



# Texas General Land Office

## Small Facility Emergency Response Plan

Rev. Feb. 2009

This form to be used by operators of small facilities to indicate the details of the facility, the oil spill prevention measures employed, and the strategies the operators of the facility plan to implement to respond to a spill of oil at the facility. Complete and accurate use of this form at a certified small facility satisfies the requirements for a small facility response plan identified in 31 TAC Chapter 19.13. Operators are responsible for accurate and comprehensive submission of information to the Land Office and for updating this form whenever conditions warrant. Additional or duplicate pages may be used as necessary.

### Section 1 - Owner and Operator

Owner Name	
Owner Address	
Owner City/State/Zip	
Owner Telephone	Owner Fax
Operator Name	
Operator Address	
Operator City/State/Zip	
Operator Telephone	Operator Fax

### Section 2 - Person In Charge

PIC Name	
PIC Address	
PIC City/State/Zip	
PIC 24hr Telephone	PIC Fax

### Section 3 - Facility Information

Facility Name													
Facility Physical Address													
Facility City/State/Zip													
Facility Telephone						Facility Fax							
Facility Latitude	<input style="width: 20px; height: 15px;" type="text"/>	deg	<input style="width: 20px; height: 15px;" type="text"/>	min	<input style="width: 20px; height: 15px;" type="text"/>	sec	Facility Longitude	<input style="width: 20px; height: 15px;" type="text"/>	deg	<input style="width: 20px; height: 15px;" type="text"/>	min	<input style="width: 20px; height: 15px;" type="text"/>	sec



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### Section 4 - Facility Operational Information

Facility Primary Activity (check all that apply)

- Oil Storage     
  Refining     
  Exploration     
  Marina     
  Other  
 Oil Transfer     
  Production     
  Drilling     
  Vessel Fueling

Types of Oil Handled at the Facility

MSDS Location

List Storage Tanks and Pipelines/Flowlines/Transmission Lines

Storage Tanks		Pipelines/Flowlines/Transmission Lines	
Description / #	Maximum Capacity in Gals.	Description / #	Diameter in Inches

Dimensions of the Largest Vessel the Facility Serves

List the facility oil spill prevention procedures and/or methods

### Section 5 - General Response

A general description of measures to take in the event of an unauthorized discharge:

Plan for containing and collecting discharged oil (e.g. methods of cleaning and sensitive areas to protect):



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### Section 5 - General Response (cont.)

Emergency procedures (E.S.C.A.P.E.):

- |                                       |  |                                       |
|---------------------------------------|--|---------------------------------------|
| 1. Ensure that all personnel are safe | 3. Contain the spill / Call Contractor | 5. Plan & Implement Collection of Oil |
| 2. Stop the source                    | 4. Alert Agencies                      | 6. Evaluate                           |

**TGLO (800) 832-8224 & National Response Center (800) 424-8802**

A description of secondary containment or diversionary structures including methodology for determining adequacy:

### Section 6 - Drills and Exercises Record

Drills / Exercise Date	Type (TT, Equip, DCO)	# Personnel	PIC of Training

### Section 7 - Commitment

- (1) This facility is committed to conduct, at least once a year, an oil spill drill that entails notifying the GLO and National Response Center and keeping a log at the facility which documents when the notification drill was conducted and facility personnel who participated in it;
- (2) All facility personnel who might be involved in an oil spill response have been informed that detergents or other surfactants are prohibited from being used on an oil spill in the water, and that dispersants can only be used with the approval of the Texas General Land Office and the Regional Response team in accordance with the Area Contingency Plan.
- (3) It is the intention of this organization to utilize this plan for the prevention of oil spills and as a guide for response to unauthorized discharges of oil into coastal waters.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Printed name of authorized representative