Model Stormwater Pollution Prevention Plan for Municipal/State Highway Garages Covered Under Maine's Municipal Separate Stormwater Sewer System (MS4) General Permit

Bureau of Land and Water Quality
Doc ID:DEPLW0904
Date Issued: April 8, 2008

Instructions for Using the Model Stormwater Pollution Prevention Plan (SWPPP) for Municipal/State Highway Garages

This model Stormwater Pollution Prevention Plan has been prepared for you by the Maine Department of Environmental Protection. This model plan will assist you in complying with requirements of the MPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity. You will need to customize your plan to fit your facility.

- The instruction part of the model plan describes the required elements.
- The examples are suggested responses to the instructions.
- 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.
- 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.
- You may need to renumber the pages in the Plan.
- You may need to renumber the attachments.
- The site map in Attachment 1 is "read only" – you can't make changes to the map.
- If you are working from an electronic (computer) file, you can delete all the instructions when your version of the plan is complete.
- 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.
- **Once your Stormwater 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

David Ladd Maine DEP
17 State House Station
Augusta, ME 04333-0017
Tel: (207) 287-5404
E-mail: david.ladd@maine.gov

Lauren Lohn Maine DEP
17 State House Station
Augusta, ME 04333-0017
Tel: (207)287-7698
E-mail: Lauren.c.lohn@maine.gov

Alison MacKenzie Maine DEP-Southern Region
312 Canco Road
Portland, Maine 04103
Tel: (207) 791-8105
E-mail: Alison.r.mackenzie@maine.gov

SEVEN PHASES FOR DEVELOPING AND IMPLEMENTING INDUSTRIAL STORMWATER POLLUTION PREVENTION PLANS

PLANNING AND ORGANIZATION
- Form Pollution Prevention Team
- Review other plans

↓

ASSESSMENT PHASE
- Develop a site map
- Inventory and describe exposed materials
- List significant spills and leaks
- Test for non-stormwater discharges
- Evaluate monitoring data
- Summarize pollutant sources and risks

BMP IDENTIFICATION PHASE
- Baseline BMPs
- Select activity and site-specific BMPs

↓

IMPLEMENTATION PHASE
- Implement BMPs
- Train employees

↓

EVALUATION/MONITORING
- Conduct annual site inspection/BMP evaluation
- Conduct recordkeeping and reporting
- Review and revise plan

↓

GENERAL REQUIREMENTS
- Develop schedule
- Obtain required signatures
- Follow plan location and public access requirements
- Modify plan as needed

SPECIAL REQUIREMENTS
- Plan for discharges through MS4s

Stormwater Pollution Prevention Plan
Municipal Highway Garage

Facility Name: _____

Facility Address: _____

_____

1. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) OVERVIEW

This Stormwater Pollution Prevention Plan:

- identifies the SWPPP coordinator with a description of the coordinator's duties;
- identifies members of the SWPPP team and lists their responsibilities;
- describes the facility, with information on location and activities, a site map, and a description of the stormwater drainage system;
- identifies potential stormwater contaminants;
- describes stormwater management controls and various Best Management Practices (BMPs) needed to reduce pollutants in stormwater discharges;
- describes the facility's monitoring plan; and,
- describes the implementation schedule and provisions for amendment of the plan.

2. PLANNING AND ORGANIZATION

2.1. SWPPP Coordinator and Team

Instructions: As part of developing and implementing your facility's stormwater pollution prevention plan you should designate an individual or team who will develop, implement and revise the plan. List the name, title, phone number and responsibilities of team leader/members. Below are examples of responsibilities. Change or modify for your facility.

Example: This is the member roster and list of responsibilities for the pollution prevention team. The team is responsible for implementing the Stormwater Pollution Prevention Plan.

Leader: _____ Office Phone: _____

Title: _____Cell phone_____

Responsibilities:

Coordinate all stages of plan development, inspections and implementation; coordinate employee training programs; keep all records and ensure that reports are submitted; oversee monitoring program.

Member: _____ Office Phone: _____

Title: _____Cell Phone/Beeper # _____

Responsibilities:

Implement the preventive maintenance program; oversee good housekeeping activities inside and out in the "yard"; serves as spill response coordinator.

Member: _____ Office Phone: _____

Title: _____ Cell Phone:_____

Responsibilities:

Conduct/assist with quarterly inspections; staff training; conduct sampling/visual monitoring.

