

Navigating the Aboveground Storage Tank Spill Plan Upload Application



A guide to assist in submitting aboveground storage tanks spill plans.

Rev. 1

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Required Spill Prevention Response Plan Contents

If a Spill Prevention Response Plan (SPRP) is being uploaded, it must contain all the following elements.

1. Fully Identify and Describe the Activities and Processes that Occur at the Site.

2. Identify Applicable Hazard and Process Information Including the Following:

- A list (name and Chemical Abstract Service number) of all types of fluids stored in ASTs
- Amount of fluids stored in each AST (provide maximum capacity and average storage volumes)
- Name and amounts of wastes generated that are stored in ASTs
- Provide an inventory of the types of fluids stored in regulated aboveground storage tanks at the facility.

3. Safety Data Sheets (SDS) for Each Fluid Stored in ASTs at the Location.

The spill response plan must include a reference to the location of the Safety Data Sheet (SDS) required by the Occupational Safety and Health Administration for all fluids stored in a regulated aboveground storage tanks at the facility.

4. Provide a Preventive Maintenance Program Detailing the Following:

- Leak detection monitoring
- Inspection procedures
- Employee training programs
- Corrosion protection and monitoring
- Spill prevention measures

5. Describe the general response procedures.

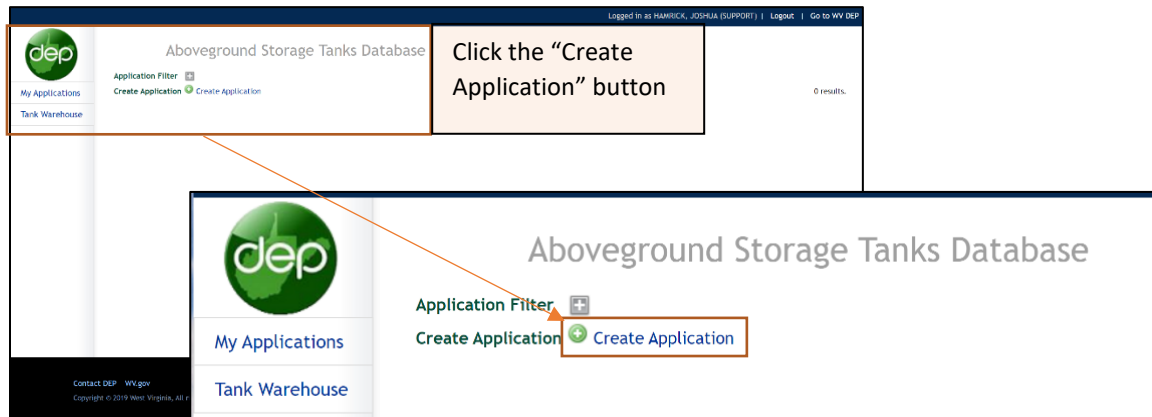
Detail the specific response that the facility and contract emergency personnel shall take upon the occurrence of any release of fluids from an AST at the facility.

6. Emergency Response Information:

- Identify all facility-related positions with duties and responsibilities for overseeing the implementation of the facilities' plan and list all facility emergency coordinators.
- Contact information for all facility emergency coordinators
- Contact information for all known emergency response contractors
- Detail the specific response that the facility and contract emergency personnel shall take upon the occurrence of any release of fluids from an AST at the facility
- Provide contact information for the person or persons to be notified in the event of a release from an aboveground storage tank. At a minimum, this list should include contact information for the following:
 - County and municipal emergency management agencies
 - The nearest downstream public water supply (this information will be provided to the tank owner by WVDEP when their AST registration is approved, for inclusion in this plan)
 - WVDEP Spill line (1.800.642.3074)

This guide is designed to assist tank owners or operators in submitting spill plans for their tanks. Please follow the below instructions.

Creating a Spill Plan Submittal Application



The New Application creation window will appear.

- Application Type – Select Spill Plan Upload/Certification as the application type.
- Application Name – Fill in an application name. The name is created by the tank owner and can later be used to search for the application on the “My Applications” screen.
- Owner – Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.
- Click “OK” to create the application.

New Application

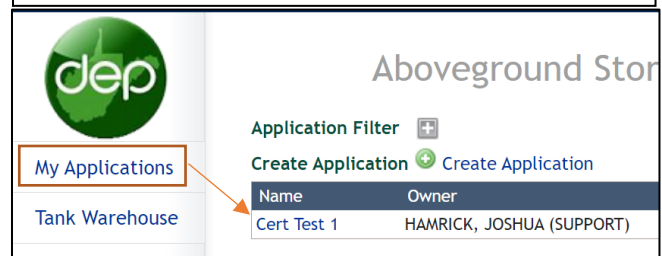
a. Application Type: AST Inspection Certification

b. Application Name:

c. Owner: HAMRICK, JOSHUA (SUPPORT)

d. OK Cancel

Applications can later be searched for by clicking “My Applications” and searching by application name.



