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I. PURPOSE

The purpose of this plan is to document spill prevention and response requirements. Each Gallant Builders, LLC (Gallant) work site will develop a spill prevention and response plan based on the requirements and template provided.

II. SCOPE

This procedure applies to all Gallant operations. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Gallant employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

III. REQUIREMENTS

Each work site spill prevention and response plan shall contain the following requirements.

- Chemical substances should be stored in proper containers to minimize the potential for a spill. Whenever possible, chemicals should be kept in closed containers and stored so they are not exposed to stormwater.
- The program must identify chemicals used that may be potentially spilled or released. This will include both liquid chemicals used at our facilities or brought on to owner client sites.
- Spill kits must be adequate for any anticipated spills. A proper spill kit must contain the appropriate supplies for materials that may be spilled. Supplies must be easily accessible when required, and considerations must be made for both the type and quantity of materials. The contents of spill response kits shall be periodically assessed to ensure the availability of adequate spill response supplies and adjust inventory as necessary.
- Gallant shall ensure the availability of adequate spill response supplies by periodic inspection to assess their availability and adjust the inventory as necessary.
- Employees must be instructed on spill prevention and the proper response procedures for spilled materials. The training should include materials available for use, proper waste disposal and communication procedures.
- Areas where chemicals may be used or stored must be maintained using good housekeeping best management practices. This includes, but is not limited to clean and organized storage, labeling and secondary containment where necessary.
- Proper communication measures for employees to initiate in the event of a spill will be created on a site by site basis. Communication procedures will be based on type and quantity of materials spilled.
- Environmental spills shall be reported to environmental authorities when required. Reporting procedures will be based on type and quantity of materials spilled.

The following template shall be used for each work site.

Copies of this plan are located at the facility and are available to all employees.

Location(s) of plan(s): _____

Facility Information

Facility Name: _____

Mailing Address: _____

_____

Physical address if different: _____

_____

_____

Owner Name: _____

Owner Address: _____

_____

Primary Contact Name: _____
Work Phone Number: _____
Home Phone Number: _____
Mobile Phone Number: _____

Secondary Contact Name: _____
Work Phone Number: _____
Home Phone Number: _____
Mobile Phone Number: _____

Date of Initial Operation: _____

Site Assessment

Location - Describe where facility is located.

_____

_____

_____

_____

IV. FACILITY DESCRIPTION

Facilities and Equipment (*examples are shown but complete per site description*):

___ Garage for vehicle processing
___ Parts storage
___ Manufacturing Building
___ Spill kit/emergency equipment
___ Refrigerant (Freon) extractor
___ Parts washer

Please List: _____
_____
_____
_____
_____

Services:

___ Dismantler/Recycler
___ Equipment Repair
___ Moving Equipment
___ Painting/Sandblasting
___ Manufacturing

Please List: _____
_____
_____
_____
_____

Fixed Storage - List capacity and contents of each storage container. For example, "One 6,000 gallon above ground tank containing diesel fuel." Be sure to include diesel, gasoline, waste oil, heating oil, kerosene, paint thinner and other solvents. Also describe the construction of the containers, secondary containment for each, liquid level indicators, alarms and method of corrosion protection for each container._____

_____

_____

_____

_____

Non-Fixed Storage - List capacity and contents of each storage container. For example, "One 55 gallon drum for recycled oil." Be sure to indicate what each container is used for, its condition and construction and how secondary containment is provided. _____

_____

_____

Total quantity of stored materials: - The combined quantity of the materials listed above: _____ gallons

V. OIL SPILL HISTORY

Place an **X** on the appropriate line and proceed accordingly.

____There has never been a significant spill at the above named facility.

____There have been one or more significant spills at the above named facility. Details of such spill(s) are described. For each spill that occurred, supply the following information:

- Type and amount of oil spilled
- Location, date and time of spill(s)
- Watercourse affected
- Description of physical damage
- Cost of damage
- Cost of clean-up
- Cause of spill
- Action taken to prevent recurrence below.

VI. POTENTIAL SPILL VOLUMES AND RATES

Fill in all applicable blanks.

Potential Event	Volume Released	Spill Rate
Complete failure of a full tank*	___ gallons	instantaneous
Partial failure of a full tank*	1 to ___ gallons	gradual to instantaneous
Tank overflow**	1 to ___ gallons	up to ___ gallons per minute
Leaking during unloading***	up to ___ gallons	up to ___ gallons per minute
Pipe failure****	up to ___ gallons	up to ___ gallons per minute
Leaking pipe or valve****	several ounces to gallons	up to ___ gallons per minute
Fueling operations****	several ounces to gallons	up to ___ gallons per minute
Oil and grease	several ounces to quarts	spotting

* Volume of largest tank
** Calculate using the rate at which fuel is dispensed from the delivery truck into your tank(s).
*** Calculate using the rate at which petroleum would be withdrawn from the tank if it should have to be emptied (*e.g.*, if it was being taken out of service).
**** Calculate based on the specifications of your equipment.

