**Discharge Prevention Briefing**

Location: _______________________________________________________

Date of Briefing: ________________________________________________

Briefing Conducted By: __________________________________________

The following items were discussed at the briefing:

(Check items discussed)

- [ ] SPCC Plan
- [ ] Applicable pollution control laws, rules and regulations
- [ ] Spill events or failures at this or other facilities
- [ ] Operation and maintenance of equipment to prevent spills
- [ ] Spill operating procedures
- [ ] Other ______________________________________________________

Personnel in attendance: Print, Sign & Job Title

1. _____________________________________________________________

2. _____________________________________________________________

3. _____________________________________________________________

4. _____________________________________________________________

5. _____________________________________________________________

6. _____________________________________________________________

7. _____________________________________________________________

8. _____________________________________________________________

9. _____________________________________________________________

10. ____________________________________________________________

11. ____________________________________________________________

12. ____________________________________________________________

The Discharge Prevention Briefing form should be kept with your SPCC Plan for 3 years.

Discharge Prevention Briefing 5/06