This pollution incident prevention plan (PIPP) informational packet contains the following:

- General instructions page 1
- Considerations when developing the plan page 2
- PIPP review checklist page 4
- Sample plans page 6
- Part 5 Administrative Rules page 9
- Department of Environmental Quality (DEQ) District Map page 11
- Waste Management Division (WMD) staff assignments page 12

**GENERAL INSTRUCTIONS FOR PLAN CONTENT AND DEVELOPMENT**

Facilities subject to the PIPP requirements include:

- On-loading or off-loading equipment involving cargo carrying vessels;
- Salt storage areas involving quantities of sodium chloride or calcium chloride in either the liquid or solid state. Discuss your specific site conditions and salt storage volumes with the district staff to determine if you are required to prepare a PIPP. (For more information regarding storing salt, request a copy of the “Salt and Brine Storage Manual” by calling the Environmental Assistance Center at 800-662-9278 or by calling your WMD district office);
- Storage or use areas at an on-land facility involving any chemical listed on the critical materials register, either in solid or liquid form (See R 323.1151 on page 9 of this packet for the definition of an on-land facility. A copy of the critical materials register can be obtained by calling 800-662-9278 or by calling your WMD district office);
- Oil or fuel storage areas with holding capacity greater than 40,000 gallons; and
- Other storage or land based use areas with less than 40,000 gallons of oil or fuel on hand if the DEQ determines that facility may be a hazard to the waters of the state.

**NOTE:** Although the statute and rules refer to the Part 5 of the General Rules of the Water Resource Commission, promulgated pursuant to Act 245, P.A. 1929, as amended (Act 245), and to the Water Resources Commission (WRC), the decision making authority formerly held by the WRC was delegated to the DEQ through Executive Orders signed by the governor. In addition, Act 245 has been incorporated as Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451) MCL 324.3101 et seq. Please be aware that these rules are currently under revision.

The Part 5 rules, which became effective on March 21, 1973, require that:

1) A PIPP must be filed with the WMD at least 30 days before the date of first using new construction or before a facility begins having critical materials on-site. The owner, operator or manager of an existing oil storage or on-land facility having critical materials should have filed a plan within 180 days from the effective date of these rules. A PIPP needs to address the following:
   a) The procedures proposed to prevent pollution of the waters of this state from storage and use areas, manufacturing processes, treatment systems, and shipping of oil and critical materials. “Waters of the state” include groundwater, lakes, rivers, and streams and all other watercourses and waters within the jurisdiction of the state and also the Great Lakes bordering the state.
   b) The emergency clean-up procedures to be used in case of a spill, discharge, seepage, runoff or leakage of oil or polluting material into the waters of this state. “Polluting material” means salt and any material listed on the critical materials register, in solid or liquid form.
   c) The type of surveillance or inspections which will be done to identify any potential or actual releases.
   d) The inventory method used to track the oil and polluting material volumes from the time the material is received or manufactured until it is treated and discharged or shipped off-site.
2) If the DEQ determines that a PIPP is incomplete or inadequate, it may return the plan with its findings and
recommendations and request that it be revised. The plan needs to be modified and resubmitted to the WMD
within 30 days following the department’s request.

3) The storage or use area at an on-land facility must be diked, curbed or otherwise structurally enclosed to prevent
loss of oil and polluting material to the surface water or groundwater. A “Guide to Understanding Secondary
Containment Requirements in Michigan” is available by calling 800-662-9278 or by contacting your local WMD
district office.

4) The DEQ must be notified of any spills or releases into the waters of the state. A publication entitled “Spill
Reporting Requirements” is available by calling 800-662-9278 or by contacting your local WMD district office.

The plan may be written by the owner, operator, or manager of the facility or their authorized environmental
consultant, engineer, or other personnel. It is not necessary to have a Professional Engineer certify the
PIPP. There is no specific format required to be used when preparing a PIPP. If you are required to prepare
other emergency plans, you are encouraged to combine the PIPP with the other plan AND the consolidated plan
includes all the information required by the different regulations and it is allowable under the other planning
regulation. For example, large quantity generators of hazardous waste often combine their required
contingency plan with a PIPP. Submit the completed PIPP to the WMD district office which oversees the
county where the facility is located. See the district office map for the address. If you have questions about
preparing the PIPP, call the WMD district office staff. You may also want to submit a copy to the local fire
department and other emergency responding entities. It is suggested that copies of the PIPP, or at least the
notification portion, be kept at various locations at the facility for easy access and also at an off-site location in case of situations which limit access to the facility. The plan should be reviewed periodically for accuracy and the employees should know their responsibilities.

