



**EDWARDS AQUIFER  
AUTHORITY**

File No:
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## Spill Prevention and Response Plan (SPRP) Submittal Checklist

<b>Facility Name:</b>	<b>Address:</b>
<b>Contact Name:</b>	<b>Phone:</b>
<b>User Name:</b>	<b>Date:</b>

**Must address the following Edwards Aquifer Authority (EAA) rules §713.507-§713.511:**

	<p>1. Facilities subject to Subchapter F must prepare a SPRP (§713.507(a)). For a full explanation of the standards for applicability please see §713.501. Is this facility required to prepare an SPRP: Yes or No? If Yes, proceed to Question #2. If No, explain why.</p> <p><u>Notes:</u></p>
	<p>2. New facilities must prepare an SPRP within <b>180 days after the commencement of operations</b>. Facilities in existence on March 21, 2008 (effective date of Subchapter F Rules) must have an SPRP prepared and implemented no later than <b>September 17, 2008</b>. (§713.507(b)(c)) Has the facility satisfied that above referenced deadlines: Yes or No? If Yes, proceed to Question #3. If No, explain why.</p> <p><u>Notes:</u></p>
	<p>3. The SPRP has been reviewed and certified by a Texas Licensed Professional Engineer (PE) who attests the following: (§713.507(d)):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PE familiar with Subchapter F requirements;</li> <li><input type="checkbox"/> PE or agent has visited and examined facility;</li> <li><input type="checkbox"/> SPRP prepared in good engineering practices, industry standards &amp; requirements of Subchapter F;</li> <li><input type="checkbox"/> Procedures for required inspections and testing have been established; and</li> <li><input type="checkbox"/> SPRP is adequate for facility.</li> </ul>
	<p>4. Has the owner or operator of the facility sought an extension of time for submission of a SPRP by submitting a written extension request to the general manager? Yes or No? (§713.507(e)) If Yes, answer following questions. If No, proceed to Question #5.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When was the request submitted? ____/____/____;</li> <li><input type="checkbox"/> Did the request include a full explanation of the cause of the delay and the specific aspects of the SPRP affected by the delay? Yes or No;</li> <li><input type="checkbox"/> Did the request include a full discussion of action taken to mitigate delay? Yes or No;</li> <li><input type="checkbox"/> Did the request include a proposed time schedule for corrective actions? Yes or No; and</li> <li><input type="checkbox"/> Was the extension request authorized by the general manger? Yes or No</li> </ul> <p>Please Note: The submission of a request does not relieve the owner or operator of the obligation to comply with the requirements of this subchapter. The general mangers authorization of an extension of time for particular equipment or other specific aspects of the SPRP does not affect the owner or operator’s obligation to comply with the requirements related to other equipment or other specific aspects of the SPRP for which the general manager has not expressly authorized an extension.</p>

<p>5. The SPRP must include at a minimum, (§713.509(a)):</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site map with north arrow, scale, including identification of all recharge features. If no recharge features were identified, please include the following statement on the site location map: “No Recharge Features Identified”;</li> <li><input type="checkbox"/> Description of the physical layout of the facility. The description of the facility is to be submitted with a facility diagram that includes a North arrow, scale and the usual location of containers storing regulated substances (RS);</li> <li><input type="checkbox"/> The types and amounts of RS normally stored;</li> <li><input type="checkbox"/> Discharge prevention measures including routine handling procedure (loading, unloading, etc...);</li> <li><input type="checkbox"/> Description of any forms of secondary containment (SC), including how SC meets technical requirements in §713.505(c);</li> <li><input type="checkbox"/> Discharge discovery &amp; cleanup procedures for both the facility and those required of a contractor;</li> <li><input type="checkbox"/> Procedures for Emergency responders to consider to prevent fire-fighting liquids or other substances from entering known recharge features or groundwater wells;</li> <li><input type="checkbox"/> Procedures on how/when to shut off water supply valves between the facility and any water supply;</li> <li><input type="checkbox"/> Methods of disposal of recovered materials in accordance with applicable legal requirements;</li> <li><input type="checkbox"/> Contact list for facility response coordinator, National Response Center, cleanup contractors, and all appropriate agencies, including the EAA;</li> <li><input type="checkbox"/> The SPRP must enable a person reporting a discharge to relate the facility's exact address or location and phone number; the date and time of discharge, the type of RS discharged; estimates of the quantity discharged; the cause and source of the discharge; a description of affected media; actions to stop, remove, and mitigate the discharge; and the names of individuals and/or organizations who have been contacted;</li> <li><input type="checkbox"/> The SPRP is to be organized so that portions of the plan describing procedures that are to be followed when a discharge occurs are readily useable in an emergency;</li> <li><input type="checkbox"/> Complete discussion of conformance with the applicable requirements and other effective discharge prevention and containment procedures listed in this section or any applicable more stringent federal, state or local rules, regulations and guidelines; and</li> <li><input type="checkbox"/> Discussion how SPRP will be communicated to facility staff, including recurrent training of essential or appropriate staff regarding the plan.</li> </ul> <p><u>Notes:</u></p>
<p>6. Where there is a reasonable potential for equipment failure (such as loading or unloading equipment, tank overflow, rupture, or leakage, or any other equipment known to be a source of a discharge) the SPRP should include the following (§713.509(b)):</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prediction of the direction;</li> <li><input type="checkbox"/> Rate of flow; and</li> <li><input type="checkbox"/> Total quantity of RS which could be discharged from the facility as a result of each type of major equipment failure.</li> </ul>
<p>7. An SPRP shall be revised to address any changes that occur to any element of the plan (§713.509(c)). Does the SPRP require revision: Yes or No If Yes, please record in detail the items that require update. If No, continue to Question #8.</p>	<p><u>Notes:</u></p>
<p>8. Facilities subject to Subchapter F must retain records as follows, (§713.511):</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a complete copy of the SPRP at the facility;</li> <li><input type="checkbox"/> Post the SPRP in a location visible to employees; and</li> <li><input type="checkbox"/> Have the SPRP available to the Authority for on-site review during normal working hours.</li> </ul> <p><u>Notes:</u></p>