Sample SWPPP

Note: a DNR storm water permit does not require use of this particular Storm Water Pollution Prevention Plan (SWPPP). This SWPPP is provided solely for voluntary use by industrial storm water permittees.

TABLE OF CONTENTS

General Facility Information

1.0 Overview
- 1.1 Introduction
- 1.2 Objectives

2.0 Storm Water Pollution Prevention Team

3.0 Potential Sources of Storm Water Pollution
- 3.1 Site Map
- 3.2 Summary of Sampling Data
- 3.3 Inventory of Potential Sources

4.0 Other Plans Incorporated by Reference

5.0 Best Management Practices
- 5.1 Source Area Control
- 5.2 Residual Pollutants
- 5.3 Storm Water Treatment
- 5.4 Facility Monitoring
- 5.5 Implementation Schedule

6.0 Record Keeping and Reporting

7.0 Certification Statement

GENERAL FACILITY INFORMATION

Name of Facility: _____

Facility Address: _____

Facility Contact: _____

Name: _____

Title: _____

Telephone: _____

Mailing Address: _____

_____

Owner: _____

Operator: _____
(if different from Owner)

Standard Industrial classification (SIC) Code:_____

Permit Information:

Facility Permit Name: _____

Permit Number: _____

Initial Date of Coverage: _____

Number of Storm Water Outfalls: _____

Receiving Waters: _____

Emergency Contact (preferably on-site):

Name: _____

Telephone: _____

1.0 OVERVIEW

1.1 INTRODUCTION

This storm water pollution prevention plan (SWPPP) covers the operations at ***insert facility name***. It has been developed as required under Part III of Wisconsin's Pollutant Discharge Elimination System (WPDES) general permit for storm water discharges and in accordance with good engineering practices. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

1.2 OBJECTIVES

The primary goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff. Industrial facilities subject to industrial storm water WPDES permit (i.e. Tier 1, Tier 2, scrap recycling or vehicle parts dismantling permits) must prepare and implement a SWPPP for their facility.

This SWPPP will:

1. identify sources of storm water and non-storm water contamination to the storm water drainage system;
2. identify and prescribe appropriate "source area control" type best management practices designed to prevent storm water contamination from occurring;
3. identify and prescribe "storm water treatment" type best management practices to reduce pollutants in contaminated storm water prior to discharge;
4. prescribe actions needed either to bring non-storm water discharges under WPDES permit or to remove these discharges from the storm drainage system;
5. prescribe an implementation schedule so as to ensure that the storm water management actions prescribed in the Storm Water Pollution Prevention Plan are carried out and evaluated on a regular basis.

2.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of ***insert facility name.***

Identify by job title the person in charge of all aspects of SWPPP development and implementation. The member(s) of the team and their responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are as follows:

Name & Title	Responsibility

3.0 POTENTIAL SOURCES OF POLLUTANTS

3.1 SITE MAP

Figure 1 (attached) presents a site map of the facility showing the following features as required by the permit:

- the facility property boundaries;
- a depiction of the storm drainage collection and disposal system, including all known surface and subsurface conveyances, with the conveyances named;
- any secondary or other containment structures;
- the location of all outfalls, including outfalls recognized as permitted outfalls under another WPDES permit, numbered for reference, that discharge channelized flow to surface water, groundwater, or wetlands;
- the drainage area boundary for each storm water outfall;
- the surface area in acres draining to each outfall, including the percentage that is impervious such as paved, roofed, or highly compacted soil and the percentage that is pervious such as grassy areas and woods; existing structural storm water controls;
- the name and location of receiving waters
- and the location of activities and materials that have the potential to contaminate storm water shall also be depicted on the drainage base map.

3.2 SUMMARY OF SAMPLING DATA

The following is a summary of the chemical outfall sampling data available for *insert facility name*

Note: Not all facilities will have sampling data available. If there is data available it is to be included in the SWPPP. If there is no data available, please state that in this section.

3.3 INVENTORY OF POTENTIAL SOURCES OF CONTAMINATION

The following have been identified as potential sources of stormwater contamination.

Select and expand as appropriate. Include the ways in which these materials might be exposed to the storm water runoff. And identify the outfalls from which the materials may be discharged if a release should occur.

