

## Attachment J: Solvent Management Plan Checklist

Review the following plan elements to ensure that each element is included and adequately addressed in your solvent management plan. Submit this checklist with your solvent management plan. A copy of the solvent management plan must be maintained on-site at all times. Certify that the plan is adequate with respect to each element by inserting your initials in the space provided. For elements which have been determined to be not applicable to the facility, please indicate "N/A" next to the element and provide a brief explanation. Attach additional sheets if necessary.

Plan Elements	Initial/Not Applicable
1. An inventory of toxic organic compounds used or suspected to be present in the discharges. This inventory shall include the trade name/manufacturer, quantity and concentration of each toxic organic compound and the source of each toxic organic compound.	
2. The method of disposal of toxic organic compounds including the method of storage of such compounds prior to disposal. This section shall identify the quantity and size of containers used for collection of toxic organic compounds, the maximum quantity of materials containing toxic organic compounds stored on-site at any one time, the frequency when spent toxic organic compounds are replaced and disposed of, the storage locations prior to disposal and the name of any licensed haulers disposing of such compounds.	
3. Housekeeping and Recordkeeping Procedures: Descriptions of the type and frequency of inspections and monitoring for leaks or other conditions that could lead to spills of toxic organic compounds shall be provided. Also, recordkeeping log forms shall be kept in each area where materials containing toxic organic compounds are present. These forms shall list all toxic organic compounds found in the area and material safety data sheets for each material containing toxic organic compounds.	
4. Spill and Leak Prevention Measures: A description of each area used for the collection, storage and transfer of materials containing toxic organic compounds and an evaluation of such an area for its potential to generate a spill, leak or any other unplanned release of materials containing toxic organic compounds. Also, include a description of all spill prevention equipment and structures utilized at the facility.	
5. Cleanup and Disposal Procedures: A detailed description of procedures to be followed when responding to a spill at the facility. This description should include all the items listed in element 8 of the Spill Control Plan Checklist in Attachment K (DEP-PERD-APP-105).	
6. Plot Plan: A plot plan of the facility should clearly show all collection, storage and transfer areas of toxic organic compounds including floor drains, the direction of drainage from a potential spill and spill prevention structures and equipment.	
7. Historical Data: Summarize and evaluate any Total Toxic Organic (TTO) monitoring results over the past 2 years.	

## Applicant Certification of Solvent Management Plan Checklist

Applicant Name:  
(as indicated on the *Permit Application Transmittal Form*)

Application Number (if known):

Facility I.D. Number (renewals only):

Permit Number (renewals only):

Check one of the following:

- I certify that based on reasonable investigation, including my inquiry of the individuals responsible, *no* Total Toxic Organic compounds are used or generated on site, or introduced into the wastewaters that are the subject of this application; or
  
- I have personally examined and am familiar with the information contained in the Solvent Management Plan associated with the permit or application referenced above, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for preparing the Solvent Management Plan, that such plan contains all applicable information listed in the Solvent Management Plan Checklist.

\_\_\_\_\_  
Applicant Signature

/ /  
Date

Note: If the applicant has already prepared a Spill Prevention, Control and Countermeasure (SPCC) Plan in accordance with 40 CFR Chapter 1 Part 112, or Part 1510 of Chapter V, or some other emergency or contingency plan, he or she may only need to amend that plan to incorporate those provisions for the management of total toxic organic substances necessary to comply with the requirements indicated on the Solvent Management Plan Checklist on page 1.