



**Facility Response Plan Contents and Model Plan Format** (See 40 CFR §112.20 and Appendix F)

2.0 Response Plan Cover Sheet

**1.1 Emergency Response Action Plan**

**1.2 Facility Information**

**1.3 Emergency Response Information**

**1.3.1 Notification**

**1.3.2 Response Equipment List**

**1.3.3 Response Equipment Testing/Deployment**

**1.3.4 Personnel**

1.3.5 Evacuation Plans

1.3.6 Qualified Individual's Duties

1.4 Hazard Evaluation

1.4.1 Hazard Identification

1.4.2 Vulnerability Analysis

1.4.3 Analysis of the Potential for an Oil Spill

1.4.4 Facility Reportable Oil Spill History

1.5 Discharge Scenarios

1.5.1 Small and Medium Discharges

1.5.2 Worst Case Discharge

1.6 Discharge Detection Systems

1.6.1 Discharge Detection By Personnel

1.6.2 Automated Discharge Detection

**1.7 Plan Implementation**

**1.7.1 Response Resources for Small, Medium, and Worst Case Spills**

1.7.2 Disposal Plans

1.7.3 Containment and Drainage Planning

1.8 Self-Inspection, Drills/Exercises, and Response Training

1.8.1 Facility Self-Inspection

1.8.1.1 Tank Inspection

1.8.1.2 Response Equipment Inspection

1.8.1.3 Secondary Containment Inspection

1.8.2 Facility Drills/Exercises

1.8.2.1 Qualified Individual Notification Drill Logs

1.8.2.2 Spill Management Team Tabletop Exercise Logs

1.8.3 Response Training

1.8.3.1 Personnel Response Training Logs

1.8.3.2 Discharge Prevention Meeting Logs

**1.9 Diagrams**

1.10 Security

A facility may develop a single response plan or integrated contingency plan with a set of core elements for all regulating agencies and separate sections for the non-transportation-related and transportation-related components, as described in §112.20(h). Owners or operators of large facilities that handle, store, or transport oil at more than one geographically distinct location (e.g., oil storage areas at opposite ends of a single, continuous parcel of property) shall, as appropriate, develop separate sections of the response plan for each storage area.

**A crosswalk or cross-reference back to this model FRP format is highly recommended!**

In certain cases, information required in the model response plan is similar to information currently maintained in the facility's Spill Prevention, Control, and Countermeasures (SPCC) Plan as required by 40 CFR 112.3. In these cases, owners or operators may reproduce the information and include a photocopy in the response plan.





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**FIGURE E-1 - EPA / FRP CROSS-REFERENCE, CONTINUED**

EPA FRP REQUIREMENTS		LOCATION
<b>Emergency Response Action Plan (ERAP) (sec. 1.1), Continued</b>		
Response Equipment List and Location (sec. 1.3.2) complete		ERAP - Figure 5-2, Figure 5-3
Response Equipment Testing and Deployment (sec. 1.3.3) complete		ERAP - Figure 5-4
Facility Response Team List (sec. 1.3.4) partial		ERAP - Figure 2-3
Evacuation Plan (sec. 1.3.5) condensed		ERAP - Section 3.2
Immediate Actions (sec. 1.7.1) complete		ERAP - Section 3.0
Facility Diagrams (sec. 1.9) complete		ERAP - Figure 6-1, Figure 6-2, Figure 6-3
<b>Facility Information (sec. 1.2)</b>		
Facility Name (sec. 1.2.1)	<div>Sample Regulatory Crosswalk for nonconforming FRPs that don't follow the Model FRP Format in the regulation.</div>	Figure 1-2
Street Address		Figure 1-2
City, State, Zip Code		Figure 1-2
County		Figure 1-2
Phone Number		Figure 1-2
Latitude and Longitude (sec. 1.2.2)		Figure 1-2
Wellhead Protection Area (sec. 1.2.3)		Figure 1-2
Owner/Operator (both names included, if different (sec. 1.2.4)		Figure 1-2
Qualified Individual Information (sec. 1.2.5) (name, position, home and work street addresses, phone numbers) and description of specific response training experience		Figure 1-2, Figure A.2-2, Figure A.2-3
Date of Oil Storage Start-up (sec. 1.2.6)		Figure 1-2
Current Operation (sec. 1.2.7)		Figure 1-2
Dates and Types of Substantial Expansion (sec. 1.2.8)		Figure 1-2, Figure C-1
SIC and NAICS Codes		Figure 1-2
<b>Emergency Response Information (sec. 1.3)</b>		
<b>Notification (sec. 1.3.1)</b>		
National Response Center (NRC) phone number		Figure 2.1-4
Qualified Individual (day and evening) phone numbers		Figure 1-2, Figure 2.1-3
Company Response Team (day and evening) phone numbers		Figure 2.1-3
Federal On-Scene Coordinator (OSC) and/or Regional Response Center (day and evening) phone numbers		Figure 2.1-4
Local Response Team phone numbers (Fire Department/Cooperatives)		Figure 2.1-4
Fire Marshal (day and evening) phone numbers		Figure 2.1-4
State Emergency Response Commission (SERC) (day and evening) phone numbers		Figure 2.1-4
State Police phone number		Figure 2.1-4
Local Emergency Planning Committee (LEPC) phone number		Figure 2.1-4





