City of Lynnwood SPCC Plan for Private Development

(Private Development: Projects that are not City or Capital project)

(Updated June 2023)

**The Contractor shall prepare a project-specific spill prevention, control, and countermeasures plan (SPCC Plan) that will be used for the duration of the project. The Contractor shall submit a completed and signed SPCC plan to the City of Lynnwood Surface Water Division for review, and approval obtained prior to scheduling a preconstruction meeting. No on-site construction activities may commence until City of Lynnwood accepts a SPCC Plan for the project.**

**PLEASE READ**

**Instructions for use:**

* **All sections/fields noted with a red asterisk (\*) are required and must be completed prior to submittal. If these are not completed, this SPCC may be rejected without review.**
* **To navigate from one field to the next, use the “Tab” key, DO NOT USE “Enter”**
* **The City of Lynnwood has put together this form for contractors to use to develop Spill Prevention, Control and Countermeasures Plans (SPCC Plans) that satisfy Lynnwood Municipal Code 13.45.035, the current WSDOT Standard Specification 1‑07.15(1), a portion of Element 9 of the Stormwater Pollution Prevention Plan (SWPPP), and National Pollutant Discharge Elimination System (NPDES) requirements~~.~~**
* **Complete document with project specific information.**
* **Completing Table of contents: Verify that the associated Plan sections/page numbers are consistent and complete as these may change while form is being completed.**
* **Do not change to format of the Template or delete any of its content. If something does not pertain to your project, just write N/A.**

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Spill Prevention, Control and Countermeasures Plan

This SPCC Plan is to be used for Private Development Projects ONLY – DO NOT USE THIS SPCC PLAN FOR CITY/CAPITAL PROJECTS

Project Name: \*

Address: \*      Lynnwood, WA \*

**Prepared by:**

Name: \*

**Address:** **\***

**City:** **\***      **State:** **\***      **Zip Code:** **\***

**Phone Number:** **\***

**Date:** **\***

**\***      (contractor) SHALL MAINTAIN A COMPLETE, UPDATED COPY OF THIS PLAN IN AN ACCESSIBLE LOCATION ON THE PROJECT SITE AT ALL TIMES.

Spill Prevention, Control and Countermeasures Plan (SPCC) may be rejected without review for any of the following reasons:

* Required items are not completed
* Information contained within the document is from a different project
* SPCC is not Project-Specific
* Pages within the SPCC have been inserted from a different SPCC template

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# SPCC Plan Implementation Requirements

WSDOT Standard Specification 1-07.15(1) and Project-specific special provisions (if applicable) require a Spill Prevention, Control and Countermeasures Plan (SPCC Plan or Plan) to be developed for each project. The purpose of an SPCC Plan is to protect human health and the environment from spills and releases of “hazardous materials,” a generic term the City of Lynnwood uses in Chapter 13.45 of its Surface Water Quality to mean any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed .

The Prime Contractor for the project mentioned on the front cover, has developed this SPCC Plan to satisfy WSDOT Standard Specification 1-07.15(1), Lynnwood Municipal Code 13.45.035, and National Pollutant Discharge Elimination System (NPDES) requirements for the Project.

The contractor shall update this SPCC Plan throughout the project so that the written Plan reflects actual site conditions and practices. At a minimum, the contractor will update this Plan annually. The contractor shall fully implement this SPCC Plan, as accepted and updated, at all times.

No on-site Project construction activities may commence until the City of Lynnwood reviews and accepts this Project-Specific SPCC Plan.

# SPCC Plan Elements

## 1. Responsible Personnel

Table 1 identifies the name(s), title(s), and contact information for the personnel responsible for implementing and updating the SPCC Plan, and for responding to spills. If spill response Subcontractor(s) will be used for spill response (as described in Section 8, Spill Response, below), the Subcontractor(s) company name(s) and contact information are also included in Table 1. Complete Table 1.