ASSESSMENT

3.1. Site Description

Instructions: Show your facility's location on a general location map & include with your SWPPP. Describe activities at your site. Include the following information:
- facility address
- number of acres
- number of buildings & what they are used for
- number and type of vehicles (truck, backhoe, grader, etc.)
- number and location of outfalls (outfalls are point discharges to a surface water or storm drain)

If the following activities take place at your site, specify in the description:
- vehicle washing
- vehicles fueling
- vehicle maintenance/repair
- vehicle parts cleaning
- sand/salt storage
- recycled pavement storage
- gravel or riprap storage
- brush pile/compost storage
- heating/waste oil storage
- scrap metal storage
- obsolete vehicle storage
- hazardous material storage (i.e., paint, solvents, cleaners, etc.)

Example: The MDOT Ellsworth Highway Garage is located at XXX High Street (US Route 1, Ellsworth, Maine. The Site Map (Attachment 1) shows the location of the facility. The facility covers five acres, has three buildings, including a maintenance garage which includes office and storage space and maintains 5 dump trucks, 2 pick up trucks, and 1 backhoe, and two office buildings. Ten sheds are also located on the facility including: salt shed, nine (9) bay truck shed, sign shed, pesticide storage, tire shed, misc. shed, tool shed, oil shed, paper storage shed and a cold storage shed. There is a fueling station at the facility containing two 10,000 gallon UST, one for Gasoline, the other for diesel. Vehicle washing is done indoors. The stormwater conveyance system consists of a series of six catch basins and associated infrastructure. There are two outfalls, one to Card Brook via a drainage ditch, and the other to the municipal storm sewer system to Card Brook.

3.2. Site Map

Instructions: Prepare a map of your site including a footprint of all buildings, structures, paved areas, and parking lots. The Multi-Sector General Permit also requires that you show the following features on your site map:

all stormwater outfalls
drainage area of each stormwater outfall and direction of stormwater flow
structural stormwater pollution control measures, such as

- flow diversion structures
- retention/detention ponds
- vegetated buffers
- sediment traps

name of receiving waters (or note discharges to a municipal separate sewer system)
locations of past spills and chronic leaks
locations of the following activities where such activities are exposed to precipitation or runoff, including:

- fueling stations
- vehicle/equipment washing and maintenance areas
- area for loading/unloading materials
- above ground and under ground tanks
- waste storage and disposal areas, including dumpsters
- sand/salt piles or storage sheds
- exposed significant materials
- other areas (specify)
- location and description of allowable non-stormwater discharges
- location of runoff from adjacent property if it impacts your stormwater
- access roads
- location of material transfer
- location of machinery

Example: Attachment 1 is a map of the facility, showing potential sources of pollution.

3.3. Significant Material Inventory

Instructions: Develop an inventory of any materials or activities that are exposed to stormwater. Attachment 2 is a partial list of materials commonly exposed to stormwater. Fill in the ones found at your facility and include any others that you may have. These areas must be identified on the site map.

Example: Materials used by this facility and activities that are exposed to stormwater runoff are listed in Attachment 2.

3.4. Vehicle Wash Water and Wastewater

Instructions: If wastewater from your vehicle or equipment washing operation discharges to a waterway, wetland, drywell or municipal storm drain you are required to have an individual MPDES permit for this non-stormwater discharge. Attach a copy of your permit. If a permit has not yet been issued, attach a copy of the permit application. If wash water is handled in another manner, describe the disposal method.

Examples: This facility's MDPES permit application for vehicle wash water discharges is attached. See attachment ____. **OR**

The discharge of wash water from vehicles to the storm drain is not allowed. Vehicle washing takes place indoors with wash water discharged to an approved grit separator and holding tank. The

holding tank is periodically pumped and transported to a wastewater treatment facility. **OR**

Vehicle washing takes place outdoors in a designated area. Wash water runs off as sheet flow to a vegetated area and does not discharge to a surface waterbody. See DEP's waste discharge program guidance for outside washing, May 4, 2001.

3.5. Salt Storage

Instructions: Salt or sand/salt piles should be enclosed or covered to prevent exposure to stormwater (except when adding or removing materials from the pile). If stormwater does not runoff to a waterway or the discharge from salt piles is authorized under another permit, piles do not need to be enclosed or covered**.** Describe how you store salt or sand/salt at your facility.