- outdoor manufacturing areas;
- rooftops contaminated by industrial activity or a pollution control device;
- areas of significant soil erosion;
- industrial plant yards;
- storage and maintenance areas for material handling equipment;
- immediate access roads and rail lines;
- material handling sites (storage loading, unloading, transportation, or, conveyance of any raw material, finished product, intermediate product, by-product or waste;
- shipping and receiving areas;
- manufacturing buildings;
- residual treatment, storage, and disposal sites;
- storage areas (including tank farms) for raw products materials, finished and intermediate;
- refuse sites;
- disposal or application of wastewater;
- areas containing residual pollutants from past industrial activity, spills and leaks;
- vehicle maintenance and cleaning areas;
- any other areas capable of contaminating storm water runoff**.**

4.0 OTHER PLANS INCORPORATED BY REFERENCE

The following plan(s) is/are incorporated into the SWPPP by reference.

Examples include: Preparedness, Prevention and Contingency Plan (40 Code of Federal Regulations [CFR] 264 and 256), Spill Control and Countermeasures Requirement (40 CFR 112), National Pollutant Discharge Elimination System (NPDES) Toxic Organic Management Plan (40 CFR 413, 433, 469) and Occupational Safety and Health Administration (OSHA) Emergency Action Plan (29 CFR 1910), Preventative Maintenance Plan

5.0 BEST MANAGEMENT PRACTICES

Storm water management controls, or best management practices (BMPs), will be implemented to reduce the amount of pollutants in storm water discharged from ***insert facility name***

5.1 SOURCE AREA CONTROL

To the maximum extent practicable, and to the extent it is cost effective, the use of source area control best management practices designed to prevent storm water from becoming contaminated will be used. Source area control best management practices that are either proposed or in place are indicated on the attached drainage base map described in subsection (3.1).

Erosion Control Measures
Areas prone to soil erosion shall be protected, and the soil kept out of the storm water discharge.

Note: Erosion control measures to be considered are reconstruction of slopes, seeding bare areas, diversion of runoff, paving traveled areas, trapping sediment, protecting inlets and preventing tracking.

Good Housekeeping

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come in contact with storm water.

The follow practices are included in our good housekeeping routine. (Examples: keeping the pump area clean, keeping an accurate inventory, sweeping paved areas and floors, picking up repair facilities, etc.)

Area/Equipment	Tasks	Frequency

Preventive Maintenance

Preventive Maintenance involves the regular inspection, testing, and cleaning of facility equipment and operational systems. These inspections will help to uncover conditions that might lead to a release of materials. Thus, allowing for maintenance to prevent such a release.

The following equipment/activities will be included in the preventive maintenance program. (Examples: fuel pumps, storage tanks for waste fluids, all structural controls, etc.)

Equipment	Tasks	Frequency

Quarterly Visual Comprehensive Inspections
The permit requires a quarterly inspection of the stormwater runoff. These inspections must be conducted during a runoff event. Records of the inspections must be kept on file with the SWPPP. The water must be checked for physical properties such as odor, color, turbidity, suspended solids, or foam.

Spill Prevention and Response Procedures
Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled materials from being discharged have also been identified. All employees have been made aware of the proper procedures.

The following procedures have been developed for spill response for our facility. (Examples of areas to include: pumping station, maintenance and repair areas, wash areas, etc.)

Area	Materials Present	Response Plan Location

Employee Training

Note: Employee training should be a major component in ensuring the success of the facilities SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be successful.

The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP. (Examples: good housekeeping practices, spill prevention and response procedures, waste minimization practices, informing customers of facility policies, etc.)

Topic	Employees Included	Frequency

Bulk Storage
Bulk storage piles will be managed following the best management practices described in WDNR publication "Storage Pile Best Management Practices" WT-468-96.

5.2 RESIDUAL POLLUTANTS

After the implementation of the non-structural controls, the following significant materials are expected to be present in the storm water discharge. These materials will be addressed through the use of structural controls. The potential For the following chemicals to be present must be evaluated.

Any pollutant that has an effluent limit in any discharge permit issued to this facility.

Any pollutant contained in a categorical effluent limit for this facility.

Any SARA 313 chemicals on the property to contaminate stormwater must be evaluated. The listing of SARA 313 chemicals may be found at **http://www.epa.gov/ceppo/pubs/title3.pdf**

Any toxic or hazardous pollutant from present or past activity at the site which could be in contact with precipitation or storm water runoff and thus be discharged to the waters of the State and is not regulated by any other environmental program.

