

**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.