**Instructions for Using the Stormwater Management Plan Template**

**for the Requirements Under the**

**Rhode Island Department of Environmental Management 2019 MSGP**

This Stormwater Management Plan (SWMP) Template has been prepared based on the available templates provided by the U.S. Environmental Protection Agency and their regional offices and has been adapted for some of the Rhode Island MSGP’s specific SWMP requirements. You will need to customize your SWMP to fit your facility and ensure it meets all requirements of the MSGP.

1. A SWMP must be developed **prior** to the submission of the Notice of Intent (NOI) to be covered by the MSGP.
2. The instruction part of the model plan describes the required elements.
3. The examples are suggested responses to the instructions. The Template includes blue text where the operator is expected to enter information or where example text has been provided.
4. In some cases there may be a choice of two or more options. An “OR” separates the options. Keep the option that is appropriate for your facility or add an option that is appropriate for your facility.
5. In many sections, the instructions ask for a list or to complete a table. In each case some options common to municipal highway garages have been included. Adjust each list as necessary to suit your facility.
6. You may need to renumber the pages in the Plan.
7. You may need to renumber the attachments.
8. The site map in Attachment 1 is “read only” – you can’t make changes to the map.
9. If you are working from an electronic (computer) file, you can delete all the instructions when your version of the plan is complete.
10. If you are using a hard copy, fill in all the blanks and check all the boxes in the lists/tables that are appropriate to your facility. And check the options that are appropriate to your facility.
11. Once your Storm Water Pollution Prevention Plan is complete, keep it available at your facility. Use the plan to assist you in completing the training, inspections and monitoring required by the General Permit. Keep the Plan up to date.

Questions? Contact either:

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**IMPORTANT**: The Department of Environmental Management (the Department) notes that while every effort has been made to ensure the accuracy of all instructions and guidance contained in the Template, the actual obligations of regulated industrial facilities are determined by the relevant provisions of the permit, not by the Template. In the event of a conflict between the Template and any corresponding provision of the MSGP, the permit controls. The Department welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

Storm Water Pollution Prevention Plan

for:

Insert Facility Name

Insert Facility Address

Insert City, State, Zip Code

Insert Facility Telephone Number (if applicable)

SWMP Contact(s):

Insert Facility Operator

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Email

SWMP Preparation Date:

\_ \_ / \_ \_ / \_ \_ \_ \_

Table of Contents

[1. FACILITY INFORMATION 1](#_Toc13580423)

[1.1. Facility Information 1](#_Toc13580424)

[1.2. Discharge Information 1](#_Toc13580425)

[1.3. Narrative Description 2](#_Toc13580426)

[1.4. Figure 1 – General Location Map 3](#_Toc13580427)

[1.5. Figure 2 - Site Map 3](#_Toc13580428)

[2. POLLUTION PREVENTION TEAM 5](#_Toc13580429)

[3. POTENTIAL POLLUTANT SOURCES 7](#_Toc13580430)

[3.1. Description of Areas and Potential Pollutants Associated with Industrial Activity 7](#_Toc13580431)

[3.1.a. Example – SWMP Material Inventory 10](#_Toc13580432)

[3.1.b. Template – SWMP Material Inventory 12](#_Toc13580433)

[3.2. Spills and Leaks 13](#_Toc13580434)

[3.2.a. Template – Areas of Site Where Potential Spills/Leaks Could Occur 13](#_Toc13580435)

[3.2.b. Example – Spills and Leaks Records 14](#_Toc13580436)

[3.2.c. Template – Spills and Leaks Records 14](#_Toc13580437)

[3.3. Unauthorized Non-Stormwater Discharges 15](#_Toc13580438)

[3.4. Allowable Non-Storm Water Discharges 15](#_Toc13580439)

[3.5. Salt Storage 16](#_Toc13580440)

[3.6. Existing Sampling Data 16](#_Toc13580441)

[3.6.1. Sampling 16](#_Toc13580442)

[3.6.1.a. Template – Benchmarks Sampling of Storm Water from previous permit 17](#_Toc13580443)

[3.6.1.b. Template – Impairments Sampling of Storm Water from previous permit 18](#_Toc13580444)

[3.6.1.c. Template – Effluent Limitation Guidelines Sampling of Storm Water from previous permit 18](#_Toc13580445)

[4. STORMWATER CONTROL MEASURES 19](#_Toc13580446)

[*4.1.* *Non-numeric Technology-based Effluent Limits (BPT/BAT/BCT)* 19](#_Toc13580447)

[4.1.1. Minimize Exposure – Storage Areas, Materials, and Activities 19](#_Toc13580448)

[4.1.2. Good Housekeeping 21](#_Toc13580449)

[4.1.3. Maintenance 21](#_Toc13580450)

[4.1.4. Spill Prevention and Response 22](#_Toc13580451)

[4.1.4.a. Template – Spill Prevention and Response Procedures 22](#_Toc13580452)

[4.1.5. Sediment and Erosion Control 24](#_Toc13580453)

[4.1.6. Management of Storm Water Runoff 24](#_Toc13580454)

[4.1.7. Salt Storage Piles or Piles Containing Salt 25](#_Toc13580455)

[4.1.8. Dust Generation and Vehicle Tracking of Industrial Materials. 25](#_Toc13580456)

[4.2. Sector-Specific Non-Numeric Effluent Limits 26](#_Toc13580457)

[4.3. Numeric Effluent Limitations Based on Effluent Limitations Guidelines 26](#_Toc13580458)

[4.4. Water Quality-based Effluent Limitations and Water Quality Standards 27](#_Toc13580459)

[5. SCHEDULES AND PROCEDURE 28](#_Toc13580460)

[5.1. Good Housekeeping 28](#_Toc13580461)

[5.2. Maintenance 28](#_Toc13580462)

[5.3. Spill Prevention and Response Procedures 28](#_Toc13580463)

[5.4. Erosion and Sediment Controls 28](#_Toc13580464)

[5.5. Employee Training 29](#_Toc13580465)

[5.6. Inspections and Assessments 30](#_Toc13580466)

[5.6.1 Routine Facility Inspections 30](#_Toc13580467)

[5.6.2. Stormwater Visual Assessment 31](#_Toc13580468)

[5.7. Analytical Monitoring 32](#_Toc13580469)

[5.8. Corrective Actions 34](#_Toc13580470)

[5.9. Plan Revisions 34](#_Toc13580471)

[6. ANNUAL REPORT 35](#_Toc13580472)

[7. CERTIFICATIONS 36](#_Toc13580473)

[ADDITIONAL ATTACHMENTS 37](#_Toc13580474)

[ATTACHMENT A – Stormwater Visual Assessment Template 38](#_Toc13580475)

[ATTACHMENT B – Stormwater Industrial Routine Facility Inspection Report 40](#_Toc13580476)

[ATTACHMENT C - Determining Impaired Water Bodies and Pollutants Causing Impairment(s) 44](#_Toc13580477)

[ATTACHMENT D. – Site Summary (Activities with a High Risk of Contaminating Storm Water) 48](#_Toc13580478)

# 1. FACILITY INFORMATION

Instructions:

* You will need the information from this section to complete your NOI.
* For further instruction, refer to the 2019 MSGP NOI form and instructions. A copy of the 2019 MSGP NOI is available at <https://cdxnodengn.epa.gov/net-msgp/action/login> with guidance at <http://www.dem.ri.gov/programs/benviron/water/permits/ripdes/report/netmsgp-noi-fs.pdf>
* You must include a copy of the 2019 MSGP, or a reference or link to where a copy can be found, in Attachment \_\_\_ of your SWMP.
* Information on determining water body impairments and associated pollutants can be found in the additional attachments, Attachment 1.