Example: If your facility has no salt storage.
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 Multi-Sector General Permit.

Example: If your facility has salt storage.
Our salt storage pile is covered or enclosed by a building *(describe)* **OR** waterproof canvas **OR** polyethylene cover **OR** other waterproof material *(describe)* to prevent exposure to precipitation except for adding or removing materials from the pile **OR** has a plan for addressing salt storage.

Example: If your facility has salt storage.
Our salt storage pile is not covered or enclosed. This facility plans to construct a salt shed when funding is available.

3.6 Spills and Leaks

Instructions: 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), section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) or 38 M.R.S.A. §§ 543, 550 and 1318-B. Spills may also include releases of oil or hazardous substances that are not in excess of reporting requirements. Identify areas where potential spills and leaks, which can contribute pollutants to stormwater discharges, can occur, and their accompanying drainage points. Provide a list of spills of oils, toxic or hazardous materials that have occurred in the last 3 years and show on the site map. Also include a list of chronic leaks of oils, toxic or hazardous materials. Examples may include areas where hydraulic lines are disconnected

It is not required, but is advisable, to use your SWPPP 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 spills or chronic leaks that have occurred at this facility in the past 3 year period prior to the date of the NOI submission. **OR**

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

3.7 Non-Stormwater Discharges

Instructions: You must certify that all discharges (eg., outfalls) have been tested or evaluated for the presence of non-stormwater discharges. To certify you must:

- identify potential non-stormwater 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 you plan to do about them

Go to Section 8 in this plan to certify non-stormwater discharges.

3.8 Allowable Non-Stormwater Discharges

Instructions: Certain non-stormwater discharges 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-stormwater sources must be identified in your SWPPP. Identify each allowable non-stormwater source and the location where it is likely to be discharged. * Note the preferred method of cleaning pavement is sweeping

Example: All allowable non-stormwater discharges are identified on the site map.

3.9. Existing Stormwater Monitoring Data

Instructions: In this section, summarize existing stormwater discharge monitoring data.

Examples: The MDOT Ellsworth Highway Garage has no historical monitoring data. **OR**

Attachment __ is a summary of existing stormwater monitoring data at this facility.

3.10. Site Summary (Sources of pollution with a high risk of contaminating stormwater)

Site Summary (Sources of pollution with a high risk of contaminating stormwater)

Instructions: This summary is an important piece of the SWPPP and will help the permittee identify the areas, activities and/or materials which pose a high risk of contaminating stormwater. With this information, you can select the most appropriate method to prevent or

minimize pollution from these areas. Each area or activity where stormwater pollution is prevented or minimized reduces the size of the SWPPP and the effort needed to implement it. If all industrial materials and activities are minimized you may qualify for the "No Exposure" exemption.
The summary must:

1. Describe activities with a high potential to contaminate stormwater.
2. Describe any pollutants that may be associated with these activities.
3. Describe the drainage area associated with that activity or pollutant

In the example below and in attachment 2a, use the ones applicable to your facility, and include others you may have.

Example: The following areas are potential sources of contamination:

Vehicle washing and equipment washing: Residue on the ground from washing activities may contaminate stormwater.

Sand/salt: The sand/salt pile is not covered. Stormwater from this area can be potentially contaminated by salt and sand.

Compost: The compost pile is not covered and runoff from the area discharges to a stream or wetland.

Attachment 2a summarizes the above information by potential pollution source.

4. IMPLEMENTATION

This section describes practices that are in place or that will be implemented to control pollutants that have the potential to contaminate stormwater.

4.1. Good Housekeeping

Instructions: Good housekeeping practices are the most effective first step towards preventing pollution in stormwater. List good housekeeping practices that have been or will be implemented. The following is a list of good housekeeping practices. Add practices that are appropriate for your facility and delete those that don't apply.

Example: The following is a list of good housekeeping practices followed at this facility:

- 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 in Section 4.7)
- All fluid products and wastes are kept indoors.
- Waste oil stored in drums outside are kept closed except when filling.
- Used antifreeze is kept in a covered container.
- All changing of fluids is done indoors in the maintenance garage.

- Spillages occurring during addition or removal from salt storage piles or sand and salt pile mixing are promptly cleaned up.