CONSIDERATIONS WHEN DEVELOPING A PIPP

A PIPP should be a working plan which will help a company prevent releases from occurring and to respond
quickly and thoroughly if an emergency should occur. Ask yourself “Is this what we will really do?” Consider the
following when preparing a PIPP:

Communications and Chain of command

Identify the chain of command for responsibility and supervision of all aspects of emergency response and make it
known to all employees and supervisory personnel. Include information about the facility and the designated spill
prevention and control coordinator and who is responsible for on-site spill prevention and response if it is a
different person. Also consider designating an alternate person(s) if the primary responsible person is unavailable.
Responsible personnel should have the authority to contract for and obtain any necessary emergency services
without delay. If it is necessary to evacuate the building when an emergency occurs, it is recommended that
someone has the responsibility of taking the time cards and guest book out with them to aid in identifying who was
in the building when the emergency occurred.

Notification of Pollution Incidents

Designate an individual as the representative of the owner, operator or manager of the plant, which incurs the spill
or loss, to immediately notify the DEQ by telephone of the incident and to prepare and file within 10 days after the
spill a report outlining the cause, its discovery and the procedures taken to remove the polluting material from the
waters of this state. A discovery and notification procedure, complete with individuals to be contacted and their
phone numbers should be made part of the plan. If the release occurs onto the ground, know in advance what the
reportable quantities are for the materials kept on-site. Calling the Pollution Emergency Alerting System (PEAS)
at 1-800-292-4706 will satisfy the notification requirement as required by the Part 5 rules, however, it may be
necessary to also contact other agencies as required by other regulations. You may choose to call the appropriate
DEQ district office, Monday through Friday, 8:00 a.m. to 5:00 p.m. instead of calling the PEAS.

Personnel Pollution Prevention and Emergency Response Training

If the company is also required to prepare the federal Spill Prevention Control and Countermeasure (SPCC) Plan
because of their oil storage, they may prepare a combined plan as long as the plan contains the
information required under both state and federal regulations. The federal SPCC regulation has specific
requirements how the information must be presented and it also requires a Professional Engineer to certify that the
plan has been prepared in accordance with good engineering practices. The SPCC regulatory citation is 40 CFR 112. Direct questions regarding SPCC Plans to
EPA Region V, Oil Planning and Response Section at
312-353-8200. EPA also has SPCC information on the
Internet at www.epa.gov/oilspill. There may be additional
federal regulations which your company may need to meet regarding emergency planning issues. To reduce
paperwork, the federal agencies have developed an option to develop a consolidated plan which addresses these numerous federal planning requirements. The
federal consolidated plan guidance was published in the
June 5, 1996 Federal Register beginning on page 28641.
Review training programs for employees involved with both manufacturing processes and waste handling. These training programs may be required under other regulations and often can be conducted by either knowledgeable in-house staff or you may need to contract with a training provider outside of your company. Consider how the company notifies the trainer when a new employee is hired and when an employee is transferred into a position which requires additional training. Programs should address the hazards of accidental spills, the importance of preventative measures, and procedures for notifying supervisory personnel of accidents that might result in discharges of pollutants. Training should also include the prevention of situations where the improper arrangement of valves, physical impact, cross connections, and negligence in routine inspection could cause the loss of pollutants. Consider holding a mock drill of pollution incidents and emergency response activities.

**Clean-up Services and Equipment**

Evaluate the need for services of nearby emergency response contractors and, if necessary, make arrangements for prompt performance of contractual services on short notice. Also investigate the need for response equipment and materials to be kept on-site, and contact suppliers to determine the availability of any additional response supplies necessary for removing pollution hazards.

**Availability of Licensed Waste Haulers of Hazardous and Liquid Industrial Waste**

Identify transportation services available to transfer or evacuate oil or hazardous materials away from the plant site or move it from one location to another on the site in case of an emergency. Look in the telephone book yellow pages under the headings “Waste Reduction Disposal, and Recycling Services” or “Environmental and Ecological Services” for companies that service your area. Or call 517-373-0263 to obtain a list of licensed waste haulers from the DEQ Waste Management Division. A standby working arrangement for contracted emergency services would be desirable.

**Study of Past and Potential Incidents**

Analyze past and potential pollution incidents at your business or at similar facilities. Consider the loading and unloading procedures, normal operating processes, monitoring and inspection practices, available spill response equipment and supplies, and existing secondary containment structures. Identify the chemicals and volumes stored on-site, how and where the materials are stored, along with the general properties such as reactivity, flammability, etc. Determine which materials should not be stored near each other. Consult all employees when developing a list of possible pollution incidents. Discuss with plant safety personnel how techniques used in accident prevention programs may be useful in identifying potential problems. Develop spill control measures to prevent recurrence of past incidents and which address the most probable types of pollution incidents that could possibly occur. Include a facility site diagram showing the dock, storage and use areas and indicate where there is secondary containment structures, drains, water supply, etc., and include a map showing the facility in relation to the surrounding areas, such as thoroughfares, municipal water wells, public buildings such as schools, hospitals, etc.