## 1.1. Facility Information

Name of Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIPDES Permit Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(if covered under a previous permit)

Latitude/Longitude (in decimal degrees)

Latitude: \_ \_ . \_ \_ \_ \_ \_ \_ Longitude: \_ \_ . \_ \_ \_ \_ \_ \_

Method for determining latitude/longitude (check one):

[ ] USGS topographic map (specify scale:\_\_\_\_\_\_\_\_\_\_\_\_) [ ] EPA Website [ ] GPS

[ ] Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this facility considered a Federal Facility? [ ] Yes [ ] No

Estimated area of industrial activity at site exposed to stormwater:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (acres)

Estimated overall runoff coefficient: \_\_\_\_\_\_\_\_\_\_

## 1.2. Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system (MS4)?

 [ ] Yes [ ] No

If yes, name of MS4 operator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of water(s) including the areal extent and description of wetlands and intermittent streams, that receive stormwater from your facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any of your discharges directly into any segment of an “impaired” water or to a waterbody with no assigned waterbody ID number which discharges to an “impaired” water? [ ] Yes [ ] No

If Yes, identify the name of the impaired water (and segment, if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Identify the pollutant(s) causing the impairment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 For pollutants identified, which do you have reason to believe will be present in your discharge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 For pollutants identified, which have a completed TMDL? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any of the facility’s stormwater discharges subject to effluent guidelines? [ ] Yes [ ] No

If Yes, which guidelines apply? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the Primary SIC Code or 2-letter Activity Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List additional SIC Codes or 2-letter Activity Codes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify your applicable sector and subsector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.3. Narrative Description

Instructions:

Provide a general description of the “industrial activities” conducted at your facility. For the MSGP industrial activities consist of: manufacturing and processing; material handling activities including storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product; and vehicle and equipment fueling, maintenance and cleaning.

Industrial activities may occur at any of the following areas (list not exhaustive): industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater.

EXAMPLE: Department of Public Works Garage is located at 123 Fake Street, Anytown, RI 02008. The location map (photo copy of the USGS (site 1)) (Figure1a) and Facility Site Map (Figure 3a) shows the location of the facility and the site layout. The facility covers approximately two acres.

Activities on this site include public vehicles maintenance and re-fueling and sand/salt storage. A heated 26’ X 40’ building serves as the main service and repair shop; a 16’ X 20’ connected via a concrete pad is used for maintenance and additional storage. A 16’ X 6’ locked and fully enclosed structure with a roof is located on site for storage of waste products such as oil, fluids, and fuel. All containers are properly labeled, and secondary containment is provided. Waste oil is collected by Hank’s Garage for their waste oil furnace all other waste fluids are collected by *Clean Harbors*  on an as needed basis. All vehicle maintenance, scraping and painting is done inside the large maintenance building. Washing of vehicles and trucks is done outside on a gravel pad over a 20’ X 16’ non-woven felt geotextile felt pad. Paint chips and solid residues are removed from the pad and collected in a sealed container and properly disposed of by *Clean Harbors*. A dumpster is located on site for disposal of non-hazardous materials. Dumpster lids are closed and locked when not in use. Stormwater runoff from this facility drains either via a culvert or overland flow into the Town\_\_\_\_\_\_\_ road ditch (MS4) and then to Twenty Mile River and a second outfall discharges directly into No Name Brook.

## 1.4. Figure 1 – General Location Map

Include a topographic map that shows the general location of the facility and receiving waters within 1 mile.

## 1.5. Figure 2 - Site Map

Include a legible site map with a suitable scale such as 1”=40’, 1”=50’, or 1”=100’ that supports easy identification of the items below (If the drainage area(s) is/are very large, the on-site map scale must be no smaller than 1”=100’). At a minimum the site map must include but not be limited to the following:

* Boundaries of the property and the size of the property in acres;
* Directions of stormwater flow (e.g., use arrows to show which ways stormwater will flow);
* Locations and names of all surface water bodies, including wetlands, in the immediate vicinity of the facility including if any of the waters are impaired, and, if so, whether the waters have TMDLs established on them or other water quality determinations;
* The location and extent of significant structures and delineation of impervious surfaces;
* Locations of all catch basins and stormwater control measures such as: flow diversion structures, retention/detention ponds, vegetated swales, sediment traps, filters;
* Location of stormwater conveyances including ditches, pipes, and swales;
* Locations of stormwater inlets and outfalls, with a unique identification code for each outfall (e.g., Outfall 001, 002, 003, etc.) indicating if one or more outfalls are being treated as “substantially identical” (see Parts III.D., IV.B.3., V.F.6.b.1., and VI.A.1.), identify if outfall will be used as a stormwater monitoring point, and include an approximate outline of the area draining to each outfall.
* If applicable, locations of all municipal separate storm sewer systems (MS4s), where stormwater from the facility discharges to the MS4;
* locations of potential pollutant sources identified under Part V.F.4. and locations where significant materials are exposed to precipitation;
* Locations where major spills or leaks identified under Part V.F.4. have occurred;
* Location and description of non-stormwater discharges;
* Locations of the following activities where such activities are exposed to precipitation:
	+ Fueling stations;
	+ Vehicle and equipment maintenance and/or cleaning areas, including pressure washing;
	+ Painting;
	+ Sanding;
	+ Loading/unloading areas;
	+ Locations used for the treatment, storage, or disposal of wastes;
	+ Solid waste storage such as batteries, tires, or oil filters;
	+ Liquid storage tanks;
	+ Liquid storage areas (paint, solvent, resins, and material storage areas);
	+ Processing and storage areas;
	+ Access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility;
	+ The location of transfer of substances in bulk;
	+ Machinery.
* Location and source runoff from adjacent property containing significant quantities of pollutants of concern to the facility (and an evaluation of how the quality of the stormwater running onto the facility impacts the stormwater discharges may be included).

Sand/salt piles or storage sheds

* Other areas (specify)

# 2. POLLUTION PREVENTION TEAM

Instructions:

* Each plan shall identify a specific individual or individuals within the facility organization as members of a stormwater Pollution Prevention Team who are responsible for developing the stormwater pollution prevention plan and assisting the facility or plant manager in its implementation, maintenance, and revision. The plan shall clearly identify the responsibilities of each team member.

See the following page, Template 2a, Pollution Prevention Team, to provide information about your facility and members of your team.

|  |  |
| --- | --- |
| POLLUTION PREVENTION TEAM**MEMBER ROSTER** | **Template #2a**Date:       |
| **Leader:** **Title:** **Office Phone:** Responsibilities: EXAMPLE: Coordinate all stages of plan development, inspections and implementation; coordinate employee training programs; keep all records and ensure that reports are submitted; oversee sampling program. |
| **Member:** **Title:** **Office Phone:**  Responsibilities: EXAMPLE: Implement the preventive maintenance program; oversee good housekeeping activities; serves as spill response coordinator. |
| **Member:** **Title:** **Office Phone:**  Responsibilities: EXAMPLE: Conduct/assist with inspections and training program; conduct sampling. |
| **Member:** **Title:** **Office Phone:** Responsibilities:       |

# 3. POTENTIAL POLLUTANT SOURCES

Instructions:

* This section of the SWMP shall contain a narrative description of all areas at your facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges originate Industrial materials or activitie*s* include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by‑products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.
* For each area you must include: the activities, potential pollutant sources and pollutants, include a tabular inventory of activities and pollutant sources. This summary is an important piece of the SWMP and will help you identify theareas, activities and/or materials which pose a high risk of contaminating storm water. With this information, you can select the most appropriate method to prevent or minimize pollution from these areas. Each area or activity where storm water pollution is prevented or minimized reduces the size of the SWMP and the effort needed to implement it. If all industrial materials and activities are minimized you may qualify for the “No Exposure” exemption.
* The narrative should Identify the catchment or outfall (refer to site map) and materials management practices employed to minimize contact of materials with storm water runoff; the location and a description of existing structural and nonstructural control measures to reduce pollutants in storm water runoff; and a description of any treatment the storm water receives.
* Complete 3.1.b. Template – SWMP Material Inventory. This will serve as a tabular summary of your potential pollutant sources. You must identify each separate area where materials and activities are exposed to storm water and have the potential to be a pollutant source. The areas identified in the inventory shall be referenced on the site plan.

