
Spill Prevention Control and Countermeasure (SPCC) Monthly Audit

1.0 Objective & Intent

The objective of this Standard Operating Procedure (SOP) is to establish a systematic process for conducting a monthly Spill Prevention Control and Countermeasure (SPCC) audit within the cabinet and millwork manufacturing facility. This audit is designed to verify the integrity of all secondary containment systems, the availability and condition of spill response equipment, and the overall compliance with WorkSafeBC regulations regarding the storage and handling of hazardous liquids. The intent is to proactively identify and correct deficiencies that could lead to an environmental spill, thereby protecting personnel, the facility, and the surrounding environment from the consequences of uncontrolled releases of oils, solvents, adhesives, and other hazardous substances.

This SOP mitigates the specific risk of undetected containment failures, expired or missing spill kits, and non-compliant storage practices that could result in costly cleanups, regulatory fines, and worker exposure to hazardous materials. Regular audits ensure that the facility's SPCC plan remains effective and that all personnel are prepared to respond to a spill event.

2.0 Operational Scope

This procedure applies to all areas of the cabinet and millwork manufacturing facility where hazardous liquids are stored, used, or transferred. This includes, but is not limited to, the finishing room, adhesive storage area, solvent storage cabinets, waste drum accumulation areas, oil storage for machinery, and any outdoor storage tanks or containers. The audit must be conducted by a designated Safety Officer or a trained SPCC Coordinator. All maintenance personnel, production supervisors, and environmental compliance staff are required to participate as needed and to correct any deficiencies identified during the audit.

3.0 Hazard Identification & Mandatory PPE

- Chemical Exposure: Contact with solvents, adhesives, oils, or paints can cause skin irritation, burns, or respiratory issues. Inhalation of volatile organic compounds (VOCs) is a primary concern.
- Slip, Trip, and Fall: Spilled liquids or leaking containers create slippery surfaces. Cluttered access ways around storage areas increase trip hazards.
- Fire and Explosion: Many stored liquids (e.g., solvents, thinners) are flammable. Static discharge or ignition sources near leaking containers pose a severe risk.
- Manual Handling Injuries: Lifting heavy drums or containers during inspection or re-positioning can cause back strain or crush injuries.
- CSA-Approved Steel Toed Boots with oil-resistant soles
- Chemical Resistant Gloves (e.g., nitrile or neoprene) rated for the specific chemicals present
- Safety Glasses with side shields or chemical splash goggles
- Long-sleeve flame-resistant lab coat or coveralls
- Hard hat (if auditing areas with overhead storage or piping)

4.0 Required Safety Equipment & Tools

- SPCC Audit Checklist (printed or digital on a ruggedized tablet)

- Pen and waterproof notepad for field notes
- Flashlight or headlamp for inspecting dark corners and under tanks
- Measuring tape or ruler to verify containment capacity (e.g., secondary containment must hold 110% of the largest container)
- Camera or smartphone for photographic evidence of deficiencies
- Spill response kit (portable) for immediate cleanup of any small leaks discovered during the audit
- Absorbent pads and socks for temporary containment
- Waste disposal bags and labels for contaminated materials
- Lockout/Tagout (LOTO) kit if inspection requires accessing locked areas or equipment

5.0 Step-by-Step Safety Procedure

1. Notify all affected personnel (production supervisors, maintenance leads, and environmental coordinator) of the scheduled SPCC audit. Confirm that no active spill response or emergency operations are underway that could interfere with the inspection.
2. Don all required PPE as listed in Section 3.0. Verify that the portable spill response kit is fully stocked and accessible before proceeding to the first inspection area.
3. Begin the audit at the primary hazardous liquid storage area (e.g., finishing room). Visually inspect each container (drums, totes, day tanks) for signs of corrosion, leaks, cracks, or improper labeling. Ensure all containers are closed and sealed when not in use.
4. Inspect all secondary containment systems (spill pallets, dikes, berms). Verify that containment structures are free of cracks, debris, and standing liquid. Measure the freeboard capacity to ensure it meets the 110% containment requirement. Document any accumulation of rainwater or spilled product that must be removed and disposed of properly.
5. Check all transfer areas (pump stations, hose connections, drum funnels) for drips, leaks, or signs of overspray. Ensure that drip trays are in place and clean. Verify that all hoses and connections are in good condition with no cracks or bulges.
6. Inspect all spill response stations located throughout the facility. Open each spill kit and verify that contents match the inventory checklist (absorbent pads, socks, pillows, gloves, goggles, disposal bags). Check expiration dates on any chemical neutralizers or solidifiers. Replace any missing or expired items immediately.
7. Review the condition of all waste accumulation areas (e.g., satellite accumulation drums for used solvents or rags). Ensure drums are properly labeled with the waste type and accumulation start date. Verify that drums are closed and that there is adequate aisle space for safe access and egress.
8. Inspect outdoor storage areas (if applicable) for weather protection, secondary containment integrity, and signs of tampering or vandalism. Check that all outdoor containers are secured against unauthorized access and that stormwater drains are not blocked or compromised.
9. Document all findings on the SPCC Audit Checklist. For each deficiency identified, assign a corrective action with a responsible person and a due date. Take photographs of any significant issues. If a leak or spill is discovered during the audit, initiate the facility's Spill Response Procedure immediately and contain the release before continuing the audit.
10. Complete the audit by signing and dating the checklist. Submit the completed audit report to the Safety Manager and Environmental Compliance Officer within 24 hours. File the report in the SPCC binder and update the digital compliance log. Schedule a follow-up inspection to verify that all corrective actions have been completed within the specified timeframe.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.