

Material and Equipment Storage Areas
Stormwater Pollution Prevention Plan
TEMPLATE

Prepared for:
Pocatello Urbanized Area NPDES Phase II Communities
2019

Notes to Template Users:

- Delete this page.
- Search for all terms in <BRACKETS> and replace with facility specific information.
- General information to the template user is denoted by **<Bold Blue Font>**.

*This document is formatted for two-sided printing.

***DELETE THIS PAGE & THE NEXT IF
NOT PLACING IN O&M MANUAL***

Appendix D: SWPPP Template

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Stormwater Pollution Prevention Plan

<FACILITY NAME>

<PERMITTEE>

<DATE>

<INSERT FACILITY PHOTO>

<INSERT PERMITTEE LOGO>

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Table of Contents

<PERMITTEE> <FACILITY NAME> SWPPP

Sections

Acronyms, Abbreviations, and List of Definitions	ii
Section 1—Introduction	1
Section 2—Site Assessment & Best Management Practices	3
Section 3—Illicit Non-Stormwater Discharges	19

Tables

Table 1—Building and Ground Maintenance BMPs	6
Table 2—Floor Drains BMPs	9
Table 3—Loading and Unloading of Materials BMPs	10
Table 4—Outdoor Storage of Raw Materials BMPs	11
Table 5—Storage of Liquids, Solid Waste, and Hazardous Materials BMPs	12
Table 6—Vehicle and Equipment Cleaning BMPs	13
Table 7—Vehicle and Equipment Fueling BMPs	14
Table 8—Vehicle and Equipment Maintenance and Repair BMPs	15
Table 9—Vehicle and Equipment Parking and Storage BMPs	16
Table 10—Vegetation Management BMPs	17

Appendices

Appendix A—Site Maps
Appendix B—Facility Assessment Questionnaire
Appendix C—Facility Assessment Photolog and Site Visit Form
Appendix D—Spill Response Plan

SWPPP—Acronyms, Abbreviations & Definitions

BMPs	Best Management Practices
EPA	Environmental Protection Agency
MSGP	Multisector Stormwater General Permit
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollution Discharge Elimination System
Phase II Permit	NPDES Phase II Municipal Stormwater Permit
SWMP	Stormwater Management Program
SWPPP	Stormwater Pollution Prevention Plan
UIC	Underground Injection Control

List of Definitions

The majority of the definitions below are sourced from the Idaho Phase II Municipal Stormwater Permit (Phase II Permit). Definitions not provided from the Phase II Permit were taken from other sources, including the Portneuf Valley Stormwater Design Manual and EPA's NPDES website glossary.

Best Management Practices (BMPs)

The schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices that prevent or reduce the release of pollutants and other adverse impacts to downstream or down gradient systems.

Discoloration is a means by which to characterize stormwater. Typically, stormwater is yellowish in color. Discoloration however, other than turbidity, can indicate whether there is rust from iron pipes or iron bacteria, as seen by a yellowish/red color or if paint or cleaning agent emulsions have entered the stormwater system, as indicated by a white cloudy color.

Erosion and Sediment Control BMPs mean BMPs that are intended to prevent erosion and sedimentation, such as preserving natural vegetation, seeding, mulching and matting, plastic covering, and sediment traps and ponds. Erosion sediment control BMPs are synonymous with stabilization and structural BMPs.

Floatables is a means by which to characterize stormwater. A floatable is used as an indicator if very obvious trash or other controllable debris, such as landscaping material, leaf litter, etc has entered into the storm system.

Foam is a means by which to characterize stormwater. Foam is used as an indicator that potentially soap or other cleaning products have entered into the storm system. However, stormwater can often be slightly foamy from pollen and other natural organic material. The way to tell the difference is by touch and smell. If the foam is persistent and accompanied by a

SWPPP—Acronyms, Abbreviations & Definitions

continued

fragrant odor, it is most probably coming from a cleaning product. If the suds break up quickly, then it is most likely from turbulence and/or natural conditions.

Hazardous Substance is: 1) Any material that poses a threat to human health and/or the environment. Typical hazardous substances are toxic, corrosive, ignitable, explosive or chemically reactive. 2) Any substance designated by EPA to be reported if a designated quantity of the substance is spilled in the waters of the United States or is otherwise released into the environment.

Hyperchlorinated means water that contains more than 10 mg/Liter chlorine. Disinfection of water mains and appurtenances requires a chlorine residual of 10 mg/L at the end of the disinfection period. This level is well above the Maximum Residual Disinfectant Level of an annual average of 4 mg/Liter chlorine for potable water.

Illegal Dumping means any intentional and non-permitted disposal of any substance other than stormwater into the municipal separate storm sewer system, unless otherwise called out as an allowed non-stormwater discharge.

Illicit Connection means any man-made conveyance that is connected to a municipal separate storm sewer without a permit, excluding roof drains and other similar type connections. Examples include sanitary sewer connections, floor drains, channels, pipelines, conduits, inlets or outlets that are connected directly to the municipal separate storm sewer system.

Illicit Discharge means any discharge to the municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer)

Industrial Stormwater General Permit (ISGP) means the NPDES Industrial Stormwater General Permit, issued by EPA for stormwater discharges associated with industrial activities (Issued 2002, modified 2004, effective January 2005).

Material Storage Facilities means an uncovered area where bulk materials (liquid, solid, granular, etc.) are stored in piles, barrels, tanks, bins, crates, or other means.

Municipal Separate Storm Sewer System (MS4) means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): 1) owned and operated by a public body having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes; 2) designed or used for collecting or conveying stormwater; 3) which is not a combined sewer; and 4) which is not part of a Publicly Owned Treatment Works.

SWPPP—Acronyms, Abbreviations & Definitions

continued

National Pollutant Discharge Elimination System (NPDES) means the national program for issuing, modifying, revoking, and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under sections 307, 402, 318, and 405 of the Federal Clean Water Act, for the discharge of pollutants to surface waters of the state from point sources. These permits are referred to as NPDES permits and, in Idaho, are administered by the EPA (but will soon be administered by the Idaho Department of Environmental Quality).

Non-Stormwater Discharges are discharges of process wastewaters, vehicle wash waters, cooling waters, or any other wastewaters associated with the facility into the stormwater collection system. Other discharges must be addressed in a separate NPDES permit. See also **Illicit Discharges**. Certain non-stormwater discharges are conditionally approved under the MSGP but are subject to specific provisions, including identifying the location, flow volumes, quality, potential for water quality issues and ability to apply appropriate BMPs. Examples of conditionally approved non-stormwater discharges under an MSGP include:

- Discharges from fire fighting activities.
- Fire protection system flushing, testing, and maintenance.
- Discharges of potable water including water line flushing, provided that water line flushing must be de-chlorinated prior to discharge.
- Uncontaminated air conditioning or compressor condensate.
- Irrigation drainage.
- Uncontaminated ground water or spring water.
- Discharges associated with dewatering of foundations, footing drains, or utility vaults where flows are not contaminated with process materials such as solvents.

Stormwater Management Program (SWMP) means a set of actions and activities designed to reduce the discharge of pollutants from the regulated small MS4 to the maximum extent practicable and to protect water quality.

Structural source control BMPs are physical, structural, or mechanical devices or facilities that are intended to prevent pollutants from entering stormwater. Structural source control BMPs typically include:

- Enclosing and/or covering the pollutant source (building or other enclosure, a roof over storage and working areas, temporary tarp, etc.).
- Segregating the pollutant source to prevent run-on of stormwater, and to direct only contaminated stormwater to appropriate treatment BMPs.

Treatment BMPs are intended to remove pollutants from stormwater. A few examples of treatment BMPs are oil/water separators, biofiltration swales, and infiltration ponds.

SWPPP—Acronyms, Abbreviations & Definitions

continued

Turbidity is a means by which to characterize stormwater. The dispersion or scattering of light in a liquid, caused by suspended solids and other factors; commonly used as a measure of suspended solids in a liquid.

Vehicle Maintenance or Storage Facility means an uncovered area where any vehicles are regularly washed or maintained, or where at least 10 vehicles are stored.

Water Quality means the chemical, physical, and biological characteristics of water, usually with respect to its suitability for a particular purpose.

Waters of the State includes those waters as defined as “waters of the United States” in 40 CFR Subpart 122.2 within the geographic boundaries of Idaho and “public waters” as defined in Idaho Constitution Article XV and Idaho Code 42 et al., which include all lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and water courses within the jurisdiction of the State of Idaho.

