

**A MODEL FORM
FOR DEVELOPING A
MATERIALS MANAGEMENT PLAN FOR
REGULATED ACTIVITIES IN
AQUIFER PROTECTION AREAS**

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**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER PROTECTION AND LAND REUSE
PLANNING AND STANDARDS DIVISION
AQUIFER PROTECTION AREA PROGRAM
79 ELM STREET, HARTFORD, CT 06106**

INSTRUCTIONS

This model document was prepared by the Department of Environmental Protection to assist you in complying with the requirements of the Aquifer Protection Area Program. The document provides a general form for developing and implementing a site-specific Materials Management Plan (MMP) for regulated activities conducted at facilities in aquifer protection areas.

This document is an example of what a Plan might look like. Depending on the business or industry you are in, your own plan may be different. The Plan has eight sections including:

- Section 1 – Facility and Site Information
- Section 2 – Tables
- Section 3 – Emergency Response Plan
- Section 4 – Employee Training
- Section 5 – Record Keeping System
- Section 6 – Individual Responsible for Implementing MMP
- Section 7 – Additional Protection Actions
- Section 8 – Certification

Please keep in the following in mind when completing the Plan:

1. *If any section does not apply to your facility, state that it is not applicable. Do not skip it or leave it blank.*
2. You do not need to type your forms as long as they are legible.
3. If other similar information has already been prepared for the site for other purposes (i.e. site plans, emergency response procedures, spill plans, etc) and meets the MMP requirement, it may be submitted as an attachment instead of the MMP form.

Once the Plan is complete, you are required by the Aquifer Protection Area Program to keep your Materials Management Plan on file at your facility and use it to assist you in controlling inventory of hazardous materials, monitoring and inspecting your site operations, responding to an emergency and training employees.

Keep the Plan up to date! By using common sense, good housekeeping and by following your Plan, pollutants that could potentially contaminate ground water can be managed or eliminated without significant cost. Remember, it costs less to keep pollutants out of the ground water than to remediate later!

Below are some phone numbers you may find useful in assembling your Plan.

Aquifer Protection Area Program: 860-424-3020 (for any questions specific to completing the Plan, its format or its contents)

Pollution Prevention: 860-424-3297 (for any question about pollution prevention or best management practices)

Bureau of Materials Management and Compliance Assistance: 860-424-3023 (for any questions about spills, hazardous materials, waste engineering and enforcement)

Wastewater Permitting and Enforcement: 860-424-3018 (for any questions about floor drains or waste water discharges)

Emergency Response and Spill Prevention

Emergency Line: 860-424-3333 OR 860-424-3338 (to report spills)

General Information: 860-424-3024 (for questions on underground storage tanks or spill preparedness)

Aquifer Protection Area Materials Management Plan (MMP)

SECTION 1 – FACILITY AND SITE INFORMATION

FACILITY INFORMATION

Facility Name: _____ Date of Plan: _____

Facility Address: _____

Contact Name: _____

Title: _____ Phone: _____

Type of Business: _____

Standard Industrial Code (SIC) (if known): _____

Products and Services Produced: _____

SITE INFORMATION

Property size: _____

Number and size of buildings/ storage areas: _____

Number and size of paved surfaces: _____

Number of employees: _____

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SECTION 1 (CONT.)

SITE MAP

Attach a site map of the facility and label it "Figure 1".

The following is a list of items that if applicable to your facility should be included on your site map:

- Site boundary
- Outline of buildings, sheds or other storage structures, pavement
- Stormwater structures, controls, and drainage flow direction
- Location of fueling stations
- Location of loading/unloading areas
- Location of wastewater disposal systems - sewer line or septic system
- Location of waste storage and disposal areas including- dumpsters, used oil storage tanks, and other waste storage
- Location of liquid storage areas including- underground and above ground storage tanks, and their filling and discharging or distribution lines
- Location of any other outdoor structures or processing service areas that may impact groundwater or have materials exposed to precipitation

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SECTION 1 (CONT.)

PROCESS FLOW DIAGRAM

Attach a building plan or diagram showing the site operations and label it "Figure 2".