## 3.1. Description of Areas and Potential Pollutants Associated with Industrial Activity

Example of narrative description:

1. Vehicle/Trucks/Equipment maintenance area. All vehicles and equipment are repaired and maintained inside building A. Potential Pollutant Sources include: Greasy rags, oil filters, air filters, batteries, hydraulic fluids, transmission fluid, radiator fluids, degreasers, fluids replacement, including oil, hydraulic fluids, transmission fluid, radiator fluids , these have the potential to result in the release of pollutants such as oil, arsenic, heavy metals, organics, chlorinated solvents, ethylene glycol.
2. Vessel Storage and Washing area. Vessels are washed in a designated bermed area on the north-east corner of the facility. A close-loop water recycling system is used for vessel washing, water is collected in an above ground storage tank. Clean Harbors periodically removes wash water as needed and properly disposed of off-site. Potential Pollutant Source: washing of vessel hauled from the water or removed from transport has the potential to enter organic debris, total suspended solids (TSS), Biochemical Oxygen Demand, and heavy metals into surface waters. Stormwater from this area discharges to a series of three catch basins and an oil water separator before discharging to \_\_\_\_\_\_\_\_\_\_River through outfall 001.
3. Waste Dumpsters and Trash Cans - Potential Pollutant Source:

All dumpsters, garbage containers and roll-off boxes have permanent lids which are kept closed when not in use. Dumpsters and roll-off boxes are stored in areas with secondary containment to ensure that no discharges from these containers will occur. Solid waste pollutants include raw materials, total suspended solids (TSS) and/or Biochemical Oxygen Demand (BOD), trash and heavy metals. Waste dumpsters are located on the west of building A, identify general flow direction and ultimate discharge.

1. Sanding and Painting - Potential Pollutant Source:

The removal of dried paint can produce sanding dust and paint chip debris. Identify area location, flow direction

**Examples of an Inventory of Areas/Activities:**

|  |  |
| --- | --- |
| * Vehicle storage area
* Dry Storage
* Engine Repair areas
* Sand blasting, sanding, and grinding areas
* equipment cleaning areas
* Vehicle washing areas
* Fluid Storage areas
* Fueling areas
* Fluid management area
* Loading/unloading areas
* Equipment/machinery storage areas
* Inside parts storage areas
 | * Outside parts storage areas Inside maintenance areas
* Outside maintenance areas
* Outdoor Manufacturing or processing areas
* Storage areas for raw, intermediate, or final products
* Solid Waste Storage
* Hazardous Waste storage areas
* Significant dust or particulate generating processes
* Other areas?
 |

**Examples of Stored Materials:**

|  |  |
| --- | --- |
| * Fuel
* Waste Oils
* Antifreeze
* Paints
* Solvents
* Solid Waste
 | * Hazardous Waste
* Batteries
* Engine Parts
* Handling equipment/machinery
* Sand/Salt piles
* Scrap Metal
 |

**Examples of Pollutants:**

|  |  |
| --- | --- |
| * Oil
* Grease
* Assorted Fluids
* Metals
* Total Suspended Solids
 | * Anti-freeze
* Gas
* Diesel
* Waste oil
* Salt
 |

**Examples of Pollutant Parameters:**

* VOCs
* SVOCS
* Oil & Grease
* BOD
* PH
* TSS

## 3.1.a. Example – SWMP Material Inventory

Instructions:

Develop an inventory of any materials or activities that are exposed to stormwater. This attachment is a partial list of materials commonly exposed to stormwater. Fill in the ones found at your facility. Include any others that you may have. These areas must be identified on the site map. Make sure you fill in the columns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas** | **Activities** | **Stored Materials or Potential Sources** | **Potential Stormwater Pollutants** | **Quantity Exposed** (approx.) |
| Outdoors Storage Area(s) | Outdoor Vehicles and Equipment Storage | Leaking engines, chipping/corroding bumpers, chipping paint, galvanized metal | Oil, Grease, Assorted Fluids, Metals, Total Suspended Solids | # of vehicles/trucks |
| Used Parts Storage | Batteries, chrome bumpers, wheel balance weights, tires, rims, filters, radiators, catalytic converters, engine blocks, hub caps, doors, drivelines, galvanized metals, mufflers | Oil, Grease, Assorted Fluids, Metals |  |
| Vehicle and Equipment Maintenance Area(s) | Equipment Cleaning | maintenance chemicals, cleaners, paint chips, sanding, sand blasting | Oil, Grease, Assorted Fluids, Metals, bottom paint | Done Inside Building A |
| Vehicle maintenance |  | Oil, Grease, Assorted Fluids, Metals | Done Inside Building A |
| Fueling of vehicles and machinery | gasoline | VOCs |  |
| Fluid Storage | Tanks and drums of used oils, anti-freeze, gas and waste oil for furnace | Oil & Grease, assorted fluids, VOCs | 1 - 55 gal. Drum for waste oil250 gal. Gas buggy for gasoline |
| Inside Parts Storage Area(s) |  |  | Oil, grease, metals |  |
| Sand/salt piles or storage sheds |  | Sand Salt | TSS |  |

Instructions:

* Develop an inventory of any materials or activities that are exposed to stormwater. This attachment is a partial list of materials commonly exposed to stormwater. Fill in the ones found at your facility. Include any others that you may have. These areas must be identified on the site map. Make sure you fill in the columns.

## 3.1.b. Template – SWMP Material Inventory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Areas** | **Activities** | **Stored Materials or Potential Sources** | **Potential Stormwater Pollutants** | **Quantity Exposed** (approx.) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 3.2. Spills and Leaks

Instructions (See 2019 MSGP Part V.F.4.e.):

Include the following in this section:

* **Potential spills and leaks:** A description of where potential spills and leaks could occur at your site that could contribute pollutants to your stormwater discharge, and specify which discharge points are likely to be affected by such spills and leaks.
* **Past spills and leaks:** A description of significant spills and leaks in the past three years of oil or toxic or hazardous substances that actually occurred at exposed areas, or that drained to a stormwater conveyance.

Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA §311 (see 40 CFR 110.10 and 40 CFR 117.21) or section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Significant spills may also include releases of oil or hazardous substances that are not in excess of reporting requirements.

A list of significant spills and significant leaks of toxic or hazardous pollutants that occurred at areas that are exposed to precipitation or that otherwise drain to a stormwater conveyance at the facility after the date of 3 years prior to the date of the submission of a Notice of Intent (NOI) to be covered under this permit. Such list shall be updated as appropriate during the term of the permit.

NOTE: It is not required, but is advisable, to use your SWMP as a means of documenting your response to major and minor spills. A chronic leak is persistent and without repair can have a significant impact. Chronic leaks from old vehicles and equipment are common.

**Examples:** Attachment 3 is a list of significant spills or chronic leaks that have occurred at this facility in the past 3 years.

**OR**

There have been no significant spills or chronic leaks at this facility in the past 3 years.

Complete 3.2.a. Template: provide a complete listing of: potential spills and leaks could occur and contribute pollutants to your stormwater discharge and specify which discharge points are likely to be affected by such spills and and 3.2.c. Template: leaks all spills and leaks that have occurred.