SWPPP—Introduction

The Phase II Permit requires the <PERMITTEE> to develop and implement site-specific SWPPPs to manage storm water discharges from all <PERMITTEE>-owned material storage facilities, heavy equipment storage areas, and maintenance yards identified in the Stormwater O&M Plan, Figure 1-2 and Table 1-4 (see *Phase II Permit*, 3.5.8).

This SWPPP identifies actions that Facility staff will take to comply with the terms and conditions of the Phase II Permit.

SWPPP Objective

This SWPPP is intended to help the <PERMITTEE> satisfy the following goals:

- Implement and maintain BMPs that identify, reduce, eliminate, and/or prevent the discharge of stormwater pollutants
- Prevent violations of surface water quality, groundwater quality, or sediment management standards
- Eliminate the discharges of unpermitted process wastewater, domestic wastewater, non-contact cooling water, and other illicit discharges to stormwater drainage systems.

To meet these goals, this SWPPP takes the following actions:

- Identifies potential sources of stormwater pollution that could affect the quality of stormwater discharges associated with the Facility
- Evaluates the potential for stormwater contamination from the identified potential sources
- Identifies the stormwater BMPs that will be used at the Facility for the prevention and control of pollutants in stormwater discharges
- Identifies operations, maintenance, inspections, and record-keeping needed for these BMPs

SWPPP Revisions

The SWPPP will need to be modified under the following conditions:

- Significant changes occur at the Facility which affect current BMPs and could affect stormwater quality;
- The <PERMITTEE> purchases or develops a new property to be used for municipal storage activities;
- The <PERMITTEE> changes site use (adds or ceases a major activity) at an existing municipal storage site; and/or
- On an annual basis to reflect any administrative changes, including Pollution Prevention team members.

SWPPP—Facility Description & BMPs

Pollution Prevention Team

The following people are involved in implementing and modifying the SWPPP.

Responsible Officials: <DEPT>
<NAMES> <PHONE AND EMAIL>

Site Managers: <DEPT>
<NAMES> <PHONE AND EMAIL>

Responsibilities: Direct, coordinate and ensure that BMPs are implemented; budget for construction of new BMPs, modification of existing BMPs and maintenance of existing BMPs. Direct and educate employees working at the Adams facility of their roles and responsibilities in implementing this SWPPP. Participate in compliance evaluations and inspections of the facility.

Compliance Support: <DEPT>
<NAME> <PHONE AND EMAIL>

Responsibilities: Initial development of the SWPPP. Participate in compliance evaluations and inspections of the facility.

SWPPP—Facility Description & BMPs

Facility Description

<Repeat the information below for each facility covered by this SWPPP>

Facility Name: <NAME>

Facility Street Address: <STREET ADDRESS>

Facility Mailing Address: <MAILING ADDRESS>

Facility Phone & Hours: <HOURS> and <PHONE>

Latitude/Longitude: <LOCATION>

Drainage Basin: <WATERSHED>

Receiving Water Bodies: <STREAM/RIVER>.

The facility is located on <ACRES> acres in <CITY/COUNTY>. The land immediately surrounding the facility includes <ZONING> properties on the east <WEST/NORTH/SOUTH>

The primary purpose of the <FACILITY> is to <PURPOSE>.

The following activities occur at the facility:

<Delete activities that do not apply>

- Compost Production or Storage
- Facility or Building Maintenance
- Fueling Operations
- Landscaping
- Chemical unloading, handling, and storage (including paint, flammables, fertilizers, and pesticides)
- Painting
- Paving
- Sand & salt storage
- Sign fabrication
- Snow dump (seasonal)
- Solid waste management (including scrap metal)
- Tool storage
- Vehicle and equipment storage
- Vehicle and equipment maintenance/repair (including oil changes)
- Vehicle and equipment washing
- Waste Handling and Disposal
- Waste oil storage.

SWPPP—Facility Description & BMPs

Spill Control & Prevention

The <FACILITY NAME> meets the requirements of under the Spill Prevention Control and 4 Counter measures (SPCC) Oil Pollution Prevention regulations by having an aboveground <UNDERGROUND> oil storage capacity exceeding <NUMBER> gallons. The Adams facility retains an updated SPCC plan that outlines the procedures, methods and equipment used at the facility to prevent and respond to spills of liquid materials. A copy of the SPCC plan and corresponding documents is located in the <LOCATION>. **<Delete if not applicable>**

The <FACILITY NAME> is also required to have a Spill Prevention Plan by the <PERMITTEE NAME> as part of the Phase II Permit requirements <OR... for watershed and groundwater protection>. This is attached as Appendix D.

Site Map

A site map for the <NUMBER> acre facility is shown in Appendix A. Components shown on the site map include:

Facility Drainage (See Site Map in Appendix A)

<Include all applicable items on the Site Map. Delete all that do not apply>

- Location & flow of the engineered drainage system, including catch basins, ditches, manholes, and treatment BMPs. These are broken into the following drainage areas:
 - **<Describe each drainage area within the facility, including buildings, activities & potential pollutants in that area and flow of water>**
 - **<Add more drainage areas as applicable>**
- Location of floor drains and connections to drywells/sanitary sewer/stormwater
- Outfalls to a receiving water, and the name of the receiving water

Facility Features (See Site Map in Appendix A) **<Add/delete items if needed>**

- Vehicle washing areas
 - **<Describe location and any structural control measures. Insert a photo>**
 - **<EXAMPLE: The wash bay (1) is located outside under a roof, just west of the maintenance building. The wash bay contains pressure washing equipment used to clean vehicles and equipment. Water drains to the sanitary sewer. This is the only area pressure washing of vehicles and equipment is allowed.>**
- Vehicle fueling areas
 - **<Describe location and any structural control measures. Insert a photo>**
- Aboveground storage tanks (indoors and outdoors)
 - **<Describe location and any structural control measures. Insert a photo>**
- Underground storage tanks
 - **<Describe location and any structural control measures. Insert a photo>**
- Pesticide, chemicals, and fertilizer storage areas
 - **<Describe location and any structural control measures. Insert a photo>**
- Material Storage areas (including sand and salt)
 - **<Describe location and any structural control measures. Insert a photo>**
- Waste disposal areas.

SWPPP—Facility Description & BMPs

- **<Describe location and any structural control measures. Insert a photo>**
- All buildings, with maintenance areas labeled.
 - **<Describe location and any structural control measures. Insert a photo>**

Best Management Practices (BMPs)

A facility assessment was conducted to identify pollutant sources, evaluate current practices, and describe the stormwater collection and conveyance system. Using the information gathered from the Facility Assessment Questionnaire (Appendix B) and Facility Site Visit Form (Appendix C), a BMP implementation plan was developed for each category assessed.

BMPs are the schedules of activities, prohibitions of practices, maintenance procedures, and structural and/or managerial practices that, when used singly or in combination, prevent or reduce the release of pollutants and other adverse impacts to receiving waters.

There are three general classes of BMPs: Operational Source Control BMPs, Structural Source Control BMPs, and Treatment BMPs.

- Operational BMPs are those that involve specific activities or one-time actions on the part of the facility staff.
- If Operational BMPs do not adequately prevent the potential contamination of stormwater, Structural BMPs, such as constructing new covered shelters to prevent stormwater from coming into contact with potential pollutants, may be a reasonable solution.
- Treatment BMPs are only used as a last resort to remove contaminants from stormwater before discharging to a stormwater conveyance system or to surface or ground waters.

General Operational BMPs

General Operational BMPs are good housekeeping activities that should be applied to day-to-day activities at the facility to prevent contaminants from entering stormwater at their source. The purpose of good housekeeping is to keep the Facility area clean and free of debris, store materials under cover, and handle materials and waste products in a way that minimizes the risk to stormwater. The good housekeeping BMPs are:

- Keep open areas clean and orderly;
- Pick-up litter;
- Promptly contain and clean up solid and liquid pollutant leaks and spills;
- Sweep paved material handling and storage areas regularly;
- Inspect all BMPs regularly, particularly after a significant storm;
- Use drip pans or absorbent pads under leaking vehicles and equipment;
- Promptly remove debris and old equipment;
- Store hazardous materials as specified by the manufacturer; and
- Conduct regular employee training to reinforce proper housekeeping actions.