Oil and Grease, pH, total suspended solids, 5 day Biological oxygen demand, and chemical oxygen demand.

After the implementation of non-structural controls the following materials are expected to still be present in the storm water being discharged from the facility. (If there will be no significant materials present after the implementation of non-structural controls, state that in this section.)

Material	Location	Outfall	Planned Control Measure

5.3 STORMWATER TREATMENT BEST MANAGEMENT PRACTICES

Structural control measures may be necessary to control pollutants that are still present in the storm water after the non-structural controls have been implemented. These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will require construction of a physical feature or barrier. (If no structural control measures are needed at the facility, state that in this section).

Preventive Measures

Preventive measures are controls that are intended to prevent the exposure of storm water to contaminates.

The following preventive measures have been chosen for this facility. (Examples: signs and labels, safety posts, fences, a security system, coverings over areas of concern, etc.)

Area	Material	Control Measure

Diversions
Diversion practices are structures (including grading and paving) that are used to divert storm water away from high risk areas and prevent contaminants from mixing with the runoff, or to channel contaminated storm water to a treatment facility or containment area.

The following areas are to be protected through the use of diversion structures. (Examples: storage areas, processing areas, past spills, , etc.)

Area	Material	Control Measure

Containment
Containment areas are structures designed to hold pollutants or contaminated storm water to prevent it from being discharged to surface waters. These structures can range from drip pans to large containment areas.

Containment structures will be/have been installed in the following areas. (Examples: containment around waste fluid storage areas, drip pans under valves and pipe connections, curbing around dismantling areas or parts storage areas, etc.)

Area	Material	Control Measure

Other Controls
There are other control measures that can be used that may not fit into one of the previously mentioned categories. The use of such controls is encouraged.

The following additional controls have to be used at the facility. (Examples: sumps, oil/water separators, sand filters, vegetative filters, basins [collection, retention, detention], reduce, reuse. and recycle materials, etc.)

Area	Material	Control Measure

5.4 Facility Monitoring

Monitoring includes site inspections as well as the collection and analysis of storm water samples. The purpose of monitoring is to: a) evaluate storm water outfalls for the presence of non-storm water discharges , and b) evaluate the effectiveness of the companies pollution prevention activities in controlling contamination of storm water discharges. Monitoring must include:

NON-STORM WATER DISCHARGES

All storm water outfalls shall be evaluated for non-storm water contributions to the storm drainage system for the duration of this permit. Any monitoring shall be representative of non-storm water discharges from the facility. Any unauthorized storm water discharges must be eliminated, or covered under another WPDES permit. The following is a list of non-storm water discharges or flows that are not considered illicit (unless identified as a significant source of contamination).

water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, de-chlorinated swimming pool water, street wash water, and fire fighting.

1) Evaluations shall take place during dry periods, and may include either end of pipe screening or detailed testing of the storm sewer collection system.

2) Either of the following monitoring procedures is acceptable:

a) A detailed testing of the storm sewer collection system may be performed. Acceptable testing methods include dye testing, smoke testing, or video camera observation. A re-test shall be done every 5 years or a lesser period as deemed necessary.

b) End of pipe screening shall consist of visual observations made at least twice per year at each outfall of the storm sewer collection system. Instances of dry weather flow, stains, sludge, color, odor, or other indications of a non-storm water discharge shall be recorded;

The following table summarizes the evaluation results.

Date	**Outfall**	**Method**	**Evaluator**	**Observations** (are there any non-storm water discharges? Authorized or unauthorized?)	**Date Corrected**

If outfalls cannot be evaluated for non-storm water discharges *Identify by job title the authorized representative* shall sign a statement certifying an inability to comply with this requirement, and include a copy of the statement in the SWPPP. In this case, the SWPPP shall be submitted to the department.

ANNUAL FACILITY SITE COMPLIANCE INSPECTION

The ***insert position description*** shall make an annual inspection to evaluate the effectiveness of the SWPPP. The inspection shall be adequate to verify that the site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed in the SWPPP are being implemented, properly operated and adequately maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and revisions needed in the SWPPP.

Quarterly Visual Monitoring

The ***insert position description*** shall perform and document quarterly visual inspections of storm water discharge quality at each storm water discharge outfall. Inspections shall be conducted within the first 30 minutes of discharge or as soon thereafter as practical, but not exceeding 60 minutes. The inspections shall include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or other obvious indicators of storm water pollution. Information reported shall include the inspection date, inspection personnel, visual quality of the storm water discharge, and probable sources of any observed storm water contamination.

Annual Chemical Storm Water Sampling *(note this is for tier 1, scrap recycling and vehicle parts dismantling permit facilities only)*

Within 24 months of the effective date of coverage under the storm water general permit, we shall perform annual chemical storm water sampling at each outfall for those residual pollutants listed in Section 5.2 as required under Part III B (2)(g) of the permit. Chemical monitoring may be discontinued after submitting the second annual facility site compliance inspection report. The following are specific requirements for chemical storm water monitoring:

(a) Storm water samples shall be collected during the period of March through November from rainfall events that produce greater than 0.1 inch of rainfall and occurs at least 72 hours after a previous rainfall of 0.1 inch or greater.

(b) Storm water samples shall be representative of either:

1. The "first flush" of storm water runoff from the outfall. Composite samples are required for all pollutants except those for which analytic techniques require grab samples. The composite sample shall be collected during the first 30 minutes of runoff. At least 3 separate samples shall be collected for compositing, and the collection of samples should be evenly spaced throughout the sampling period, or

2. The storm water discharged from a detention pond that has greater than a 24 hour holding time for a representative storm. A grab sample is required for all pollutants. The grab sample shall be representative of the storm water discharge from the pond outfall.

(c) Monitoring samples shall be representative of the volume and nature of the monitored discharge. Analytic testing shall be in conformance with ch. NR 219, Wis. Adm. Code, http://folio.legis.state.wi.us/cgi-bin/om_isapi.dll?clientID=75986&infobase=code.nfo&jump=ch.%20NR%20219 unless an alternate procedure is approved by the department prior to the initiation of sampling.

(d) For each storm water measurement or sample taken, the sampler shall record and submit the following information to the Department of Natural Resources. This information which shall be included in the annual facility site compliance inspection report for the respective year must include:

1. The date, exact place, method and time of sampling or measurements;
2. The individual who performed the sampling or measurements;
3. The date the analysis was performed;
4. The individual and laboratory that performed the analysis;
5. The analytical techniques or methods used;
6. The results of the analysis;
7. The estimated duration of the rainfall event, in hours, and the estimated total amount of precipitation falling during the rainfall event, in inches.

4) Monitoring Waivers. The department may waive specific monitoring requirements for the following reasons:

(a) ***Insert Company name*** documents that either an employee could not reasonably be present at the facility at the time of the snowmelt or runoff event, or that attempts to meet the monitoring requirement would endanger employee safety or well-being.

(b) ***Insert Company name*** documents there were no snow melt or runoff events large enough to conduct a quarterly visual inspection at an outfall.

5.5 Implementation Schedule

This SWPPP becomes effective as of ***insert date***. The non-structural controls will be implemented by ***insert date***. Structural controls will be in place by ***insert date***.

6.0 RECORD KEEPING AND REPORTING

The following pages contain blank forms for the record keeping and reporting associated with the SWPPP. All reports and records pertaining to the permit coverage under this general permit shall be retained for the later of 5 years beyond the date of the permit cover letter, or for a minimum of three years. The forms are to be kept on site and shall be made available to the Department of Natural Resources upon request. In the case of facilities which discharge storm water to a municipal separate storm sewer system, the records must also be made available to the operator of the municipal system.

A current copy of the Stormwater Pollution Prevention Plan Summary must be sent to the Department Of Natural Resources. For tier 1 facilities the first two annual inspections and two annual chemical sampling results must also be sent to the Department of Natural Resources.

Quarterly Visual Inspection Fact Sheet
Annual Facility Site Compliance Inspection Report
Stormwater Pollution Prevention Plan Summary
Stormwater Chemical Analysis Report Form

7.0 CERTIFICATION OF THE SWPPP

I certify under penalty of law that this document and 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 contained in the plan. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information; the information contained in this document is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for providing false information, including the possibility of fine and imprisonment. In addition, I certify under penalty of law that, based upon inquiry of persons directly under my supervision, to the best of my knowledge and belief, the provisions of this document adhere to the provisions of the storm water permit for the development and implementation of a Storm Water Pollution Prevention Plan and that the plan will be complied with."

_____
(Signature of Plan Preparer)

_____ _____
(Printed Name) (Date)

_____ _____
(Signature of Authorized Representative) (Date)

_____ _____
(Printed Name) (Title)