Stormwater Pollution Prevention Plan
For

Date Written:
Last Update:

❖ Table of Contents

1 Introduction

This stormwater pollution prevention plan covers the operations at _____ located at _____. It has been developed as required under Vermont's Multi-Sector General Permit (General Permit 3-9003). This SWPPP describes this facility and its operations, develops an inventory of potential pollutant sources, identifies controls and best management practices (BMP's) for reducing the discharge of pollutants in stormwater runoff, and outlines measures for implementing and reviewing this plan.

2 Pollution Prevention Team

The Pollution Prevention Team (PPT) will be in charge of developing, implementing, and revising the SWPPP and ensuring that it is in compliance with the general permit.

Leader:_____ Office Phone:_____

Title:_____ Cell Phone/Beeper:_____

Responsibilities:

Member:_____ Office Phone:_____

Title:_____ Cell Phone/Beeper:_____

Responsibilities:

Member:_____ Office Phone:_____

Title:_____ Cell Phone/Beeper:_____

Responsibilities:

Member:_____ Office Phone:_____

Title:_____ Cell Phone/Beeper:_____

Responsibilities:

3 Site Description

3.1 Facility Information

Street Address:_____

City: _____ State: _____ Zip: _____

Latitude:_____ Longitude:_____

SIC Code(s):_____ MSGP Sector: _____

Phone: (___) - ____ - _____ Fax: (___) - ____ - _____

E-mail: _____

3.2 Narrative Site Description

3.3 General Location Map

3.4 Site Map

3.5 Description of Receiving Waters

Receiving Water Name: _____

Discharge Points flowing to this receiving water: _____

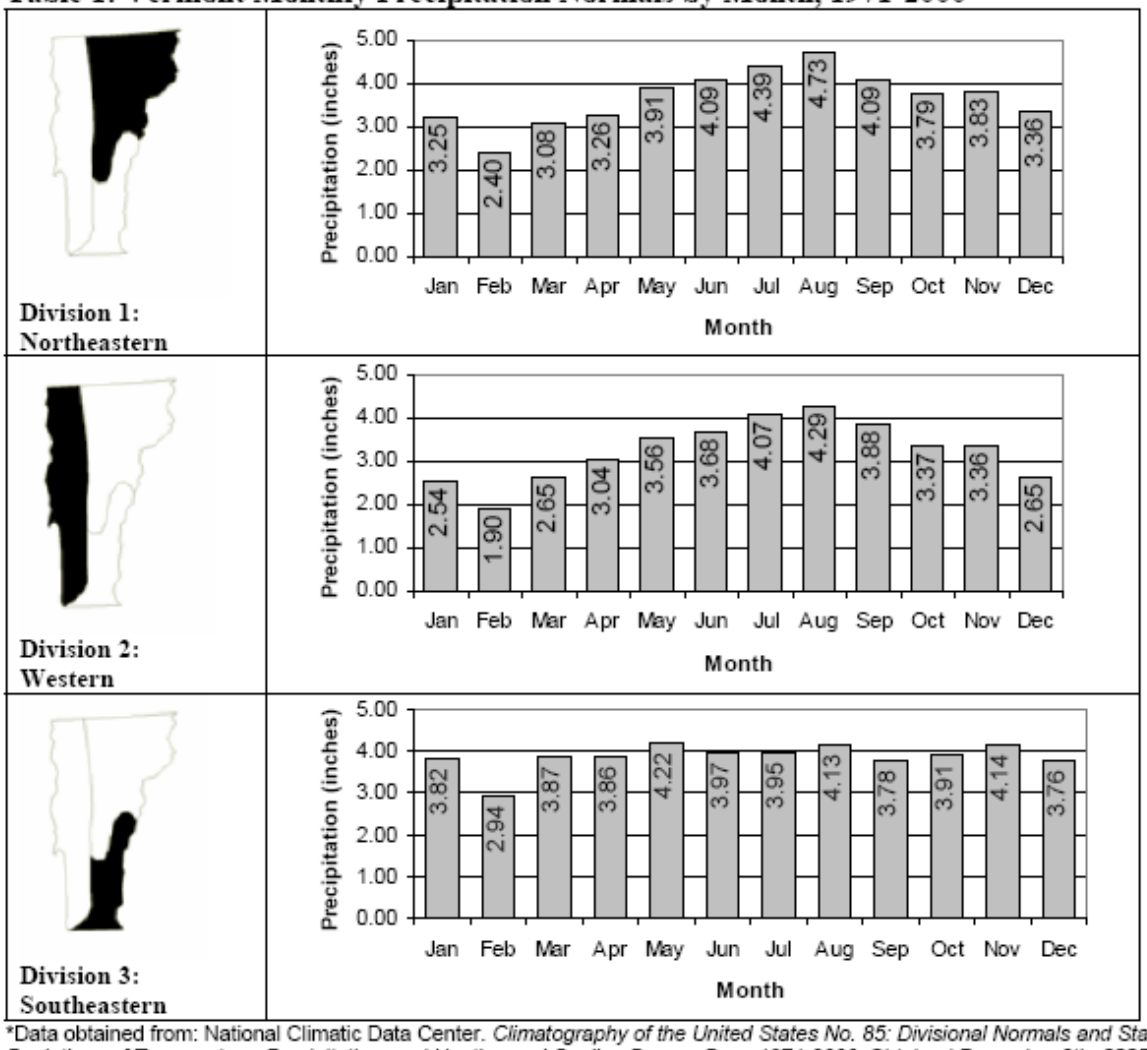
Applicable Vermont Water Quality Standards: _____