## 3.2.a. Template – Areas of Site Where Potential Spills/Leaks Could Occur

|  |  |
| --- | --- |
| **Location** | **Discharge Points** |
| Insert description of area where spill/leak could occur  | Specify which discharge point(s) would be affected |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |

## 3.2.b. Example – Spills and Leaks Records

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Date** | **Spill Location** | **Type of Material** | **Amount Spilled** | **Cause of Spill** | **Cleanup Actions** |
| 1 | 3/21/06 | Waste Oil Storage Area | Waste Oil | 3 Gallons | Container spilled during transit | Immediately contained, collected and disposed of properly |
| 2 | 8/12/06 | UST | Gasoline | ???? | Leaking UST discovered during removal | Notified RIDEM UST Program – site investigated during tank closure, contaminated soils removed. |
|  |  |  |  |  |  |  |

## 3.2.c. Template – Spills and Leaks Records

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ID#** | **Date** | **Spill Location** | **Type of Material** | **Amount Spilled** | **Cause of Spill** | **Cleanup Actions** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## 3.3. Unauthorized Non-Stormwater Discharges

Instructions:

* + - * You must certify that all discharges (e.g., outfalls) have been tested or evaluated for the presence of non-storm water discharges. To certify you must:
	+ identify potential non-storm water discharges;
	+ describe the method used and results of any test/evaluation for these discharges;
	+ show locations of outfall or drainage points that were checked during the test/evaluation;
	+ provide the date of the test/evaluation;
	+ describe what the facility plans to do about them

Description of this facility’s unauthorized non-stormwater discharge evaluation:

* Date of evaluation: Insert the date(s) of your evaluation.
* Description of the evaluation criteria used: Describe the method used to conduct the evaluation and determine which non-stormwater discharges are authorized or unauthorized.
* List of the drainage points that were directly observed during the evaluation: Insert drainage points observed.
* Action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), or documentation that a separate RIPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an RIPDES permit application was submitted for an unauthorized cooling water discharge: Describe actions taken to eliminate unauthorized non-stormwater discharges and the corresponding drainage point affected.

## 3.4. Allowable Non-Storm Water Discharges

Instructions:

* Certain sources of storm water are allowable, such as fire hydrants, potable water, compressor condensate, irrigation drainage, landscape watering, pavement washing without detergents, exterior building washing without detergents and uncontaminated groundwater. To be allowable, these non-storm water sources must be identified in your SWMP. Identify each allowable non-storm water source and the location where it is likely to be discharged.
	+ List each allowable non-storm water source;
	+ the location where it is likely to be discharged; and
	+ descriptions of appropriate BMPs for each source.

Your certifications must be signed by an “authorized representative,” someone who is at or near the top of your facility’s management chain who has the authority to sign and certify this type of document. Modify the certifications as needed.

Go to Section 7 in this plan to certify non-storm water discharges.

## 3.5. Salt Storage

Instructions:

* Salt or sand/salt piles must be enclosed or covered to prevent exposure to storm water (except when adding or removing materials from the pile)**.** Describe how you store salt or sand/salt at your facility.

**Example:** **If your facility has no salt storage.**

1. This facility does not have salt storage on site. If salt storage is added, this Plan will be revised to ensure that the storage area meets the requirements of the Storm Water General Permit.

**Example:** **If your facility has salt storage.**

1. Our salt storage pile is covered or enclosed by a building *(describe)* **OR**waterproof canvas **OR** polyetheylene cover **OR** other waterproof material *(describe)* to prevent exposure to precipitation, except for adding or removing materials from the pile.

**Example:** **If your facility has salt storage.**

1. Our salt storage pile in not covered or enclosed. This facility plans to construct a salt shed when funding is available.

## 3.6. Existing Sampling Data

*.*

Instructions:

* At the time of preparing the SWMP for application you **must** include a summary of existing discharge sampling data describing pollutants in stormwater discharges from the facility.

## 3.6.1. Sampling

**Example:** *During the previous permit term (5 years), the facility performed semi-annual benchmarks sampling. Table 3.6.1.a. is a summary of the semi-annual benchmarks results*

## 3.6.1.a. Template – Benchmarks Sampling of Storm Water from previous permit

**Example parameters included – verify outfalls and benchmark sampling required for your own facility**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 2014 | 2015 | 2016 | 2017 | 2018 |
| Parameter | BM mg/L | OUTFALL | Jan 1-Jun 30 | Jul 1-Dec 31 | Jan 1-Jun 30 | Jul 1-Dec 31 | Jan 1-Jun 30 | Jul 1-Dec 31 | Jan 1-Jun 30 | Jul 1-Dec 31 | Jan 1-Jun 30 | Jul 1-Dec 31 |
| Total Copper | 0.0038 | 001 |  |  |  |  |  |  |  |  |  |  |
| 002 |  |  |  |  |  |  |  |  |  |  |
| Total Lead | 0.014 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Total Zinc | 0.04 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Total Iron | 1.0 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

## 3.6.1.b. Template – Impairments Sampling of Storm Water from previous permit

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Pollutant Causing Impairment | MDL | OUTFALL | 2014 | 2015 | 2016 | 2017 | 2018 |
| Total Copper | mg/L | 001 |  |  |  |  |  |
| 002 |  |  |  |  |  |
| Enterococcus |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Zinc | 0.04 |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Iron | 1.0 |  |  |  |  |  |  |
|  |  |  |  |  |  |

## 3.6.1.c. Template – Effluent Limitation Guidelines Sampling of Storm Water from previous permit

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Parameter | Effluent Limit | OUTFALL | 2014 | 2015 | 2016 | 2017 | 2018 |
|  |  | 001 |  |  |  |  |  |
| 002 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

# 4. STORMWATER CONTROL MEASURES

## *4.1.* *Non-numeric Technology-based Effluent Limits (BPT/BAT/BCT)*

### 4.1.1. Minimize Exposure – Storage Areas, Materials, and Activities

Instructions (see 2019 MSGP Part II.A.2.a.):

Describe any structural controls or practices used to minimize the exposure of industrial activities to rain, snow, snowmelt and runoff. Describe where the controls or practices are .being implemented at your site.

All stored and containerized materials (fuels, paints, solvents, waste oil, antifreeze, batteries) must be stored in a protected, secure location away from drains and plainly labeled. The plan must describe measure that prevent or minimize contamination of the stormwater runoff from such storage areas. The facility must consider implementing an inventory control plan to prevent excess purchasing, storage, and handling of potentially hazardous materials. The following is a list of good housekeeping practices. Add practices that are appropriate for your facility and delete those that don’t apply.

1. No washing of equipment or vehicles to the storm drain is allowed. Washing is done indoors, and the wash water is collected and discharged a wastewater treatment plant.

 Spills are immediately cleaned up with an absorbent. (See Spill Prevention and Response Procedures )

1. All fluid products and wastes are kept indoors.
2. Waste oil stored in drums outside are kept closed except when filling.
3. Used antifreeze is kept in a covered container.
4. All changing of fluids is done indoors in the maintenance garage.
5. Spillage occurring during addition or removal from salt storage piles or sand and salt pile mixing are promptly cleaned up.
6. Loading and unloading are done inside where possible.
7. Hazardous materials that are in easily ripped or breakable containers (such as bags, plastic pails) are not loaded or unloaded outside when it rains.
8. A staff member is present during loading and unloading operations.
9. When drums are being handled, the storm sewer is covered to help contain potential spills.
10. Within 30 days, an emergency spill kit will be placed in the loading/unloading area.
11. Within 60 days, a roof will be constructed over the loading area **or** loading/unloading will take place inside.
12. Within 90 days, an elevated pad and roof will be constructed over the vehicle fueling area.

Outdoor storage

1. Diesel fuel tank. This above ground tank has secondary containment capable of holding the entire contents of the tank. There is also a roof over the tank.
2. A member of the spill response team is on hand at all times during filling.
3. Gasoline tank. A member of the spill response team is on hand at all times during filling.
4. Scrap metal. All scrap metal is cleaned of hazardous materials prior to storage on the scrap metal pile. Salvage vehicles have fluids removed prior to storage.
5. Dumpster lid is closed except when in use.

The following is a list of good housekeeping practices that will be implemented, along with expected date of implementation, at this facility.

1. Within 30 days, liquid and dry material storage will be relocated to an indoor area with proper containment and separation of potentially volatile materials.
2. Within 30 days, spigots/funnels will be used to minimize drips/leaks.
3. Within 30 days, drip pans will be used when changing fluids.
4. Within 60 days, all above ground tanks will have secondary containment

### 4.1.2. Good Housekeeping

Instructions (see 2019 MSGP Part II.A.2.b):

* Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks and containers. Note: There are specific requirements for facilities that handle pre-production plastic.

Good housekeeping requires the maintenance of areas, which may contribute pollutants to stormwater discharges in a clean, orderly manner.