Identify the following on your building floor plan or diagram:

- Hazardous materials and hazardous waste storage areas
- Hazardous materials and hazardous waste transfer, handling, and processing areas
- Waste water generation areas, collection lines, and disposal areas including floor drains, sinks, sewer line or septic system connections
- Hazardous materials delivery routes, and hazardous waste transport through the site
- Designated loading and unloading areas, tank filling operations, and holding areas
- Location of vehicle and equipment maintenance and cleaning areas
- Location of roof areas that may be subject to chemical exhaust or drippage (do not include heating/ventilation/air conditioning (HVAC) condensate)

Note: For small or simple sites, information for site map and process flow diagram may be combined into one figure.

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SECTION 2 – TABLES

Table 1. HAZARDOUS MATERIAL INVENTORY

Date of Inventory _____

Provide an inventory of all hazardous materials that could potentially pollute ground water. List hazardous materials that are handled or stored on site including: raw materials, intermediate products, final products and other materials.

Hazardous Material Type	Purpose / Description	Location	Container Type	Container Size	Maximum Quantity Stored

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SECTION 2 (CONT.)

Table 2. WASTE AND WASTEWATER INVENTORY

Date of Inventory _____

Provide a description of all types and volumes of hazardous and solid wastes and wastewaters generated, and a description of how wastes are handled, stored and disposed.

Waste and Wastewater	Purpose / Description	Location	Quantity Stored / Generated	Disposal Method

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SECTION 2 (CONT.)

Table 3. POTENTIAL POLLUTION SOURCES AND PROTECTION MEASURES

Date _____

Provide a description of measures and controls used to prevent and abate any releases or spills which could cause pollution of the aquifer including design structures and controls, procedures, good housekeeping and preventive maintenance.

Potential Pollution Source	Control/Protection Measures	Future Preventive Practices

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SECTION 2 (CONT.)

Table 4. POLLUTION PREVENTION ASSESSMENT

Date of Assessment _____

Provide an assessment of ways you have examined to use less hazardous types of material, reduce the amount of hazardous materials and wastes, and the potential to implement such actions.

Material	Substitute Less Hazardous or Non-Hazardous Material	Process or Practice to Reduce Hazardous Materials or Hazardous Waste Generation	Action Implemented or Reason Not Implemented

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SECTION 2 (CONT.)

Table 5. LIST OF SIGNIFICANT (> 5 GALLONS) SPILLS AND LEAKS

Document any significant spills or leaks and any response and correction measures taken. Call DEP Waste Management Bureau at 860-424-3372 for questions about pollution potential of spilled materials and proper disposal of spilled materials or wastes.

Date	Spill	Leak	Location	Description				Response Procedures	Corrective Measures Taken
(MM/DD/YY)	(check one)			Type of Material	Quantity	Source	Reason		
Date	Spill	Leak	Location	Description				Response Procedures	Corrective Measures Taken
(MM/DD/YY)	(check one)			Type of Material	Quantity	Source	Reason		
Date	Spill	Leak	Location	Description				Response Procedures	Corrective Measures Taken
(MM/DD/YY)	(check one)			Type of Material	Quantity	Source	Reason		

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SECTION 2 (CONT.)

Table 6. INSPECTIONS

Identify high-risk activities and critical areas of the facility that could pollute the aquifer and require regular or special inspection including: storage areas, loading areas, drains, containment areas, waste areas, and any other area of concern. The areas identified should be inspected for evidence of leaks/spills, integrity/condition, and maintenance and housekeeping. Inspection reports must be kept on file with the Plan.

Area to be Inspected	Inspection Schedule	Checked for leaks, conditions, maintenance	Problems?		If yes, describe action taken	Date of Last Inspection
			Y	N		

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SECTION 3

EMERGENCY RESPONSE PLAN

Provide an emergency spill prevention and response plan. You may reference any Spill Prevention Countermeasure Control Plan or other Spill Plan that you have as long as the plan includes the items below. Your Plan must include, at a minimum, the following:

Response Procedures

Identify where spill response equipment or materials are located and appropriate personnel who are instructed in its use:

Identify the spill coordinator who will be advised immediately of all spills, regardless of quantity:

Indicate how the spill will be evaluated to determine the necessary response. (If there is a health hazard, fire, or explosion potential, 911 will be called. If the spill is large or threatens ground water, the DEP Oil and Chemical Spills Unit will be called at 860-424-3338. Any questions on pollution potential of spilled materials and proper disposal of spilled materials or wastes should be directed to DEP Waste Management Bureau at 860-424-3372.)

