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

MARCH 2007

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 Aquifer Protection Area Program. The document provides a general form for developing and implementing a site 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 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 procedures, spill plans, etc) and meets the MMP requirement, it may be submitted as an attachment instead.

Once the Plan is complete, you are required by the Aquifer Protection Area Program to keep your Materials Management Plan up to date! By using common sense, good housekeeping and by following your Plan, pollutants that could contaminate ground water can be managed or eliminated without significant cost. Remember, it costs less to keep pollutants out of 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 questions about pollution prevention or best management practices)

**Bureau of Materials Management and Compliance Assistance**: 860-424-3023 (for any questions about spills, hazardous materials, 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: _________________________________

________________________________________________________________________

________________________________________________________________________
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
Aquifer Protection Area Materials Management Plan (MMP)

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/vent conditioning (HVAC) condensate)

Note: For small or simple sites, information for site map and process flow diagram may be combined into one figure.
Table 1. HAZARDOUS MATERIAL 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.

<table>
<thead>
<tr>
<th>Hazardous Material</th>
<th>Purpose / Description</th>
<th>Location</th>
<th>Container Type</th>
<th>Container Size</th>
<th>Maximum Quantity Stored</th>
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Aquifer Protection Area Materials Management Plan (MMP)

SECTION 2 (CONT.)

Table 2. WASTE AND WASTEWATER 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.

<table>
<thead>
<tr>
<th>Waste and Wastewater Purpose / Description</th>
<th>Location</th>
<th>Quantity Stored / Generated</th>
<th>Disposal Method</th>
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Date of Inventory __________________________
Table 3. POTENTIAL POLLUTION SOURCES AND PROTECTION MEASURES

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 and controls, procedures, good housekeeping and preventive maintenance.

<table>
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<tr>
<th>Potential Pollution Source</th>
<th>Control/Protection Measures</th>
<th>Future Preventive Practices</th>
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Aquifer Protection Area Materials Management Plan (MMP)

SECTION 2 (CONT.)

Table 4. POLLUTION PREVENTION ASSESSMENT

<table>
<thead>
<tr>
<th>Material</th>
<th>Substitute Less Hazardous Material</th>
<th>Process or Practice to Reduce Hazardous Waste Generation</th>
<th>Action Implemented or Reason Not Implemented</th>
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Provide an assessment of ways you have examined to use less hazardous types of material, reduce the amount of hazardous materials and wastes, and to implement such actions.
**Aquifer Protection Area Materials Management Plan (MMP)**

**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.

<table>
<thead>
<tr>
<th>Date (MM/DD/YY)</th>
<th>Spill (check one)</th>
<th>Leak (check one)</th>
<th>Location</th>
<th>Description</th>
<th>Type of Material</th>
<th>Quantity</th>
<th>Source</th>
<th>Reason</th>
<th>Response Procedures</th>
<th>Corrective Measures</th>
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Aquifer Protection Area Materials Management Plan (MMP)

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 containment areas, waste areas, and any other area of concern. The areas identified should be inspected for evidence of leaks/spills, integrity/condition, and housekeeping. Inspection reports must be kept on file with the Plan.

<table>
<thead>
<tr>
<th>Area to be Inspected</th>
<th>Inspection Schedule</th>
<th>Checked for leaks, conditions</th>
<th>Problems?</th>
<th>If yes, describe action</th>
<th>Date of Last Inspection</th>
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Aquifer Protection Area Materials Management Plan (MMP)

SECTION 3

EMERGENCY RESPONSE PLAN

Provide an emergency spill prevention and response plan. You may reference any Spill Prevention Countermeasures 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

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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 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 wastes should be directed to DEP Waste Management Bureau at 860-424-3372.)

____________________________________________________________________________

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

____________________________________________________________________________

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Aquifer Protection Area Materials Management Plan (MMP)

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: __________
Aquifer Protection Area Materials Management Plan (MMP)

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:

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Comments:____________________________________________________________________
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MMP12
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):
________________________________________

____________________________________________________________________

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Maintain hazardous waste manifests:
________________________________________

____________________________________________________________________

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Ensure materials and waste containers are properly labeled:
________________________________________

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Mark purchase date on materials:
________________________________________

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Control access to materials that are hazardous:
________________________________________

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Maintenance of Spill Logs:
________________________________________

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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: ____________________________
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.
SECTION 8
CERTIFICATION

You must certify your plan by signing and dating it. A Connecticut licensed Professional Engineer or Certified 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 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 a 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 8(c) or 7(d) of the Aquifer Protection Area Regulations. This certification is based on my review of the 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 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