SWPPP—Facility Description & BMPs

Site Assessment and Specific BMPs

A wide variety of activities and areas of concern throughout the facility may potentially contaminate stormwater. Tables 1 through 10 <adjust based on number of tables used> provide a brief description of those activities and areas of concern along with specific Operational and/or Structural BMPs to reduce pollution potential.

Routine Inspections

Quarterly <monthly required for controls & activities covered by a SPCC Plan; otherwise a minimum of quarterly is recommended> inspections are conducted to ensure BMPs are being implemented and are adequate for preventing stormwater pollutants discharging offsite. The <POSITION> is responsible for conducting the inspections or delegating inspection responsibilities to qualified staff members.

Routine Inspections are conducted to:

- Verify that BMPs are being implemented, maintained, and are functioning adequately.
- Inspect all drainage and control structures, including outfalls, for defects and maintenance needs.
- List observations of leaks and spills, as well as tracking/blowing of waste materials.
- List observations of floating materials, oil & grease, turbidity, odor, etc. in drainage structures.

Inspections must be documented with the Stormwater Routine Facility Inspection Form. If at any time a BMP is not effective, it must be repaired or maintained before the next anticipated storm event. If maintenance prior to the next storm event is not possible, maintenance must be completed as soon as possible and documented on the inspection form for the extended repair schedule. In the interim, alternative measures must be implemented to ensure that water quality is not degraded by stormwater discharges from the facility.

Employee Training and Education

Training on BMPs will be provided for all maintenance facility field staff upon completion of the SWPPP, and for all new maintenance facility field staff within the first six (6) months of hire (see *Phase II Permit 3.5.10*).

The <DEPARTMENT> will develop and provide education materials oriented toward prevention of stormwater pollution and implementation of the SWPPP. The goal of the training is to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts.

Records Retention & Availability

All records must be kept for at least 5 years and must be made available to the public upon request.

SWPPP—Facility Description & BMPs

<Complete the following tables to reflect the specifics of the PERMITTEE’s facility. Delete those tables that do not apply. Add tables as needed>

EXAMPLE TABLE 2-9 <For reference only – delete after completing SWPPP>	
Issue:	Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other wearable products (tires, brake pads, etc.) that can contaminate stormwater.
Facility Assessment:	<ul style="list-style-type: none"> • Storage and parking of large vehicles and equipment occurs in a dedicated uncovered area at Site 1 that has a surface composed of paved asphalt. Small vehicles and equipment are stored outside at Site 1. • All vehicle and equipment fueling is done offsite. • Cleaning and washing is currently performed offsite at a commercial washing facility.
	Type and number of vehicles and equipment stored or parked on-site include: <ul style="list-style-type: none"> • Vactor Truck – 1 • Slope Mower – 1 • Pickup Trucks – 2 • Backhoe – 1 • Dump Trucks – 2 • Hydro Static Roller – 1 • Flat Bed-Truck – 1
Problem(s) Observed:	No drips pans are placed under equipment or vehicles while stored and parked.
Current BMPs:	<ul style="list-style-type: none"> • Cleaning and washing is conducted offsite at a commercial washing facility. • All vehicle and equipment fueling is done offsite. • Vehicles are stored on paved area. • Oil water separator is installed in existing stormwater drain.
Improvements:	<ul style="list-style-type: none"> • Sweep parking lots, storage areas, and driveways regularly to collect dirt, waste, and debris. Do not hose down the areas to a stormwater conveyance system. • Use drip pans or containers under vehicles and equipment that drip or are likely to drip liquids. • Continue conducting vehicle washing offsite. If vehicle wash down is required, minimize water usage and complete wash down in a contained area. Mark the wash area.

SWPPP—Facility Description & BMPs

Table 2-1 Building and Ground Maintenance BMPs	
Issue:	Stormwater can be contaminated from: <ul style="list-style-type: none"> • Dust, herbicides, vehicle fuel, and other liquids deposited on exposed surfaces which are rained on. • Sediment due to erosion of exposed soils.
Facility Assessment:	The only <APPLICABLE BUILDING AND GROUND MAINTENANCE> practices currently employed at this facility <LIST PRACTICES>.
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE >
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p style="font-weight: bold;">Operational BMPs</p> <ol style="list-style-type: none"> 1. Dispose of sweepings and cleaning wastes as solid waste. 2. Inspect and clean stormwater conveyance systems as needed. 3. Properly dispose of wash-water generated by building maintenance activities. Dispose of wash-water to the sanitary sewer system. 4. Minimize dust generation and apply environmentally friendly and government approved dust suppressant chemicals, if necessary. Sprinkle or wet down soil or dust with water as long as it does not result in a wastewater discharge. 5. Limit the exposure of erodible soil, stabilize or cover erodible soil where necessary to prevent erosion, and/or provide treatment for stormwater contaminated with suspended solids caused by eroded soil. <p style="font-weight: bold;">Structural BMPs</p> <ol style="list-style-type: none"> 1. Stencil drywell and catch basin grates with, "Dump No Waste - Drains to Stream/Groundwater"
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE BUILDING AND GROUND MAINTENANCE.>

SWPPP—Facility Description & BMPs

Table 2-2 Floor Drains BMPs	
Issue:	Stormwater should not come in to contact with pollutants (e.g. fuel, vehicle/equipment fluids/paint products/metals) before discharging to a drywell, drainage ditch, or any other stormwater conveyance structure. Understanding how stormwater drains from a particular site will help determine how to best protect it from potential pollutants.
Facility Assessment:	The stormwater collection and conveyance system at the <PERMITTEE> <FACILITY NAME> includes <NUMBER> floor drain<S> in the <LOCATION> whose destination is <LOCATION/UNCERTAIN>. Stormwater is contained <on-site> and is allowed <to seep into the ground surface>.
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE >
Current BMPs:	<p style="color: blue; margin: 0;"><Modify list appropriately></p> <p>Operational BMPs</p> <ol style="list-style-type: none"> 1. Sweeping should be used in place of water to clean the shop floor (unless the floor drain connects to the sanitary sewer). 2. Clean up any hazardous material spills immediately. 3. Consider plugging each floor drain (that is a dry well) to eliminate potential pollutants from entering. <p>Structural BMPs</p> <ol style="list-style-type: none"> 1. If a floor drain is found to be connected to a drywell or other stormwater conveyance system, it must be disconnected and routed to the sanitary sewer (if allowed by the local jurisdiction) or to other appropriate treatment BMPs.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE BUILDING AND GROUND MAINTENANCE.>

SWPPP—Facility Description & BMPs

Table 2-3 Loading and Unloading of Materials BMPs	
Issue:	Loading, unloading, or other transfer of liquid or solid materials (e.g. asphalt, paint, epoxy resins, cement, herbicides, solvents, vehicle fluids, fertilizer, and fuel) has the potential to contaminate stormwater through spills, leaks, or drips of the transferred material or from the equipment performing the transfer.
Facility Assessment:	Liquids are transferred indoors at the following locations: <ul style="list-style-type: none"> • <MAINTENANCE SHOP> • <ADJACENT STORAGE BUILDING> • <CHEMICAL STORAGE SHED> • <ADDITIONAL LIQUIDS>
	Types of liquids transferred: <ul style="list-style-type: none"> • <FUELS, OILS OR GREASES> • <PAINTS> • <PESTICIDES, HERBICIDES, AND FERTILIZERS> • <CLEANING PRODUCTS> • <ADDITIONAL LIQUIDS>
	Solids are transferred indoors and outdoors. Types of solids transferred: <ul style="list-style-type: none"> • <SHIPPING CONTAINERS> • <EQUIPMENT> • <PACKAGED GOODS> • <BULK MATERIALS> • <ADDITIONAL SOLIDS>
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p style="font-weight: bold;">Operational BMPs</p> <ol style="list-style-type: none"> 1. Sweep loading/unloading areas frequently to remove material that could otherwise be washed off by stormwater. 2. Place drip pans or other appropriate temporary containment devices at locations where leaks or spills may occur during loading/unloading activities. 3. In the event of a spill or leak, follow the procedures outlined in the facility's Spill Response Plan. 4. Ensure the cleanup of liquid/solid spills in the loading/unloading area immediately if a significant spill occurs and upon completion of the transfer activity for minor spills. 5. Maintain an appropriate oil spill cleanup kit on-site for rapid cleanup of oil spills.