Indicate how the spill will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit (such as socks, pads, pillows or "pigs"), how additional dikes will be constructed to protect swales, catch basins or other conveyances:

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SECTION 3 (CONT.)

EMERGENCY RESPONSE PLAN

Response Procedures (continued)

Indicate how all waste material will be disposed of properly, including used absorbent materials. (The DEP will be called at 860-424-3372 for any questions about proper disposal of hazardous or regulated wastes.)

Indicate how spill response kit(s) will be kept up to date and fully stocked at all times: _____

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SECTION 4

EMPLOYEE TRAINING

It is the responsibility of the facility operator to ensure that employees are trained in materials management. All employees will be trained annually and new hires will be trained within 30 days of starting. Training logs will be kept.

Training Date: _____

Trainer Name/Title: _____

Topics Covered: (✓ all applicable)

- ☐ Purpose and requirements of the Materials Management Plan
- ☐ Employees responsibilities
- ☐ Facility site plan and location of all hazardous materials
- ☐ Proper waste collection and disposal procedures of materials
- ☐ Spill prevention and response procedures and equipment
- ☐ Good housekeeping practices and preventive maintenance
- ☐ Reporting procedures
- ☐ Other measures and controls

Employees in attendance:

PRINT NAME	SIGN NAME

Comments: _____

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SECTION 5

RECORD KEEPING SYSTEM - ACCOUNTING AND TRACKING OF MATERIALS

Identify how you will track materials and account for any abnormal losses.

Maintain product Material Safety Data Sheets (MSDS): _____

Maintain hazardous waste manifests: _____

Ensure materials and waste containers are properly labeled: _____

Mark purchase date on materials: _____

Control access to materials that are hazardous: _____

Maintenance of Spill Logs: _____

Other: _____

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SECTION 6

INDIVIDUAL RESPONSIBLE FOR IMPLEMENTING MMP

Identify the person who will be responsible for implementing the plan.

Contact Information

Name: _____ Title: _____

Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Emergency Contact Information

Identify the emergency contact person who will be advised immediately of all spills, regardless of quantity.

Name: _____

Phone: _____

List additional emergency contact numbers.

DEP Oil and Chemical Spills Unit: 860-424-3338

Water Utility: _____

Other: _____

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SECTION 7

ADDITIONAL PROTECTION ACTIONS

Use this section to list any other current measures, improvements, or modifications in practices, procedures, or structures that are needed to ensure compliance or to ease registration/permit requirements.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Aquifer Protection Area Materials Management Plan (MMP)

SECTION 8

CERTIFICATION

You must certify your plan by signing and dating it. A Connecticut licensed Professional Engineer or Certified Hazardous Materials Manager may have to certify your Plan if the DEP or the local Aquifer Protection Agency requires certification. You may obtain a list of consultants registered with the State of Connecticut by contacting the Bureau of Water Protection and Land Reuse at 860-424-3018 and asking for the Engineer of the Day.

Your Plan must be re-certified when there are substantial changes to the facility that would cause significant revisions to the plan and potential impacts. An example of a substantial change would be an addition to the facility that included an additional process or change in the activity at the facility. If you have any questions as to whether or not a change is "substantial", please contact the DEP Aquifer Protection Area Program at 860-424-3020.

Certification by Owner/Operator

"I certify that the materials management plan prepared for this site meets the criteria set forth in Sections 22a-354i-8(c) or 7(d) of the Aquifer Protection Area Regulations. This certification is based on my review of the materials management plan for the site and an inspection of the site. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements."

Owner/Operator Signature

Date

Owner/Operator Name (printed or typed)

Certification by Professional Engineer

"I certify that, in my professional judgment, the materials management plan prepared for this site meets the criteria set forth in Sections 22a-354i-8(c) or 7(d) of the Aquifer Protection Area Regulations. This certification is based on my review of the materials management plan for the site and an inspection of the site. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements."

P.E. Signature

P.E. Number and Seal

P.E. Name (printed or typed)

Date