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APPENDICES	
<b>INTRODUCTION:</b> Owner & Operator Information; Purpose and Scope of Plan; Objectives; Management Certification; Qualified Individual Delegation of Authority	1
<b>FACILITY AND PIPELINE INFORMATION:</b> Area Pipeline and Terminal Information; Tank Table; Significant and Substantial Harm Certification; Facility Hazard Analysis; Potential for an Oil Spill; Worst Case Discharge Calculations; Planning Volume Calculation; Planning Distances; Discharge Scenarios; Discharge Detection Systems; Spill Response Equipment; Evacuation; Maps and Diagrams	2
<b>NOTIFICATIONS:</b> Notification Overview; Internal Incident Reporting; Notification and Support Teams; Emergency Notification Responsibilities; Internal Contact List; External Notifications; Oil Spill Removal Organizations	3
<b>ENVIRONMENTALLY SENSITIVE AREA INFORMATION:</b> Vulnerability Analysis; Sensitive Area Response Strategies; Natural Resource Damage Assessments; Environmental Mapping	4
<b>ADMINISTRATION:</b> Distribution List; Record of Revisions; Agency Plan Approval/Correspondence	5
<b>REGULATORY CROSS REFERENCE:</b> EPA 40 CFR 112, DOT 49 CFR 194; DOT 49 CFR 195; OSHA 29 CFR 1910	6
<b>ERAP</b>	7

Sample Regulatory Crosswalk for Integrated Contingency Plans to meet EPA, PHMSA, and OSHA requirements in a single plan.

**6.1 EPA 40 CFR 112**

U.S. EPA - OPA 90 Appendix F to Part 112 – Facility Specific Response Plan		
Appendix F	Brief Description	Location
1.0	Model Facility-Specific Response Plan	---
	Emergency Response Action Plan	ERAP – App. 7
	1. Qualified Individual Information	App 7.1.1, 7.2.2
	2. Emergency Notification Phone List	App. 7.8, 7.9, 7.10
	3. Spill Response Notification Form	App. 7.15
	4. Response Equipment List and Location	App. 7.11
	5. Response Equipment Testing and Deployment	App. 7.11
	6. Facility Response Team	App. 7.8
	7. Evacuation Plan	App. 7.12
	8. Immediate Actions	App. 7.13
1.1	9. Facility Diagram	App. 7.14
1.2	Facility Information	---
1.2.1	Facility name and location	App. 2.2
1.2.2	Latitude and Longitude	App. 2.2
1.2.3	Wellhead Protection Area	App. 2.2
1.2.4	Owner/operator	App. 2.2
1.2.5	Qualified Individual	App. 2.2
1.2.6	Date of Oil Storage Start-up	App. 2.2
1.2.7	Current Operation	App. 2.2
1.2.8	Dates and Types of Substantial Expansion	App. 2.2
1.3	Emergency Response Information	---
1.3.1	Notification	App. 3
1.3.2	Response Equipment List/Location	Sec. II-7 App. 2.12
1.3.3	Response Equipment Testing/Deployment	Sec. III-7 App. 2.11
	Personnel	---
	A description of response personnel capabilities, including: Duties of persons at the Facility during a response action	Sec. II-4
	Response times and qualifications	Sec. III-1, App. 3
1.3.4	Evidence of contractual arrangements	App. 3.8
	Evacuation Plans	Sec. II-13 App. 2.13
1.3.5	Plans for evacuation and community evacuation plans, as appropriate	Sec. II-13 App. 2.13
	Qualified Individual's Duties	App. 1.5
	A description of the duties of the qualified individual to include: Activate internal alarms and hazard communication systems to notify all facility personnel;	---
	Notify all response personnel, as needed;	App. 1.5
	Identify the character, exact source, amount, and extent of the release, as well as the other items needed for notification;	App. 1.5
	Notify and provide necessary information to the appropriate Federal, State, and local authorities with designated response roles, including the National Response Center, State Emergency Response Commission, and Local Emergency Planning Committee;	App. 1.5
1.3.6	Assess the interaction of the spilled substance with water and/ or other substances stored at the facility and notify response personnel at the scene of that assessment;	App. 1.5





### ***Emergency Response Action Plan (ERAP)***

Several sections of the FRP shall be co-located for easy access by response personnel during an actual emergency or oil discharge. The ERAP is intended to be a quick reference for initial response actions, including internal and external notifications, rapid mobilization of key response personnel and resources, source control, and rapid deployment of a first containment strategy to stop migration of spilled oil. This collection of quick reference materials shall be called the Emergency Response Action Plan. The ERAP should be maintained, may be referenced electronically and/or in a binder issued to all facility personnel or workspaces for ready access, and it shall be the front of the same binder within the facility operations center that contains the complete FRP or it shall be contained in a separate binder. In the latter case, both binders shall be kept together so that the entire FRP can be accessed by the qualified individual and appropriate spill response personnel.

The Emergency Response Action Plan shall be made up of the following sections:

1. Qualified Individual Information (Section 1.2) partial
2. Emergency Notification Phone List (Section 1.3.1) partial
3. Spill Response Notification Form (Section 1.3.1) partial
4. Response Equipment List and Location (Section 1.3.2) complete
5. Response Equipment Testing and Deployment (Section 1.3.3) complete
6. Facility Response Team (Section 1.3.4) partial
7. Evacuation Plan (Section 1.3.5) condensed
8. Immediate Actions (Section 1.7.1) complete
9. Facility Diagram (Section 1.9) complete

The Agency intends that the Action Plan contain only as much information as is necessary to combat the discharge and be arranged so response actions are not delayed. The Action Plan may be arranged in a number of ways. For example, the sections of the Emergency Response Action Plan may be photocopies or condensed versions of the forms included in the associated sections of the response plan. Each Emergency Response Action Plan section may be tabbed for quick reference.

**MAKE IT WORK FOR YOUR FACILITY!**