_____

Impaired Status: _____

3.6 Precipitation Information

Table 1: Vermont Monthly Precipitation Normals by Month, 1971-2000*



*Data obtained from: National Climatic Data Center. *Climatography of the United States No. 85: Divisional Normals and Standard Deviations of Temperature, Precipitation, and Heating and Cooling Degree Days 1971-2000.* Obtained December 9th, 2005 from the World Wide Web: http://www5.ncdc.noaa.gov/climatenormals/clim85/CLIM85_PRCP02.pdf

Describe in your own words:

3.7 Inventory of Exposed Materials and Potential Pollutant Sources

Table 1: Inventory of Site Areas and Activities Exposed to Stormwater

Map Key	Activity/ Area of the facility	Significant Materials	Amount (Approx.)	Discharge Point

Table 2: Significant Materials Used Onsite

Trade Name Material	Chemical/ Physical Description	Stormwater Pollutants

3.8 Inventory of Past Spills and Leaks

Map Key	Date	Nature of Spill			Discharge Point
		Source / Cause of Spill	Material	Quantity	

4 Non-Stormwater Discharges

4.1 Certification of Non-Stormwater Discharges

A description of non-stormwater discharge testing and certification can be found in Worksheet 1, Appendix A at the end of this document. Outfalls which could not be evaluated are listed in Worksheet 2, Appendix A.

4.2 Allowable Non-Stormwater Discharges

Description of Discharge	Amount (approx)	Frequency	Affected Discharge Point(s)

5 BMP Identification

5.1 Source Protection BMPS

5.1.1Area Specific BMPs

5.1.1.1 _____

BMP	Implementation Date	Responsible Party

5.1.1.2 _____

BMP	Implementation Date	Responsible Party

5.1.1.3 _____

BMP	Implementation Date	Responsible Party

BMP	Implementation Date	Responsible Party

BMP	Implementation Date	Responsible Party

5.1.2Site-wide BMPs

BMP	Implementation Date	Responsible Party
All spills will be cleaned up immediately using dry methods. Spill areas are never washed down with water		
Catch basins will be cleaned out every _____ (period of time)		
Trash containers and dumpsters will be tightly covered when not in use		
Trash will be picked up every _____ (period of time)		
Snow removal activities		

