

# PREPAREDNESS, PREVENTION, AND CONTINGENCY (PPC) PLAN TEMPLATE FOR TIMBER HARVESTING OPERATIONS

Timber harvesting operations that store, use or transport fuels, chemicals, solvents, pesticides, fertilizers, petrochemicals, solid wastes or other hazardous materials onto, on or from the harvest site during earth disturbance activities must prepare and implement a written PPC plan under 25 PA. Code § 91.34(b) and § 102.5(l). The purpose of this plan is to prevent and control accidental discharges of polluting materials to surface or groundwater. This optional plan template is designed to be used in conjunction with an Erosion & Sediment Control Plan. A copy of the PPC plan and any subsequent revisions must be maintained on-site.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Site Location:** \_\_\_\_\_

**SECTION 1. DESCRIPTION OF HARVESTING SYSTEM:**     Mechanized     Manual

**List Equipment:** \_\_\_\_\_

## SECTION 2. HAZARDOUS SUBSTANCE INVENTORY

Identify and list by common chemical/trade name the hazardous substances being used/stored on site, the quantity, and location which have the greatest potential for causing environmental degradation or endangerment of public health and safety through accidental releases (Solvents, diesel, gasoline, oil, hydraulic fluid, antifreeze, used oil, etc.). Safety Data Sheets (SDS) should be included with this plan for each substance, or as part of an on-site Hazardous Communication Plan.

	Potential Pollutant(s)	Quantity	Location(s)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*Space for additional inventory substances provided in Appendix A  
This PPC Plan should be updated if the hazardous substance inventory changes.  
Please provide a map and location/directions to site. Consider using E&S plan to mark location(s).*

### SECTION 3. SPILL PREVENTION

Preventative approaches will be used to avoid unwarranted releases of the materials listed in Section 2:

- Proper labeling for all hazardous substances.
  - Substances will be stored in their original containers or appropriate substitute. Original label information will be added to container for all transferred substances unless immediately used.
  
- Hazardous substances will be stored, used, and dispensed in a way that prevents contamination.
  - Substances will be organized in a neat and orderly manner in a designated storage area.
  - Secondary containment (spill pallets/decks, drip pans, dikes, berms, absorbents, etc.) will be provided when storing hazardous substances in large quantities to prevent contamination from a leaking container.
  - Equipment and storage containers will be located away from surface or ground water sources and operations that could cause accidental releases.
  
- Inspections and preventative maintenance.
  - Equipment listed under Section 1 and all storage containers and dispensing equipment will be inspected and maintained daily to eliminate the greatest possible chance of a failure that will cause a spill.
  - Emergency spill equipment will be maintained to ensure its proper operation in time of emergency.
  
- Trash and other potential pollutants will be regularly collected and properly disposed.

**List other spill prevention measures being taken** (*Storage procedures, Equipment inspection & maintenance procedures, Dispensing procedures, etc.*):

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### SECTION 4. SPILL CONTAINMENT & MITIGATION

- Spills will be contained to the smallest area possible through the use of shovels and dirt mounds and/or a spill control kit containing absorbent materials. Specifications for all on-site emergency spill equipment, including fire extinguishers, will be attached to this plan. Every effort will be taken to prevent any direct flow into a water course.
  
- To the extent possible, hazardous materials and contaminated soil or other contaminated materials will be collected for proper disposal or cleaning. In the case of a significant event, a commercial control and cleanup company will be contacted.

**List and describe clean-up procedure(s) and identify location of available emergency equipment:**

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## SECTION 5. EMERGENCY PROCEDURES

The provisions of this plan will be carried out whenever emergency situations arise which endanger public health and safety, or the environment.

- In the event of injury, fire or potential fire, or spill of a hazardous substance that could lead to an emergency situation, contact 911 immediately.
- If a worker becomes exposed to a hazardous chemical, emergency treatment as specified by the Safety Data Sheet (SDS) or label will be immediately applied. Whenever the question of the need for further medical treatment arises, emergency services (911) will be contacted or the individual will be transported to the local hospital. A copy of the SDS and/or label will be transported with the exposed individual. The supervisor of an area in which hazardous chemical release, spill or exposure occurs, will immediately after taking emergency action, which includes the spill containment and mitigation measures in Section 4 of this plan, notify the emergency coordinator(s) listed in this plan of the event.
- Workers will immediately, within minutes, notify the immediate supervisor of any release, spill, or human exposure to a hazardous chemical. If it is a significant release into the environment or is a spill on non-owned property or onto a surface or ground water supply, the DEP, local emergency service agency and/or fire will be notified.

### IMPLEMENTATION PROCEDURE - CHAIN OF COMMAND

All supervisors and employees will review the plan and be thoroughly familiar with its provisions. The following emergency coordinators will be responsible for maintaining and implementing this plan. This list will be updated as necessary.

	Contact Name	Contact Information	Duties and Responsibilities*
Primary			
Secondary			
Other			

\* Duties may include materials inventory, operational risk assessment, employee training, prevention procedures, spill countermeasures and cleanup, maintaining emergency supplies, and spill reporting. Coordinators should have a thorough understanding of their responsibilities.

## SECTION 6. SPILL REPORTING

DEP Notification: In the event of a hazardous substance being discharged into waters of the Commonwealth; it is the responsibility of the person in charge to immediately notify the Department of Environmental Protection (DEP) of the location and nature of the event and, if reasonably possible to do so, to notify known downstream water users.

### Statewide DEP Emergency Notification Number: 1(800) 541-2050

*DEP will be notified immediately when there is an accident or incident in which a toxic substance or other substance that could cause pollution is discharged into waters of this Commonwealth (25 Pa. Code § 91.33 under Pennsylvania's Clean Streams Law). Waters of the Commonwealth include not only streams wetlands and other surface waters, but also groundwater, storm sewers, and ditches. Furthermore, the person responsible for the discharge will 1) notify known downstream users of the waters if reasonably possible to do so, 2) immediately take or cause steps to be taken to prevent injury to downstream users of the waters, and 3) remove any residual substances from waters of the Commonwealth within 15 days from the incident. This responsibility falls on the person in charge of the substance at the time, or owning or in possession of the premises, facility, vehicle or vessel from which the substance is discharged. DEP's Chapter 91 regulations do not include a threshold on when a spill or pollution incident must be reported to DEP. DEP may impose civil penalties up to \$10,000 per day for failure to notify.*

## APPENDIX A. HAZARDOUS SUBSTANCE INVENTORY (CONTINUED)

	Potential Pollutant(s)	Quantity	Location(s)
11			
12			
13			
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This template has been accepted for use by the Pennsylvania Department of Environmental Protection.

**Pennsylvania Sustainable Forestry Initiative®  
Implementation Committee**

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