SWPPP—Facility Description & BMPs

Table 2-3 Loading and Unloading of Materials BMPs	
	6. Ensure that an employee trained in spill containment and cleanup is present during loading/unloading activities.
	<p>Structural BMPs</p> <ol style="list-style-type: none"> 1. Consistent with Uniform Fire Code requirements and to the extent practicable, conduct unloading or loading of solids and liquids in a building, under a roof or lean-to, or other appropriate cover. 2. Berm, dike, and/or slope the loading/unloading area to prevent run-on of stormwater and to prevent the runoff or loss of any spilled material from the area. 3. Pave and slope loading/unloading areas to prevent the pooling of water. 4. Automatic shutoff valve installed in storm drain system in case of unanticipated off-loading interruption (e.g. coupling break, hose rupture, overflow, etc.)
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE BUILDING AND GROUND MAINTENANCE.>

SWPPP—Facility Description & BMPs

Table 2-4 Outdoor Storage of Raw Materials BMPs	
Issue:	Materials stored outdoors, and in some cases indoors, have the potential to contaminate stormwater through erosion of granular materials, spills or leaks from storage containers or equipment containing liquids, and dissolution of soluble materials.
Facility Assessment:	Liquids are stored <LOCATION>. Most liquids stored outside the buildings are kept within <DESCRIPTION OF CONTAINERS>.
	Types of liquids stored outside include: <ul style="list-style-type: none"> • <FUELS, OILS OR GREASES> • <PAINTS> • <PESTICIDES, HERBICIDES, AND FERTILIZERS> • <CLEANING PRODUCTS> • <ADDITIONAL LIQUIDS STORED>
	Types of solid materials stored include: <ul style="list-style-type: none"> • <AGGREGATES> • <SOIL AND COMPOST> • <WOOD PRODUCTS> • <SCRAP METALS> • <BUILDING MATERIALS> • <ADDITIONAL SOLID MATERIALS STORED>
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p><Modify list appropriately></p> <p>Operational BMPs</p> <ol style="list-style-type: none"> 1. Store materials away from stormwater drainage systems or watercourses. 2. Protect storm drain inlets and watercourses from potential spills of raw materials. 3. Sweep paved storage areas regularly for collection and disposal of loose solid materials. 4. Do not hose down the contained stockpile area to a storm drain, a conveyance to a storm drain, or to receiving water. <p>Structural BMPs</p> <ol style="list-style-type: none"> 1. Areas should be sloped to drain stormwater to the perimeter where it can be collected or to internal drainage “alleyways” where material is not stockpiled. 2. Convey contaminated stormwater from stockpile areas to a wet pond, wet vault, settling basin, media filter, or other appropriate treatment system depending on the contamination.

SWPPP—Facility Description & BMPs

Table 2-4 Outdoor Storage of Raw Materials BMPs	
	<ol style="list-style-type: none"> 3. Store material out of the riparian setback and at least 100' from streams and 200' from municipal wells. 4. Choose one or more of the structural source control BMP options listed below for stockpiles greater than five cubic yards of erodible or water soluble materials such as soil, road deicing salts, compost, unwashed sand and gravel, sawdust, etc. Also included are outside storage areas for solid materials, such as logs, bark, lumber, metal products, etc. <ol style="list-style-type: none"> a. Store in a building or paved and bermed covered area; or b. Place temporary plastic sheeting (polyethylene, polypropylene, hypalon, or equivalent) over the material; or c. Pave the area and install a stormwater drainage system. Place curbs or berms along the perimeter of the area to prevent the run-on of uncontaminated stormwater and to collect and convey runoff to treatment. Slope the paved area in a manner that minimizes the contact between stormwater (e.g., pooling) and leachable materials in compost, logs, bark, wood chips, etc.; or d. For large stockpiles that cannot be covered, implement containment practices at the perimeter of the site and at any stormwater conveyance system as needed to prevent erosion and discharge of the stockpiled material offsite or to a storm drain. Ensure that contaminated stormwater is not discharged directly to stormwater conveyance systems without conveying first through a treatment BMP.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE BUILDING AND GROUND MAINTENANCE.>

SWPPP—Facility Description & BMPs

Table 2-5 Storage of Liquids, Solid Waste, and Hazardous Materials BMPs	
Issue:	Waste management activities have the potential to contaminate stormwater through improper storage of solid and liquid wastes, and spills, leaks, or drips from containers.
Facility Assessment:	One trash dumpster is located at <LOCATION>. Used oil is stored <OUTSIDE/INSIDE> <LOCATION>.
Problem(s) Observed:	Liquid hazardous waste containers <DO NOT HAVE SECONDARY CONTAINMENT STRUCTURES OR DO HAVE SECONDARY CONTAINMENT STRUCTURES.>
	Hazardous waste storage areas <ARE MISSING APPROPRIATE SIGNAGE OR ARE NOT MISSING APPROPRIATE SIGNAGE>.
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p style="font-weight: bold;">Operational BMPs</p> <ol style="list-style-type: none"> 1. Sweep storage areas frequently to remove material that could otherwise be washed off by stormwater. 2. Place drip pans, or other appropriate temporary containment device, at locations where leaks or spills may occur. 3. In the event of a spill or leak, follow the procedures outlined the facility's Spill Response Plan. 4. Place tight fitting lids on all containers. 5. Storage of reactive, ignitable, or flammable liquids must comply with the Uniform Fire Code. 6. Label all cabinets, storage sheds, etc. containing hazardous chemicals with proper Hazardous Material signage. 7. Do not remove original product label from paint or hazardous materials containers as it contains important spill cleanup and disposal information. Use the entire product before properly disposing of the container. Appropriately label all secondary containers. 8. Inspect container storage areas regularly for corrosion, structural failure, spills, leaks, overfills, and failure of piping systems. Check containers daily for leaks/spills. Replace containers as needed. 9. Cover dumpsters, or keep them under a cover such as a lean-to, to prevent the entry of stormwater. Replace or repair leaking garbage dumpsters. 10. Drain dumpsters and/or dumpster pads to sanitary sewer and not to stormwater system. Keep dumpster lids closed. Install waterproof liners. <p style="font-weight: bold;">Structural BMPs</p>

SWPPP—Facility Description & BMPs

Table 2-5 Storage of Liquids, Solid Waste, and Hazardous Materials BMPs	
	<ol style="list-style-type: none"> 1. Keep containers with dangerous waste or other potential pollutant liquids inside a building unless this is impracticable due to site constraints or Uniform Fire Code requirements. 2. Store containers in a designated impervious area that is covered, bermed, diked, or paved, in order to contain leaks and spills. Any secondary containment structures shall be sloped to drain into a dead-end sump for the collection of leaks and small spills. 3. For liquid wastes such as used oil, surround the containers with a secondary containment structure. The secondary containment structure must be of sufficient height to provide a volume of either: 10 percent of the total volume of all containers or 110 percent of the volume contained in the largest container, whichever is greater, or, if a single container, 110 percent of the volume of that container. 4. Place containers mounted for direct removal of a liquid chemical for use by employees inside a secondary containment structure as described above. Use a drip pan during liquid transfer. 5. For contaminated stormwater in the secondary containment structure, connect the sump outlet to a sanitary sewer, if approved by the local jurisdiction. 6. Another option for discharge of contaminated stormwater is to pump it from a dead-end sump or catchment to a tanker truck or other appropriate vehicle for off-site treatment and/or disposal.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE STORAGE OF MATERIALS>.

SWPPP—Facility Description & BMPs

Table 2-6 Vehicle and Equipment Cleaning BMPs	
Issue:	If not conducted properly, cleaning and washing of vehicles, heavy and light equipment, buildings, tools, or paved surfaces can contaminate stormwater by washing contaminants such as oil and grease, soap, or dirt into the storm sewer or onto areas exposed to rain.
Facility Assessment:	Cleaning and washing is currently performed <LOCATION>. The <LOCATION> drains into the <LOCATION>.
	A secondary cleaning/rinsing area is designated at <LOCATION> where water <EVAPORATES/INFILTRATES>.
	Types of materials cleaned or washed include: <ul style="list-style-type: none"> • <VEHICLES: PICKUPS AND TRUCKS> • <EQUIPMENT: BACKHOES AND LAWN TRACTORS> • <ADDITIONAL MATERIALS>
	The chemicals used during washing include: <ul style="list-style-type: none"> • <CARWASH SOAP> • <ADDITIONAL CHEMICALS>
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p>Operational BMPs</p> <ol style="list-style-type: none"> 1. Vehicle and equipment washing areas should be inspected daily and cleaned as needed. 2. Approved safer alternative products should be used where practical and effective, such as phosphate-free biodegradable soaps and detergents. 3. Do not remove the original product label from cleaning containers as it contains important spill cleanup and disposal information. Use the entire product before disposing of the container. 4. Water usage should be minimized. <p>Structural BMPs</p> <ol style="list-style-type: none"> 1. Preferably, conduct vehicle/equipment washing in a building or enclosure constructed specifically for washing of vehicles and equipment, which drains to the sanitary sewer. 2. Alternatively, conduct outside washing operations in a designated wash area and: <ol style="list-style-type: none"> a. operate a closed system with wastewater recycling (like a floor drain discharge to a holding tank); or b. Discharge to a municipal sanitary sewer; or

SWPPP—Facility Description & BMPs

	c. Obtain a groundwater discharge permit.
Improvements:	<ul style="list-style-type: none">• <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE VEHICLE AND EQUIPMENT CLEANING>.

