APPENDIX O: DISCHARGE PREVENTION BRIEFING

Discharge Prevention Briefing

Location:_____________________________________________________

Date of Briefing:________________________________________________________________________

Briefing Conducted By:____________________________________________________________________

The following items were discussed at the briefing:

(Check items discussed)

____ SPCC Plan

____ Applicable pollution control laws, rules and regulations

____ Spill events or failures at this or other facilities

____ Operation and maintenance of equipment to prevent spills

____ Spill operating procedures

____ Other ___________________________________________________________

Personnel in attendance: Print & Sign

1.________________________________________________________________________

2.________________________________________________________________________

3.________________________________________________________________________

4.________________________________________________________________________

5.________________________________________________________________________

6.________________________________________________________________________

7.________________________________________________________________________

8.________________________________________________________________________

9.________________________________________________________________________

10.________________________________________________________________________

The Discharge Prevention Briefing form shall be kept with your SPCC Plan for 3 years and retained for 5 years.