### 4.1.3. Maintenance

A preventive maintenance program shall involve timely inspection and maintenance of stormwater management devices (e.g., cleaning oil/water separators, sediment traps to ensure that spent abrasives, paint chips, and solids will be intercepted and retained prior to entering the storm drainage system) as well as inspecting and testing facility equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters, and ensuring appropriate maintenance of such equipment and systems.

In addition to information similar to that provided in the example below, also provide a preventative maintenance schedule and related information to all relevant preventative maintenance that takes place at the facility.

**Example:** The following is a list of preventive maintenance procedures practiced at this facility:

1. This facility has a written spill prevention and response policy
2. All staff are aware of spill prevention and response procedures
3. Spill response equipment is located at all potential spill areas.
4. All transfers to and from the tank are observed by qualified personnel trained in spill response procedures.
5. Catch basins and sediment chambers are checked and cleaned as needed.
6. Drainage swales are kept clear.
7. Settling basins are cleaned out as necessary.
8. Other segments of the storm drain system. Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Underground storage tank filling areas are inspected regularly for signs of spills.
2. Hydraulic equipment is kept in good repair to prevent leaks.
3. Outdoor drum and storage tank containment areas are checked for leaks.
4. Uncontaminated storm water in containment areas is kept to a minimum.
5. Other testing and maintenance of equipment and systems. Please specify.

The following is a list of preventive maintenance measures that will be implemented and the date by which they will be implemented.

1. Within 30 days, begin regular inspections of the fueling area for signs of spills or leaks and proper labeling. Hoses and fittings will also be regularly inspected.
2. Within 30 days, begin regular inspections of above ground storage tanks for signs of corrosion or leaks.
3. Within 30 days, all materials, waste storage areas, drains, tanks and cans will be properly labeled.

### 4.1.4. Spill Prevention and Response

Instructions:

Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. You must implement the following at a minimum:

* Plainly label containers (e.g., “Used Oil,” “Spent Solvents,” “Fertilizers and Pesticides”) that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;\*
* Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
* Develop training and train all staff on procedures to quickly stop, contain and clean up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
* Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made; and
* Notify appropriate facility personnel when a leak, spill or other release occurs.

Describe where each control is to be located or where applicable procedures will be implemented.

*Note: some facilities may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.*

### 4.1.4.a. Template – Spill Prevention and Response Procedures

|  |
| --- |
| **Spill Prevention and Response Procedures** |
| **Location** | **Best Management Practices** |
| Equipment & Vehicle Fueling |  |
| Material Handling |  |
| Bulk Liquid Storage and Containment |  |
| Containerize Material Storage |  |
| Facility Maintenance |  |

### 4.1.5. Sediment and Erosion Control

Instructions:

* List below any potential areas for erosion (including sand piles or unpaved areas of the property) and the controls that will be used to prevent erosion (seeding of bare slopes, filling muddy lots with gravel, etc.).
* If polymers and/or other chemical treatments are used as part of the erosion and sediment controls, the permittee must identify the polymers and/or chemicals used and the purpose.

**Examples:** There are no potential areas for erosion on this site.

**OR**

Below is a list of potential erosion areas and measures to prevent erosion.

1. Potential source of erosion: Slopes of access road and perimeter of the site.
2. Management practice(s) to prevent erosion: Seed unvegetated areas. Stabilize sloped areas.
3. Potential source of erosion: Most of the yard is sand and gravel.
4. Management practice(s) to prevent erosion: Have rip-rap and sediment trap at storm water discharge points.

### 4.1.6. Management of Storm Water Runoff

Instructions:

* List below any runoff management practices other than source control used at the facility. Include any from the list below that are appropriate to your facility, delete any which are not and add any others that you may have. Add any necessary descriptions or qualifications to the practices listed (for example, if the practice only affects a portion of your site).

**Example:** The following management practices for runoff are used at this facility.

1. Drainage outfalls discharge to riprap pads.
2. Runoff from the site goes to a detention or retention basin.
3. Runoff from the site goes to dry wells.
4. Impervious areas have no curbs in order to encourage sheet flow runoff to vegetative areas.
5. Biofilter/bioremediation is used to treat runoff.
6. Other

### 4.1.7. Salt Storage Piles or Piles Containing Salt

**Instructions:**

* Salt or sand/salt piles must be enclosed or covered to prevent exposure to storm water (except when adding or removing materials from the pile)**.** Describe how you store salt or sand/salt at your facility.

**Example:** **If your facility has no salt storage.**

1. This facility does not have salt storage on site. If salt storage is added, this Plan will be revised to ensure that the storage area meets the requirements of the Storm Water General Permit.

**Example:** **If your facility has salt storage.**

1. Our salt storage pile is covered or enclosed by a building *(describe)* **OR**waterproof canvas **OR** polyetheylene cover **OR** other waterproof material *(describe)* to prevent exposure to precipitation, except for adding or removing materials from the pile.

**Example:** **If your facility has salt storage.**

1. Our salt storage pile in not covered or enclosed. This facility plans to construct a salt shed when funding is available.

### 4.1.8. Dust Generation and Vehicle Tracking of Industrial Materials.

Instructions:

* Describe controls and procedures that will be used at your site to minimize generation of dust and off-site tracking of raw, final or waste materials in order to minimize pollutant discharges.

INSERT DESCRIPTION OF CONTROL MEASURES TO MINIMIZE DUST GENERATION AND VEHICLE TRACKING.

# 4.2. Sector-Specific Non-Numeric Effluent Limits

Instructions:

* Describe any controls or procedures that will be used at your site to comply with any sector-specific requirements that apply to you in Part VIII. Of the 2019 MSGP. Describe the location at your site where each control and/or procedure will be implemented.

*Note:* ***Sector-specific*** *effluent limits apply to Sectors A, E, F, G, H, I, J, L, M, N, O, P, Q, R, S, T, U, V, X, Y, Z, and AA.*

Insert description of control measures that will be used to comply with sector-specific requirements.

# 4.3. Numeric Effluent Limitations Based on Effluent Limitations Guidelines

Instructions:

* If you are in an industrial category subject to one of the effluent limitations guidelines identified in the table below (Table VI-2. Of the 2019 MSGP), describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

Insert description of control measures to meet ELG(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **Regulated Activity**  | **Effluent Limit**  | **Monitoring Frequency** | **Sample Type** |
| Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas  | See Part VIII.A.7.  | 1/year | Grab |
| Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874)  | See Part VIII.C.4. | 1/year | Grab |
| Runoff from asphalt emulsion facilities  | See Part VIII.D.4. | 1/year | Grab |
| Runoff from material storage piles at cement manufacturing facilities  | See Part VIII.E.5. | 1/year | Grab |
| Mine dewatering discharges at crushed stone, construction sand and gravel, or industrial sand mining facilities  | See Part VIII.J.9. | 1/year | Grab |
| Runoff from hazardous waste landfills  | See Part VIII.K.6. | 1/year | Grab |
| Runoff from non-hazardous waste landfills  | See Part VIII.L.10.  | 1/year | Grab |
| Runoff from coal storage piles at steam electric generating facilities  | See Part VIII.O.8. | 1/year | Grab |
| Runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft departures | See Part VIII.S.8. | 1/year | Grab |

# 4.4. Water Quality-based Effluent Limitations and Water Quality Standards

Instructions:

If the facility discharges to a waterbody which is water quality impaired due to: bacteria/pathogens (Enterococcus or Fecal Coliform), Aluminum, Lead, Cadmium, Zinc, Copper, Iron, Turbidity, TSS, Chloride, Dissolved Oxygen, Total Nitrogen, Total Phosphorous, Total Organic Carbon, and/or pathogens/bacteria; the permittee must implement the operational and structural source controls listed in Part II.B.2a. of the MSGP as necessary:

* List below any runoff management practices other than source control used at the facility. Include any that are appropriate to address the impairment, delete any which are not and add any others that you may have. Add any necessary descriptions or qualifications to the practices listed (for example, if the practice only affects a portion of your site).

DEM expects that compliance with the conditions in this permit will control discharges as necessary to meet applicable water quality standards. If at any time you become aware, or DEM determines, that your discharge does not meet applicable water quality standards, you must take corrective action(s) as required in Part III.B., document the corrective actions as required in Parts III.B.4. and VII.D., and report the corrective actions to RIPDES as required in Parts III and VII.D.

Insert description of control measures to meet Water Quality Based Effluent Limits

1. Sweep impervious surfaces (i.e., roads, parking lots) at a minimum once per quarter, unless safety concerns due to extended periods of snow/ice cover make sweeping impracticable, in which case sweeping shall be completed as soon as conditions allow it. If unable to sweep quarterly, the reasons why quarterly sweeping was not completed will be documented and included in the SWMP records. The sweeping frequency will be increased and more efficient sweeping technologies will be used when necessary;
2. Keep all exposed areas free of solid waste, garbage, and floatable debris. Describe how solid waste, garbage and floatable debris will be stored and disposed to prevent exposure;.
3. Implement other pollution prevention and stormwater BMPs as appropriate; and.

If the facility discharges to a waterbody which is water quality impaired due to bacteria/pathogens (Enterococcus or Fecal Coliform), must also implement the following additional source controls:

1. Describe methods use to deter rodents, birds, and other animals from feeding/nesting/roosting at the facility;
2. Describe structural source control BMPs used to address on-site activities and sources that could cause bacterial/pathogen contamination (e.g., dumspsters, compost piles, food waste and animal products);
3. Inspect catch basins and other stormwater BMPs once per quarter and perform at least one dry weather inspection of the stormwater system to identify and eliminate sewer cross-connections.

# 5. SCHEDULES AND PROCEDURES

## 5.1. Good Housekeeping

Instructions (see 2019MSGP Part V.F.6.a.):

* Document a schedule or the process used for determining when pickup and disposal of waste materials occurs (e.g., roll off dumpsters are collected when full). Provide a schedule for routine inspections for leaks and conditions of drums, tanks and containers.

INSERT GOOD HOUSEKEEPING SCHEDULES AND PROCEDURES.

## 5.2. Maintenance

Instructions (see 2019MSGP Part V.F.6.a.):

* Document preventative maintenance procedures, including regular inspections, testing, maintenance and repair of all control measures to avoid situations that may result in leaks, spills, and other releases, and any back-up practices in place should a runoff event occur while a control measure is off-line. Include the schedule or frequency for maintaining all control measures used to comply with the effluent limits in Part II of the 2019 MSGP.

INSERT MAINTENANCE SCHEDULES AND PROCEDURES.

## 5.3. Spill Prevention and Response Procedures

Instructions (see 2019MSGP Part V.F.6.a.):

* Document procedures for preventing and responding to spills and leaks, including notification procedures. For preventing spills, include control measures for material handling and storage, and the procedures for preventing spills that can contaminate stormwater. Also specify cleanup equipment, procedures and spill logs, as appropriate, in the event of spills. You may reference the existence of other plans for Spill Prevention Control and Countermeasure (SPCC) developed for the facility under Section 311 of the CWA or BMP programs otherwise required by an RIPDES permit for the facility.

DESCRIBE SPILL PREVENTION AND RESPONSE PROCEDURES.

## 5.4. Erosion and Sediment Controls

Instructions (see 2019 MSGP Part V.F.6.a.):

* Document if polymers and/or other chemical treatments are used for erosion and sediment control and identify the polymers and/or chemicals used and the purpose.

DESCRIBE POLYMERS AND CHEMICALS USED FOR EROSION AND SEDIMENT CONTROL.

## 5.5. Employee Training

Instructions (see 2019 MSGP Part II.A.2.i. and Part V.I.):

Provide the elements of your training plan, including:

* The content of the training;
* The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the permit.

The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:

* Personnel who are responsible for the design, installation, maintenance, and/or repair of controls (including pollution prevention measures);
* Personnel responsible for the storage and handling of chemicals and materials that could become contaminants in stormwater discharges;
* Personnel who are responsible for conducting and documenting inspections and monitoring as required in Parts IV and VI; and
* Personnel who are responsible for taking and documenting corrective actions must also be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):
	+ An overview of what is in the SWMP;
	+ Spill response procedures, good housekeeping, maintenance requirements, and material management practices;
* The location of all controls on the site required by this permit, and how they are to be maintained;

DESCRIBE EMPLOYEE TRAINING PLAN AND SCHEDULES.

**Example:** The topics below will be covered at employee training sessions. All employees will be trained annually. (Specify the topics here.)

Pollution prevention team members will meet at least twice a year to discuss the effectiveness of and improvements to the Plan.

## 5.6. Inspections and Assessments

### **5.6.1 Routine Facility Inspections**

Instructions:

Document procedures for performing the types of inspections specified by this permit, including schedules for:

* Routine facility inspections (see Part IV.A.) and;
* Quarterly visual assessment of stormwater discharges (see Part IV.B.)

*Note: If you are invoking the exception for inactive and unstaffed sites ensure that the requirements from Part IV.A.3. have been satisfied.*

* You must **inspect** your entire facility at least **once a quarter.** You must inspect for evidence of pollution, evaluate BMPs that have been implemented, and inspect equipment. The site inspection report must include date of inspection, name of personnel conducting the inspection, observations, assessment of BMP’s, corrective actions taken, and a signed certification. *Stormwater Industrial Routine Facility Inspection Report Template is shown in Appendix B.*
* You must include this information in the Annual Report. Keep the Report with your SWMP. Both the Annual Report and any reports of follow-up action must be certified.

DESCRIBE FACILITY INSPECTION PROCEDURES.

For routine facility inspections to be performed at your site, your SWMP must include a description of the following:

1. **Person(s) or positions of person(s) responsible for inspection.** IDENTIFY ALL PERSONS AND TITLES WITH ROUTINE FACILITY INSPECTION RESPONSIBILITIES.

*Note:* *Inspections must be performed by qualified personnel with at least one member of your stormwater pollution prevention team participating. Inspectors must consider the results of visual and analytical monitoring (if any) for the past year when planning and conducting inspections. Qualified personnel are those who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures.*

1. **Schedules for conducting inspections.** DESCRIBE THE PLANNED SCHEDULE FOR CONDUCTING ROUTINE FACILITY INSPECTIONS

*Note:* *Inspections must be conducted at least quarterly (i.e., once each calendar quarter), or in some instances more frequently (e.g., monthly), as appropriate. Increased frequency may be appropriate for some types of equipment, processes and stormwater control measures, or areas of the facility with significant activities and materials exposed to stormwater. At least one of your routine inspections must be conducted during a period when a stormwater discharge is occurring.*

1. **List areas where industrial materials or activities are exposed to stormwater**. INSERT TEXT HERE
2. **List areas identified in the SWMP (section 3.1 of this SWMP Template) and any others that are potential pollutant sources (see Part V.F.4.e. of the MSGP).** INSERT TEXT HERE
3. **Areas where spills and leaks have occurred in the past 5 years.** INSERT TEXT HERE
4. **Inspection information for discharge points.** Describe discharge points, including GPS coordinates and safety considerations, if any.
5. **List the control measures used to comply with the effluent limits contained in this permit.** INSERT TEXT HERE
6. **Other site-specific inspection objectives.** DESCRIBE ANY OTHER ITEMS TO BE COVERED BY THE INSPECTION.

### 5.6.2. Stormwater Visual Assessment

Instructions:

* **Twice** **within the January 1-June 30 monitoring period and twice within the July 1-December 31 monitoring period for the entire permit term** you must **visually** inspect the storm water outfalls and the discharges at your facility. The visual examination must be made during daylight hours. Document observed contamination/problems with date and time. Determine the source of contamination and take action to eliminate it. A quarterly visual assessment form is shown in Attachment A.

DESCRIBE VISUAL ASSESSMENT PROCEDURES.