SWPPP—Facility Description & BMPs

Table 2-7 Vehicle and Equipment Fueling BMPs	
Issue:	Vehicles and heavy equipment require fueling with hazardous liquids (fuel) that can contaminate stormwater.
Facility Assessment:	Vehicle and heavy equipment refueling is conducted at <LOCATION>.
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE >
Current BMPs:	<p><Modify list appropriately></p> <p>Operational BMPs</p> <ol style="list-style-type: none"> 1. Prepare an emergency spill response plan and have a designated trained person(s) available either on site or on call at all times to promptly and properly implement the plan and immediately cleanup any spills. Keep suitable cleanup materials, such as dry adsorbent materials, on site to allow prompt cleanup of a spill. 2. Train employees on the proper use of fuel dispensers. Proper fueling and spill cleanup instructions shall be posted at fueling areas. Post signs in accordance with the Uniform Fire Code (UFC). 3. Make sure that the automatic shutoff valve on the fuel nozzle is functioning properly. 4. A person must be present at the fuel pump during fueling at all times. 5. Hosing down of leaks, drips and spills is prohibited. 6. Maintain clean fuel dispensing areas using dry cleanup methods. <p>Structural BMPs</p> <ol style="list-style-type: none"> 1. The fueling pad must be paved with Portland cement concrete, or equivalent. If paved with asphalt, add a protective coating to create an impervious surface, inspect regularly, and street sweep quarterly at a minimum. 2. Stormwater collected on the fuel island containment pad must be conveyed to a sanitary sewer system, if approved by the sanitary authority; or to an approved treatment system such as an oil/water separator and a water quality treatment BMP. Discharges from the treatment BMP to storm drains, surface water, or to the ground must not display ongoing or recurring visible sheen and must not contain greater than a significant amount of oil and grease. 3. The fueling island must have a roof or canopy to prevent the direct entry of precipitation onto the fueling area. The roof or canopy should, at a minimum, cover the fueling area (within the grade break or fuel dispensing area) and preferably extend several additional

SWPPP—Facility Description & BMPs

Table 2-7 Vehicle and Equipment Fueling BMPs	
	feet to reduce the introduction of windblown rain. 4. The transfer of fuel from the delivery tank truck to the fuel storage tank must be performed in an impervious contained area and appropriate overflow protection must be used. Alternatively, cover nearby storm drains during the filling process and use drip pans under all hose connections.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPS THAT COULD BE ADDED TO THE SITE TO IMPROVE VEHICLE AND EQUIPMENT FUELING.>

SWPPP—Facility Description & BMPs

Table 2-8 Vehicle and Equipment Maintenance and Repair BMPs	
Issue:	Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other wearable products (tires, brake pads, etc.) that can contaminate stormwater.
Facility Assessment:	Vehicle and equipment maintenance, service, and repair are conducted <INSIDE/OUTSIDE> the maintenance shop.
	Potential stormwater contaminants used in the operation or maintenance of vehicles and equipment on-site include: <ul style="list-style-type: none"> • <PETROLEUM PRODUCTS> • <BATTERIES> • <ANTIFREEZE> • <SOAPS OR DETERGENTS> • <ADD OTHER POTENTIAL CONTAMINANTS>
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p style="font-weight: bold;">Operational BMPs</p> <ol style="list-style-type: none"> 1. Outdoor vehicle and equipment maintenance shall not be performed during rain events or prior to predicted rain events unless required by emergency conditions. 2. Maintenance activity areas should be kept clean, well-organized and equipped with spill cleanup supplies. 3. Inspect all incoming vehicles, parts, and equipment stored temporarily outside for leaks. 4. Use absorbent pads, drip pans or absorbent material as appropriate. If rags and absorbents are saturated or contaminated with high concentrations of regulated hazardous materials, dispose of rags and absorbents as hazardous waste. <p style="font-weight: bold;">Structural BMPs</p> <ol style="list-style-type: none"> 1. Use drip pans or containers under parts or vehicles that drip or are likely to drip. 2. Remove batteries and liquids from vehicles and equipment in designated areas which are designed to prevent stormwater contamination. Store cracked batteries in a covered non-leaking secondary containment system. 3. Empty oil and fuel filters before disposal. 4. Recycle greases, used oil, oil filters, antifreeze, cleaning solutions, automotive batteries, hydraulic fluids, and transmission fluids. 5. Transfer removed vehicle and equipment fluids from drip pans or

SWPPP—Facility Description & BMPs

Table 2-8 Vehicle and Equipment Maintenance and Repair BMPs	
	other temporary containers into recycling storage tanks or drums by the end of each shift (daily). 6. Do not mix dissimilar or incompatible waste liquids stored for recycling. 7. Ensure safeguards such as oil shut-off valves are installed and maintained on recovery equipment.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPs THAT COULD BE ADDED TO THE SITE TO IMPROVE VEHICLE AND EQUIPMENT MAINTENANCE AND REPAIR>

SWPPP—Facility Description & BMPs

Table 2-9 Vehicle and Equipment Parking and Storage BMPs	
Issue:	Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other wearable products (tires, brake pads, etc.) that can contaminate stormwater.
Facility Assessment:	Storage and parking of large vehicles and equipment occurs in a dedicated <UNCOVERED/COVERED> area attached to the <LOCATION> that has a surface composed of <MATERIAL>. Small vehicles and equipment are stored <INSIDE/OUTSIDE> the <LOCATION>.
	Type and number of vehicles and equipment that are stored or parked on-site include: <ul style="list-style-type: none"> • Passenger vehicle—<NUMBER> • Utility vehicle— <NUMBER> • Dump truck— <NUMBER> • Earthmoving equipment— <NUMBER>
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p style="color: blue; text-decoration: underline;"><Modify list appropriately></p> <p>Operational BMPs</p> <ol style="list-style-type: none"> 1. Sweep parking lots, storage areas, and driveways regularly to collect dirt, waste, and debris. Do not hose down the areas to a stormwater conveyance system. 2. Use drip pans or containers under vehicles and equipment that drip or are likely to drip. 3. Remove liquids from vehicles that are retired for scrap. <p>Structural BMPs</p> <ol style="list-style-type: none"> 1. Consider storing damaged vehicles inside a building or paved and bermed covered containment area until all liquids are removed. 2. Park/store all vehicles and equipment in a designated covered area.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPS THAT COULD BE ADDED TO THE SITE TO IMPROVE VEHICLE AND EQUIPMENT STORAGE AND PARKING.>

SWPPP—Facility Description & BMPs

Table 2-10 Vegetation Management BMPs	
Issue:	Fertilizer and pesticides contain nutrients and chemicals that can contaminate stormwater.
Facility Assessment:	The facility has a <LAWN OR LANDSCAPE> area located at <LOCATION>.
Problem(s) Observed:	<ADD OBSERVED PROBLEM, IF APPLICABLE>
Current BMPs:	<p style="color: blue; font-weight: bold;"><Modify list appropriately></p> <p style="font-weight: bold;">Operational BMPs</p> <p style="font-weight: bold; text-decoration: underline;">Pesticides, Herbicides, and Fertilizer</p> <ol style="list-style-type: none"> 1. Consider the use of steam for weed control instead of herbicides. 2. Use integrated pest management practices that consider biological, mechanical, engineering, or human behavior controls before chemical controls. 3. Use pesticides only if there is an actual pest problem (not as a regularly scheduled preventative maintenance measure). 4. Use the least toxic pesticide for the job; avoid the use of copper-based pesticides if alternatives are available; select products with low water solubility and low persistence. 5. Do not use pesticides or herbicides if rain is expected. 6. Do not mix or prepare pesticides near storm drain inlets. 7. Follow product labels for proper application of any pesticide. 8. Use the minimum amount of chemical needed for the job. 9. Avoid pesticide applications within 100 feet of a water body and avoid application on or near most stormwater collection and conveyance facilities, excluding dry roadside ditches. 10. Use products specifically labeled for dry ditches when treating roadside ditches. 11. Rinse water from equipment cleaning and/or from herbicide/pesticide/fertilizer containers should be used as product, recycled into product, or disposed of properly. <p style="font-weight: bold; text-decoration: underline;">Turf Management</p> <ol style="list-style-type: none"> 12. Consider the use of soil amendments, such as compost, that are known to control some common diseases in plants. 13. Use at least an eight-inch "topsoil" layer with at least 8 percent organic matter to provide a sufficient vegetation-growing medium. 14. Aerate lawns regularly in areas of heavy use where the soil

