

Guidelines for Slug/Spill Plan
Industrial Pretreatment Program
Charleston Water System

1. **GENERAL INFORMATION:** Facility name & address; facility contact(s) & phone number(s); nature of business, operating schedule & number of employees; discharge practices; previous history of spills and/or slugs & corrective measures; and security provisions.
2. **FACILITY LAYOUT AND FLOW DIAGRAMS:**
 - a. **Facility Diagram** – A general layout of the facility including location of manufacturing or commercial activities, property boundaries, floor drains & other connections to the sanitary sewer, chemical storage (raw, final & waste), loading & unloading areas, direction of drainage, etc.
 - b. **Flow Diagram** – A diagram showing destinations of chemical & wastewater flow including treatment systems, tanks & capacities, piping & instrumentation, and flow rates.
3. **HAZARDOUS MATERIALS INVENTORY:** Types of chemicals used (both chemical & trade names must be listed); storage location of materials; maximum volume & container volume; description of containers chemicals are stored in; transfer & transport equipment used to move chemicals; and comments about the properties of the chemicals used.
4. **DESCRIPTION OF DISCHARGE PRACTICES:** Including routine and non-routine batch discharges.
5. **SLUG PREVENTION EQUIPMENT AND PROCEDURES:** Inventory of available equipment used to prevent and/or contain spills; plans to obtain necessary equipment; and operation & maintenance procedures designed to eliminate spills and leaks.
6. **EMERGENCY RESPONSE EQUIPMENT AND PROCEDURES:** Inventory of available emergency response equipment; location of equipment; and response procedures (chain of command, first aid, evacuation, notification of other Agencies, cleanup & disposal, etc.).
7. **SLUG NOTIFICATION AND REPORTING PROCEDURES:** Description of notification and reporting procedures. A list of spill response agencies and their numbers should be available to each employee assigned to coordinate spill response activities. In the event of potential or actual emergency situations, the appropriate response agency should be notified immediately. Include CWS notification procedure for potential problems to the sanitary sewer:
 - a. CWS notification procedure for potential problems to the sanitary sewer: In the event of any discharge that may adversely impact the Publicly Owned Treatment Works (POTW), the User shall notify CWS according to the following procedure. Such discharges may include, but not be limited to: accidental discharges; discharges of a non-routine, episodic nature; non-customary batch discharges; slug loads; pretreatment

system upsets; pretreatment system bypasses; slug loads; or spills to the sanitary sewer system.

- i. **VERBAL NOTIFICATION** Verbal notification shall be made immediately by the fastest means of communication available (generally by telephone) to your representative or one of the following personnel. Notification shall include the location of the discharge; date and time thereof; type of waste, concentration and volume of the waste; and corrective actions taken.

Time and Days	Contact Telephone
7:00 am – 3:00 pm Monday - Friday	Industrial Waste Coordinator (843)-762-5156
After 3:00 pm, weekends, and holidays	Operator on duty (843)762-5171

- ii. **WRITTEN NOTIFICATION** Within five (5) days following an accidental discharge, the permittee shall submit a detailed written report describing the cause(s) of the discharge and the measures to be taken to prevent similar future occurrences. The report shall be electronically submitted to iwpp@charlestoncpw.com or via SCS portal.

b. Reports shall address (at a minimum) the following:

- i. Time, date, and cause of the incident;
- ii. Impact of the discharge to the POTW and the environment;
- iii. Extent of injury and/or damage;
- iv. How other incidents of this type can be avoided; and
- v. Evaluation of the adequacy of the User's response procedures.

- 8. **TRAINING PROGRAM:** Assurances that the Slug/Spill Plan is implemented by providing for employee training. An outline of the training program given to employees should be a part of the Slug/Spill Plan.
- 9. **CERTIFICATION:** A qualified professional responsible for preparing the Slug/Spill Plan and an Authorized Facility Representative shall certify the adequacy of the plan to prevent and control accidental and/or slug discharges to the POTW. The Slug/Spill Plan shall include certification statements such as those shown below.

“I certify that the slug prevention and control equipment installed by the industry will provide adequate protection from slug loading when used and maintained properly.”

Signature of Preparer, Title, and Date

“Based on my inquiry of the person or persons directly responsible for managing compliance with the control measures in the Accidental Discharge and Slug Control Plan, I certify that, to the best of my knowledge and belief, this facility is implementing the Slug/Spill Plan submitted to the Charleston Water System Industrial Pretreatment Program.” Signature of Authorized Facility Representative, Title, and Date

Slug Spill Plan Development Guide

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