**Table 1 Responsible Personnel**

| **Responsibility** | **Name and Title** | **Contact Information** |
| --- | --- | --- |
| Implementing and Updating SPCC Plan (primary contact person) | **\***Name:      **\***Title:       | **\***Company:      **\***Office Phone:      **\***Cell Phone:       |
| Implementing and Updating SPCC Plan (secondary contact person) | Name:      Title:       | Company:      Office Phone:      Cell Phone:       |
| On-Site Spill Responder | **\***Name:      **\***Title:       | **\***Company:      **\***Office Phone:      **\***Cell Phone:       |
| On-Site Spill Responder | Name:      Title:       | Company:      Office Phone:      Cell Phone:       |
| Spill Response Subcontractor(see Section 8, below) | Name:      Title:       | Company:      Office Phone:      Cell Phone:       |

## 2. Spill Reporting

In the event of a spill, Contractor shall notify the City of Lynnwood Surface Water Utility and the Federal, State, and Local Agencies listed in Table 2.

**Table 2 Project-Specific Federal, State, and Local Agencies to be Notified in the Event of a Spill**

| **Type of Discharge** | **Who to Notify** | **Time to Notify** |
| --- | --- | --- |
| A spill or discharge, which could constitute a threat to human health, welfare or the environment. | **Ecology Regional Office:****Northwest Region:** 1-206-594-0000**Lynnwood Police and/or Fire:** 911 | Immediately, but no later than 24-hours after obtaining the knowledge. |
| A spill or discharge of oil or hazardous substances which presents a threat to human or health, welfare, or the environment. | **National Response Center:**1-800-424-8802AND**Washington Emergency Management Division:** 1-800-258-5990 OR 1-800-OILS911AND**Ecology Regional Office:****Northwest Region:** 1-206-594-0000AND**Lynnwood Police and/or Fire:**911 | Immediately |
| A spill or discharge which might cause bacterial contamination of shellfish. | **WA State Department of Health:**1-360-236-3330AND**Ecology Regional Office:****Northwest Region:** 1-206-594-0000 | Immediately |
| All Spills | **City of Lynnwood Surface Water Hotline:**425-670-KRUD (5783) | Immediately |

## 3. Project and Site Information

Please describe the following items:

A. The Project work: **\***Briefly describe the construction activities that will take place

B. The site location/address: **\***

C. Nearby waterways and sensitive areas and their distances from the site: (Complete Table 3)

**Table 3 Nearby Waterways1 and Sensitive Areas2**

| **\*Waterway1 orSensitive Area2** | **\*Distance from Project Site** | **\*Direction of Flow from Project Site** (check one) |
| --- | --- | --- |
| (e.g., Scriber Creek)      | [ ]  Less than 500 feet[ ]  Greater than 500 feet | [ ]  N [ ]  S [ ]  E [ ]  W[ ]  NE [ ]  NW [ ]  SE [ ]  SW |
| (e.g., Golde Creek) | [ ]  Less than 500 feet[ ]  Greater than 500 feet | [ ]  N [ ]  S [ ]  E [ ]  W[ ]  NE [ ]  NW [ ]  SE [ ]  SW |
|  |  |  |
|  |  |  |

Notes:

1 Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc.

2 Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

## 4. Potential Spill Sources

A description of each potential fuel, petroleum product and other hazardous material brought or generated on-site is set forth in Table 4. The potential fuel, petroleum product and other hazardous materials listed in Table 4 include materials used for operating, refueling, maintaining, and cleaning equipment. Table must also include hazardous materials contained within equipment. Complete Table 4.

**Table 4 Fuel, Petroleum Product and other** **Hazardous Materials Brought or Generated On-Site including but not limited to materials used for equipment operation, refueling, maintenance, or cleaning (this includes, but is not limited to, all hazardous material already contained in machinery when brought on-site):**