SWPPP—Facility Description & BMPs

Table 2-10 Vegetation Management BMPs	
	<p>tends to become compacted. Aeration should be conducted while the grasses in the lawn are growing most vigorously. Remove layers of thatch greater than ¾-inch deep.</p> <ol style="list-style-type: none"> 15. Set the mowing height at the highest acceptable level and mow at times and intervals designed to minimize stress on the turf. Generally mowing only 1/3 of the grass blade height will prevent stressing the turf. 16. Irrigate less often, but for longer frequency to develop a strong root system within the grass. 17. Turfgrass is most responsive to nitrogen fertilization, followed by potassium and phosphorus. 18. Fertilizers should be applied in amounts appropriate for the target vegetation and at the time of year that minimizes losses to surface and ground waters. Do not fertilize during a drought or when the soil is dry. Alternatively, do not apply fertilizers within three days prior to predicted rainfall. The longer the period between fertilizer application and either rainfall or irrigation, the less fertilizer runoff occurs. 19. Use slow release fertilizers when appropriate, generally in the spring. Use of slow release fertilizers is especially important in areas with sandy or gravelly soils. 20. Time the fertilizer application to periods of maximum plant uptake, and to limit fertilizer runoff/infiltration into groundwater 21. Properly trained persons should apply all fertilizers. Fertilizers should not be applied to grass swales, filter strips, or buffer areas that drain to sensitive water bodies unless approved by the <PERMITTEE>.
Improvements:	<ul style="list-style-type: none"> • <ADD POTENTIAL IMPROVEMENTS OR ADDITIONAL BMPS THAT COULD BE ADDED TO THE SITE TO IMPROVE VEHICLE AND EQUIPMENT STORAGE AND PARKING.>

SWPPP—Appendix A Site Map

Site Map

<Insert facility site map (or maps) when assembling the SWPPP. It should show the location within the Permittee area and depict all the information noted in Section 2>

Municipal Facility Assessment Questionnaire

Continued

I Facility Description

This section identifies and describes the location of the municipal facility, contact information for key facility staff, and general site information. Please attach any maps or sketches of the facility, if available.

Facility Name: _____

Facility Location: _____

Facility Description: _____

Mailing Address: _____

Contact Name: _____

Contact Phone: _____

SIC Code (If Applicable): _____

Main Site Activities: _____

Area of Facility (in acres): _____

Surface Types:

Permanent Buildings: _____ number of buildings _____ square feet

(Check all that apply and fill in approximate area)

Temporary Buildings: _____ number of buildings _____ square feet

Pavement: _____ acres

Gravel: _____ acres

Bare Ground: _____ acres

Vegetation: _____ acres

Municipal Facility Assessment Questionnaire

Continued

2 Potential Pollutant Sources

This section identifies and describes the activities conducted on site that have the potential to contaminate stormwater. Please complete the following sections.

2.1 Waste Management

Waste management activities have the potential to contaminate stormwater through improper storage of wastes, spills, leaks, or drips from containers.

- No waste management activities are performed on site.
- Wastes are managed as follows:
 - Dumpster, located: _____
 - Trash compactor, located: _____
 - Recycling Containers, located: _____
 - Used Oil Container, located: _____
 - Other, describe: _____

2.2 Cleaning and Washing

If not conducted properly, cleaning and washing of vehicles, heavy and light equipment, buildings, tools, or paved surfaces, can contaminate stormwater by washing contaminants such as oil and grease, soap, or dirt into the storm sewer or onto areas exposed to rain.

- No cleaning or washing activities are performed on site.
- Cleaning and washing is performed as follows:
 - Location of cleaning or washing activity: _____
 - Cleaning or washing area / structure:
 - Self-Contained Building
 - Designated Open Area
 - Covered Pad
 - Other: _____
 - Surface of cleaning or washing area:
 - Asphalt
 - Compacted Gravel
 - Concrete
 - Soil

Type(s) of materials cleaned or washed:

- Vehicles, describe: _____
- Equipment, describe: _____
- Buildings
- Paved areas
- Other: _____

Municipal Facility Assessment Questionnaire

Continued

Chemical(s) used in washing:

- Soaps or detergents: _____
- Abrasives: _____
- Acids: _____
- Solvents: _____
- Other: _____

Drainage characteristics of wash area(s): _____

Discharge location for wash water:

- Storm Sewer
 - No treatment
 - Treated, please describe: _____
- Sanitary Sewer
- Other: _____

2.3 Transfer of Liquids or Solids

Loading, unloading, or other transfer of liquid or solid materials has the potential to contaminate stormwater through spills, leaks, or drips of the transferred material or from the equipment performing the transfer.

- No transfer of liquids or solids is performed on site.
- Transfer of liquids** is performed as follows:

Location(s) where transfer occurs:

- | | |
|--|--|
| <input type="checkbox"/> Direct connection to aboveground storage tank | <input type="checkbox"/> Loading dock |
| <input type="checkbox"/> Direct connection to underground storage tank | <input type="checkbox"/> Permanent fueling station |
| <input type="checkbox"/> Railroad yard | <input type="checkbox"/> Open area |
| | <input type="checkbox"/> Indoors |
| | <input type="checkbox"/> Other: _____ |

Municipal Facility Assessment Questionnaire

Continued

Transfer Area Structure(s):

- | | |
|--|---|
| <input type="checkbox"/> Self-Contained Building | <input type="checkbox"/> Designated Open Area |
| <input type="checkbox"/> Covered Pad | <input type="checkbox"/> Other: _____ |

Surface of Transfer Area:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Compacted Gravel |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Soil |

Type(s) of liquids transferred:

- | | |
|---|---|
| <input type="checkbox"/> Fuels, oils, or greases: _____ | <input type="checkbox"/> Pesticides, Herbicides, Fertilizers: _____ |
| <input type="checkbox"/> Paints: _____ | <input type="checkbox"/> Cleaning products: _____ |
| <input type="checkbox"/> Acids: _____ | <input type="checkbox"/> Other: _____ |

Type of transfer:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Bulk liquid | <input type="checkbox"/> Drums |
| <input type="checkbox"/> Mobile fueling | <input type="checkbox"/> Totes |
| <input type="checkbox"/> Liquid filled container: | <input type="checkbox"/> Bunker |
| <input type="checkbox"/> Small Containers | <input type="checkbox"/> Other: _____ |

Transfer of solids is performed as follows:

Location(s) where transfer occurs:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Railroad yard | <input type="checkbox"/> Open area |
| <input type="checkbox"/> Loading dock | <input type="checkbox"/> Indoors |
| <input type="checkbox"/> Other: _____ | |

Transfer Area Structure:

- | | |
|--|---|
| <input type="checkbox"/> Self-Contained Building | <input type="checkbox"/> Designated Open Area |
| <input type="checkbox"/> Covered Pad | <input type="checkbox"/> Other: _____ |

Surface of Transfer Area:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Asphalt | <input type="checkbox"/> Compacted Gravel |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Soil |

Type(s) of solids transferred:

- | |
|--|
| <input type="checkbox"/> Shipping Containers: _____ |
| <input type="checkbox"/> Equipment: _____ |
| <input type="checkbox"/> Packaged goods: _____ |
| <input type="checkbox"/> Bulk materials (aggregate, debris, etc.): _____ |

Municipal Facility Assessment Questionnaire

Continued

Other: _____

Equipment involved in transfer:

Top pick

Dump truck (end, side, bottom, etc.): _____

Forklift

Other: _____

Crane

2.4 History of Spills and Leaks

If there is a history of any spills or leaks on site that discharged to storm sewer system, surface waters, or groundwater please describe: _____

2.5 Production and Application Activities

Production or application activities have the potential to contaminate stormwater from debris left behind during production, spills, leaks, or drips from products or equipment used during production, or leaching or erosion from materials involved. Application activities involve the application of product to an object such as painting, coating, spraying, or other treatment.

