

## Industrial SWPPP Template

This template has been developed to assist facilities in Utah comply with the requirements under Utah's Industrial Storm Water Multi-Sector General Permit (MSGP) and the requirements for specific industrial sectors (Appendix I of the Permit). This template is not a substitute for the general permit or specific Appendix I requirements. Facilities that are commonly required to have Storm Water Pollution Prevention Plans (SWPPPs) are mines (including gravel pits), facilities that produce cement products, many wood product facilities, airports, auto salvage facilities, transportation facilities, bulk fueling stations, manufacturing facilities, and scrap recycling facilities. Coverage is dependent on the facility's Standard Industrial Classification (SIC) Code. A complete list of the SIC codes required to obtain permit coverage as well as the SIC specific requirements can be found on the Division of Water Quality's website at: <https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge-elimination-system/storm-water.htm>. Upon request, the permittee is required to submit a Notice of Intent and a signed SWPPP to the operators of a municipal separate storm sewer system (MS4) receiving discharges from the permittee's site. The permittee is required to allow inspection and entry by an authorized representative of the municipal operator or the MS4 receiving discharges. The permittee is also required to submit signed copies of discharge monitoring reports to the operator of a large or medium (serving populations of 100,000 or more) Phase I municipal separate storm sewer system (MS4) receiving discharges from the permittee's site. A copy of the MSGP is available at <https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge-elimination-system/storm-water-industrial.htm>

### *Using the Industrial SWPPP Template*

- This Template is designed for use by all facilities eligible for coverage under the MSGP. The Template is NOT tailored to your individual industrial sector. Depending upon your industrial sector (see Appendix I of the MSGP), you may need to address additional SWPPP requirements.
- Complete a SWPPP *before* submitting your Notice of Intent (NOI) for permit coverage.
- Each section includes instructions and space for your facility's specific information. You should read the instructions for each section before you complete that section. The Template was designed so that you can add tables and additional text if necessary.
- To make it easier to complete, the Template generally uses **blue text** where the operator is expected to enter information.
- Your completed SWPPP should remain on site and be easily accessible if requested by an inspector or the public. A copy of the SWPPP does not need to be submitted to the State.

The Utah Division of Water Quality (DWQ) notes that while DWQ 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 MSGP, the permit controls. DWQ 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:

SWPPP Contact(s):

SWPPP Preparation Date:

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## SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

### 1.1 Facility Information.

Instructions:

- Once completed, the NOI will contain additional information on the facility and is to be included in Appendix D of this SWMP.
- The MSGP NOI form and instructions is available at <https://deq.utah.gov/legacy/permits/water-quality/utah-pollutant-discharge-elimination-system/storm-water-industrial.htm>
- You must include a copy of the MSGP in Attachment F of the SWPPP or a reference or link to where a copy can be found.

#### Facility Information

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

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

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

Primary Industrial Activity SIC code and Sector: \_\_\_\_\_

Secondary Industrial Activity SIC code and Sector: \_\_\_\_\_

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

#### Discharge Information

Does this facility discharge storm water to surface or ground water?

Yes                  No

If discharging to an MS4, name of MS4 operator: \_\_\_\_\_

Name(s) of surface water(s) that receive storm water from your facility: \_\_\_\_\_

Describe infiltration practices if storm water has the potential to discharge to ground water: \_\_\_\_\_

**1.2 Storm Water Pollution Prevention Team.**

Instructions:

The storm water pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures/BMPs, and taking corrective actions when required. The activities and responsibilities of the team shall address all aspects of the facility's storm water pollution prevention plan.

- Identify the staff members (by name and/or title) that comprise the facility's storm water pollution prevention team as well as their individual responsibilities.

Staff Names	Individual Responsibilities

**1.3 Site Description.**

Instructions:

Provide a general description of the "industrial activities" conducted at your facility. It is recommended that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to storm water, or under cover but that could be exposed to run-on. Don't overlook processes that are vented and may contribute pollutants to the roof.

## 1.4 Site Map.

### Instructions:

Prepare a site map showing the following information. The site map will be included as Attachment A of the finished SWPPP.