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

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

4.2. Preventive Maintenance

Instructions: Develop a preventive maintenance program that involves inspections and maintenance of stormwater management controls and routine inspections of facility operations to detect faulty equipment. Equipment, such as tanks, containers and drums, should be checked regularly for signs of deterioration. The following is a list of preventive maintenance measures. Add measures that are appropriate for your facility and delete those that don't apply.

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

- This facility has a written spill prevention and response policy
- All staff are aware of spill prevention and response procedures
- Spill response equipment is located at all potential spill areas.
- All transfers to and from the tank are observed by qualified personnel trained in spill response procedures.
- Catch basins and sediment chambers are checked and cleaned as needed.
- Drainage swales are kept clear of debris and maintained to prevent erosion.
- Settling basins are cleaned out as necessary.
- Other segments of the storm drain system. Please specify:_____
- Underground storage tank filling areas are inspected regularly for signs of spills/leaks.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Outdoor drum and storage tank containment areas are checked for leaks.
- Vehicles are regularly inspected for leaks. Leaks are contained with drip pans until repaired.
- Uncontaminated stormwater in containment areas is kept to a minimum.
- 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.

- 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.
- Within 30 days, begin regular inspections of above ground storage tanks for signs of corrosion or leaks.

- Within 30 days, all materials, waste storage areas, drains, tanks and cans will be properly labeled.

4.3. Best Management Practices (BMPs)

Instructions: List the BMPs that have been/will be implemented (along with date of implementation) to control the discharge of pollutants in stormwater runoff from the areas/activities identified in the Site Summary (Section 3.9)

Example: The following is a list of existing and planned Best Management Practices. When implemented, the BMPs will prevent or reduce the discharge of potential pollutants in stormwater runoff for each area of concern listed in the Site Summary (Section 3.9).

Loading and unloading areas. To prevent or reduce the potential of stormwater contamination in the loading and unloading areas, the following BMPs will be implemented.

- Loading and unloading are done inside where possible.
- Hazardous materials that are in easily ripped or breakable containers (such as bags, plastic pails) are not loaded or unloaded outside when it rains.
- A staff member is present during loading and unloading operations.
- When drums are being handled, the storm sewer is covered to help contain potential spills.
- Within 30 days, an emergency spill kit will be placed in the loading/unloading area.
- Within 60 days, a roof will be constructed over the loading area **or** loading/unloading will take place inside.
- Within 90 days, an elevated pad and roof will be constructed over the vehicle fueling area.

Outdoor storage

- 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.
- A member of the spill response team is on hand at all times during filling.
- Gasoline tank. A member of the spill response team is on hand at all times during filling.
- 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.
- Dumpster lid is closed except when being loaded.

4.4. 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.).

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.

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

4.5. Management of Stormwater 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.

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

4.6. Spill Prevention and Response

Instructions: Attach a copy of any Spill Prevention and Response Procedures you have for tanks, fuel pumps, or hazardous materials. List any procedures that apply to specific locations or materials at your facility.

Example: Loading/unloading area:

- Spill response equipment is kept ___*(where)*___ and includes ___*(what, example speedi-dri, booms,pads, etc.)*___. All personnel are instructed in its location and use.
- The pollution prevention team leader or the spill coordinator will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. In the event of a spill, the MDEP will be contacted by calling (800-482-0777) within two hours of the incident. If there is a health hazard, fire or explosion potential, 911 will be called.
- Spills will be contained as close to the source as possible with a dike of absorbent materials from the emergency spill kit. Additional dikes will be constructed to protect swales or other stormwater conveyances of streams. A cover or dike will protect any other stormwater structures such as catch basins.

4.7. Employee Training

Instructions: A stormwater pollution prevention employee training program must be developed. The training must cover such topics as spill prevention and response, good housekeeping, and materials management practices. Keep the attendance sheet with this plan. Attachment 7 is a sample attendance sheet for the employee training session(s). Stormwater training can be combined with other training such as health, safety or emergency response. You may already conduct training, such as hazardous materials handling or MSDS, that could fulfill parts of this requirement.

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. EVALUATION

5.1. Quarterly Visual Monitoring

Instructions: Every quarter you must **visually** examine the stormwater discharges at each outfall at your facility. The visual examination must be made during daylight hours and within 30 minutes after stormwater begins to runoff. Document observed contamination/problems with date and time. Determine the source of contamination and take action to eliminate it. A sample quarterly monitoring log is shown in Attachment 4. See DEP Doc. # DEPLW0768 Standard Operating Procedure Guidelines for Visual Monitoring of Stormwater Discharges Associated with Industrial Activity.

