



KC WATER

REGULATORY COMPLIANCE DIVISION

2 NE 32nd St • Kansas City, MO 64116

P: 816-513-0600 • www.KCWater.us

Accidental / Slug Discharge Control Plan Guidance

How to prepare an ASDCP for a KC Water wastewater discharge permit

1. Background (Sec. 60-157. - Reports of potential problems)

KC Water's Publicly Owned Treatment Works (POTW) is required to control industrial discharges that may affect the sanitary sewer system, treatment plant operations, worker safety, receiving water quality, or compliance with local, state, and federal pretreatment requirements.

A **slug discharge** is any discharge of a non-routine or episodic nature, including but not limited to an accidental spill, unplanned release, or non-customary batch discharge, that has a reasonable potential to cause interference, pass through, treatment plant upset, sewer system damage, worker safety concerns, or a violation of Kansas City Code Chapter 60, Article IV; applicable local limits; state or federal regulations; or the facility's wastewater discharge permit.

KC Water may require an Accidental / Slug Discharge Control Plan (ASDCP) as a condition of a wastewater discharge permit. Kansas City Code § 60-143 authorizes wastewater discharge permits to include requirements for spill control plans or other special conditions, including management practices necessary to prevent accidental, unanticipated, or nonroutine discharges.

2. Purpose

The purpose of an ASDCP is to document the facility's policies, procedures, and control measures intended to:

- Prevent accidental spills, leaks, or releases of pollutants from entering the sanitary sewer system;
- Prevent non-routine or non-customary batch discharges that could cause slug loading to the POTW;
- Identify materials, processes, storage areas, drains, and discharge points that may create a slug discharge risk;
- Provide a clear response procedure if an accidental or slug discharge occurs;
- Establish criteria for prompt internal response and notification of personnel qualified to respond to a spill, leak, pretreatment failure, or non-routine discharge;
- Outline KC Water notification procedures and any required follow-up reporting;
- Protect KC Water's collection system, treatment plants, workers, the public, and the environment from discharges that could cause interference, pass through, permit violations, or other adverse impacts.

KC Water's Industrial Pretreatment Program regulates Industrial Users served by KC Water. All industries must comply with Kansas City Municipal Code Chapter 60, Article IV.



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3. General Facility Information

The ASDCP must include the following basic facility information.

a. Facility Name

b. Facility Address

c. Authorized Signatory

- Name
- Title
- Work phone
- Alternate phone
- Email

d. Primary Facility Contact

- Name
- Title
- Work phone
- Alternate phone
- Email

e. Nature of Business

- Briefly describe what the facility does.
- Include the main industrial, commercial, or manufacturing activities conducted on site.

f. Schedule of Operations

- Hours of operation
- Number of shifts
- Hours of each shift
- Number of employees per shift
- Days of operation

g. Nature of Wastewater Discharge

- Average daily wastewater flow
- Hours of discharge
- Discharge location or sampling point
- Description of routine discharges
- Description of any batch, infrequent, or non-routine discharges

h. Applicable Categorical Pretreatment Standards

- Identify any federal categorical pretreatment standards that apply to the facility.
- If none apply, state "Not Applicable."



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4. Facility Layout, Flow, and Equipment

The ASDCP must include diagrams and information showing how materials, wastewater, and spills could move through the facility.

a. Facility Diagram

Attach a diagram showing:

- Property boundaries
- Manufacturing or commercial activity areas
- Chemical storage areas
- Waste storage areas
- Loading and unloading areas
- Floor drains
- Trench drains
- Sinks or other sewer connections
- Sanitary sewer lines
- Storm drains
- Direction of stormwater drainage
- Wastewater sampling locations
- Final discharge points

b. Wastewater and Chemical Flow Diagram

Attach a flow diagram showing:

- Chemical flow through the facility
- Wastewater flow through the facility
- Pretreatment systems
- Tanks and tank capacities
- Piping, valves, and instrumentation, if applicable
- Flow rates, if known
- Batch discharge points, if applicable

c. Spill Containment and Response Equipment

List equipment available to prevent, contain, or clean up spills, such as:

- Secondary containment
- Berms or curbed areas
- Spill pallets
- Drain covers or drain plugs
- Isolation valves
- Sump pumps
- Neutralizing agents
- Sand bags
- Physical barriers
- Spill kits
- Personal protective equipment

5. Spill and Slug Discharge Prevention



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The ASDCP must explain how the facility prevents accidental spills, leaks, overflows, and non-routine discharges from reaching the sanitary sewer.

a. Employee Training

Describe how employees are trained on:

- Spill prevention
- Chemical handling
- Spill cleanup
- Spill disposal
- Internal notification
- KC Water notification
- Reporting requirements
- Keeping pollutants out of the sanitary sewer

b. Batch Discharge Controls

Describe how the facility prevents batch or infrequent discharges from causing slug loads to the sanitary sewer or POTW. Include:

- Who approves batch discharges
- Whether testing is performed before discharge
- How discharge rate or volume is controlled
- How batch discharges are documented

c. Tank Filling and Overflow Prevention

State whether the facility monitors tank levels during filling to prevent overflows. Include:

- How tank levels are monitored
- How often levels are checked
- Alarms, gauges, or automatic shutoffs

d. Tank Inspection

State whether tanks are routinely inspected for:

- Cracks
- Holes
- Corrosion
- Material degradation
- Leaks or signs of failure

Include how often inspections occur.

e. Chemical Storage Inspection

State whether chemical storage areas and containers are routinely inspected for leaks or damage.

Include:

- Inspection frequency
- Responsible person or position

f. Secondary Containment Inspection

State whether secondary containment structures are routinely inspected. Include inspection of:

- Berms
- Curbs
- Spill pallets



- Coatings
- Linings
- Membranes
- Sumps
- Containment valves

g. Additional Spill Prevention Measures

Describe any other procedures, equipment, or practices used to prevent spills or slug discharges.

Examples may include:

- Written chemical handling procedures
- Closed or capped floor drains
- Drain protection devices
- Preventive maintenance
- Operator rounds
- Alarm systems
- Restricted access to chemicals
- Contractor controls
- Housekeeping procedures

6. Notification Procedures

Describe how the facility will notify KC Water and other appropriate agencies if a spill, leak, slug discharge, accidental release, or other non-routine discharge reaches or may reach the sewer system.

24-hour verbal notification — mandatory

The facility must notify KC Water within 24 hours of becoming aware of a slug discharge or spill.

If the discharge is ongoing, creates an immediate safety concern, or may affect the sewer system or treatment plant, the facility should notify KC Water as soon as possible by telephone.

Do not rely only on voicemail during an emergency. Continue through the contact list until KC Water, City emergency dispatch, or another appropriate response contact is reached directly.

The plan must identify the person or position responsible for making notifications, along with backup personnel in case the primary contact is unavailable.

a. Required Contact Information

The notification section must include the following contact information:

Contact	Phone	When to call
KC Water Regulatory Compliance Division	(816) 513-0600 or 3-1-1	Between 8:00 a.m. and 4:30 p.m.
Blue River Treatment Plant	(816) 513-7200	After-hours emergencies
MDNR Spill Hotline	(573) 634-2436	State-required spill notifications
Kansas City Fire Department — Emergency	9-1-1	Any emergency or fire



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Contact	Phone	When to call
KCFD Hazardous Materials Team (Hazmat 71)	(816) 513-4671	Non-emergency hazmat
KCFD Headquarters	(816) 513-4632	General fire department contact
EPA / National Response Center	(800) 424-8802	Federal reportable releases
RCRA Hotline	(800) 424-9346	RCRA hazardous waste questions

b. Initial Notification Contents

The initial notification should include, if known:

1. Facility name;
2. Date and time of the incident;
3. Location of the spill, leak, or discharge;
4. Type of material or waste involved;
5. Estimated concentration, if known;
6. Estimated volume;
7. Estimated duration;
8. Whether the discharge reached the sanitary or combined sewer system;
9. Whether the discharge is ongoing;
10. Corrective actions already taken;
11. Any known hazards to employees, the public, the sewer system, or treatment plant operations.

c. Written Follow-Up

Within five working days of the accidental or slug discharge, the facility must submit a written follow-up notification to KC Water, unless otherwise directed. The written report must describe:

- The cause of the discharge;
- Response actions taken;
- Cleanup and disposal methods;
- Measures being implemented to prevent similar future occurrences.

7. Chemical Inventory Instructions

The ASDCP must identify chemicals, raw materials, products, wastes, and other materials stored or used on site that could reasonably enter the sanitary sewer during a spill, leak, equipment failure, washdown, cleanup activity, or accidental release.

KC Water is primarily concerned with materials that may affect wastewater quality, damage the sewer system, create worker safety concerns, interfere with treatment plant operations, violate permit limits, or require emergency response.

This inventory does not need to include ordinary office, restroom, or janitorial products stored in small household-type quantities (for example, a single bottle of glass cleaner or hand soap), unless those materials are stored in bulk or used as part of an industrial or commercial process.

The chemical inventory should focus on materials such as acids, caustics, solvents, oils, greases, detergents, process chemicals, treatment chemicals, high-strength waste, metals-bearing solutions, liquid wastes, bulk cleaning chemicals, production chemicals, or any material stored near a floor drain, trench drain, sink, or sewer connection.



Identify actual chemical names and any applicable trade or product names. Trade names alone are not sufficient; use Safety Data Sheets or supplier information to identify chemical constituents. Attach Safety Data Sheets for the listed materials.

Chemical inventory table (facility fills in)

Chemical / Material Name	Use or Purpose	Storage Location	Maximum Quantity On Site	Container Type / Size

8. Certification

The ASDCP must be signed and certified by the facility's Authorized Representative before it is submitted to KC Water. Include the following certification statement with the signature:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

This certification confirms that the ASDCP and all attachments have been reviewed, prepared under appropriate supervision, and submitted as true, accurate, and complete to the best of the Authorized Representative's knowledge.

Name (typed or printed):	
Title:	
Signature:	
Date:	



9. Submittals and Renewals

a. Submitting a Completed ASDCP

Submit the completed ASDCP to KC Water's Regulatory Compliance Division. Include all required attachments and submit the plan as directed by the facility's permit, permit application request, compliance schedule, or written KC Water correspondence.

b. Review and Resubmittal with Each Permit Renewal

Review, update, and resubmit the ASDCP with each permit renewal and whenever a substantial facility change affects the plan. A plan submitted for an earlier permit cycle does not satisfy the current renewal review. Identify the current renewal submittal if the plan was sent separately.

c. Update and Resubmit on Facility Changes

Review and update the plan when changes to processes, chemicals, treatment, storage, drains, sewer connections, sampling, batch discharges, contacts, or responsible personnel affect spill or slug potential. Use the Notice of Change Form at least 60 days before a planned significant change; report unplanned changes as soon as the facility becomes aware.

d. On-Site Availability

Keep a current copy of the ASDCP on site. The plan must be available to responsible employees and provided to KC Water upon request. Make sure employees know where the current plan is located.

e. How to Submit

Submittal channels

Submit through the KC Water reporting platform when available for your facility. Otherwise, mail the signed original and attachments to:

KC Water Regulatory Compliance Division
2 NE 32nd St
Kansas City, MO 64116

Email courtesy copies to water.ipp@kcmo.org to expedite review; email does not replace the signed submittal. Use the same signed-submittal instructions for plan updates and revisions.

Questions regarding ASDCP requirements, submittals, or updates should be directed to KC Water's Regulatory Compliance Division at water.ipp@kcmo.org or by phone at (816) 513-0600.