In the case of new buildings or remodeling, it is recommended that a proposed design plan be submitted to WMD staff for an informal design review before construction begins. Staff do not provide a “formal approval” of the design but may be able to provide suggestions regarding groundwater protection measures. These recommendations may have little or no increased construction costs.

**Maintenance and Inspection**

Develop and implement a preventative maintenance program to minimize mechanical failures. Develop a schedule for routine visual inspections of the facilities to detect weaknesses and defects before failures occur. Keep appropriate records to document and identify the actions taken, persons involved, and dates and times of inspections and maintenance activities.

**Breakdown of Treatment Plant Equipment**

Evaluate the environmental consequences of equipment breakdowns. Investigate the availability of spare parts. It is suggested that critical parts that are not readily available be kept on hand. For those companies having on-site treatment, they should consider having duplicate treatment units available where it is not feasible to shut down the process lines in the event of treatment equipment failure.

**External Factors**

Analyze the effects of a power failure on the manufacturing process to determine if piping systems are fail-safe upon loss of electrical power. Investigate the possibility of reactant materials being lost during an extended power failure and identify steps that need to be taken to provide containment or safe handling of those materials. Consider the effect of floods, employee strikes, and the entrance of vandals into areas where potential pollutants may be stored.
POLLUTION INCIDENT PREVENTION PLAN COMPLETENESS REVIEW CHECKLIST

The following checklist is provided to help identify activities and site conditions which should be considered when developing the PIPP. Include those components in the PIPP that pertain to your company's pollution prevention methods and emergency response. It is not required to provide the information in the order presented on the checklist. Depending on your circumstances, it may not be necessary to include every section on the checklist in your facility's PIPP. Some facilities with unique situations may find it necessary to include categories not provided on the checklist. You may also need to prepare additional emergency plans as required by other local, state, or federal regulations. Those requirements are not addressed in this document.

IN THE PLAN? SPECIFIC INFORMATION OUTLINE
YES NO N/A

I. Facility Identification Information

A. Facility

☐ ☐ ☐ 1. Facility name
☐ ☐ ☐ 2. Mailing address
☐ ☐ ☐ 3. Street address (if different from mailing address)
☐ ☐ ☐ 4. Facility telephone number
☐ ☐ ☐ 5. 24 Hour emergency telephone number(s)
☐ ☐ ☐ 6. Designated spill prevention and control coordinator and alternate contact
☐ ☐ ☐ 7. Name of person(s) responsible for on-site spill prevention and control (if different from coordinator)
☐ ☐ ☐ 8. Map showing facility relative to the surrounding area, include thoroughfares, municipal wells, schools, etc.

B. Parent Corporation or Property Owner(s)

☐ ☐ ☐ 1. Name
☐ ☐ ☐ 2. Address
☐ ☐ ☐ 3. 24 Hour emergency telephone number(s)

C. Facility Description & Operations (including manufacturing processes and treatment systems)

II. Notification Procedures

A. Identify the reporting procedures that will be used to notify the appropriate entities and include the applicable emergency notification telephone numbers

☐ ☐ ☐ 1. Internal facility contacts
☐ ☐ ☐ 2. Michigan Department of Environmental Quality
☐ ☐ ☐ a. District office during business hours
☐ ☐ ☐ b. PEAS Hotline after hours 800-292-4706
☐ ☐ ☐ 4. Area Coast Guard Station if the Great Lakes or connecting waters may be involved
☐ ☐ ☐ 5. Local State Police Post or State Fire Marshal at 517-336-6605
☐ ☐ ☐ 6. Local police and sheriff's department
☐ ☐ ☐ 7. Local fire department
☐ ☐ ☐ 8. Local hospitals
☐ ☐ ☐ 9. Michigan Department of Consumer and Industry Services (depending on workplace situation—call 517-322-1608 for more information)
☐ ☐ ☐ 10. Local and state health departments
☐ ☐ ☐ 11. Municipal wastewater treatment plant
☐ ☐ ☐ 12. Local water department
☐ ☐ ☐ 13. Spill Clean-up Contractor
☐ ☐ ☐ a. Name
☐ ☐ ☐ b. Address
☐ ☐ ☐ c. State or EPA issued identification number
☐ ☐ ☐ d. 24 Hour emergency telephone number(s)
☐ ☐ ☐ e. Written documentation of emergency response arrangements

III. Material(s) Used or Stored

☐ ☐ ☐ A. Chemical Name(s) and/or Trade Name(s)

B. Chemical and Physical Characteristics

☐ ☐ ☐ 1. Chemical composition
☐ ☐ ☐ 2. Concentration
☐ ☐ ☐ 3. General properties (flammable, corrosive, reactive, toxic, etc.)
☐ ☐ ☐ 4. Possible reactions to mixtures
☐ ☐ ☐ 5. Included Material Safety Data Sheets of bulk materials and/or materials on the critical materials register
### C. Quantities
- **1.** Total volume (maximum amount stored/handled)
- **2.** Unit volume (55-gallon drum, 500 gallon tank, etc.)

### D. Site Plan or Diagram
(include storage and use areas, underground storage tanks, floor drains, loading docks, sump pumps, on-site water supply, secondary containment, etc.)

### IV. Storage Tanks

#### Above Ground and Underground Storage Tanks
- **1.** Tank construction
- **2.** Age of tanks
- **3.** Coating on tanks/corrosion protection
- **4.** Loading/unloading procedures & secondary containment at the loading/unloading area
- **5.** Special safety devices (pressure relief vents, leak detection monitoring, overfill protection, check valves, etc.)
- **6.** Date and type of last tank tightness test
- **7.** Security measures
- **8.** Maintenance
- **9.** Copy of DEQ registration form or include facility identification and tank number (when required to be registered)

### V. Storage Buildings, Warehouses, Production Buildings, Loading Docks

#### A. Description
- **1.** Construction materials
- **2.** Potential spill pathways
  a. Location of floor drain(s) & discharge point(s)
  b. Storm sewers, drainage ditches, any other than floor drains
- **3.** Flood protection
- **4.** Description of loading/unloading procedures
- **5.** Secondary containment provided (refer to item VI.B. on secondary containment)

### VI. Spill Prevention and Control Measures

#### A. Spill Control and Clean-Up
- **1.** Staff training programs for spill prevention, control and clean-up
  a. New hires and existing staff positions
  b. Position transfers
- **2.** Spill clean-up procedures
  a. Equipment and materials available on-site (type and quantity)
  b. Procedures for clean-up
  c. Method of disposal of recovered materials
- **3.** Analysis of past spills
  a. Cause of incident
  b. Cleanup activities
  c. Changes implemented to prevent recurrence
- **4.** Type of surveillance used (watch person, alarm, frequency of watch, description of duties, etc.)
- **5.** Inventory control methods
  a. Mechanisms used to track material from receipt to disposal or shipment off-site
  b. People responsible
  c. Loss reporting procedures

#### B. Secondary Containment Structures
- **1.** Design – diking, curbing, storage cabinets, etc.
- **2.** Location – indoors or outdoors
- **3.** Construction materials and types of coatings used
- **4.** Size of area in relation to the volumes being stored
- **5.** Drainage restriction measures
- **6.** Security measures for polluting material (locked or limited access, monitoring, etc.)
- **7.** Rain water and snow accumulation management procedures
- **8.** Maintenance
Pollution Incident Prevention Plan (PIPP)
EXAMPLE 1

I. IDENTIFICATION INFORMATION

Name: Joe's Garage and Body Shop
Address: 987 S. Wreck Rd., Repair City, MI 48843
Phone: 616-555-0987
24 Hour Phone: 616-555-1233
Contact: Joe Mechanic
For Spill Problems: Joe Mechanic or Tom Wrench
Type of Facility: Auto repair shop only located in one building at the corner of Wreck Rd and Maplegrove Ave. Engine rebuilds, brake jobs, tune-up, etc. No pumping of gasoline or diesel fuel. Have not had any previous spills getting into drains or going off-site. Small spills easily cleaned up with “Oil dry”.

II. EMERGENCY NUMBERS

DEQ, PEAS 1-800-292-4706
Repair City Fire 911
Repair City Police 911
Livingwell County Health Department 616-555-9850

III. MATERIALS ON-HAND and STORAGE

A. Engine oil packaged in three bulk 55 gallon drums and 1 quart containers/various number of cases on hand
B. Used engine oil stored in one 150 gallon above ground storage tank
C. Antifreeze packaged in 1 gallon containers/various number of cases on hand
D. Brake Fluid packaged in 1 quart containers/various number of cases on hand
E. Solvo--Solvent stored in one 55 gallon drum
F. Degreaso--Aerosol cans of degreaser packaged in 16 oz containers/less than 24 kept on hand

Storage Area:
• 55 gallon drums are stored on cement slab. All floor drains plugged.
• Other supplies are stored above the floor on shelves or in fire proof cabinets.
• Above ground storage tank located outside along building.

Inventory Method: Volume of products are entered into a computer inventory software program when received at the shop. Computer program subtracts volumes used when customer invoice is prepared. Used oil tank is visually inspected daily for leaks and shop gets a receipt from Bay Pumpers showing volume picked up.

IV. STORAGE TANK

Used oil tank is stainless steel constructed; less than 3 years old. Tank surrounded by sealed cement secondary containment structure capable of holding 225 gallons. It has a roof to deflect rain/snow. Installation approved by local fire department. Valves are kept locked to prevent unauthorized disposal.

V. SPILL CONTROL

• Bay area waste drains to a trench which leads to a poured cement holding tank which has a sealant coating. The tank is pumped out by Bay Pumpers, a licensed industrial waste hauler.
• Small accidental spills or leaks are cleaned up using “Oil dry”, a powdered material for soaking up liquids. This material is then sent to the landfill with other trash.
• Waste oil is collected in above ground storage tank surrounded by secondary containment. Tank kept locked except when employees empty collected oil or when being pumped out. Tank checked daily for any leaks and used oil picked up monthly by Acme Haulers for recycling.
• Used oil filters are gravity hot-drained into a tray for 24 hours. The collected oil is then put into the waste oil tank. The drained filters are put into a 55 gallon drum and picked up by Acme Haulers for recycling.
• Other sanitary waste goes to the wastewater treatment plant.
• No streams or lakes or drainage ditches near site.

VII. PLAN DEVELOPED BY AND WHEN

Updated by: Joe Leak Date: July 14, 1997
I. IDENTIFICATION INFORMATION

Name: That Chemical Corporation
Address: 111 N. Polymer Ave., Happyville, MI 48843
Phone: 517-546-1111
24 Hr. Phone: 517-546-0000

Parent Company: Ma & Pa's Chemicals
1234 S. Manufacturers Way, Love Canal, NJ 15123
212-343-3278

Contact: Bob Leak For Spill Prevention 24 hour phone: 517-546-1133, ext. 107
Alternate: George Fixit

Type of Facility: Packaging and warehouse company for shipping and selling of commercial chemical products. Products are stored in bulk tanks and transferred to smaller containers for sale. Chemicals stored include cleaning solvent, paint thinner, and lubricating oil.

II. EMERGENCY SPILL NOTIFICATION LIST

A. DEQ, PEAS 1-800-292-4706 DEQ district office 517-XXX-XXXX
B. National Response Center 1-800-424-8802
C. Fire Department 911
D. Police Department 911
E. Nearby State Police Post XXX-XXXX
F. Wastewater Treatment Plant XXX-XXXX
G. Charter Township office XXX-XXXX
H. County Health Department XXX-XXXX
H. Spill Response & Abatement Company (Chrom-Clean, Detroit, MI): XXX-XXXX

III. MATERIALS BEING STORED

A. Turpentine, Spirits of Turpentine, C₁₀ H₁₆
   Molecular weight - 136
   Flash Point - 95°F
   Solubility - Insoluble (Refer to enclosed Product Safety Form)
   Storage Volume - 3800 gallons
   Unit, volume - 1000 gallon underground storage tanks

B. Methylene Chloride, Solveaid, CH₂ CL₂
   Molecular weight - 84.9
   Flash Point - none with normal test
   Solubility - 1.32 g/100 g water 68°F
   Storage Volume: 500 gallons
   Unit, volume: 55 gallon drums

C. LubeOil
   Flash Point - 360°F
   Solubility - 1.32 g/100 g water 68°F
   Storage Volume: 500 gallons
   Unit, volume: 1100 gallon above ground storage tank

IV. STORAGE TANKS

A. Four buried tanks 1000 gallons each: 2 tanks age 10 years, 2 tanks age 1 year. Above ground storage tank age 1 year. All tanks registered with DEQ, Storage Tank Division: Facility identification number is x-xxxxxx, tank identification numbers 9-xxxxxxx, 0-xxxxxxx, 0-xxxxxxx, 0-xxxxxxx
B. Two underground tanks and the above ground tank are steel and two underground tanks are made of fiberglass
C. Corrosion Protection: new tanks: tank and piping coated with corrosion resistant coating and tank clad with cathodic protection and non-corrodible material; old tanks were upgraded by adding cathodic protection and interior lined with non-corrodible material (glass)
D. Location: See attached diagram (Note: an actual diagram has not been developed or attached to this example.)
V. CONTAINMENT STRUCTURES FOR STORAGE AREAS
   A. Secondary containment for buried storage tanks consists of a PVC plastic liner upgraded to one corner of the excavation and monitored with a two inch well casing.
   B. Area around underground tank fill valves consists of a sealant coated concrete slab with 4 inch curbing.
   C. Above ground storage tank is surrounded by poured, sealed concrete vault capable of holding 500 gallons.
   D. Inside storage area is surrounded by 6" sill with ramped areas to allow forklift and dolly access. No floor drains present.

VI. LOADING/UNLOADING PROCEDURES AND CONTAINMENT
   A. Cases of packaged materials are shrink-wrapped to wooden pallets and are stacked no higher than five feet on each pallet. Forklifts are used to transfer material to trucks. Enclosed storage area is 100-500 feet from covered loading docks
   B. Sloped covered loading area has a sealant coated concrete trench drain for containment of spills. Trench drain and floor drains in the dock area carry liquids to in-ground poured sealed cement holding tank which has an access port for pumpout.

VII. SPILL CONTROL EQUIPMENT AND ORGANIZATION
   A. Some liquid spills are cleaned up using a solid dry material (Hazord). Hazord kept at loading dock, storage area, and throughout plant
   B. Storm water drains are sealed during tank filling and loading operations.
   C. Major spill problems are contracted to be handled by Chrom-Clean, Detroit, MI: Documentation file kept in office.

IX. SURVEILLANCE AND SECURITY
   A. Watchman on duty during closed hours. Property has chain link fence around perimeter.
   B. Foreman responsible for operation during the day.

X. INVENTORY CONTROL PROCEDURES
   A. People responsible for inventory and spill control
      1. TD Leak - Main person to oversee program ext. 10 (home-371-0000)
      2. TB Long - Administration of program ext. 11 (home-372-0000)
      3. LD Case - Supervisor for spill clean-up ext. 12 (home-373-0000)
      4. KL Keller - Daily inspector ext. 14 (home-374-0000)
   B. All above staff have authority to call abatement company.

XI. STAFF TRAINING
   A. Semi-annual training of all employees on spill prevention and safety.
   B. When needed, a special training program for new employees or employees transferred to new position. Personnel office notifies trainer prior to employee starting new position.

XII. ANALYSIS OF PAST SPILLS
   A. Company has not had any previous releases which required the abatement company involvement.
   B. Log book of past spills kept by staff supervisors.
      1. Clean-up of small LubeOil spill: Supervised by LD Case. Used solid dry absorbing material. Small volume was sent to garbage collection (1 cubic foot of material).
      2. Correction: Employee always on duty to watch fill procedure.

XIII. MAINTENANCE PROCEDURES
   A. Tanks are measured by inventory on a daily basis.
   B. Monitor wells on secondary containment for below ground tanks checked on a weekly basis.
   C. Foreman checks condition of 55 gallon drums three times a week.
   D. Spill and safety equipment are inspected monthly by supervisor.
   E. Contact telephone numbers and names are checked for accuracy semi-annually.

XIV. PLAN DEVELOPED BY AND WHEN
   Original plan prepared by Bob Leak Date: Jan 14, 1997
   Reviewed by Bob Leak Date: June 30, 1997
   Updated by Francene Fixit Date: Jan. 15, 1998
Following are the existing Part 5 Spillage of Oil and Polluting Materials Administrative Rules. Revisions of these rules are currently being considered. The public comment period for the proposed rules closed October 22, 1997. The DEQ is currently evaluating and responding to the public comments received. The proposed rules which were submitted for public comment can be viewed from the Internet at http://www.deq.state.mi.us/wmd/rrs/wmdrrs.html.

R 323.1151 Definitions A to O.

Rule 151. As used in this part:
(a) "Boom" means a floating containment device which may be rapidly positioned around an oil spill to prevent the movement or spread of such oil to adjacent water areas.
(b) "Oil" means oil of any kind or in any form, including but not limited to petroleum, gasoline, fuel oil, grease, sludge, oil refuse and oil mixed with waste.
(c) "Oil spill clean-up cooperative" means an organization created by contractual agreement among persons engaged in on-loading and off-loading of oil and other persons, including governmental units, which provide and utilize booms and associated equipment to prevent the movement or spread of oil on the waters of this state in case of spillage thereof.
(d) "Oil storage facility" means a temporary or permanent land-based industry, plant, establishment, firm or other facility, except an oil field petroleum or brine storage facility and a recreational marina, so situated that oil could directly or indirectly reach the surface or ground waters of this state, including but not limited to a facility which discharges through a sewer system, and which receives, processes, manufactures, stores, or ships oil, and has on hand at any time, oil in excess of 40,000 gallons or any other land-based facility which has on hand less than 40,000 gallons of oil if the commission determines that such facility should be subject thereto.
(e) "On-land facility" means a temporary or permanent land-based industry, plant, establishment, firm, storage site or other facility so situated that loss of polluting materials could directly or indirectly reach the surface or ground waters of this state, including but not limited to a facility which discharges through a sewer system, and which receives, processes, manufactures, stores or ships polluting materials.