VII. SPILL PREVENTION AND CONTROL

Spill Prevention - Provide specific descriptions of containment facilities and practices. Include description of items such as double-walled tanks, containment berms, emergency shut-offs, drip pans, fueling procedures and spill response kits. Also, describe how and when employees are trained in proper handling procedures and spill prevention and response procedures.

Spill discharge and flow - For each potential spill source; describe where petroleum would flow in the event of a spill. For example, "The 6,000 gallon diesel tank has a pre-manufactured secondary containment system capable of holding 110 percent of the total volume of the tank" and, "A spill from engine repair would be contained inside the shop building and quickly cleaned up with oil absorbents." Incorporate site map by reference (see instructions under *Appendices*).

Spill response - Identify what equipment would be deployed by whom and in what situation. Also, include phone numbers for response agencies, *e.g.,* U.S. Coast Guard, fire department, spill response contractors, etc. A copy of your spill response plan may be attached as an appendix to this plan in lieu of completing this section.

Security - Provide a description of how all containers are protected when the facility is not in operation or unattended. Include a description of fencing, access control, gates, locks, etc. that prevent access by unauthorized individuals.

VIII. FACILITY INSPECTIONS

Routine Inspections - Name facilities and the frequency with which they are inspected. For example, “The fuel pumps are inspected daily. The materials storage area is inspected monthly.” Describe all facility containers, piping, etc. that is to be inspected. Name the person who has responsibility to implement preventative maintenance programs, oversee on-site inspections, coordinate employee training, maintain records, update the plan as necessary, and ensure that reports are submitted to the proper authorities

Annual Inspections - Include a description of annual comprehensive inspections. For example, "A site inspection is also conducted annually by appropriate responsible personnel to verify that the description of potential pollutant sources are accurate, that the map reflects current site conditions, and that the controls to reduce the pollutants identified in this plan are being implemented and are adequate. This annual inspection will be conducted above and beyond the routine inspections done focusing on designated equipment and areas where potential sources are located."

IX. RECORD KEEPING

Describe record keeping procedures. For example, "Record keeping procedures consist of maintaining all records a minimum of three years. The following items will be kept on file: current plan, internal site reviews, training records, and documentation of any spills or maintenance conducted in regards to these sites." *Maintenance Inspection, Employee Training,* and *Record Keeping* logs are included in this template for your use.

X. MAINTENANCE INSPECTIONS

Maintenance Coordinator Name:

Maintenance Coordinator responsibilities include implementation of preventative maintenance programs and oversight of on-site inspections.

Use this table to record inspections:

Facility Inspected	Date of Inspection	Name of Inspector	Result Pass/Fail	Comments

XI. EMPLOYEE TRAINING

Employee Training Coordinator Name: _____

Use this table to record spill prevention and response training.

Name of Employee	Date of Training	Type of Training/Topics Addressed

XII. RECORD KEEPING OF INCIDENTAL SPILLS

Record Keeper Name:

Record Keeper responsibilities include maintaining records of incidents, updating the plan as necessary and ensuring reports are submitted to the proper authorities when necessary

Incident No.	Type of Incident	Date of Occurrence	How it was Cleaned Up

XIII. APPENDICES

Site map - Attach a site map as Appendix A to this plan. You may attach an existing site map or create your own. If you use an existing map, be sure that the items listed below are included. If you need to create a site map, use a large enough piece of paper so all site plan elements may be seen and try to keep the map to a scale (e.g. 1" = 20' The following instructions should guide you step-by-step. Please use a straight edge (ruler) while creating the sketch.

- Draw and label all roadways surrounding the work site.
- Draw and label all facilities within the work site as close proportionately as possible.
- Draw an arrow(s) pointing in the direction of downhill flow of water when it rains.
- Draw the location and general layout of all vehicles associated with the work site.
- Label any rivers or waterways surrounding the work site.
- Draw and label all methods of entry to the work site.
- Draw and label the location of all fuel containment facilities.
- Draw and label the location of all in-place spill prevention, control and countermeasure devices.

Other attachments - List any additional information to be attached as Appendix B, C, D, etc. Label and staple the attachments to the end of this plan.

Appendix A: Site Map
Appendix B: Emergency Response Posting Locations
Appendix C: _____
Appendix D: _____

XIV. MANAGEMENT APPROVAL

I certify that I have personally examined and am familiar with the information submitted in this document and that, based on my inquiry of those individuals responsible for obtaining this information, the information submitted is true, accurate and complete.

_____	_____
Signature	Title
_____	_____
Printed Name	Date