No production or application activities are performed on site.

Production and/or application activities are performed as follows:

Location(s) of production and/or application activities: _____

Description of production and/or application activities: _____

Drainage characteristics of work area; are there any pretreatment BMPs? _____

Municipal Facility Assessment Questionnaire

Continued

2.6 Storage and Stockpiling

Vehicle and Equipment Storage and Parking

Vehicles and heavy equipment contain hazardous liquids (fuel, hydraulic oils, antifreeze, etc.) or have other parts (tires, brake pads, etc.) that can contaminate stormwater. If vehicles or heavy equipment are stored or parked outdoors on site, please complete the following:

- No vehicle or equipment storage or parking is performed on site.
- Vehicle and/or equipment storage and/or parking application is performed as follows:

Type and Number of vehicles and equipment that are stored or parked on site:

- Passenger vehicles: _____
- Utility trucks: _____
- Dump truck: _____
- Tractor trailer: _____
- Top pick: _____
- Crane: _____
- Forklift: _____
- Earthmoving equipment: _____
- Other: _____

Location of storage or parking area: _____

Storage or parking area structure:

- Covered
- Designated

Open Area

- Other: _____

Surface of storage or parking area:

- Asphalt
- Compacted Gravel
- Concrete
- Soil

List potential stormwater contaminants used in operation/maintenance of heavy equipment on site:

- Petroleum products (fuel, oils, greases)
– source of oil & grease and metals
- Antifreeze
- Acids – source of low pH
- Solvents
- Batteries – source of low pH & heavy
metals (lead, nickel, cadmium, etc.)
- Soaps/detergents – source of phosphorus
- Other: _____

Drainage characteristics of Vehicle and Equipment Storage and Parking: _____

Municipal Facility Assessment Questionnaire

Continued

Material Storage

Materials stored outside have the potential to contaminate stormwater through erosion of granular materials, spills or leaks from liquids or equipment containing liquids, and dissolution of soluble materials. If materials are stored outside on site, please complete the following section:

No material storage is performed on site.

Material storage is performed as follows:

Location(s) of where materials are stored: _____

Storage area structure:

Covered

Other: _____

Designated Open Area

Surface of Storage Area:

Asphalt

Compacted Gravel

Concrete

Soil

Type(s) of Liquids Stored:

Fuels, oils, or greases

Pesticides, Herbicides, Fertilizers

Paints

Cleaning products

Acids

Other: _____

Liquids are stored in:

Small Containers

Aboveground Tanks

Drums

Other, describe: _____

Totes

Type(s) of Solid Materials Stored:

Aggregates (sand, gravel, rock, broken concrete/ asphalt, etc.)

Wood Products (untreated lumber, logs, wood chips, wood waste, etc.)

Soil and compost

Building Materials (masonry products, metal framing, rebar, etc.)

Scrap metals

Other: _____

Treated lumber

Type(s) of Equipment Stored:

Equipment with galvanized metal components

Equipment with greased joints or other moving parts

Equipment with fluid filled reservoirs

Other: _____

Municipal Facility Assessment Questionnaire

Continued

Drainage characteristics of material storage area: _____

2.7 Vehicle and Equipment Maintenance and Repair

No vehicle or equipment maintenance is performed on site.

Vehicle and/or equipment maintenance is performed on site as follows:

Describe the location(s) and activities performed: _____

2.8 Dust Control and Soil and Sediment Control

Stormwater can be contaminated from dusts deposited on surfaces exposed to rain, or from erosion of exposed soils.

No dust generating activities are performed on site and no exposed soils are present.

Exposed soils are present on site as follows:

Location of exposed soils: _____

Slope: _____

Reason soils remain exposed: _____

Dust generating activities are performed on site as follows:

Location of dust-generating activity: _____

Type(s) of dust-generating activity:

Storage of materials (aggregate, sawdust, ash, etc.), describe: _____

Manufacturing process, describe: _____

Vehicle traffic

Soil disturbance/grading

Other: _____

Describe any erosion and sediment control or dust control methods used: _____

Municipal Facility Assessment Questionnaire

Continued

2.9 Landscape Management

Landscape maintenance (including control of weeds) has the potential to introduce chemical pollutants, sediment, and nutrients into stormwater. If landscape management practices occur on site please complete the following section.

Pesticide, Herbicide, and Fertilizer Application

Check one:

- There are no vegetated areas on site. No pesticides, herbicides or fertilizers are used.
- Vegetated areas are present on site. However, no pesticides, herbicides or synthetic fertilizers are used on site.
- Vegetated areas are present on site. Pesticides, herbicides or fertilizers are used.

Please note any existing training or BMPs related to pesticide, herbicide, and fertilizer application:

Mowing / Trimming / Planting

If vegetated areas exist on site please describe their maintenance and waste disposal procedures: ____

2.10 Non-Stormwater Discharges

Please describe any discharge(s) leaving the site and entering any storm drain, surface water, or dry well which is not made up entirely of stormwater: _____

Municipal Facility Assessment Questionnaire

Continued

2.11 Other Pollution-Generating Activities

This questionnaire does not capture all potential sources of stormwater pollution. Evaluate your site for any additional pollution generating activities not listed above and describe here.

- No other pollution-generating activities are performed on site.
- Other pollution-generating activities are performed on site as follows: _____

3. Stormwater Drainage System

Please attach any maps or sketches of the facility's stormwater drainage system, if available.

The stormwater drainage system consists of the following components: *Check all that apply*

- | | |
|---|---|
| <input type="checkbox"/> Catchbasins | <input type="checkbox"/> Pump station |
| <input type="checkbox"/> Floor drains | <input type="checkbox"/> General Site Stormwater Treatment: |
| <input type="checkbox"/> Deck drains | <input type="checkbox"/> Oil/water separator |
| <input type="checkbox"/> Roof drains | <input type="checkbox"/> Catch basin inserts |
| <input type="checkbox"/> Trench drains | <input type="checkbox"/> Bioswale |
| <input type="checkbox"/> Culverts | <input type="checkbox"/> Pond |
| <input type="checkbox"/> Subsurface Pipes | <input type="checkbox"/> Filtration System |
| <input type="checkbox"/> Ditches | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Dry Wells | |

Stormwater from the site discharges to: *(Check all that apply)*

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> <WATERBODY> | <input type="checkbox"/> <COUNTY> Storm Sewer |
| <input type="checkbox"/> <WATERBODY> | <input type="checkbox"/> Sanitary Sewer |
| <input type="checkbox"/> <WATERBODY> | <input type="checkbox"/> Ground |
| <input type="checkbox"/> <CITY> Sewer | <input type="checkbox"/> Drywells / Infiltration Trenches |

SWPPP—Appendix C

Facility Assessment Photolog and Site Visit Form

Facility Assessment Site Visit Form

Date: _____ Facility: _____ Inspector: _____

Waste Management

Observe and comment on any dumpsters, recycling containers, used oil containers, etc.

Picture Number(s)	Pollutant Issue(s)

Cleaning and Washing

Cleaning and washing of vehicles, heavy and light equipment, buildings, tools, or paved surfaces. Observe cleaning/wash area, surface of cleaning/wash area, types of materials cleaned/washed, drainage characteristics of wash area, and discharge location for wash water.

Picture Number(s)	Pollutant Issue(s)

Production and Application Activities

Application activities involve the application of product to an object such as painting, coating, spraying, or other treatment. List the location of production/application activities, drainage characteristics of work area.

Picture Number(s)	Pollutant Issue(s)

SWPPP—Appendix C

Facility Assessment Photolog and Site Visit Form

Continued

Materials Storage

Materials stored outside may contaminate stormwater through erosion of granular materials, spills or leaks from liquids or equipment containing liquids, and dissolution of soluble materials. List the type of materials stored, storage area structure, and drainage characteristics.

Picture Number(s)	Pollutant Issue(s)

Vehicle and Equipment Parking and Storage

List the location of storage or parking area(s), storage/parking area structure(s), surface of storage/parking area(s), and drainage characteristics.

Picture Number(s)	Pollutant Issue(s)

Vehicle and Equipment Maintenance and Repair

What are the floor drains connected to? Are empty oil and fuel filters, oily rags, and other oily solid waste disposed of into appropriately closed and properly labeled containers?