R 323.1152 Definitions P to V.

Rule 152. As used in this part:
(a) "Polluting material" means salt and any material listed on the critical materials register as prepared by the commission pursuant to Section 6b of the commission act, in solid or liquid form.
(b) "Salt" means sodium chloride and calcium chloride in solid or liquid form.
(c) "Use area" means any areas within an oil storage facility or on-land facility which is used for handling, treating or processing oil or polluting materials.
(d) "Vessel" means a contrivance used or capable of being used for navigation upon water, whether or not capable of self-propulsion, including a foreign or domestic vessel engaged in commerce upon the waters of this state, and any other cargo carrying vessel or barge which transports oil or polluting material.

R 323.1153 Vessels, booms for on-loading and off-loading oil.

Rule 153. Before oil is on-loaded or off-loaded through a conduit to or from a vessel on the waters of this state at an oil storage facility, booms and associated equipment shall be available at the site to be positioned immediately to prevent the movement or spread of any oil on the waters of this state in case of spillage thereof. Booms and associated equipment may be considered to be available at the site if the oil storage facility is a member of an oil spill clean-up cooperative which has received approval by the commission. Adequate personnel shall be available at all times to position the booms in the event of such spillage.

R 323.1143 Oil storage facilities, booms for oil.

Rule 154. An oil storage facility, adjacent to a watercourse, which stores or in any way handles oil, shall have available adequate emergency boom systems and associated equipment for containment of such oil in case of spillage thereof. Booms and associated equipment may be considered to be available if the oil storage facility is a member of an oil spill clean-up cooperative which has received approval by the commission. Immediately upon spillage, the booms shall be positioned by the oil storage facility or oil spill clean-up cooperative until all oil is removed, or in the judgment of the commission, the oil no longer poses a threat to the waters of this state. Adequate personnel shall be available at all times to position the booms in the event of spillage.

R 323.1155 Oil storage and on-land facilities, surveillance.

Rule 155. (1) Upon any on-loading or off-loading of oil through a conduit to or from an oil storage facility, vessel, or other means of transport, adequate surveillance of the loading operation shall be maintained by the oil storage facility until all such operations are completed, so that any oil spillage can be immediately detected and procedures implemented to prevent its reaching the waters of this state.
(2) Oil storage and on-land facilities shall maintain adequate surveillance of all manufacturing processes, treatment systems, storage areas and other such areas so that oil spillage or polluting material loss therefrom can be immediately detected and procedures implemented to prevent its reaching the waters of this state.
(3) Any person employed by an oil storage or on-land facility for such surveillance shall be knowledgeable in operations and procedures necessary to prevent oil or polluting material from reaching the waters of this state.

R 323.1156 Oil storage and use areas emergency containment structures.

Rule 156. A storage or use area at an oil storage facility shall be diked, curbed or otherwise structurally enclosed so as to be able to contain a volumetric capacity which is not less than the greatest amount of liquid that can be released from the largest tank within the diked area, assuming a full tank unless a lesser containment area of alternate control measures are approved by the commission or its designated representative. The capacity of the diked area enclosing more than one tank shall be calculated by deducting therefrom the volume of the tanks other than the largest tank...
Rule 169. A person who violates any provision of this part is subject to the procedures and penalties prescribed in sections 7, 9 and 10 of the commission act.

R 323.1157. Salt storage areas, emergency containment structures.
Rule 157. (1) Salt in liquid form stored at a on-land facility shall be diked, curved or otherwise structurally enclosed so as to be able to contain a volumetric capacity which is not less than the greatest amount of liquid that can be released from the largest tank within the diked area, assuming a full tank, unless a lesser containment area or alternate control measures are approved by the commission or its designated representative. The capacity of the diked area enclosing more than one tank shall be calculated by deducting therefrom the volume of the tanks other than the largest tank below the height of the dike. The area shall be so constructed that no salt can escape therefrom by gravity through sewers, drains or otherwise directly or indirectly into any sewer system or to the surface or ground waters of this state unless otherwise approved by the commission or its designated representative.
(2) Salt in solid form stored for more than 15 days at an on-land facility shall be enclosed, covered or otherwise protected to prevent runoff, seepage or leakage onto or into the surface or ground waters of this state. Salt shall be stored not less than 50 feet from the shore or bank of any lake or stream unless otherwise required or approved by the commission.

