



## **Industrial Pretreatment**

### **GUIDELINES FOR THE PREPARATION OF AN ACCIDENTAL DISCHARGE AND SLUG CONTROL PLAN (ADSCP)**

In accordance with JEA's *Industrial Pretreatment Regulations*, Florida Department of Environmental Protection Chapter 62-625.500(2)(b)6, F.A.C., and U.S. EPA 40 CFR 403.8(f)(2)(v), the permittee shall prepare an Accidental Discharge and Slug Control Plan (ADSCP). A slug discharge is defined as any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge. At a minimum, this plan shall include the following items:

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:**
  - 2.1 Facility Diagram – A general layout of the facility including location of manufacturing or commercial activities, property boundaries, floor drains & other connections to JEA's sanitary sewers or the City of Jacksonville's storm sewers, chemical storage (raw, final & waste), loading & unloading areas, direction of drainage, etc.
  - 2.2 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 JEA notification procedure for potential problems to the sanitary sewer:

**A. JEA 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 JEA 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. Such notification is required by §7.6 of JEA's *Industrial Pretreatment Regulation*.

1. 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.

**After Hour Emergencies: Environmental Incident Response Line (904) 620-9921.**

- 1.1 Karen Foreman, Environmental Scientist Senior  
Office: (904) 665-4795 Cell (904) 662-5781
- 1.2 Tina Jacobs, Environmental Scientist  
Office: (904) 665-6283
- 1.3 Gary Christiansen, Environmental Technician  
Office: (904) 665-4440
- 1.4 Jason Compton, Environmental Scientist  
Office: (904) 665-4324
- 1.5 Dan Parnell, Manager, Industrial Pretreatment  
Office: (904) 665-4796 Cell: (904) 502-9017

## 2. 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 submitted to:

JEA  
Industrial Pretreatment Program  
21 W. Church St., T-8  
Jacksonville, FL 32202-3139  
Phone (904) 665-8300

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

- 7.1 Time, date and cause of the incident;
- 7.2 Impact of the discharge to the POTW and the environment;
- 7.3 Extent of injury and/or damage;
- 7.4 How other incidents of this type can be avoided; and
- 7.5 Evaluation of the adequacy of the User's response procedures.

- 8. **TRAINING PROGRAM:** Assurances that the ADSCP is implemented by providing for employee training. An outline of the training program given to employees should be a part of the ADSCP.
- 9. **CERTIFICATION:** A qualified professional responsible for preparing the ADSCP (P.E., Safety Director, Compliance Manager, etc.) and an Authorized Facility Representative shall certify the adequacy of the ADSCP to prevent and control accidental and/or slug discharges to the POTW. The ADSCP 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.*

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Signature of Preparer

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Title

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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 Accidental Discharge and Slug Control Plan submitted to JEA's Industrial Pretreatment Program.*

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Signature of Authorized  
Facility Representative

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Title

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Date