**(Check all Applicable boxes in Table 4 – at a minimum, heavy equipment will contain diesel, hydraulic fluid, and motor oil)**

| **\*Hazardous Material Name** | **\*Intended Use of Material** | **\*Est. Max. Amount of Material On-Site at Any One Time** | **\*Material Staging, Use, and Storage Location(s), & Material Storage and Secondary Containment Practices and Structures1** | **Distance of Material Staging, Use, and Storage Locations from Nearby Waterways2 and Sensitive Areas3** |
| --- | --- | --- | --- | --- |
| Diesel | [ ]  Heavy equipment[ ]  Other       | [ ]  1 – 100 gallons[ ]  101 – 250 gallons[ ]  251 – 500 gallons[ ]  501 – 1000 gallons[ ]  1001 or more gallons | [ ]  Locked tanks on heavy equipment[ ]  Fuel tank on back of truck[ ]  Locked in conex container[ ]  Other | See section 3 |
| Hydraulic Fluid | [ ]  Heavy equipment[ ]  Other        | [ ]  1 – 100 gallons[ ]  101 – 250 gallons[ ]  251 or more gallons | [ ]  Equipment[ ]  Other  | See section 3 |
| Motor Oil | [ ]  Heavy equipment[ ]  Small tools[ ]  Other        | [ ]  1 – 50 gallons[ ]  50 or more gallons | [ ]  Equipment[ ]  Locked in conex container[ ]  Other | See section 3 |
| Gas[ ]  N/A (applies to gas only) | [ ]  Small tools[ ]  Generator[ ]  Other      [ ]  N/A | [ ]  1 – 50 gallons[ ]  50 or more gallons[ ]  N/A | [ ]  Locked in conex container[ ]  Other[ ]  N/A | See section 3 |
| Other (list)       |       |       |       | See section 3 |
|  |  |  |  |  |

Notes:

1 See also Section 7.D (Spill Prevention, secondary containment and structures may be described in Table 4 or under Section 7D.

2 Waterways include streams, creeks, sloughs, rivers, Puget Sound, etc.

3 Sensitive areas are areas that typically contain populations that could be particularly sensitive to a hazardous materials spill or release. Such areas include wetlands, areas that provide habitat for threatened or endangered species, nursing homes, hospitals, child care centers, etc. Sensitive areas also include areas where groundwater is used for drinking water, such as wellhead protection zones and sole source aquifer recharge areas.

## 5. Pre-Existing Contamination

\* Describe any pre-existing contamination and contaminant sources (such as buried pipes, buried tanks, buried drums or other buried containers) in the Project area; and

\* Identify equipment and work practices that will be used to prevent the release of contamination.

- if no pre-existing contamination or contaminant sources - are present, write “N/A” **\***

Example: Soil contaminated with petroleum products is suspected of existing near the southeast corner of the intersection of SR 99 and 208th St SW. If soil that is suspected of being contaminated is encountered, it will be stockpiled in the vicinity of the excavation for characterization sampling and determination of disposal options. Soil that is suspected of being contaminated will be stockpiled separately from soil showing no indication of contamination. Soil that is suspected of being contaminated will be stockpiled on an impervious surface and will be set up to allow for ease of sampling and load-out once characterization is complete. Stockpiles of suspected contaminated soil will be covered with plastic sheeting when not being worked; stormwater that could run into the base of such stockpiles will be diverted from the area.

## 6. Spill Prevention and Response Training

Prior to the start of the project, all onsite personnel shall be trained in spill prevention, containment, and response. Project personnel shall be familiar with the contents of the SPCC Plan and shown where all spill kits are located.

## 7. Spill Prevention

A. Spill response kit contents and location(s) (see Table 7). Appropriately stocked spill response kits shall be maintained in close proximity to hazardous materials and equipment and shall be immediately accessible to all Project personnel. Complete Table 7.

**Table 7 Spill Response Kit Contents and Locations**

| **Type of Spill Kit** | **Spill Kit Contents** | **Spill Kit Location(s)** |
| --- | --- | --- |
| **\***     (e.g. vehicle kit, drum kit, conex kit) | **\***     (e.g., air horn to get attention of those working nearby, personal protective equipment (PPE, such as safety glasses, gloves, coveralls, boot covers), spill pads, absorbent, booms, catch basin covers, anti-static shovels, garbage bags, plastic sheeting, overpack or disposal drum, complete copy of SPCC Plan, etc.) | **\***     (e.g., adjacent to in-water work, on bridge ramp, within 1,000’ of active construction areas, next to Honey Buckets, on large equipment, outside main job trailer, in staging area conex, on mitigation site, below north end of bridge, etc.) |
|  |  |  |

B. Security measures for potential spill sources: Staging areas will be surrounded by a secure fence, hazardous materials will be stored inside of a locked storage shed/conex and all heavy equipment will be equipped with locked fuel caps.