5.2. Comprehensive Site Compliance Evaluations

Instructions: You must **inspect** your entire facility at least **four (4) times a year.** 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.

Instructions: You must include this information in a Compliance Evaluation Report. Keep the Report with your SWPPP. Both the Evaluation Report and any reports of follow-up action must be certified. Certification language: "This Compliance Evaluation Report has been prepared by qualified personnel who properly gathered and evaluated information submitted for this Report. The information in this Report, to the best of my knowledge, is accurate and complete." Remember to sign and date the certification.

5.3. Recordkeeping and Reporting

Instructions: Your facility must maintain records of spills, leaks, inspections and

maintenance activities for at least one year after the permit expires.

Example: Records described in this SWPPP will be retained on site for 5 years from the date of the cover letter that notifies this facility of coverage under the stormwater permit. These records will be made available to state or federal inspectors upon request. Additionally, employee training records shall also be maintained.

5.4. Plan Revisions

Instructions: Changes in a facility's layout or operations require changes in the Stormwater Pollution Prevention Plan. Describe how changes/revisions to the SWPPP will be made.

Example: If this facility expands its operations, or changes any significant material handling or storage practices which could impact stormwater, this SWPPP will be amended. The amended Plan will describe the new activities that contribute to increased pollution and planned control measures.

This Plan will also be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

6. 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.
Instructions: This page include certifications for your:

Non-Stormwater Discharges
Stormwater Pollution Prevention Plan

Non-Stormwater Discharges

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

OR

With the exception of runoff from our salt storage area, all stormwater outfalls to surface waters at this facility have been evaluated and found to be free of non-stormwater discharges. The facility is planning to construct a salt storage building when funding is available.

Stormwater Pollution Prevention Plan

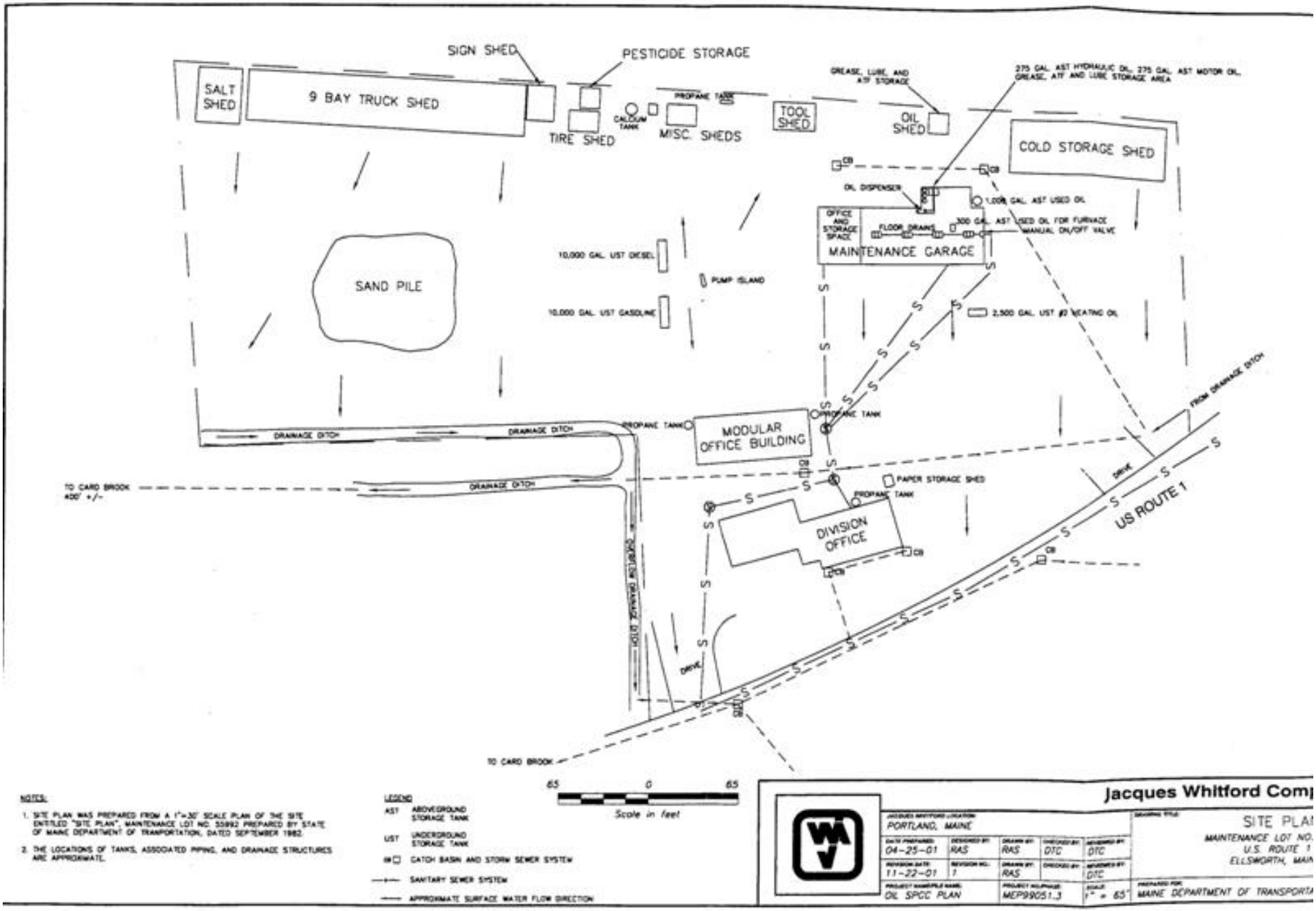
This Stormwater Pollution Prevention Plan has been prepared in accordance with good engineering practices. Qualified personnel properly gathered and evaluated information submitted for this Plan. The information in this Plan, to the best of my knowledge, is accurate and complete.

