

## **Spill Control Plans and Release Notification**

January 2024

*This fact sheet is not to be used for determining regulatory compliance with the provisions of the Source Water Protection ordinance. It has been prepared for the purpose of public education and providing general guidance on requirements under the SWPP.*

### **HAZARDOUS MATERIAL RELEASES**

Hazardous materials releases can occur at any facility regardless of size, type of business, or time of day. These releases are not only disruptive to the industry affected by the release, but may also present a potential threat to regional groundwater resources if not addressed in a timely manner.

There are many ways a facility can reduce the potential for a release. This includes proper maintenance of hazardous materials storage units and piping, careful handling of storage containers and hazardous

substances, and, when possible, switching to less hazardous substances or reducing on-site inventories of hazardous substances.

While helpful, these preventative steps cannot completely eliminate the possibility of a hazardous materials release. When a release does occur, prompt action can significantly reduce the financial burden and lost productivity associated with remediating a release.

The **Source Water Protection Program (SWPP)** requires the development of a **Spill Control Plan** for certain types of hazardous materials storage at facilities located in the Source Water Protection Ar-

ea. **Release notification** is also required when a hazardous material release meeting certain criteria occurs within the Source Water Protection Area.

This fact sheet contains information on Spill Control Plans and release notification. For more information on the SWPP or ways you can reduce the potential for a release at a facility, please contact the Groundwater Consortium Manager at 513 383-3162.

### **SOURCE WATER PROTECTION PROGRAM SPILL CONTROL PLAN**

The purpose of a Source Water Protection Spill Control Plan (SCP) is to reduce the potential for a hazardous material release at a facility and to minimize the environmental and financial costs associated with a release if it does occur.

The SCP objectives are met by asking facility operators 1) to recognize potential hazards that could result in a release, 2) to identify reasonable preventative steps to address the hazards, and 3) to develop a course of action for responding to a release. Employee training and equipping the facility with proper containment and absorption materials are also important.



Hazardous material releases can affect any type of business at any time. Proper planning can reduce the likelihood for a release and minimize the impact when a release does occur.

A Source Water Protection SCP is required only when storing regulated substances in areas where a release would reach a pervious

ground surface (gravel or dirt), a dry well, storm sewer, or surface water body. Regulated substances stored with secondary containment or in areas where a release would be contained on an impervious surface are exempt from the SCP requirement.

Developing a Source Water Protection SCP does not require use of certified engineers or consultants. The plan can be developed using the Source Water Protection SCP template or your own template.

## What if I already have an existing SCP?

Any SCP developed in compliance with another federal, state, or local regulatory program may satisfy the requirements of the SWPP provided the existing SCP contains information required for the Source Water Protection SCP. Deficient information must be amended into the existing SCP for the existing SCP to be in compliance with the SWPP. Any facility using an existing SCP must comply with the employee training requirement if not already done so under another program, and the Source Water Protection SCP update requirements.

## Content of the Plan

The SCP will include information on:

- Location of the Regulated Substance storage area or areas for which the SCP is being developed;
- Potential hazards to the Regulated Substance(s) stored in the area;
- Openings or routes through which a release from the storage area(s) would potentially flow;
- Emergency response procedures to be followed in the event of a release; and
- Emergency equipment available to the facility operator and location of equipment.

## Location of the Plan and Employee Training

All SCPs must be stored on site and made available on request to the Groundwater Consortium Manager. Copies of the SCP also must be readily available for employee use in work areas in or near regulated substance storage areas. Where available, one copy of the SCP must be kept in the facility's KNOX box.

The Facility Operator must train all employees annually on the release procedures outlined in the SCP. A log of employee training must be kept.

## Updating the SCP

All Source Water Protection SCPs must be reviewed and amended as necessary every two years or when there is: a change in ownership or management at the facility; a return to service of a previously out-of-service non-contained aboveground storage tank; or when there are changes, structural or otherwise, made at the facility that will affect the anticipated flow of a released material.

## RELEASE NOTIFICATION

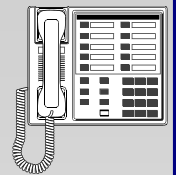
Release notification is required to ensure that local water suppliers are aware of those releases that could potentially impact groundwater quality within the Source Water Protection Area. Release notification involves two steps: 1) initial notification, and 2) a post-incident, more detailed notification known as the Regulated Substance Release Report.

Initial Notification. Any regulated substance release that:

- Originates from an underground storage tank; or
- Contacts a pervious ground surface; and
- Is not immediately and completely remediated within 24 hours; or
- Enters a surface water body; or
- Enters a dry well or storm sewer

must be reported to the on-duty drinking water treatment plant operator by telephone (**24 hour #: 513-383-3162**) within 24 hours of discovery. Such notification in

**24 HOUR #: 513-383-3162**



no way alleviates other federal, state, or local reporting obligations as required by law.

Regulated Substance Release Report. Within seven days of a reported release, the responsible party must submit to the Ground Water Consortium Manager via phone or fax a **Regulated Substance Release Report**. The report shall include any additional detail on the nature and management of the release, including control and corrective actions taken and fate of the released material. A form for the report may be obtained from the Groundwater Consortium Manager.

Upon discovery of a release, the facility operator must take timely and appropriate reasonable action to remediate the release.