For stormwater visual assessments performed at your site, your SWMP must include a description of the following:

1. **Person(s) or positions of person(s) responsible for assessments.** IDENTIFY ALL PARTIES RESPONSIBLE FOR CONDUCTING QUARTERLY VISUAL ASSESSMENTS.
2. **Schedules for conducting assessments.** INCLUDE THE SCHEDULES FOR CONDUCTING ASSESSMENTS, INCLUDING A TENTATIVE SCHEDULE FOR FACILITIES IN CLIMATES WITH IRREGULAR STORMWATER RUNOFF DISCHARGES.
3. **Specific assessment activities.** DESCRIBE THE VISUAL ASSESSMENT PROCEDURES INCLUDING SAMPLING EQUIPMENT, DISCHARGE POINTS, AND DOCUMENTATION.

## 5.7. Analytical Monitoring

Instructions:

Describe your procedures for conducting the four types of analytical monitoring specified by the 2019 MSGP, where applicable to your facility, including:

* Benchmark monitoring (Part VI.B.1.);
* Effluent limitations guidelines monitoring (Part VI.B.2.);
* Impaired waters monitoring (Part VI.B.3.);
* Other monitoring as required by the Director (Part VI.B.4.).

Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in 2019 MSGP Part VI. Refer to 2019 MSGP Part VII for reporting and recordkeeping requirements. *Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136*. Include in your description procedures for ensuring compliance with these requirements.

If you are invoking the exception for inactive and unstaffed sites for benchmark monitoring, you must include in your SWPPP the information to support this claim as required by 2019 MSGP Part IV.A.3.

If you plan to use the substantially identical discharge point exception for your benchmark monitoring requirements, impaired waters monitoring requirements, and/or your quarterly visual assessment, you must include the following documentation:

* Location of each of the substantially identical discharge points;
* Description of the general industrial activities conducted in the drainage area of each discharge point;
* Description of the control measures implemented in the drainage area of each discharge point;
* Description of the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges;
* An estimate of the runoff coefficient of the drainage areas.
* Why the discharge points are expected to discharge substantially identical effluents.

Check the following monitoring activities applicable to your facility:

[ ] Benchmark monitoring

[ ] Effluent limitations guidelines monitoring

[ ] Impaired waters monitoring

For each type of monitoring checked above, your SWMP must include the following information:

**Select type of monitoring activity from below** (*if subject to more than one type of monitoring activity, you will need to copy and paste the items below for each monitoring activity*):

**Monitoring Activity Type**

1. **Sample location(s).** Describe where samples will be collected, including any determination that two or more discharge points are substantially identical.
2. **Pollutants to be sampled**. Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff or airport deicing monitoring.
4. **Numeric Limitations**. List here any pollutants subject to numeric limits (effluent limitations guidelines), and which discharge points are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, and O.
5. **Procedures**. Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc.

*Note: it may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.*

**Inactive and unstaffed sites exception** (if applicable)

[ ] **This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 6 below.**

**Substantially identical discharge point (outfall) exception** (if applicable)

If you plan to use the substantially identical discharge pointexception for your benchmark monitoring and/or quarterly visual assessment requirements, include the following information here to substantiate your claim that these discharge points are substantially identical (2019 MSGP Part III.D.):

* Location of each of the substantially identical discharge points: INSERT TEXT HERE
* List the general industrial activities conducted in the drainage area of each discharge point: INSERT TEXT HERE
* List the control measures implemented in the drainage area of each discharge point: INSERT TEXT HERE
* List the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges: INSERT TEXT HERE
* An estimate of the runoff coefficient of the drainage areas: INSERT TEXT HERE
* Why the discharge points are expected to discharge substantially identical effluents: INSERT TEXT HERE

## 5.8. Corrective Actions

Instructions:

* Document procedures, including schedules, that will be followed for completing corrective actions when applicable:

1. Corrective actions based on benchmarks exceedances as described in Parts III.A.1, III.A.2 and III.A.3. of the MSGP;

2. Review and revisions to the SWMP, based on:

 1.1. A discharge violates a numeric effluent limit;

 1.2. You become aware, or the Director determines, that the control measures are not stringent enough for the discharge to meet applicable water quality standards or the non-numeric effluent of the MSGP;

 1.3. A required control measure was never installed, was installed incorrectly, or not in accordance with Parts II. and/or VIII., or is not being properly operated or maintained; or

 1.4. Whenever a visual assessment shows evidence of stormwater pollution (e.g., color, odor, floating solids, settled solids, suspended solids, foam).

**INSERT DESCRIPTION OF PROCEDURES FOR CORRECTIVE ACTIONS (include triggers of corrective actions, schedules record-keeping and reporting)**

## 5.9. Plan Revisions

Instructions:

* Describe procedures for how changes/revisions to the SWMP will be made and the schedule for revisions

**Example:** The SWMP will be updated if this facility expands its operations or changes any significant material handling or storage practices which could impact storm water. The SWM will be amended to describe the new activities that contribute to increased pollution and planned control measures.

This SWMP will also be amended if: a state or federal inspector determines that the plan is not effective in controlling storm water pollutants discharged to waterways; changes to the SWMP are necessary to address any of the triggering conditions for corrective action in Part III.A. of the MSGP and to ensure that they do not reoccur; and a review following the triggering conditions in Part III.B. indicates that changes to the control measures are necessary to meet the effluent limits in this permit.

#  ANNUAL REPORT

Instructions:

* Describe procedures for the preparation and submission of annual reports, including person responsible for the preparation, submission and schedule for submission

**Example**: Annual reports will be prepared once per year and submitted electronically via NET by January 30th for each year of permit coverage containing information generated from the past calendar year.

The annual report will include:

* + Facility name
	+ RIPDES permit number
	+ Facility physical address
	+ Contact person name, title, and phone number
	+ A summary of the findings from the previous calendar year’s routine facility inspections documentation from above Part 5.6.1.
	+ A summary of the findings from the previous calendar year’s stormwater visual assessments from above Part 5.6.2.
	+ A summary of the findings from the previous calendar year’s analytical monitoring from above Part 5.7.; and
	+ A summary of the previous calendar year’s corrective action implementation as required in Part 5.8. If corrective action is not yet completed at the time of submission of this annual report, you must describe the status of any outstanding corrective action(s).

Records described in this SWMP will be retained on site for at least 3 years from the date that coverage under this permit expires or is terminated. These records will be made available to state or federal inspectors upon request. Additionally, employee training records shall also be maintained.

# 7. CERTIFICATIONS

Instructions:

* Your certifications must be signed by an “authorized representative,” someone who is at or near the top of your facility’s management chain who has the authority to sign and certify this type of document. Modify the certifications as needed.
* This page include certifications for your:
	+ Non-Storm Water Discharges
	+ Storm Water Pollution Prevention Plan

Non-Storm Water Discharges

All storm water outfalls to surface waters at this facility have been evaluated and found to be free of non-storm water discharges.

