

When you begin editing a new presentation you must save it to your hard disc. And you must copy the video files from the CD to the folder on your hard disc where the presentation file is saved. The files to copy are in the folder "Media" on the SiteCast CD. There are 10 files, named "SOV#_wmv".

Anytime you move a presentation or edit a new version, there must be a copy of the video files in the folder where the new copy or version is saved.

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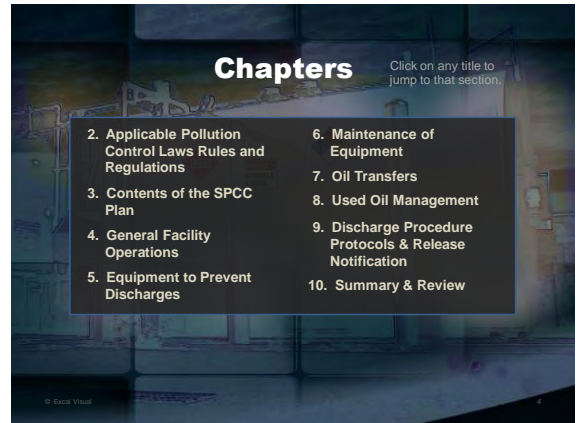


By
the
Numbers

Site Specific
SPCC Training
For Employees

Company Name
Date
Instructor

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Chapters Click on any title to jump to that section.

2. Applicable Pollution Control Laws Rules and Regulations	6. Maintenance of Equipment
3. Contents of the SPCC Plan	7. Oil Transfers
4. General Facility Operations	8. Used Oil Management
5. Equipment to Prevent Discharges	9. Discharge Procedure Protocols & Release Notification
	10. Summary & Review

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2.
Applicable Pollution Control Laws, Rules and Regulations

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Regulations require most facilities that store, process, refine, use or consume oil in excess of **1,320 gallons** (in above ground containers) or with a capacity greater than **42,000 gallons** (in completely buried storage) to take appropriate measures to prevent oil discharges.

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- To prevent any discharge of oil from a facility that could reasonably be expected to reach waters of the U.S.,
- Dikes, equipment, and other manmade structures are not considered as reasons that oil would not be expected to reach waters of the U.S.,
- Examples of waters of the U.S. may include: lakes, rivers, streams, dry creek beds, ditches, wetlands, and tributaries to these.



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3. Contents of the SPCC Plan

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SPCC Training

Applies to anyone who works with oil on a routine basis.

- **Is done:**
Initially upon hire – during a 'New Employee Orientation' – and then with annual refreshers and updates.
- **Will cover:**
SPCC Plan
Potential Spill Pathways
SPCC Program Goals
Prevention Measures
How to Respond to a Spill




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SPCC Plan

1. Location(s) of SPCC plan
2. Contact Personnel
 - a) Name / Title
 - b) Name / Title



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SPCC Plan

3. Access to the SPCC plan
4. Additional Contact Personnel
 - a) Name / Title
 - b) Name / Title

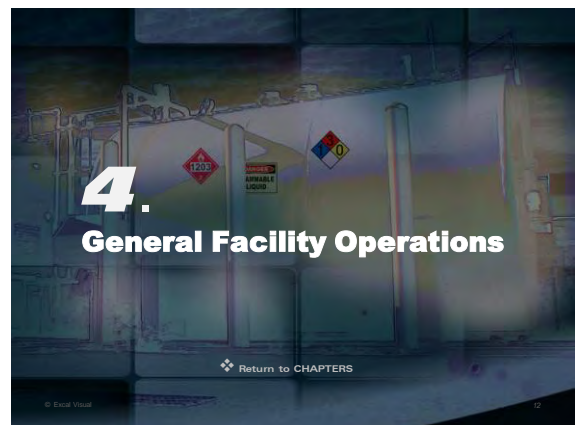


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4. General Facility Operations

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Oil Handling Equipment

1. Location 1
2. Description of container (bulk, tote, drum)
3. Capacity (gallons)
4. Oil type (gasoline, diesel fuel, cutting oil, etc.)



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Oil Handling Equipment

1. Location 2
2. Description of container (bulk, tote, drum)
3. Capacity (gallons)
4. Oil type (gasoline, diesel fuel, cutting oil, etc.)



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Oil Handling Equipment

1. Location 3
2. Description of container (bulk, tote, drum)
3. Capacity (gallons)
4. Oil type (gasoline, diesel fuel, cutting oil, etc.)



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5.

Operation of Equipment to Prevent Discharges

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Passive Discharge Prevention

1. Sized secondary containment method
2. Secondary containment (material of construction)
3. Inspections



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Passive Discharge Prevention

4. Overfill protection equipment (alarm, automatic pump cut-off, etc.)
5. Do not disconnect or bypass any spill prevention device.
6. Diversion

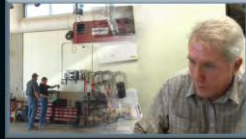


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Active Discharge Prevention

- Who to contact:
 - Name
 - Phone
- Other Emergency Service contacts:
 - EPA
 - Fire Dept
 - Other



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Active Discharge Prevention

- Employees may be trained in 'quick response' techniques to deal with any oil mishap.
- Any other countermeasures in place at the facility.