_____
Name

_____
Title

_____
Date

Attachment 1 - Site Map



Attachment 2
SWPPP 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.

Material or Significant Areas of the Facility	Exposed Materials or Potential Sources	Potential Stormwater Pollutants	Quantity Exposed (approx.)	Likelihood of Contact with Stormwater (Low/Medium/High)	Methods used to store/handle/process	Risk of Release
Sand/Salt Storage Pile	Sand, Salt	Sediment, Sodium Chloride Salt	20 tons	High	Loaded in dump trucks with loader	High
Mulch Pile	Bark and Wood	Wood Debris	1 ton	High	Loaded in dump trucks with loader	High
Maintenance Garage	Heating/Waste Oil, Gasoline, Petroleum Solvents, Cleaners, Paint.	Oil, Gasoline, Petroleum Solvents, Detergents.	1 275-Gallon Oil tank, various amounts of solvents and paint, 4 5-gallon gas cans. None exposed, all under cover.	Low	Small equipment (chainsaws, weed whackers) filled in garage or on job site. Heating oil in tank. Solvents used for equipment maintenance in garage.	Low in Garage, High when fueling equipment on job sites.
Compost Pile	Waste Plant Matter	Decaying Organic Matter Leachate	1 ton	High	Dumped in single pile on site	High
Waste Asphalt Pile	Asphalt Waste	Asphalt, Petroleum Residues, Sediment	5 tons	High	Dumped in single pile on site	High
Gravel Storage Pile	Gravel	Sediment	20 tons	High	Loaded in dump trucks with loader	High
Obsolete Vehicle/Scrap Metal Storage Area	Obsolete Vehicles, Scrap Debris	Gasoline, Diesel, Oil & Grease, Ethylene Glycol, Paint Chips, Mercury, Other Metals	4 vehicles, approx. 500 pounds scrap metal.	High	Stored in single location.	High

Vehicle Fueling Area	Gasoline and Diesel Pumps and Storage Tanks.	Gasoline, Diesel	500 gallon tank of each.	High	Used to fuel vehicles.	High
Vehicle/Equipment Washing Area	Detergents and Vehicles.	Oil & Grease Residues, Sediment, Paint Chips, Detergent, Salt	Varies depending on amount of washing.	High	Vehicles are sprayed with detergent and rinsed using a pressure washer.	High

Completed by:
Title:
Date:

Instructions: For materials/activities that you have identified as having a high likelihood of contamination with stormwater (column 5), list on Attachment 2a. Describe current practices and future practices in Attachment 2a.

Attachment 2a
Site Summary (Activities with a High Risk of Contaminating Stormwater)

Instructions: List activities with a high risk of contaminating stormwater. Describe pollutants that may be associated with these activities. This attachment shows examples. List activities that have a high potential of contaminating stormwater at your facility. Examples are shown below. Modify to show your activities, pollutants and current and future practices.