Storm Water Management Plan

This Storm Water Management Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

# ADDITIONAL ATTACHMENTS

# ATTACHMENT A – Stormwater Visual Assessment Template

|  |  |
| --- | --- |
| **MSGP Stormwater Visual Assessment Form** |  |
| (Complete a separate form for each outfall you assess) |  |
| Name of Facility: | Name of Facility | RIPDES PERMIT No.  |  |
| Outfall Name: Name | "Substantially Identical Outfall"? [ ] No |  [ ]  Yes (identify substantially identical outfalls):  |  |
| Person(s)/Title(s) collecting sample: Name/Title |  |
| Person(s)/Title(s) examining sample: Name/Title |  |
| Date & Time Discharge Began: Enter date and time | Date & Time Sample Collected: Enter date and time | Date & Time Sample Examined: Enter date and time |  |
| Substitute Sample? [ ]  No | [ ]  Yes (identify quarter/year when sample was originally scheduled to be collected): |  |
| Nature of Discharge: [ ]  Rainfall [ ]  Snowmelt |  |
| If rainfall: Rainfall Amount:\_No of inches\_inches | Previous Storm Ended > 72 hours Before Start of This Storm? | [ ]  Yes | [ ]  No\* (explain): |  |
| **Parameter** |  |
| Color | [ ]  None [ ]  Other | (describe): |  |
| Odor | [ ]  None [ ]  Musty [ ]  Sewage [ ]  Sulfur [ ]  Sour [ ]  Petroleum/Gas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Solvents [ ]  Other (describe): |  |
| Clarity | [ ]  Clear [ ]  Slightly Cloudy [ ]  Cloudy [ ]  Opaque [ ]  Other  |  |
| Floating Solids | [ ]  No [ ]  Yes (describe): |  |
| Settled Solids\*\* | [ ]  No [ ]  Yes (describe): |  |
| Suspended Solids | [ ]  No [ ]  Yes (describe): |  |
| Foam (gently shake sample) | [ ]  No [ ]  Yes (describe): |  |
| Oil Sheen | [ ]  None [ ]  Flecks [ ]  Globs [ ]  Sheen [ ]  Slick[ ]  Other (describe): |  |
| Other Obvious Indicators of Stormwater Pollution | [ ]  No [ ]  Yes (describe): |  |
| \* The 72-hour interval can be waived when the previous storm did not yield a measurable discharge or if you are able to document (attach applicable documentation) that less than a 72-hour interval is representative of local storm events during the sampling period. |  |
| \*\* Observe for settled solids after allowing the sample to sit for approximately one-half hour. |  |
| **Detail any concerns, additional comments, descriptions of pictures taken, and any corrective actions taken below (attach additional sheets as necessary).** Insert details |  |
|  |  |
| **Certification by Facility Responsible Official (Refer to MSGP Part X for Signatory Requirements)** |  |
|  |  |
| I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. |  |
|  |  |
| A. Name:  |  | B. Title:  |  |  |
|  |  |
| C.Signature: |  | D. Date Signed: |  |  |

# ATTACHMENT B – Stormwater Industrial Routine Facility Inspection Report

|  |
| --- |
| **General Information** |
| **Facility Name** | Insert Name |
| **RIPDES Permit No.** | Insert Permit No. |
| **Date of Inspection** | Insert Date | **Start/End Time** | Insert Start/End Time |
| **Inspector’s Name(s)** | Insert Name |
| **Inspector’s Title(s)** | Insert Title |
| **Inspector’s Contact Information** | Insert Contact Info |
| **Inspector’s Qualifications** | Insert qualifications or add reference to the SWMP |
| **Weather Information** |
| **Weather at time of this inspection?**❑ Clear ❑Cloudy ❑Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds ❑ Other: Temperature:  |
| **Have any previously unidentified discharges of pollutants occurred since the last inspection?**  ❑Yes ❑No**If yes, describe:** Describe |
| **Are there any discharges occurring at the time of inspection?** ❑Yes ❑No**If yes, describe:** Describe |

**Control Measures**

* *Number the structural stormwater control measures identified in your SWMP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
* *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

|  | **Structural Control Measure** | **Control Measure is Operating Effectively?** | **If No, In Need of Maintenance, Repair, or Replacement?** | **Corrective Action Needed and Date Corrected**(identify needed maintenance and repairs, or any failed control measures that need replacement, list repairs/modifications made and date completed) |
| --- | --- | --- | --- | --- |
| 1 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 2 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 3 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 4 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 5 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 6 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 7 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 8 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 9 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |
| 10 | Insert Control Measure Name | ❑Yes ❑No | ❑ Maintenance❑ Repair❑ Replacement | Describe Corrective Actions |

**Areas of Industrial Materials or Activities Exposed to Stormwater**

*Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.*

|  | **Area/Activity** | **Inspected?** | **Controls Adequate (appropriate, effective, and operating)?** | **Corrective Action Needed and Date Corrected** (identify needed maintenance and repairs, or any failed control measures that need replacement, list repairs/modifications made and date completed) |
| --- | --- | --- | --- | --- |
| 1 | **Material loading/unloading and storage areas** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 2 | **Equipment operations and maintenance areas** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 3 | **Fueling areas** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 4 | **Outdoor vehicle and equipment washing areas** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 5 | **Waste handling and disposal areas** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 6 | **Erodible areas/construction** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 7 | **Non-stormwater/ illicit connections** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 8 | **Salt storage piles or pile containing salt**  | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 9 | **Dust generation and vehicle tracking** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 10 | **(Other)** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |
| 11 | **(Other)** | ❑Yes ❑No ❑ N/A | ❑Yes ❑No | Describe Corrective Actions |

**Non-Compliance**

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

**Additional Control Measures**

|  |
| --- |
| Describe any additional control measures needed to comply with the permit requirements:Describe Additional Controls Needed |

**Notes**

|  |
| --- |
| Use this space for any additional notes or observations from the inspection:Additional Notes |

**CERTIFICATION STATEMENT**

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

**Print name and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# ATTACHMENT C - Determining Impaired Water Bodies and Pollutants Causing Impairment(s)

1. RIDEM’s map page “map room” is available at (*Note: if link is changed google search for RIDEM maps*):

 <http://www.dem.ri.gov/maps/>

1. Click on Environmental Resource Map – View App



1. Open up layer list below dark green:



1. By clicking on the boxes activate the surface water status layer and the rivers, lakes and estuarine and marine waters sub-layers:



1. Type in the facility’s address in the box on the upper left hand corner of the screen:



1. Zoom out enough to capture nearby surface water bodies:



1. Right click on the receiving waterbody.
2. If receiving water is an unnamed waterbody with a waterbody ID use the information for the unnamed waterbody for receiving waterbody information and to determine impairments information.

If receiving water is an unnamed waterbody **withou**t a waterbody ID you need to determine if the unnamed waterbody is hydrologically connected to a waterbody with a waterbody ID, the information associated with the first waterbody with a waterbody ID is used for receiving waterbody name and ID, and to determine impairment information.

If the receiving water is an unnamed waterbody **withou**t a waterbody ID and it is not hydrologically connected to a waterbody with a waterbody ID, waterbody ID and impairments do not apply.



1. Impairments and TMDLs will either have an X, indicating that there are no impairments and no TMDLs (such as shown in the box above) or next to the Impairments item there will be a list of the pollutant(s) causing the impairment (sometimes referred to as Pollutant of Concern, POC) and next to the TMDLs item there will be a list of the parameters for which TMDLs have been completed (shown in the picture below)..



If you are unable to find the waterbody identified in the NOI, you can also look up the waterbody ID in the water quality regulations. Then using the water body ID you can then look for impairments associated with that water body in the 303(d) Impaired Waters List which is available on the following DEM webpage:

<http://www.dem.ri.gov/programs/water/quality/>

***Additional Information****:*

*Activating the Regulated facilities layer and Stormwater Outfall sub-layer may show you the locations of outfalls which could help you determine the receiving waterbody.*



*You also have access to topographic maps that are quite useful in identifying nearby wetlands or unnamed surface waterbodies and the waterbody that the wetlands discharge to. Layers for topographic maps and 2 sets of aerial photographs can be found at the bottom of the layer list.*

*The topographic maps layer may provide information on elevations and hydrology of the surrounding areas that can help you determine the ultimate receiving waterbody.*

# ATTACHMENT D. – Site Summary (Activities with a High Risk of Contaminating Storm Water)

**Instructions: List activities with a high risk of contaminating storm water. Describe pollutants that may be associated with these activities. This attachment shows examples. List activities that have a high potential of contaminating storm water at your facility.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Pollutants** | **Current Practices** | **Future Practices** |
| **Vehicle washing** | **sand, salt, detergents** | **?????** | **relocate vehicle wash area to ???** |
| **Equipment washing** | **oil, grease, detergents** | **?????** | **relocate vehicle wash area to ???** |
| **Salt/sand storage** | **salt and sand** | **Stored outside. No covering.** | **Salt/sand storage shed will be constructed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Completed by:**

**Title:**

**Date:**

**Important Note: If you eliminate the high risk of storm water pollution associated with these activities, you may be able to obtain “No Exposure.**