5.2 Spill Response

The SWPPP will be modified within 14 days of knowledge of a spill to include information regarding the nature, date, and cause of the release. The plan will be modified with measures to prevent reoccurrence and to improve response.
http://www.anr.state.vt.us/dec/ead/sbcap/pdf/fs_spills_wm.pdf

5.3 Vehicle and Equipment Washing

http://www.anr.state.vt.us/dec/ead/sbcap/pdf/washwater_fs.pdf

5.4 Sediment and Erosion Control

Prior to beginning construction project disturbing greater than one acre the facility will contact our Permit Specialist at our Regional Office for direction or we will contact the Agency at (802) 241-4320 to determine if a construction general permit (CGP) is necessary.

5.5 Structural BMPs

Structure:
Date of Implementation:
Discharge Point:
Area(s) Treated:
Pollutants Removed:
Maintenance Requirement(s): Frequency:

Structure:
Date of Implementation:
Discharge Point:
Area(s) Treated:

Pollutants Removed: Maintenance Requirement(s): Frequency:

6 BMP Implementation

6.1 Routine Inspections

Facility inspections will be performed every _____ by _____. If stormwater BMPs are found to be functioning incorrectly, maintenance will be performed before the next anticipated storm event, or as necessary to maintain effectiveness of the stormwater controls. A sample inspection form and records of past inspections will be kept in Appendix B of the SWPPP.

6.2 Employee Training

Topics to be included in employee training:

- Introduce Pollution Prevention Team and discuss need for the SWPPP
- Spill response procedure
- Review of past spills
- Review of good housekeeping procedures
- Proper material handling procedures
- Proper disposal or recycling of materials
- Be sure employees know where cleaning materials and spill kits are located
- Review sources of stormwater pollutants used onsite
- Familiarize employees with drainage routes near areas where industrial materials are handled
- _____
- _____
- _____
- _____

All employees will attend a training session every _____. New employees will be trained within _____ of hire. Records of attendance are to be kept with this plan using Appendix C found at the end of this plan.

7 Monitoring Requirements

Ultimately, the goal of this SWPPP it is to protect the quality of water resources. To evaluate the effectiveness of the measures described here, the following monitoring activities will be conducted on the stormwater discharges at _____. Monitoring results will be used to regularly reassess the impact of pollutant sources and the need for best management practices (BMPs). The SWPPP will be updated and improved

throughout the term of the permit and these updates will be informed by the results of monitoring.

7.1 Quarterly Visual Monitoring

Each discharge point on the site will be examined each quarter by _____ for evidence of contamination during a runoff event. Monitoring will take place within the first 30 minutes of a precipitation or snowmelt event if possible, but no more than 60 minutes after onset. Precipitation events must be greater than 0.1 inches in magnitude and occur at least 72 hours after the last runoff producing event. Results of quarterly visual monitoring can be found in Appendix D.

7.2 Benchmark Monitoring

During the first four quarters of the permit, benchmark monitoring will be conducted for the parameters described in the following table:

Parameter	**Benchmark Cutoff Concentration**
Total Suspended Solids	

Sampling will occur during a storm event producing at least 0.1 inch of precipitation, and which occurred at least 72 hours after the last storm event. A single grab sample will be taken at each outfall during the first 30 minutes of the discharge. If sampling is not possible during the first 30 minutes, then the sample will be taken during the first hour of the discharge and the reason why sampling during the first half hour was infeasible will be documented.

Sampling will be collected by _____ and processed at _____ using approved EPA methods.

The results of all benchmark monitoring will be submitted to the Agency using a Discharge Monitoring Report (DMR).The samples results will be sent to the Agency no more than 60 days after sampling took place. A sample DMR and a copy of all monitoring reports will be kept in Appendix E of this document.