R 323.1158. Polluting material storage and use areas, emergency containment structures.
Rule 158. (1) A storage or use area at an on-land facility for polluting material, except salt, in a liquid form shall be diked, curved or otherwise structurally enclosed so as to be able to contain not less than 150 percent of the liquid polluting material stored or used unless a lesser containment area or alternate control measures are approved by the commission or its designated representative. The area shall be so constructed that no liquid polluting material can escape therefrom by gravity through sewers, drains or otherwise directly or indirectly into any sewer system or to the surface or ground waters of this state unless otherwise approved by the commission or its designated representative.
(2) Polluting material, except salt, in solid form stored at an on-land facility shall be located in security areas designed to prevent the loss of such materials to any sewer system or to the surface of ground waters of this state.

R 323.1159. Exceptions.
Rule 159. (1) The discharge of solutions containing limited concentrations of oil, salt or polluting materials to the waters of this state or to sanitary sewer systems as specified in permits or Orders of Determination or Final Orders of Determination made by the commission in accordance with the provisions of the commission act, or as permitted by local ordinance which has the concurrence of the State Department of Public Health, is not prohibited by Rules 156, 157 or 158.
(2) If the commission determines that an oil storage facility which has on hand less than 40,000 gallons of oil may be a hazard to the surface or ground waters of this state, such facility may be subjected to these rules by a permit or Order of Determination of the Commission.

R 323.1162. Pollution incident prevention plan.
Rule 162. (1) The owner, operator or manager of an oil storage or on-land facility shall file with the commission within 180 days after the effective date of these rules, or 30 days before the date of first use in case of new construction, a pollution incident prevention plan setting forth:
(a) The procedures by which such person proposes to prevent pollution of the waters of this state from storage and use areas, manufacturing processes, treatment systems, and shipping of oil and materials.
(b) The emergency clean-up procedures to be used in case of a spill, discharge, seepage, runoff or leakage of oil or polluting material into the waters of this state.
(c) The type of surveillance employed by such person.
(d) The method by which inventories are made of oil and polluting materials from the time the oil or polluting materials is received or manufactured until such time it is treated and discharged or shipped out by the oil storage or on-land facility.
(2) If the commission determines that a pollution incident prevention plan prepared pursuant to subrule (1) is incomplete or inadequate, it may return such plan to the owner, operator or manager of an oil storage or on-land facility with its findings and recommendations and request modification thereof. The owner, operator or manager of the oil storage or on-land facility shall modify and resubmit the pollution incident prevention plan to the commission within 30 days following the commission's request.

R 323.1163. Oil spill clean-up cooperative members, change in status
Rule 163. (1) If an oil storage facility which is a member of an approved oil spill clean-up cooperative withdraws from such cooperative, it shall notify the commission of its intention to withdraw and shall file a revised pollution incident prevention plan pursuant to Rule 162 at least 30 days before the date of withdrawal.
(2) An oil storage facility shall not withdraw from the approved oil spill clean-up cooperative until the commission approves of the revised pollution incident prevention plan submitted pursuant to subrule (1).

R 323.1164. Pollution incident report.
Rule 164. The owner, operator or manager of a vessel, oil storage facility, or an on-land facility which spills or permits to be spilled, oil, salt or polluting material shall immediately notify the commission and, within 10 days after the spill, shall file a report with the commission outlining the cause, its discovery and the procedures taken to remove the oil, salt or polluting material from the waters of this state. This rule does not supersede, rescind or otherwise alter any other existing or future procedure, rule or statute pertaining to pollution of the waters of this state.

R 323.1169. Enforcement
Rule 169. A person who violates any provision of this part is subject to the procedures and penalties prescribed in sections 7, 9 and 10 of the commission act.
## WASTE MANAGEMENT DIVISION STAFF CONTACTS
### REGARDING POLLUTION INCIDENT PREVENTION PLANS

<table>
<thead>
<tr>
<th>DISTRICT OFFICE LOCATION</th>
<th>SERVING THE FOLLOWING COUNTIES</th>
<th>STAFF CONTACT</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Bay City</td>
<td>Arenac</td>
<td>Isabella</td>
<td>Robert Wolfe</td>
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<td>Art Caden</td>
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<td></td>
<td>Alpena</td>
<td>Montmorencie</td>
<td>(or 517-732-3541 ext 5201 until 10/1/98)</td>
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<td>Calhoun</td>
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1 Staff assignments as of 6/98.

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