Activity	Pollutants	Current Practices	Future Practices
Salt/Sand Storage	Salt, Sand	Stored outside. No covering.	Salt/sand storage shed will be constructed.
Mulch Storage	Wood and Bark Debris	Runoff discharges to a wetland.	Relocate pile to area with no surface water discharge.
Vehicle Maintenance	Oil, grease, gasoline, petroleum solvents.	Vehicle maintenance done in garage.	Add additional spill kits to garage.
Compost Dumping	Decaying Organic Matter Leachate	Runoff Discharges to a wetland	Relocate pile to area with no surface water discharge or dump compost at local transfer station/landfill.
Waste Asphalt Storage	Asphalt, petroleum residues, sediment.	Runoff discharges to a wetland.	Install silt fence around pile. Plant vegetated buffer around outside of silt fence.
Gravel Storage	Sediment	Runoff discharges to a wetland.	Install silt fence around pile. Plant vegetated buffer around outside of silt fence.
Obsolete Vehicle/Scrap Metal Storage Area	Gasoline, Diesel, Oil & Grease, Mercury, Other Metals, Ethylene Glycol, Paint Chips, Sulfuric Acid.	Vehicles containing mercury switches, batteries, lead tire weights, and fluids are exposed to stormwater. Runoff discharges to a wetland.	Remove mercury switches, batteries, tire weights, and fluids before junking vehicles. Plant vegetated buffer along the edge of the storage area bordering the wetland.

Vehicle Fueling	Gasoline, Diesel.	Vehicles fueled over paved parking lot. No secondary containment around tanks. Runoff discharges to municipal ditch.	Install secondary containment around tanks. Plant vegetated buffer around edge of parking lot bordering ditch if possible.
Vehicle/equipment washing	Sand, Salt, Detergents, Oil & Grease	Washing in parking lot. Wash water discharges to municipal ditch.	Construct wash bay to holding tank.

Important Note: Important Note: Each material storage area or activity that is protected from precipitation or stormwater runoff reduces the level of effort the facility must do to comply with the MSGP. Facilities that protect all materials and activities from stormwater can qualify for the No Exposure Certification.

Completed by:
Title:
Date:

Attachment 3
List of Significant Spills and Chronic Leaks

Instructions: List significant spills of oils, toxic or hazardous materials that have occurred in the last 3 years. Show these areas on the site map.

Date	Spill	Leak	Source	Description			Response Procedures	Measures Taken to Prevent Reccurrence
	(check one)			Type of Material	Quantity	Reason		
4/21/05	X		Backhoe hydraulic hose	hydraulic fluid	8 gallons	blown hose	removed contaminated soil	spill kit kept in backhoe
		X	dump truck	motor oil	n/a	engine seal	absorbent used to clean up spill	absorbents will be used until engine seal is replaced

Completed by:_____

Title:_____

Date:_____

Attachment 4
Sample Quarterly Visual Monitoring Inspection Log for Stormwater Pollution

Instructions: Every quarter you must visually inspect stormwater outfalls at your facility. This attachment is a sample monitoring log.

Facility Name _____

Facility Address _____

Rainfall (est. inches) _____

Sampler's Name _____

MSGP Permit Number _____

Time Since Last Measurable Storm (Hours) _____

OUTFALL NUMBER						
OBSERVATION TIME						
EST. TIME FROM ONSET OF RUNOFF						
DISCHARGE TYPE Rain or Snowmelt						
Sample Volume (ml)						
COLOR						
ODOR						
CLARITY						
FLOATING SOLIDS*						
SETTLED SOLIDS*						
SUSPENDED SOLIDS*						
FOAM						
OIL SHEEN						
Probable source of any observed contamination						

*Enter description of these criteria in the general comments section for each outfall on the back of this page.

Under penalty of law I certify that these statements are true and correct pursuant to the terms and conditions stated in the MPDES Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity.

Sampler's Signature _____ Date _____

General Comments

In the comments section, enter physical description of floating, settled, and suspended solids for each outfall sampled. Enter general comments on the condition and appearance of each outfall in the comments section also as indicated in the instructions.	
Outfall 1	Comments:
Outfall 2	Comments:
Outfall 3	Comments:
Outfall 4	Comments:
Outfall 5	Comments:
Outfall 6	Comments: