

Industrial Stormwater General Permit Stormwater Pollution Prevention Plan (SWPPP) Template

To help you develop a SWPPP that is consistent with the Industrial Stormwater General Permit (IGP), the Arkansas Department of Environmental Quality (ADEQ) has created this Industrial SWPPP Template. Use of the template will help ensure that your SWPPP addresses all the necessary elements required in the IGP.

Before completing the Template, make sure you read and understand the requirements in the Industrial Stormwater General Permit (IGP). A copy of the IGP is available at the following website:

http://www.adeq.state.ar.us/water/branch_permits/general_permits/stormwater/default.htm

Using the Industrial SWPPP Template

Tips for completing the Template:

- **This Template is designed for use by all facilities eligible for coverage under the IGP. The Template is NOT tailored to your individual industrial sector.**
- **Read through every section thoroughly. For questions that do not apply to your facility, put N/A in the space allocated for explanation.**

ADEQ has made every effort 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 IGP, the permit controls. ADEQ welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

Stormwater Pollution Prevention Plan (SWPPP)

For
Industrial Activity

National Pollution Discharge Elimination System
General Permit # ARR000000

Permit Tracking Number:

ARR00_____

Prepared for:

Insert Facility Name

Insert Facility Address

Insert City, State, Zip Code

Insert Facility Telephone Number (if applicable)

Industrial Sector - _____

SIC - _____

NAICS - _____

Prepared by:

SWPPP Preparation Date:

1. SWPPP Team (see Part 4.2.2 of the permit)

List the person(s) or position(s) responsible for developing the SWPPP and assisting the facility or plant manager in its implementation, maintenance, and revision. Clearly identify the responsibilities of each team member.

Please note that common positions (i.e. secretary, operator, etc.) may not be used. A specific position or individual's name must be listed.

Name	Title	Individual SWPPP Responsibilities

2. Employee Training (see Part 3.1.8 of the permit)

A record of employee training will be kept in Appendix A. Below are the two types of employee training required for a facility:

- Storm Water Pollution Prevention Team training, and
- Facility worker training specific to the area they work.

In the table below, designate the frequency of training for each training type (at least annually).

Training Type	Frequency of Training	Topics Covered in Training
SWPP Team training		Monitoring, inspection, planning, reporting, documentation requirements, and BMP maintenance
Work area specific training		BMPs and control measures used in specific work area

For this section, describe everything pertaining to the stormwater drainage area covered by each outfall at your facility.

Outfall Number: _____

Latitude: _____ ° _____ ' _____ " **N**
 Longitude: _____ ° _____ ' _____ " **W**

Outfall Number: _____

Outfall Coordinates:
 Latitude: _____° _____' _____" N
 Longitude: _____° _____' _____" W

Outfall Number: _____

Latitude: _____ ° _____ ' _____ " **N**
 Longitude: _____ ° _____ ' _____ " **W**

Copy and paste the table above for each additional outfall at your facility.

Copy and paste the table above for each additional outfall at your facility.

MS4 name:

(put N/A if your facility is not located in an MS4)

In the table below, describe the industrial activities that take place at the facility, list the pollutants associated with each activity, and list the outfalls affected by the activity. This list must include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date the SWPPP is prepared or amended.

In the table below, describe the industrial activities that take place at the facility, list the pollutants associated with each activity, and list the outfalls affected by the activity. This list must include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date the SWPPP is prepared or amended.

[illegible]

C. Exposed Inventories

In the table below, describe any tanks, bins, or piles within the outfall coverage area, list the pollutants associated with each storage entity, and list the outfalls affected by the activity. Include any inventory containing salt for deicing and any tank or storage container susceptible to spilling or leaking.

Inventory	Associated Pollutants	Outfall(s) Affected

D. Non-Stormwater Discharges (see Part 4.2.4.4 of the permit)

In the table below, describe any authorized non-stormwater discharges, the pollutants associated with that discharge, and the outfalls affected by the discharge. See Part 1.6 of the permit for a list of authorized non-stormwater discharges. Include illicit non-stormwater discharge testing information in Appendix B.

Non-Stormwater Discharge	Associated Pollutants	Outfall(s) Affected

E. Impaired Stream Designation (see Part 4.2.7 of the permit)

In the table below, list any streams or other waterbodies downstream of the facility's discharge that are impaired and list their impairments. Consult the documents at the links below to determine if any of your receiving streams are impaired.

303 (d) and Total Maximum Daily Load (TMDL) (Stream classification starts on page 8):
http://www.adeq.state.ar.us/water/branch_planning/pdfs/303d_list_2008.pdf

Extraordinary Resource Water (ERW), Natural and Scenic Waterway (NSW), or Ecologically Sensitive Waterbody (ESW) (Stream classification starts on page 52):
http://www.adeq.state.ar.us/regs/files/reg02_final_140324.pdf

Impaired Waterbody name	Cause of Impairment

F. Monitoring Requirements

In the table below, list any parameters being monitored at the outfall. Include any benchmarks or limitations required and the frequency of sampling for each parameter (at least once per year). The sampling data, including any will be kept in Appendix C.

Parameter	Check Box if a Limitation	Benchmark or Limitation	Frequency of Monitoring
pH	<input type="checkbox"/>	6.0-9.0 S.U.	
Total Suspended Solids (TSS)	<input type="checkbox"/>	100 mg/L	
	<input type="checkbox"/>		

Describe the procedures for gathering storm event data, as specified in Part 3.8.2.

Responsible Staff:

Logistics:

Laboratory to be used:

G. Best Management Practices

In the table below, list the best management practices implemented and the back-up measures used if the BMP is being worked on. For industry-specific expected pollutants and recommended BMPs, please see the EPA's website at:

<http://cfpub.epa.gov/npdes/stormwater/swsectors.cfm>

Records of BMP maintenance and inspection will be kept in Appendix D.

Best Management Practice	Back-Up Measure

H. Facility Site Map

Include a site map in Appendix G that adheres to the requirements set forth in Part 4.2.3 of the permit. You will find the same list of requirements in Appendix G.

I. Inspection Schedule and Procedure

In the table below, list the person(s) or position(s) responsible for inspecting, the schedule for conducting inspections, and the specific items (BMPs, outfalls, storage units, etc.) to be covered by the inspection for the two types of inspections listed below:

- Routine facility inspections (see Part 5.1.1 of the permit); and
- Comprehensive site inspections (see Part 5.1.2 of the permit).

Inspection records will be kept in Appendix E.

Inspection Type	Person(s)/Position(s) Responsible	Inspection Frequency	Items Inspected
Routine facility			
Comprehensive			

4. Similar Outfall Designation (see Part 3.8.1 of the permit)

Based on the information provided for each of the outfalls at the facility, list in the table below any outfalls considered to be similar, the reason why their discharges are expected to be similar, and the outfall at which monitoring will take place.

Similar Outfalls	Reasons for Similar Discharges	Outfall to be Monitored

5. Spill and Leak Response Plan (see Part 3.1.4 of the permit)

Describe the procedures for preventing and responding to spills and leaks in Appendix F. List below the person(s) or position(s) responsible for contacting help during a spill or leak emergency as well as the Agency to contact, and the Agency phone number. A record of any spills and leaks, including any within three years of the effective date of this permit, will be kept in Appendix F.

Person(s)/Position(s) Responsible for Contacting Emergency Response Agency	Agency Name	Agency Phone Number

6. Housekeeping Practices (see Part 3.1.2 of the permit)

Waste material will be picked up every ____ days.

Routine inspections for leaks and conditions of drums, tanks, and containers will be conducted every ____ days.

Additional Information (if necessary):

7. Certification (see Part 7.9 of the permit)

The certification must be signed in accordance with the provisions of 40 CFR 122.22, as adopted by reference in APCEC Regulation 6. See Part 7.8 of the permit for signatory requirements.

“I have read Part 4.2.7.3 of the permit pertaining to the attainment of water quality standards after authorization and agree to adhere to its 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.”

Name: _____ Title: _____

Signature: _____ Date: _____

APPENDIX A

Employee Training Schedule:

[illegible]

APPENDIX B

Non-Stormwater Discharges:

Part 4.2.4.4 of the permit requires identification and elimination of all illicit discharges. This section also requires that the SWPPP contain a certification that the discharge has been tested or evaluated for the presence of non-stormwater discharges and all identified unauthorized discharges have been eliminated.

Potential significant sources of non-stormwater discharges: _____

Description of the results of any test or evaluation for the presence of non-stormwater discharges: _____

Evaluation criteria and testing method used: _____

Date(s) of testing or evaluation: _____

On-site drainage points that were directly observed during a test: _____

If evaluation is not possible, describe why: _____

“I certify that the discharge has been tested or evaluated for the presence of illicit non-stormwater discharges and that all identified unauthorized discharges have been eliminated”

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

Print Name _____

Title _____

Signature _____

Date _____

APPENDIX C

Sampling Data:

Include all Stormwater Annual Reports (SWAR) as attachments to this appendix. The SWAR must be attached no later than the 31st day of January of the year following the sampling (ie, January 31st 2015 for year 2014) and must be provided within five business days of a request by the Department.

A copy of the SWAR can be found at the following link:

http://www.adeg.state.ar.us/water/branch_permits/general_permits/stormwater/default.htm

[illegible]

APPENDIX D

BMP Maintenance Records:

[illegible]

APPENDIX E

Inspection Records:

Keep the completed inspection forms as an attachment to this appendix.

[illegible]

APPENDIX F

Spill Prevention and Response Procedures (See Part 3.1.4):

Include the procedures for preventing and responding to spills and leaks. The procedures 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 NPDES permit for the facility, provided that a copy of that other plan is kept onsite and made available for review consistent with Part 5.3

Input procedure here:

Spills and Leaks Records:

[illegible]

APPENDIX G

Site Map:

The site map must address the following at minimum. Attach a copy of the site map in this appendix.

1. the size of the property in acres;
2. the location and extent of significant structures and impervious surfaces;
3. directions of stormwater flow (use arrows);
4. locations of all existing structural control measures;
5. locations of all receiving waters in the immediate vicinity of the facility,
6. locations of all stormwater conveyances including ditches, pipes, and swales;
7. locations of potential pollutant sources;
8. locations of all stormwater monitoring points;
9. locations of stormwater inlets and outfalls, with a unique identification code for each outfall, indicating if one or more outfalls is being treated as “substantially identical” , and an approximate outline of the areas draining to each outfall;
10. municipal separate storm sewer systems (MS4), where the stormwater discharges to them (if applicable);
11. locations and descriptions of all non-stormwater discharges identified;
12. locations of the following activities where such activities are exposed to precipitation: fueling stations; vehicle and equipment maintenance or cleaning areas; loading/unloading areas; locations used for the treatment, storage, or disposal of wastes; liquid storage tanks; processing and storage areas; 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; transfer areas for substances in bulk; machinery; and salt storage piles; and
13. locations and sources of run-on to the site from adjacent property that contains significant quantities of pollutants.