

Oil Spill Prevention Control & Countermeasures

(SPCC) Self-Audit Checklist

Use this Self-Audit Checklist if you store petroleum, animal fats or vegetable oil in an aboveground or underground storage tank. Return the completed form to the Division of Safety and Compliance (S&C), we will review your answers and provide follow-up compliance assistance as necessary.

Pacilit	y:			Date:
Room	:			Reviewer:
Findi	ngs:			
Yes	No	Not Sure	N/A	
				Do I identify and evaluate all oil storage tanks, containers, drums and oil-filled electrical and operating equipment with capacities of \geq 55 gallons?
				Do I provide adequate secondary containment for all bulk storage containers ≥ 55 gallons?
				Do I have fire marshal permits for <u>all</u> dispensing, and, non-dispensing fuel storage tanks that are ≥ 110 gallons?
				Do I include oil/fuel storage containers \geq 55 gallons in the Spill Plan if the facility has a total quantity of \geq 1320 gallons?
				Do I retire 55 gallon drums prior to 10 years of age or if it appears to pose risk of an oil discharge?
				Do I perform inspections and tests in accordance with the written procedures in the facility Spill Plan?
				Do I maintain checklists and inspection logs on-site for three years?
				Do I follow the fueling procedures described in the facility Spill Plan?
				Do I regularly test high level alarms, high level pump cutoffs, and other devices designed to prevent over-filling of tanks and containers?
				Do I follow the guidelines to drain water from diked areas or sumps into a storm drain or into the environment?
				Do I document diked areas and sump drainage events?
				Do I keep an updated contact list with phone numbers of responsible personnel who must be contacted in the event of a spill?
				Do I conduct discharge prevention briefings for oil handling personnel at least once a year?



Oil Spill Prevention Control & Countermeasures

(SPCC) Self-Audit Checklist

				Do I maintain all meeting/training records for three years?			
				Do I report to the Division of Safety and Compliance any changes (tank installation/removal, spill response equipment) in oil storage at my facility?			
				Do I secure oil handling, processing, or storage equipment when unattended?			
				Do I maintain spill containment materials on-site?			
				Did I contact the Service Office immediately at 333-0340 to notify them of any outdoor oil spills or spills that have the potential to reach the environment?			
				Do I notify the Division of Safety and Compliance of changes in the facility Spill Plan coordinator and oil storage containers?			
Notes							