- Boundaries of the property and the size of the property in acres;
- Location and extent of significant structures and impervious surfaces;
- Directions of storm water flow (use arrows);
- Locations of all storm water control measures;
- Locations of all receiving waters, including wetlands, in the immediate vicinity of your facility. Indicate which waterbodies are listed as impaired;
- Locations of all storm water conveyances including ditches, pipes and swales;
- Locations of all potential pollutant sources identified under Section 2 including:
  - Fueling stations;
  - Vehicle and equipment maintenance and/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 carries of raw materials, manufactured products, waste material, or by-products used or created by the facility;
  - Transfer areas for substances in bulk;
  - Machinery; and
  - Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.
- Locations where significant spills or leaks have occurred;
- Locations of all analytical and visual storm water monitoring points;
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall;
- If applicable, Municipal Separate Storm Sewer Sytems and where your storm water discharges to them;
- Locations of all non-storm water discharges;

The site map for this facility can be found in Attachment A.

## SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to storm water or from which allowable non-storm water discharges originate. Industrial materials or activities 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.



**2.2 Spills and Leaks.**

Instructions:

Use the following table to provide a list of any significant (25 gallons or more) spills and leaks of oil or hazardous pollutants, that occurred in the prior 3 years. Significant spills and leaks are required to be reported to DEQ if discharged to a waterbody or MS4.

*Note: 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 Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.*

Description of Past Spills/Leaks

Date	Description	Corrective Action

**2.3 Allowable non-storm water Discharges.**

Instructions:

Use the following table to summarize your non-storm water discharge evaluation results. The table contains the complete list of allowable non-storm water discharges from section II.A.2. of the MSGP.

Allowable Non-Storm Water Discharge	Locations	Controls
Emergency fighting activities		
Fire hydrant flushings		
Potable water sources including waterline flushings		
Drinking fountain water		
Irrigation drainage		
Lawn watering		
Routine external building		



washdown that does not use detergents or other compounds		
Pavement washwaters where spills or leaks of toxic or hazardous materials (including oils and fuels) have not occurred (unless all spilled material has been removed) and where detergents are not used		
Air conditioning condensate		
Uncontaminated compressor condensate		
Uncontaminated springs		
Uncontaminated ground water		
Foundation or footing drains where flows are not contaminated with process materials such as solvents		

**2.4 Non-storm water Discharge Evaluation.**

Instructions:  
 Use the following table to summarize evaluations that have been performed for the presence of non-storm water discharges and sign the below certification. Certifications may not be feasible if the facility does not have access to an outfall, manhole, or other point of access. In this case, an explanation must be provided for why it is not feasible and include an identification of potential significant sources of non-storm water on site.

<b>Date</b>	<b>Outfall</b>	<b>Method</b> (Ex: visual, smoke test, dye test)	<b>Evaluator</b>	<b>Observations</b>	<b>Date Corrected</b> (if needed)

**Explanation why certification is not feasible:**

**2.5 Sampling Data Summary.**

Instructions:

Summarize all storm water sampling data collected from your permitted discharge points during the current permit term. This can be accomplished by including a copy of all Storm Water Discharge Monitoring Reports (SWDMR) from this permit term in Attachment B of the SWMP.

**SECTION 3: NON-STRUCTURAL STORM WATER CONTROL MEASURES.**

Instructions:

In Sections 3.1 - 3.6 of this SWPPP template, you are asked to describe the storm water control measures that you have installed at your site to meet each of the permit's

- Non-numeric technology-based effluent limits;
- Applicable numeric effluent limitations guidelines-based limits;
- Water quality-based effluent limits;
- Any additional measures that formed the basis of eligibility regarding threatened and endangered species, historic properties, and/or federal CERCLA site requirements in Part; and
- Pollutant sources identified in Section 2.1.

Structural BMPs on site should have been addressed in Section 2.1. Use this section to describe any non-structural BMPs such as good housekeeping practices, preventative maintenance programs, spill prevention and response procedures, and inspections.

**3.1 Good Housekeeping.**

Instructions:

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. Additional good housekeeping can include using dumpsters with closed lids and using sweeper trucks to clean paved surfaces.

### **3.2 Maintenance.**

Instructions:

Describe procedures (1) to maintain industrial equipment so that spills/leaks are avoided and (2) to keep control measures in effective operating condition. Include the schedule you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site. Maintenance records for BMPs must be kept in Attachment C.

### **3.3 Spill Prevention and Response.**

Instructions:

Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. Procedures for cleaning up spills shall also be identified. This may also be satisfied by having a reference to your Spill Pollution Prevention and Countermeasure Plan (SPCCP) if there is one in place.

Descriptions may include properly labeling containers, any procedures for material storage and handling (secondary containment or barriers to protect storage areas), training on spill response and proper notification, and strategically located spill kits.

### **3.4 Erosion and Sediment Controls.**

Instructions:

Describe any areas that have a high potential for significant soil erosion and identify structural, vegetative, and/or stabilization measures used to limit erosion.

### **3.5 Management of Runoff.**

Instructions:

Describe the appropriateness and use of controls at your site to divert, infiltrate, reuse or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges (other than control of the generation of pollutant sources). Activities may include vegetative sales and practices, reuse of collected storm water, snow management activities, etc.

### 3.6 Employee Training.

#### Instructions

Provide the elements of your training plan, including:

- The content of the training (spill response, good housekeeping, material management practices, etc);
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to storm water, or who are responsible for implementing activities necessary to meet the conditions of the permit.
- Training logs should be kept in Attachment D.

## SECTION 4: INSPECTIONS AND ASSESSMENTS.

### 4.1 *Routine and Annual Comprehensive Facility Inspections.*

#### Instructions:

Describe the procedures you will follow for conducting any routine facility inspections. Include locations to inspect and schedule. Document any findings of your facility inspections and maintain this report with your SWPPP. Inspections must be documented and included in Attachment C. Documentation must be kept for a period of 3 years. The EPA has an industrial storm water inspection form that can be used:

[https://www.epa.gov/sites/production/files/2015-09/documents/msgp2008\\_appendixi.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/msgp2008_appendixi.pdf)

At a minimum, a comprehensive site compliance evaluation must be completed once a year. This shall include:

- Visual inspection of storm water contribution areas for evidence of pollutants or potential pollutants entering the drainage system including an evaluation of current BMP effectiveness.
- Visual inspection of equipment needed to implement the plan (spill response equipment).
- Modifications to the SWPPP potential pollutant sources and prevention measures as needed within 2 weeks of the evaluation.
- A report summarizing the scope of the inspection including either identification of incidents of noncompliance or a certification statement that the facility is in compliance.

## 4.2 Quarterly Visual Assessment of Storm Water Discharges.

Instructions:

Describe the procedures you will follow for conducting quarterly visual assessments of storm water discharges from each outfall. The visual assessment must be made:

- On samples collected within the first 30 minutes (or as soon as practical, but not to exceed one hour) from when runoff or snow melt begins discharging. Observations shall include color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen and other pollution indicators; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge and that are greater than 0.1 inches in magnitude.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP in Attachment B. A monitoring report form is available on the DWQ website to record visual inspections. If the site is inactive or unstaffed, a certification statement must be included to this effect to waive the visual monitoring requirements.

## 4.3 Analytical Monitoring.

Instructions:

Check your specific Sector's requirements, not all Sectors require analytical monitoring. If applicable, describe your procedures for conducting analytical monitoring for any numeric or sector specific effluent limitations. These could include:

- Quarterly benchmark monitoring;
- Effluent limitations guidelines monitoring;
- Impaired waters monitoring;

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 complete item number 6 (Representation Discharge) below.

Reason for Monitoring:

1. Sample location(s).
2. Pollutants to be sampled.
3. Monitoring Schedules.
4. Numeric Limitations.

5. Procedures.
6. Representative Discharge.

## **SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS.**

### **5.1 *Other Laws.***

**Instructions:**

If applicable, include any documentation you have that supports your compliance with other storm water requirements or laws. These could include local storm water requirements, and laws pertaining to threatened or endangered species or historic properties.

### **5.2 *EPCRA Section 313 Requirements.***

**Instructions:**

If the facility contains Section 313 water priority chemicals, describe practices such as covers or drainage control to prevent or minimize exposure of storm water and wind and discuss measures taken to conform with other Section 313 regulations.

## SECTION 6: SWPPP CERTIFICATION.

Instructions:

The following certification statement must be signed and dated by a person who meets the requirements of the MSGP in part VI.G.1.

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: \_\_\_\_\_

## SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

*Attachment A – Site Map*

*Include a copy of your site map(s).*

*Attachment B – SWDMR Data*

*Attach copies of completed SWDMRs.*

*Attachment C – Inspection and Maintenance Reports*

*Attach copies of completed inspection and maintenance reports.*

*Attachment D – Training Records*

*Attach copies of completed training records.*

*Attachment E – Notice of Intent (NOI) and Authorization to Discharge*

*Include a copy of your most recent NOI and Authorization to Discharge in Attachment E.*

*Attachment F – MSGP*

*Note: it is helpful to keep a printed-out copy of the MSGP so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire MSGP into your SWPPP. As an alternative, you can include a link or reference to the permit and where it is kept at the site.*