Spill Plan Landing Page

Once the application has been created you will be directed to the below screen. Click the “Add Spill Plan” link to begin the upload process.



The screenshot shows a navigation bar with two tabs: 'Spill Plans' and 'Sign and Certify'. Below the 'Spill Plans' tab, there is a link labeled 'Add Spill Plan' with a green plus icon and a red asterisk. A red box highlights this link, and an orange arrow points from the text above to it.

Entering Spill Plan Details

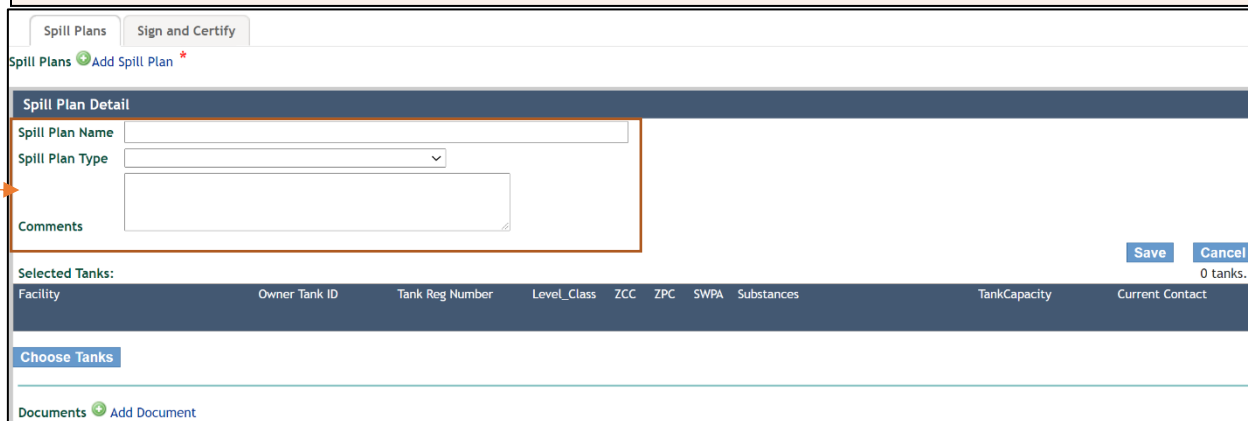
The spill plan details screen will have expanded. Name the application (owners selected name), Select the plan type, and add comments if necessary.

There are three selection under spill plan type. Please note that uploaded plans may be required as follows:

GPP and or SPCC – Requires document to be uploaded.

Spill Prevention Response Plan (SPRP) – Requires document to be uploaded.

Certify tanks are subject to a GPP or SPCC – Does not require document upload.



The screenshot shows the 'Spill Plan Detail' form. It has a header with 'Spill Plans' and 'Sign and Certify' tabs. Below the 'Spill Plans' tab, there is a link labeled 'Add Spill Plan' with a green plus icon and a red asterisk. The form itself has a dark blue header with 'Spill Plan Detail'. Below this, there are three input fields: 'Spill Plan Name' (a text box), 'Spill Plan Type' (a dropdown menu), and 'Comments' (a text area). A red box highlights these three fields, and an orange arrow points from the text above to it. At the bottom right of the form, there are 'Save' and 'Cancel' buttons. Below the form, there is a section titled 'Selected Tanks:' with a table showing columns: Facility, Owner Tank ID, Tank Reg Number, Level_Class, ZCC, ZPC, SWPA, Substances, TankCapacity, and Current Contact. Below the table, there is a 'Choose Tanks' button. At the bottom of the page, there is a 'Documents' section with a link labeled 'Add Document' with a green plus icon.

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
0 tanks.									

Choosing Tanks

In this guide we selected to certify tanks are subject to a GPP. If GPP and or SPCC or SPRP had been selected, the certification window depicted below would not have appeared. Fill out the certification Information if necessary.

Click "Choose Tanks".

Spill Plan Detail

Spill Plan Name: spill plan 1

Spill Plan Type: Certify tank(s) are subject to GPP and/or SPCC

Comments: no comments

As the owner or operator of the AST(s), I am certifying that the plan identified below is approved by WVDEP or complies with the requirements of 40 CFR 112

☒ Groundwater Protection Plan (GPP), submitted and approved by WV DEP Permit #: 12345

☐ Spill Prevention Control and Countermeasures Plan (SPCC) which complies with the requirements of 40 CFR 112 Permit #:

Selected Tanks: 0 tanks.