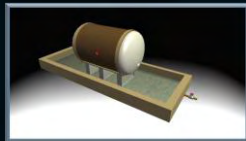


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Draining Secondary Containment

- How is secondary containment drained?
- Who can authorize draining?
- Who to notify if oil is seen inside secondary containment



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Countermeasures in place at this facility:

Oil Spill Countermeasures

- Details
- Locations
- Contacts



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6. Maintenance of Equipment to Prevent Discharges

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All employees should be alert for equipment that needs repair or replacement.

Maintenance & Awareness

- Secondary containments
- Leaks and rust
- Who to alert



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Maintenance & Inspection

1. Drums, totes and portable containers:
Periodic visual inspections, as long as some type of secondary containment is provided. Used oil containers must be inspected weekly.
2. Tanks:
Regular visual inspections (and formal inspections) are based on the particular condition of the tank and the industry integrity testing standard that is used.



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Maintenance & Inspection

1. Piping:
Routine visual inspections to assess the general condition of joints, valves supports and metal surfaces.
2. Fuel transfer areas:
Regular inspections to assess the general condition of the area and the equipment.



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7. Oil Transfers

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Oil Transfers and Deliveries

1. Authorized oil vendors for this facility
2. Typical oil type(s) and volume(s) of routine deliveries
3. Frequency of deliveries



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Oil Transfers and Deliveries

4. Where will high level alarms sound or flash?
5. Who responds to an alarm?
6. Any additional procedures or responsibilities?



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Vehicle Fueling Procedures

1. Who has authority to fuel vehicles or equipment? (driver, operator, other)
2. Pump access procedures
3. Pump location(s)




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Vehicle Fueling Procedures

4. Incident response procedures
5. Emergency shut-off switch locations (EFSO)
6. Spill kit locations materials and techniques



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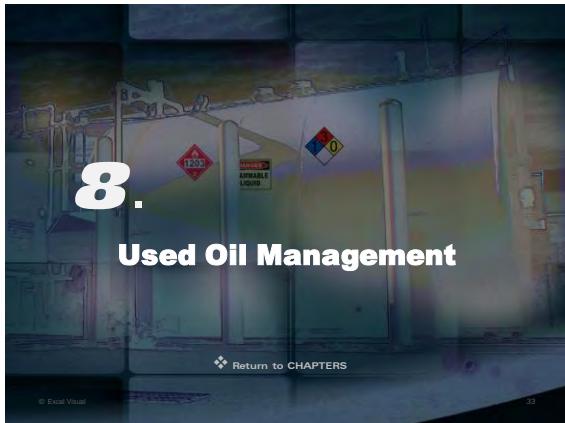
Security Overview

A facility is required to describe in the SPCC Plan how:

1. To secure and control access to all oil handling, processing and storage areas
2. Secure master flow and drain valves
3. Prevent unauthorized access to starter controls on oil pumps
4. Secure out-of-service and loading/unloading connections of oil pipelines
5. Address the appropriateness of security lighting to both prevent acts of vandalism and assist in the discovery of oil discharges.

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8. Used Oil Management




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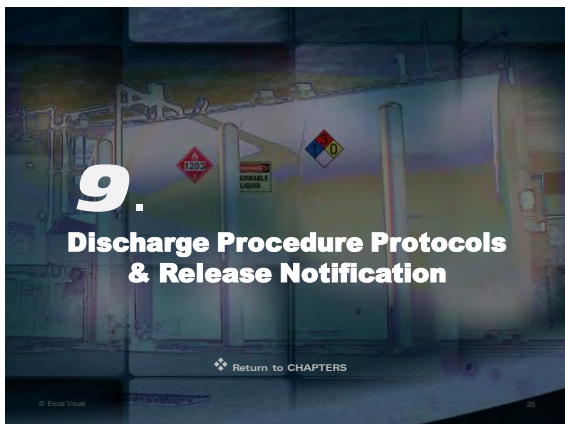
Used Oil

1. Note A
2. Note B
3. Note C



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9. Discharge Procedure Protocols & Release Notification




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Discharge Procedures

Incident response:

1. Who to notify - Name / Title
2. How to activate alarms
3. Alternate communication methods




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Discharge Procedures

Incident response:

4. Locations of spill kits or lockers
5. PPE required for clean-up
6. Clean-up and disposal procedures




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Discharge Procedures

Additional incident response topics:

7. The SDS
8. Documentation
9. Additional notes



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10.

Summary & Review

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The goals here are straight forward:

- One.** Save lives and protect first responders.
- Two.** Stabilize the incident.
- Three.** Protect property and the environment.

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Updates

Comments about any SPCC-related equipment or installations that have been added or revised.



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