If the average of the first four monitoring results is less than the benchmark value, then the benchmark monitoring requirement has been met for the term of the permit. If the average of the four samples exceeds the benchmark value then the SWPPP will be reviewed and corrective actions taken as described in section 3.2.2.4 of the general permit.

7.3 Effluent Limitations

The following pollutants are subject to effluent limitations:

Parameter	Limitation

Monitoring for effluent limitations will be conducted on an annual basis. Sampling will be collected by _____ _____ and processed at _____ using approved EPA methods. A copy of the completed DMR sent to the Agency will also be kept with this SWPPP in Appendix E.

Should the effluent limitation be exceeded for any sample, corrective actions as described in sections 3.3 and 3.4 of the general permit will be taken.

7.4 Monitoring Associated with Discharges to Impaired Waters

Parameter	Limitation (if applicable)

Monitoring for pollutants of concern will be _____. Sampling will be collected by _____ and processed at _____ using approved EPA methods. A copy of the completed DMR sent to the Agency will also be kept with this SWPPP in Appendix E.

8 Compliance Evaluation

A comprehensive site evaluation will be performed every year by _____. This inspection will include all exposed industrial areas identified in Table 1 of Section 3.7 of this plan for evidence of stormwater pollution.

The results of the plan will be documented in a report containing at minimum: the date, the person(s) making the inspection, the scope of the inspection, observations relating to the discharge of pollutants from the facility, BMPs needing maintenance, BMPs which failed to operate as designed, locations where additional BMPs are needed, corrective actions taken, and any updates to the SWPPP. Copies of past inspection reports are kept in Appendix F.

9 Endangered Species

It has been determined that _____ does not pose an adverse risk to endangered or threatened species, or critical habitat designated under the Endangered Species Act. This site is eligible for coverage under the MSGP by meeting Criteria ___, as described in Appendix E of the general permit.

10 General Requirements

10.1 Record Keeping and Reporting

A copy of this SWPPP will be sent to the Stormwater Section and the original will be maintained onsite. Records pertaining to inspections, monitoring, maintenance, employee trainings, compliance evaluations, and spills will be kept onsite with the SWPPP. These records must be retained for at least five years after the expiration of the permit. This plan will be made available upon request to the Agency, operator of a municipal separate storm sewer receiving the discharge, and to the public if requested in writing to do so.

10.2 Maintaining the Updated SWPPP

This SWPPP will be amended if inspections or monitoring should indicate a deficiency, or Agency personnel determine that it is not effective at controlling stormwater pollutant discharges. The plan will also be amended if changes occur to the facilities layout or operations. A history of amendments will be kept with this plan in Section 11.

10.3 Certification

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 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 (print):_____ **Title:** _____

Signature: _____ **Date Signed:** _____

11 Summary of Updates

Instructions: Keep a record of changes to the SWPPP that are required as a result of monitoring, inspections, or at the request of Agency personnel.

Date Plan Amended	Summary of Updates

Appendix A: Non-Stormwater Discharges

Record the results of the Non-Stormwater Discharge Assessment and Certification in Worksheet 1. If evaluation of any discharge points is impossible, then the discharge points of concern and the reasons they could not be evaluated should be recorded on Worksheet 2.

Worksheet 1: Assessment and Certification of Non-Stormwater Discharges

Date of Test	Outfall	Method Used to Evaluate Discharge	Test Results	Potential Sources	Person or Party Conducting the Test

CERTIFICATION

I _____ (responsible corporate official) 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 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 & Official Title	**Area Code and Telephone No.**
Signature	**Date Signed**

Worksheet 2: Non-Stormwater Discharge Failure to Certify Notification

Outfall Not Tested/Evaluated	Why Certification is Infeasible	Potential Sources of Non-Stormwater Pollution

CERTIFICATION

I _____ (responsible corporate official) 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 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 & Official Title	**Area Code and Telephone No.**
Signature	**Date Signed**

Appendix B: Routine Facility Inspections

Keep records of all routine facility inspections here. A sample inspection form has been included.