Facility Owner Tank ID Tank Reg Number Level_Class ZCC ZPC SWPA Substances TankCapacity Current Contact

Choose Tanks

Documents Add Document

Now that the tank selector screen has expanded, select all tanks associated with the spill plan by checking the appropriate check box(s). Once all tanks have been selected, click "Add to selected tanks" then click "Close Tank Choices".

Choose Tank

Facility Owner Tank ID Tank Reg Number Level_Class ZCC ZPC SWPA Substances TankCapacity Current Contact

Close Tank Choices

Search All Tanks: Add to selected tanks

Search

Choose Tank	Facility	Owner Tank Id	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact
☐		269028	035-00000405	Level 1	☐	☐	☐	Water	1740000	
☐		269027	035-00000406	Level 1	☐	☐	☐	Water	1740000	
☐		252811	999-00000367	Level 1	☒	☐	☒	Water	9000	
☐		269052	999-00000405	Level 1	☐	☐	☐	Water	1008000	
☐		269061	999-00000406	Level 1	☐	☐	☐	Water	1008000	
☐		200494	999-00000409	RL	☐	☐	☐	Water	5049	
☐		200538	999-00000410	RL	☐	☐	☐	Water	5049	
☐		200543	999-00000411	RL	☐	☐	☐	Water	5049	
☐		238708	999-00000412	RL	☐	☐	☐	Water	21000	
☐		238742	999-00000413	RL	☐	☐	☐	Water	21000	

☐ Check All

1 2 3 4 5 6 7 8 9 10 ...

Uploading a Spill Plan and Saving the Application

You should now see that the tanks have migrated to the selected tanks list. Use the “Add Document” link to upload your spill plan if necessary. Once the document has been uploaded, click “Save” to save the application.

The screenshot shows the 'Spill Plans' application interface. At the top, there are tabs for 'Spill Plans' and 'Sign and Certify'. Below the tabs, there is a table listing spill plans. The first row shows 'spill plan 1' with 0 facilities, 0 tanks, 0 documents, and a doc date of 06/27/2021. A 'delete' link is present. Below the table, there is a 'Spill Plan Detail' section. It includes fields for 'Spill Plan Name' (spill plan 1), 'Spill Plan Type' (Certify tank(s) are subject to GPP and/or SPCC), and 'Comments' (no comments). There is a section for certification with checkboxes for 'Groundwater Protection Plan (GPP)' and 'Spill Prevention Control and Countermeasures Plan (SPCC)'. The 'GPP' checkbox is checked, and the 'Permit #' field contains '12345'. Below this is a 'Selected Tanks' table with columns: Facility, Owner Tank ID, Tank Reg Number, Level_Class, ZCC, ZPC, SWPA, Substances, TankCapacity, and Current Contact. The table lists three tanks: 'Rain for Rent', 'Williamson Midstream', and 'Noble Energy'. Below the table is a 'Choose Tanks' button. At the bottom, there is a 'Documents' section with an 'Add Document' link. A 'Save' button is located at the bottom right of the 'Spill Plan Detail' section. Arrows from the text above point to the 'Add Document' link and the 'Save' button.

Spill Plan Name	Facilities	App Event Type	Created Date	Tanks	Documents	Doc Date	
spill plan 1	0	Certify tank(s) are subject to GPP and/or SPCC	06/27/2021	0	0	06/27/2021	delete

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
Rain for Rent	269027	035-00000406	Level 1	☐	☐	☐	Water	1740000	
Williamson Midstream	252811	999-00000367	Level 1	☒	☐	☒	Water	9000	
Noble Energy	269052	999-00000405	Level 1	☐	☐	☐	Water	1008000	

Application Certification and Submittal

The screenshot shows the 'Application Certification and Submittal' form. At the top, there are tabs for 'Inspection Certification' and 'Sign and Certify'. The 'Sign and Certify' tab is selected. Below the tabs, there is a section for certification with a checkbox labeled '1. Certify'. Below this is a text box for certification. Below the text box are fields for 'Name' and 'Title'. At the bottom, there is a section for submittal with a checkbox labeled '2. Submit' and a 'Submit' button. Arrows from the text above point to the 'Sign and Certify' tab, the '1. Certify' checkbox, the 'Name' and 'Title' fields, and the 'Submit' button.

Click the “Sign and Certify” tab.

Click the certify checkbox.

Fill in the name and title fields.

Click the “Submit” button.

At this point, the application is considered complete, and your spill plans are available for review. An email notification will be sent to the email address we have on file if the application has been submitted successfully.