Navigating the Aboveground Storage Tank Spill Plan
Upload Application

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

a. **Application Type** – Select Spill Plan Upload/Certification as the application type.

b. **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.

c. **Owner** – Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.

d. **Click “OK”** to create the application.

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.

Entering Spill Plan Details

The spill plan details screen will have expanded. Name the application (owners selected name), Select the plan 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.
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”.

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

Application Certification and Submittal

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.