Routine Facility Inspection Form

Date: _____ **Completed by:** _____

Area Checked	Checked for…	Problems?		If yes, describe	Corrective Actions to be Taken	Schedule for Corrective Actions
		Y	N			

Appendix C: Employee Training Records

Keep a sign in sheet for each employee training session your facility holds and retain them with this SWPPP.

Refresher Course Employee Sign-In Sheet

Date	Employee Name	Employee Signature

Appendix D: Quarterly Visual Monitoring Inspection Forms

Keep the completed inspection forms with the SWPPP here.

Quarterly Visual Inspection Form

Inspections at each outfall should be made within the first 30 minutes of the runoff event.
Observations should note color, odor, turbidity, solids, foam, oil sheen, or any other obvious form of contamination.

Date/ Time	Outfall	Weather Conditions	Observations	Probable Sources of contamination	Action Taken to Prevent in Future

Date Completed: _____ **Complete by:** _____

Appendix E: Analytical Monitoring Reports

Results of your site's benchmark, effluent limitation, and impaired waters monitoring should be kept in this section of the SWPPP.

Storm Event Data

Information on the storm events sampled should be recorded here. This information does not need to be submitted to the Agency, but should be available upon request.

Monitoring Period: ______________ to ______________
MO/DAY/YEAR MO/DAY/YEAR
Date of Storm Event: ______________ Type of Monitoring: ______________
MO/DAY/YEAR Effluent limitation/ Benchmark
Storm Duration : ______________ Total Precipitation: ______________
Hours Inches
Time Since Last Measurable Storm Event: ______________
Hours or Days

Monitoring Period: ______________ to ______________
MO/DAY/YEAR MO/DAY/YEAR
Date of Storm Event: ______________ Type of Monitoring: ______________
MO/DAY/YEAR Effluent limitation/ Benchmark
Storm Duration : ______________ Total Precipitation: ______________
Hours Inches
Time Since Last Measurable Storm Event: ______________
Hours or Days

Monitoring Period: ______________ to ______________
MO/DAY/YEAR MO/DAY/YEAR
Date of Storm Event: ______________ Type of Monitoring: ______________
MO/DAY/YEAR Effluent limitation/ Benchmark
Storm Duration : ______________ Total Precipitation: ______________
Hours Inches
Time Since Last Measurable Storm Event: ______________
Hours or Days

Monitoring Period: ______________ to ______________
MO/DAY/YEAR MO/DAY/YEAR
Date of Storm Event: ______________ Type of Monitoring: ______________
MO/DAY/YEAR Effluent limitation/ Benchmark
Storm Duration : ______________ Total Precipitation: ______________
Hours Inches
Time Since Last Measurable Storm Event: ______________
Hours or Days

Monitoring Period: ______________ to ______________
MO/DAY/YEAR MO/DAY/YEAR
Date of Storm Event: ______________ Type of Monitoring: ______________
MO/DAY/YEAR Effluent limitation/ Benchmark
Storm Duration : ______________ Total Precipitation: ______________
Hours Inches
Time Since Last Measurable Storm Event: ______________
Hours or Days

MSGP	*Vermont Multi-Sector General Permit* **Discharge Monitoring Report (DMR)**	Permit Number: SIC Code(s): Outfall Number:
	Facility Name:	Sample Date:

Benchmark Monitoring **Monitoring Year:**
Quarter: ☐ **Jan – Mar** ☐ **Apr – Jun** ☐ **Jul – Sept** ☐ **Oct - Dec**

Parameter	Cut-off Concentration (mg/L)	Sample Result (mg/L)

Effluent Limitation Monitoring *(additional space is available on the back)*

Parameter	Sample Type *(circle one)*	Limitation (mg/L)	Sample Result (mg/L)
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		