C. Methods used to prevent stormwater from contacting fuel, petroleum products and hazardous materials: Contaminated soils will be placed on bermed plastic and covered.

D. Secondary containment for each potential spill source listed in Section 4, above:

* Secondary containment structures shall be in accordance with Section S9.D.9 (<https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Construction-stormwater-permit>) of Ecology’s Construction Stormwater General NPDES Permit, where secondary containment means placing tanks or containers within an impervious structure capable of containing 110% of the volume contained in the largest tank within the containment structure. This NPDES Permit does not require additional secondary containment for double-walled tanks.
* Secondary containment BMPs, as presented by Ecology (<http://www.ecy.wa.gov/programs/wq/stormwater/manual.html>), are required during fueling activity from fuel tanks, including double-walled tanks.

E. Best Management Practices (BMP) Methods used to prevent discharges to ground or water during mixing and transfers of hazardous materials, petroleum product and fuel: BMP C153: Material Delivery, Storage and Containment from the Department of Ecology Stormwater Management Manual will be used for guidance to prevent, reduce or eliminate the discharge of pollutants to the stormwater system.

F. Routine equipment, storage area, and structure inspection and maintenance practices to prevent drips, leaks or failures of hoses, valves, fittings, containers, pumps, or other systems that contain or transfer hazardous materials: Equipment and storage containers (if applicable) will be inspected twice daily, once at the beginning of the shift and once at the end of the shift. Any leaks or failures of hoses, valves, fittings, containers, pumps, or other systems that contain or transfer hazardous materials found during inspections will be addressed immediately. **Equipment may not be used until leaks and/or failures have been fixed.**

G. Site inspection procedures and frequency: Site inspections will be conducted on a weekly basis, any deficiencies found during inspections will be addressed immediately.

## 8. Spill Response

Table 8, below, outline the response procedures that Contractor shall follow for the scenarios described in the table below, indicating that if hazardous materials are encountered or spilled to soil or water (including stormwater, as described in Section 7C) during construction, Contractor shall do everything possible to control and contain the material until appropriate measures can be taken. The response procedures include a description of the actions that Contractor shall take to address each task shown in the table as well as the specific on-site, spill response equipment that shall be used to perform each task.

If Contractor will use a Subcontractor for spill response, provide contact information for the Subcontractor in Table 1 and, in the appropriate table below, identify when the Subcontractor shall be used and the actions that Contractor shall take at the site while waiting for the Subcontractor to respond. Add Subcontractor information to Table 8 accordingly.

If Contractor encounters unanticipated pre-existing contamination within the Project area during Project work, Contractor shall immediately notify the Department of Ecology and the City of Lynnwood.

**Table 8 Spill Response Procedures,**

**Including Actions to be Taken and Equipment to be Used**

| **Hazardous Material and Location** | **Spill Response Task** |
| --- | --- |
| **Assess the Spill** | **Secure the Area** | **Contain and Eliminate the Spill Source** | **Clean Up Spilled MaterialDecontaminate EquipmentDispose of Spilled & Contaminated Material1** |
| Diesel Hydraulic FluidMotor OilGasOther  | Site Superintendent/Forman or their designee shall assess the spill and notify the appropriate agencies as listed in Table 2 | Caution tape and delineators will be used to secure the affected areas | A berm will be placed around the spill source to contain the spill. Once the source of the spill has been identified, corrective actions shall be taken immediately to eliminate the spill source | Any spilled material and all cleanup supplies used will be transported off site for disposal at a facility approved by the Department of Ecology. Spill Incident Form in Appendix A will be completed and provided to the City of Lynnwood Surface Water Management within 5 business days. If subcontractor will be used for spill response, their information is provided in Table 1 |
|  |  |  |  |  |

Notes:

1 No potentially hazardous materials, contaminated soil or water, or cleanup supplies may be discharged to any sanitary sewer without approval of the local sewer authority. Contaminated stormwater will not be discharged to any sanitary sewer without approval of the local sewer authority.

