

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.

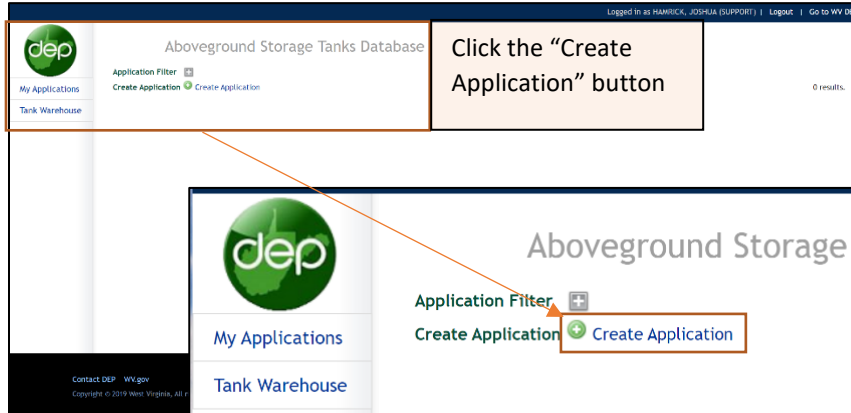
Detail the specific response that the facility and contract emergency personnel shall take upon the occurrence of any release of fluids from an AST at the facility.

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



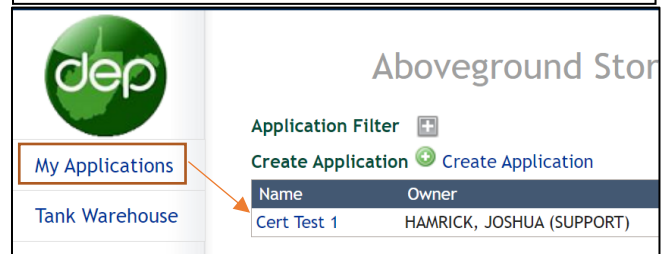
The New Application creation window will appear.

- 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.

The 'New Application' dialog box is shown with the following fields and options:

- a. **Application Type**: AST Inspection Certification (dropdown)
- b. **Application Name**: (text input field)
- c. **Owner**: HAMRICK, JOSHUA (SUPPORT) (dropdown)
- d. **Buttons**: OK and 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.



Entering Spill Plan Details

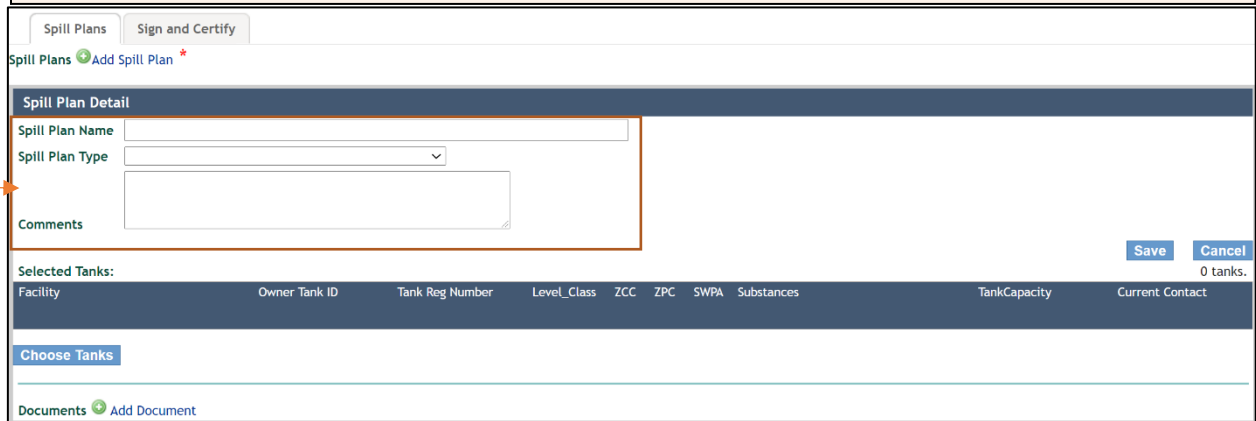
The spill plan details screen will have expanded. Name the application (owners selected name), Select the plan type, and add comments if necessary.

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.

A screenshot of the 'Spill Plan Detail' form. The form has a dark blue header with the title 'Spill Plan Detail'. Below the header, there are three input fields: 'Spill Plan Name' (a text box), 'Spill Plan Type' (a dropdown menu), and 'Comments' (a text area). An orange box highlights these three fields, and an orange arrow points to the box from the text above. To the right of the 'Comments' field, there are 'Save' and 'Cancel' buttons. Below the form, there is a section titled 'Selected Tanks:' followed by a table with 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 an 'Add Document' link.

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
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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	Capacity	Current Contact
<input type="checkbox"/>	269028	035-00000405	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	
<input type="checkbox"/>	269027	035-00000406	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	
<input type="checkbox"/>	252811	999-00000367	Level 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	9000	
<input type="checkbox"/>	269052	999-00000405	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1008000	
<input type="checkbox"/>	269061	999-00000406	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1008000	
<input type="checkbox"/>	200494	999-00000409	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	5049	
<input type="checkbox"/>	200538	999-00000410	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	5049	
<input type="checkbox"/>	200543	999-00000411	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	5049	
<input type="checkbox"/>	238708	999-00000412	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	21000	
<input type="checkbox"/>	238742	999-00000413	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	21000	

Check All

Close Tank Choices **Add to selected tanks**

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.

Spill Plans Sign and Certify

Spill Plans [Add Spill Plan](#) *

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

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:

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
Rain for Rent	269027	035-00000406	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	
Williamson Midstream	252811	999-00000367	Level 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water	9000	
Noble Energy	269052	999-00000405	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1008000	

Choose Tanks

Documents [Add Document](#)

Save Cancel 3 tanks.

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.

Inspection Certification **Sign and Certify**

1. Certify

I certify that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete to the best of my knowledge.

Name:

Title:

2. Submit **Submit**

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.