Impaired Waters Monitoring

Parameter	Cut-off Concentration (if applicable)	Sample Value

Certification

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 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:		Phone Number:	
Signature:		Date:	

Effluent Limitation Monitoring (continued)

Parameter	Sample Type *(circle one)*	Limitation (mg/L)	Sample Result (mg/L)
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		
	1x year / Daily Max		
	30 day avg / Monthly avg		

Notes:

Instructions

- A separate DMR form must be submitted for each outfall sampled at your facility.
- List monitoring results for the type(s) of sampling you are reporting in the appropriate section. If your sampling event was used to satisfy more than one type of monitoring (e.g. Effluent Limitation and Benchmark monitoring) you may submit results for each type using the same form.
- For benchmark monitoring, be sure to indicate which quarter the sample was taken in.
- For effluent limitations, the permit may specify that a single grab sample is adequate, or that a daily maximum and a 30 day or monthly average is necessary. Circle the kind of value that you are reporting under the “Sample Type” heading.
- Write additional information about the sample collection and processing in the notes section, such as if the samples were taken more than 30 minutes after the start of discharge and the reason for the delay.
- Keep a copy of your DMR onsite with the SWPPP.
- DMR’s must be sent to the Vermont Water Quality Division within 60 days of receiving your lab results at the following address:

Attn: **MSGP Coordinator**
Water Quality Division
103 South Main Street
Building 10 North
Waterbury, Vermont 05671-0408

Appendix F: Comprehensive Site Compliance Evaluation

Annual Compliance Evaluation Report for

_____

Name of Person(s) completing evaluation: _____

_____

_____

Date of evaluation: _____

Weather conditions during inspection: _____

Areas inspected during evaluation:
Inspect all exposed areas of the facility for evidence of contamination of runoff. Areas that need to be inspected include all areas identified in section 3.7 of the SWPPP, areas where spills have or are likely to occur, all structural and non structural BMPs, the stormwater collection system, and all discharge points from the facility.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Evidence of Stormwater Pollution

As each of the areas above is investigated, look for the problems listed in the table below. The existence of these problems on the site may indicate that the SWPPP is not being followed or that it is inadequate for preventing stormwater pollution. Should these problems be present, describe their nature and location(s) and create a plan to prevent their reoccurrence.

Is there evidence of the following problems?	Yes	No	Describe problem and location	Corrective Actions	Schedule for corrective actions
Industrial materials, residue, or trash coming in contact with stormwater					
Leaks or spills from industrial equipment, drums, tanks or other containers					
Offsite tracking of industrial or waste materials, or sediment where vehicles exit or enter the site					
Tracking or blowing of raw, final, or waste materials from areas of no exposure to exposed areas					
Evidence of, or the potential for the pollutants entering the drainage system					
Evidence of pollutants discharging to receiving waters at facility discharge points					
Scouring around facility discharge points, or any other degradation of these structures					

Structural Best Management Practices

Structure	Is maintenance needed? (Y/N)	Does it function as expected? (Y/N)	Describe the problem	Corrective actions to be taken	Schedule for completion

Are there any new sources of potential stormwater pollutants not previously identified in the SWPPP? YES / NO

If you circled yes, how will the SWPPP be modified to prevent these sources from contaminating runoff? _____

Have either visual inspections or monitoring during the past year indicated pollution of stormwater which have not yet been addressed? YES / NO

If so, describe the potential sources of any pollutants found in runoff _____

What actions or modifications to the SWPPP are needed to prevent these pollutants from reaching the receiving waters? _____

Describe any other places where the site inspection indicates noncompliance with the SWPPP and the conditions of the general permit _____

What other changes to the SWPPP are needed to ensure that the site is in compliance? ____

Certification of Compliance

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. After inspection of all exposed industrial areas, BMPs, and stormwater systems, and review of the SWPPP and required monitoring I find that this facility is in compliance with the SWPPP and the permit.

Name (print):_____ Title: _____

Signature: _____ Date: _____