* Petroleum products, fuel, and hazardous material spills shall be addressed and shall be prevented from reaching storm drains or other discharge points.
* It is acceptable to combine materials covered by the same response procedures, as long each material is clearly identified.

## 9. Project Site Map

**\*** [ ]  *Check this box to acknowledge a Project Site Map has been submitted with the SPCC as outlined below.*

A Project site map, clearly showing each of the following required or recommended items, must be attached (attach such a map using a Project Specific Plan sheet):

A. Site location and boundaries;

B. Site access roads;

C. Pre-existing contamination or contaminant sources described in Section 5 (Pre-Existing Contamination), above;

D. Spill prevention and response equipment described in Section 7 (Spill Prevention) and Section 8 (Spill Response), above;

E. Locations of storage, stockpiles and existing buildings.

## 10. Spill Report Form(s)

A copy of the spill report form that Contractors working within the City of Lynnwood shall use in the event of a release or spill is attached:

## 11. Plan Approval

By signing below, Contractor acknowledges this SPCC Plan is supported by Contractor having the authority to commit the necessary resources, including labor, equipment, and materials, to expeditiously control and remove any harmful quantity of fuel, petroleum product or hazardous materials spilled or released to the waters or land of the State of Washington. Contractor further acknowledges this SPCC Plan meets all requirements of Lynnwood Municipal Code (LMC) 13.40 Stormwater Management and 13.45 Surface Water Quality. All personnel on project have read this SPCC Plan and understand its contents.

**\***       **\***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Preparers Signature

 Contractor

This SPCC Plan has been reviewed and approved by the City of Lynnwood Environmental and Surface Water Division.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Darlene Stokes

 Senior Engineering Technician

 Surface Water Division

 City of Lynnwood

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Derek Fada

 Environmental and Surface Water Supervisor

 City of Lynnwood

# APPENDIX AEXAMPLE SPILL OR INCIDENT REPORT FORM

**Instructions:** Complete for any type of petroleum product or hazardous materials/waste spill or incident. Provide a copy of this report to City of Lynnwood Surface Water Management within 5 business days of spill or incident.

1. Contractor:

Name and Title of Person Responsible for Spill Response:

Phone Number:

2. General Spill Information:

Common Name of Spilled Substance:

Quantity Spilled (Estimate):

Describe Concentration of Material (Estimate):

Date of Spill: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Time Spill Started: \_\_\_\_\_ AM \_\_\_\_\_ PM Time Spill Ended: \_\_\_\_\_ AM \_\_\_\_\_ PM

3. Spill Location and Conditions:

Project Title:

Street Address and/or Milepost, City:

Weather Conditions:

If Spill to Water,

 Name of Water Body (if ditch or culvert, identify the water body that the structure discharges to):

 Identify the Discharge Point:

 Estimate the Depth and Width of the Water Body:

 Estimate Flow Rate (i.e., slow, moderate, or fast):

Describe Environmental Damage (i.e., fish kill?):

4. Actions Taken:

To Contain Spill or Impact of Incident:

To Cleanup Spill or Recover from Incident:

To Remove Cleanup Material:

To Document Disposal:

To Prevent Reoccurrence:

5. Reporting the Spill:

**Spills to water:** Immediately call the National Response Center (1-800-424-8802), Emergency Management (1-800-258-5990), and the Ecology Northwest Regional Office (1-206-594-0000).

**Spills to soil that may be an immediate threat to health or the environment** (i.e., explosive, flammable, toxic vapors, shallow groundwater, nearby creek, etc.)**:** Call the Ecology Northwest Regional Office immediately (1-206-594-0000). If not immediately threatening, but may be a threat to human health or the environment, report to Ecology within 24 hours.

**Note:** Project specific permits may have additional reporting requirements.

List all agencies contacted; include names, dates, and phone numbers for people you spoke with:

Record ERTS #, if issued by Ecology:

6. Person Responsible for Managing Termination/Closure of Incident or Spill:

Name and Phone:

Address and Fax:

7. Additional Notes/Information (if necessary):