Picture Number(s)	Pollutant Issue(s)

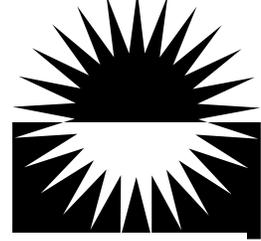
Other

Picture Number(s)	Pollutant Issue(s)

<Add additional pages as needed>

SWPPP—Appendix D

Spill Response Plan



<PERMITTEE>

<Replace with PERMITTEE Logo>

Spill Response Plan

<PERMITTEE> commits the manpower, equipment, and materials required to expeditiously control and remove any quantity of spills that could potentially be harmful to health or the environment. For further information regarding spills within the facility, refer to the Spill Prevention Control and Countermeasures Plan (SPCC).

<Modify last sentence if there is no SPCC>

The following actions will be the initial response to any spill or release at the facility. These steps do not provide the necessary actions for remediation of a major release, but they do provide guidance to minimize potential damage from a release. The intent of this section is to provide appropriate guidance for response to spills of petroleum products and hazardous substances as also stated in the <FACILITY NAME> SPCC Plan.

<Modify last sentence (or rest of Appendix D appropriately)>

The following guidelines should be followed to the extent possible and practical.

Spill Response

1. Stop spillage at the source, if possible, by closing valves, turning off pumps, plugging leaks, turning drums leak-side up, etc.
2. Build berms of earth or waste materials or use booms to halt the spread of spill and confine it to in the smallest possible area.
3. Plug appropriate inlets, culverts, and ditches.

4. Contact:

Name	Work Phone	Cell Phone
Maintenance Manager	<NUMBER>	<NUMBER>
On Call Supervisor	<NUMBER>	<NUMBER>

<Modify this list to match SPCC>

5. Make every reasonable effort to keep spill contained to the site.
6. Monitor for runoff until one of the persons listed above arrives on the scene to provide further guidance.
7. If safety is not an issue, call other nearby employees for assistance in stopping the release. Additionally, notify the supervisor as soon as possible.
8. **If the release reaches water, attempt to place booms to contain the release, or, if necessary, block drainage downstream of spill to prevent further discharge. A list of emergency equipment and materials, and the locations where they are stored, is provided in the SPCC Plan.** <Modify last sentence if there is no SPCC>

SWPPP—Appendix D

Spill Response Plan

Spill Reporting

All spills of hazardous material, deleterious material or petroleum products which may impact waters (ground and surface) of the state shall be immediately reported.

- If immediate assistance is required to control, contain or clean up the spill, call 911.
Additionally, for reporting requirements, call:
 - Pocatello DEQ regional office during normal working hours (239)236-6160, or Idaho State Communications Center (800) 632-8000 after normal working hours.
 - City of Pocatello Water Pollution Control (208) 234-6254 if the spill involves sanitary sewage or may impact the sanitary sewer system
 - <PERMITTEE> Stormwater Permit Coordinator office during normal working hours (208) <PHONE NUMBER>. Provide information on spill response form for annual stormwater permit reporting requirements.
- If no assistance is needed in cleaning up the spill, contact the following for reporting requirements:
 - Pocatello DEQ regional office during normal working hours (239)236-6160, or Idaho State Communications Center (800) 632-8000 after normal working hours.
 - City of Pocatello Water Pollution Control (208) 234-6254 if the spill involves sanitary sewage or may impact the sanitary sewer system
 - <PERMITTEE> Stormwater Permit Coordinator office during normal working hours (208) <PHONE NUMBER>. Provide information on spill response form for annual stormwater permit reporting requirements.
- If the spilled volume is a petroleum product, the following additional reporting requirements apply:
 - Less than 25 gallons, but not cleaned up in 24 hours; OR greater than 25 gallons to ground (regardless of how fast it is cleaned up): Oral report to IDEQ within 24 hours. If the spill does cause a sheen on surface waters, see next item.
 - Any spill that creates a sheen on navigable water: Immediately call to the National Response Center and the IDEQ. Written report to IDEQ and the National Response Center.

For immediate assistance:	911
National Response Center:	(800) 424-8802
Idaho State Communications Center:	(800) 632-8000
Pocatello DEQ office:	(208) 236-6160

SWPPP—Appendix D

Spill Response Plan

Spill Reporting Form

The Idaho Com Center will activate Idaho’s Emergency Response Network, which consists of state and local agencies (including designated IDEQ field personnel), and if necessary, federal agencies. If any of the listed agencies are contacted, give them as much of the following information as possible. Under all circumstances, provide only factual information. **DO NOT SPECULATE.** The Spill reporting form is a blank form that can help you collect and report the required information. The forms should be kept with the SPCC records. The information needed is as follows:

- Exact facility address and phone number.
- Date and time of the spill.
- Type of material spilled (for example, Fuel Oil No. 2).
- Estimated quantity spilled & estimated quantity entering navigable waters or ground water (not into the facility drainage).
- Source of spill.
- Description of affected area (for example, spill covered a dirt area 80 feet long by 20 feet wide and 20 feet of concrete drainage channel).
- Cause of the spill.
- Injuries or damages.
- Corrective actions taken.
- Whether evacuation is needed.
- Names of other parties contacted/to be contacted

If a written report is required, the Facility Response Coordinator should submit the information found in the form in Appendix D to the EPA and the Idaho DEQ within 30 days. The written report should include the same details that were provided in the oral report, but it should be updated with any new information on quantity, hazards, and actions taken. Copies of all such notifications filed will be maintained for 3 years in the facility’s SPCC records. A blank form is provided in Appendix E.

Remedial Action

Since potential spills can be of a widely varied nature, the range of remedial actions will vary. For small spills, leaks, or drips, the remedial action may be as simple as removing the contaminated material (whether dirt, booms, or other absorbents) and placing it in an approved container (US Department of Transportation approved drum or container) for subsequent treatment or disposal. Such action will be taken within 72 hours of a spill or release. A large spill, on the other hand, could result in an extensive clean-up of soil, groundwater, and surface water and may be beyond the immediately available facility resources. All collected contaminated materials should be disposed of at an EPA approved disposal facility.

SWPPP—Appendix D

Spill Response Plan

Spill Reporting Form

In the event of a spill or release to water, soil, or air collect the following information:

Section 1: Reporting Party		Section 2: Responsible Party	
Name:		Name:	
Phone Number:		Phone Number:	
Organization:		Organization:	

Section 3: Incident Information			
Incident Description:			
Incident Date:		Time of Discovery:	
Cause:			
Address:	City:	State:	County:
Material Involved:		Amount Released:	
Water Body Affected:		Sheen Length:	
Sheen Width:		Sheen Color: (rainbow, silver, grey, etc.)	
Odor Description:		Weather Conditions:	

Section 4: Other	
Actions Taken:	

SWPPP—Appendix D

Spill Response Plan

Stormwater Routine Facility Inspection Form

To be completed <FREQUENCY>. <SPCC measures must be inspected monthly; all other measures must be inspected quarterly> <modify form to fit facility>

Facility Name _____ Inspector Name(s): _____

Date of Inspection _____ Start/End Time _____

Weather at time of inspection Clear Cloudy Rain Sleet Snow High Winds

Have any previously unidentified discharges of pollutants occurred since the last inspection? Yes No
If yes, describe:

Are there any discharges occurring at the time of inspection? Yes No
If yes, describe

Structural Control Measures

Describe corrective actions initiated, date completed.

Structural Control Measure	Control Measure is operating effectively?	Corrective Action	Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
Catch Basin / Inlet Protection <FACILITY #>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Catch Basin / Inlet Protection <FACILITY #>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Diesel Spill Kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Gasoline Spill Kit	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
Detention Pond <LOCATION>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Maintenance <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	
<OTHER>			

< PERMITTEE > - < FACILITY NAME >

SWPPP—Appendix D

Spill Response Plan

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. [<modify form to fit facility>](#)

Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed & Notes
Sander Racks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dewatering Pad/Decant Basins	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fueling areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicle and Equipment Washing Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Waste Handling & Disposal Areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Erodible Areas/Construction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Non-stormwater/Illicit Connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dust Generation and Vehicle Tracking	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Magnesium Chloride Tanks & Secondary Containment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sand/Salt storage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<OTHER>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any incidents of non-compliance observed and not described above:

Describe any additional control measures needed to comply with permit requirements

Additional notes: