

Stormwater Pollution Prevention Plan  
For  
*FACILITY NAME*

**Date Written:**  
**Last Update:**

## How to Use this Template

This template was developed by the Vermont Agency of Natural Resources Water Quality Division to guide your facility through the development of a Storm Water Pollution Prevention Plan (SWPPP). This plan will help you comply with the Vermont Multi-Sector General Permit (MSGP, also referred to as “the permit” by this document). This template includes the basic SWPPP requirements in the permit, but you will need to customize the template SWPPP to fit the needs of your site.

Don't be alarmed at the length of the template! Many facilities will find that certain sections do not apply to them, and the finished SWPPP will actually be shorter once they are deleted.

- ❖ This template is based on the requirements found in Part 2 of the permit. You should be familiar with these requirements before writing your SWPPP.
- ❖ While you are developing your SWPPP, keep in mind other federal, state, and local regulations that your facility may be subject to. These may affect how you can implement the SWPPP.
- ❖ It will be easiest for you to fill out this SWPPP on the computer using Microsoft Word®.
- ❖ Some sections of this template may not apply to your facility (e.g. impaired waters monitoring, salt piles, etc). If you determine that a section is not necessary, it may be deleted from the document.
- ❖ Each section includes instructions on how to fill out that part of the SWPPP. You may be asked to provide a narrative, fill out a table, or provide other information. Delete these instructions once you have completed them.
- ❖ The instructions may direct you to other resources or documents for more detailed guidance. You need to have access to the general permit in case your facility is subject to additional requirements. The permit can be found on the Water Quality Division website: [http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw\\_msgp.htm](http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw_msgp.htm).
- ❖ This template contains many tables and sample worksheets, some of which can be found at the end of the document. Expand or edit these documents according to your needs.
- ❖ Language that is common to most plans has been included in this template. Replace the *italicized font* with the relevant information for your facility.
- ❖ The appendices of this document include blank copies of forms you will need to record the results of your monitoring and inspections. When completed, be sure to add the filled out forms to the appropriate appendix. This is a requirement of the permit.
- ❖ Your SWPPP must include implementation dates for best management practices (BMPs). Inspections, monitoring, and employee training also need implementation schedules.
- ❖ **Once the SWPPP is completed, send a copy to the Stormwater Section and keep the original at your facility. Use it to stay in compliance with the General Permit by implementing controls, monitoring, training, and inspections as planned.**

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# 1 Introduction

This stormwater pollution prevention plan (SWPPP) covers the operations at \_\_\_\_\_ (*facility name*) located at \_\_\_\_\_ (*facility address*). 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

**Instructions:** You must designate an individual or team to prepare and carry out your facility's stormwater pollution prevention plan. The team leader will also serve as the main facility contact person for communications with the Agency.

See section 2.1.1 of the permit for more information.

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

**Instructions:** This section is where you will gather information about current and past conditions at your facility. By taking an inventory of site activities, materials, local precipitation patterns, and receiving waters you will be able to identify potential problems on your site.

If your facility has conducted any water quality sampling prior to this permit, you should include the results of this testing with your SWPPP as described in section 2.1.4.7 of the permit. Use this data to assess your facility for pollution sources.

See section 2.1.2 of the permit for more information about the 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*

**Instructions:** Provide a description of the site layout and industrial activities. This description should address the following items:

- Total site area and impervious cover (buildings, pavement) in acres
- Number of buildings and what they are used for
- Hours and season of operations
- Number and type of vehicles
- Outdoor activities and storage of materials
- Number and location of stormwater outfalls to surface waters, ditches, or storm drains

### 3.3 **General Location Map**

**Instructions:** Provide a general location map (e.g. a U.S. Geological Survey (USGS) quadrangle map) showing receiving waters and other significant landmarks within a one-mile radius. You may use the Stormwater Site Locator map at [http://maps.anr.state.vt.us/website/sw\\_viewer](http://maps.anr.state.vt.us/website/sw_viewer) to locate your facility and receiving waters. Click on the red “Legend/Layer List” button on the left, then in the right hand column, check the box next to “USGS topomaps”. Zoom in to show a one mile radius. You may print a copy of this map and include it here.

See section 2.1.2 of the permit for more information

### 3.4 Site Map

**Instructions:** Create a map of the facility including the following items:

- Property lines
- Delineation of all impervious surfaces including gravel roads and parking
- Access roads
- Rail Cars and tracks
- All surface water bodies
- Direction of stormwater flow
- Identify each stormwater outfall and delineate the drainage area for each
- Location of existing structural stormwater controls including:
  - flow diversion structures
  - retention/ detention ponds
  - vegetated swales
  - sediment traps
- All areas which may be pollutant sources and are exposed to precipitation (including areas identified in section 3.7 of this plan)
  - Outside storage of raw materials, by-products, and/or finished products
  - Fueling stations
  - Vehicle or equipment washing and/or maintenance areas
  - Loading/unloading areas
  - Areas used for treatment, storage or disposal of waste
  - Liquid storage tanks
  - Processing and storage areas
  - Material handling areas
  - Machinery
  - Areas of exposed soil
  - Salt/sand storage piles
- Past significant leaks or spills (as identified in section 3.8 of this plan)
- Location and description of each non-stormwater discharge
- Location and source of run-on from adjacent properties containing significant quantities of pollutants

See section 2.1.2 of the permit for more information

### 3.5 **Description of Receiving Waters**

**Instructions:** Provide the names of all receiving waters to which stormwater from your site is discharged. This includes rivers, streams, lakes, ponds, intermittent streams, and wetlands. Discharges to a municipal separate storm sewer (MS4) need to be identified along with the operator of the system. Also include information concerning the applicable Vermont Water Quality Standards (<http://www.nrb.state.vt.us/wrp/publications/wqs.pdf>) and impaired status of the receiving water ([http://www.anr.state.vt.us/dec/waterq/planning/docs/pl\\_303dlist.pdf](http://www.anr.state.vt.us/dec/waterq/planning/docs/pl_303dlist.pdf)). When identifying discharge points, be consistent with the site map you are required to create in section 3.4 of this template.

See section 2.1.3 of the permit for more information.

Receiving Water Name: \_\_\_\_\_

Discharge Points flowing to this receiving water: \_\_\_\_\_

Applicable Vermont Water Quality Standards: \_\_\_\_\_

\_\_\_\_\_

Impaired Status: \_\_\_\_\_

### 3.6 **Precipitation Information**

**Instructions:** Provide average annual precipitation information for your area. Some general information has been compiled in Appendix C of the MSGP. In a description below, discuss which months are usually the wettest and the type of storms likely to occur. Describe how the industrial activities at your site are affected by changing precipitation and temperature patterns.

See section 2.1.2 of the permit for more information.

### 3.7 Inventory of Exposed Materials and Potential Pollutant Sources

**Instructions:** Use Table 1 to list all areas and activities that are exposed to stormwater and the significant materials involved. This list should help you identify high risk areas on the site. Be sure that these areas are identified on the site map you created in section 3.4. Significant materials must include:

- raw materials
- finished products
- liquids including fuels, solvents, and detergents
- hazardous substances designated under section 101(4) of CERCLA
- chemicals with reporting requirements under SARA Title III, section 313
- fertilizers, pesticides
- waste materials such as ashes, slag, and sludge

Use Table 2 to detail the physical description and stormwater pollutants that are contained in each significant material. This information is found on Material Safety Data Sheets. This information can be used during inspections to correlate stormwater contamination with its source.

See section 2.1.4 of the permit for more information

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

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




### 3.8 Inventory of Past Spills and Leaks

**Instructions:** In the table below record any spills or chronic leaks that have occurred on-site for three years prior to this permit. When you develop stormwater controls for the facility you must consider measures that will prevent reoccurrence of spills. If there have been no spills or leaks on your site within the last three years, you may write “No past spills or leaks at this facility”.

See section 2.1.4.3 of the permit for more information

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

**Instructions:** All outfalls at the site need to be evaluated for the presence of non-stormwater discharges, including vehicle wash water, process water, and sanitary wastewater. You can consult the following EPA fact sheet for help identifying and eliminating non-stormwater discharges at your facility:  
<http://www.epa.gov/owm/mtb/nonstorm.pdf>.

See section 2.1.4.4 of the permit for more information

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

**Instructions:** Allowable non-stormwater discharges include certain discharges which have not been contaminated by sediment, detergents, solvents, or other pollutants listed in section 1.3.3 of the permit. Such discharges should be identified, along with the amount and frequency of occurrence. Similar to stormwater, these discharges should be prevented from coming in contact with pollutants. Care should also be taken to ensure that releasing these discharges will not significantly alter temperature, flow, or turbidity of the receiving water.

If this plan includes mists blown from cooling towers among its allowable non-stormwater discharges, the SWPPP should assess the potential for chemicals used in the cooling tower to be discharged. The plan needs to demonstrate that this discharge will not constitute a violation of Water Quality Standards after appropriate BMPs have been implemented.

See section 2.1.4.5 of the permit for more information

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

## 5 BMP Identification

**Instructions:** See section 2.1.5 of the permit for more information

### 5.1 Source Protection BMPs

**Instructions:** This section describes practices that will be implemented to prevent the materials used on-site from mixing with stormwater as described in section 2.1.5 of the permit. Consider the following types of practices for each area:

- Good Housekeeping (2.1.5.1): All exposed areas which could contribute pollution to stormwater should be kept clean and orderly. Common problem areas include trash containers, storage areas, and loading docks. Routine inspections for leaks and condition of storage containers as well as regularly scheduled waste removal should be included in this plan. Be specific. Identify how often inspections or other activities will occur.
- Minimizing Exposure (2.1.5.2): Wherever possible, industrial materials and activities should be protected from precipitation to prevent contamination of stormwater.
- Preventative Maintenance (2.1.5.3): All stormwater management devices and facility equipment should be inspected and receive maintenance on a regular basis to prevent system failures and reduced performance that could cause contamination of stormwater. Be specific. Identify how often maintenance will occur.
- Spill Prevention and Response (2.1.5.5): Reduce the risk of pollutant release by developing material handling procedures, inspecting and maintaining containers and tanks, and secondary containment of material storage. Proper spill response measures include having emergency spill kits available where materials are commonly handled and training material handlers in spill response procedures.

For each practice outlined in this document you must include a date for implementation and specify a responsible person or party at the facility who will implement the practice or supervise the area of concern.

#### 5.1.1 Area Specific BMPs

**Instructions:** For each significant area identified in section 3.4 of this SWPPP, develop a list of BMPs based on the activities and pollutants found there using the following table. The Agency has developed fact sheets with common problem areas and appropriate BMPs, which are available on the agency's MSGP website: [http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw\\_msgp.htm](http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw_msgp.htm). These lists are meant for your guidance, but you may find that other strategies are appropriate for your site.

##### 5.1.1.1 \_\_\_\_\_ (AREA/ACTIVITY NAME)

BMP	Implementation Date	Responsible Party


**5.1.1.2** \_\_\_\_\_ (AREA/ACTIVITY NAME)

<b>BMP</b>	<b>Implementation Date</b>	<b>Responsible Party</b>

**5.1.1.3** \_\_\_\_\_ (AREA/ACTIVITY NAME)

<b>BMP</b>	<b>Implementation Date</b>	<b>Responsible Party</b>

### 5.1.2 Site-wide BMPs

**Instructions:** If there are other source protection BMP's which are not confined to any given area, you can list them here. A few practices which are common to most sites have been added to start you off. Other considerations in developing this plan include:

- Minimize tracking or blowing of raw, final, or waste materials into exposed areas.
- Install velocity dissipation devices at outfall locations to prevent erosive flows.
- Stockpiles of snow must be located away from wetlands, ponds, lakes, rivers, or streams where sand and debris can get washed into the receiving waters during runoff events. See section 2.1.5.14 of the permit.
- Measures to prevent the adverse affects resulting from allowable stormwater discharges.

Salt piles or piles containing salt must be enclosed or covered to prevent exposure to precipitation (see section 2.1.5.10 of the permit).

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)		

## 5.2 Spill Response

**Instructions:** Consult the following spill fact sheet for information about reporting and responding to spills: [http://www.anr.state.vt.us/dec/ead/sbcap/pdf/fs\\_spills\\_wm.pdf](http://www.anr.state.vt.us/dec/ead/sbcap/pdf/fs_spills_wm.pdf). Include a copy of your spill prevention and response plans for tanks, fuel pumps, or hazardous materials your facility may already have in the SWPPP.

See section 2.1.5.5 of the permit for more information

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.

## 5.3 Vehicle and Equipment Washing

**Instructions:** No wash waters from the cleaning of vehicles or equipment shall be allowed to enter the storm drainage system or waters of the state. Wash water must be controlled in accordance with Wastewater Management's Underground Injection Control Practice for Wastewater Discharges from Vehicle Washings. See [http://www.anr.state.vt.us/dec/ead/sbcap/pdf/washwater\\_fs.pdf](http://www.anr.state.vt.us/dec/ead/sbcap/pdf/washwater_fs.pdf) for more information. If your facility already has a UIC permit you can append it to this document.

See section 2.1.5.4 of the permit for more information

## 5.4 Sediment and Erosion Control

**Instructions:** List all areas that experience active soil erosion (i.e. sand or dirt piles, unpaved parking areas). Develop a plan for controlling erosion from these areas (i.e. establishing vegetation or paving areas where vehicles are used).

See section 2.1.5.8 for more information

Prior to beginning construction project disturbing greater than one acre the facility will contact the Agency at (802)241-4320 to determine if a construction general permit (CGP) is necessary.

## 5.5 Structural BMPs

**Instructions:** The previously listed BMPs are designed to prevent the contact of stormwater with pollutants. Contamination of stormwater can still occur in spite of source protection. Develop a list of reasonable structural stormwater controls to treat this residual pollution. Include any existing stormwater controls at the site and discuss their effectiveness at reducing contamination of discharges. Typical practices include:

- Runoff is routed to a detention or retention basin
- Runoff from parking or storage area is passed through an Oil/Grit separator
- Runoff goes to dry wells
- Impervious areas are not curbed to promote sheet flow onto vegetated areas

- A biofilter or bioremediation is used to treat runoff.

For each structure at your facility, fill out a copy of the following table with the appropriate information.

See Section 2.1.5.9 of the permit for more information

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

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

## 6 BMP Implementation

### 6.1 Routine Inspections

**Instructions:** All areas of the facility where industrial materials or activities are exposed to stormwater must be inspected at least once a month, unless it is documented in this plan that less frequent inspections are appropriate. Inspection of all BMP's should be performed to ascertain that they are in proper operating condition.

See section 2.1.5.6 of the permit for more information

Facility inspections will be performed every \_\_\_\_\_ (*time period*) by \_\_\_\_\_ (*person or title*). 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

**Instructions:** A program must be developed to train employees in stormwater pollution prevention. Topics that need to be included are good housekeeping procedures, proper materials handling, preventative maintenance, and spill prevention and response. A sample list of topics has been included below; add to it as necessary. This training can be combined with other employee training already in place. A schedule for training should be provided and a record of attendance kept with this plan in Appendix C.

See section 2.1.5.7 of the permit for more information

### 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 \_\_\_\_\_ (*period of time*). New employees will be trained within \_\_\_\_\_ (*period of time*) 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

**Instructions:** For information regarding how to sample, when to sample, and finding a laboratory to process your samples refer to the Stormwater Sampling Guide found on the Vermont MSGP website:

[http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw\\_msgp.htm](http://www.anr.state.vt.us/dec/waterq/stormwater/htm/sw_msgp.htm)

See section 3.2 of the permit for more information

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 \_\_\_\_\_ (*facility name*). 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**

**Instructions:** In order to satisfy the record keeping requirements in section 3.2.1 of the permit, use the sample form in Appendix D of this SWPPP to record the results of your quarterly visual inspections. The completed copies of the form should be kept in Appendix D as well.

See section 3.2.1 of the permit for more information.

Each discharge point on the site will be examined each quarter by \_\_\_\_\_ (*name or title*) 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**

**Instructions:** Consult the sector specific requirements in Appendix 4 of the general permit for parameters that require benchmark monitoring at your facility. Add the additional requirements to the table below as appropriate. Monitoring is required on a quarterly basis for the first year of coverage.

See section 3.2.2 of the permit for more information

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	100 mg/L

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 \_\_\_\_\_ (*person's name, title, or name of company hired to collect samples*) and processed at \_\_\_\_\_ (*laboratory name*) 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**

**Instructions:** Consult the sector specific requirements in Appendix 4 of the permit to determine if stormwater discharges at your facility are subject to effluent limitations. If there are no effluent limitations associated with your SIC code, you may simply write “No effluent limitations associated with this site”.

If your facility has coal storage piles that produce stormwater runoff, you are subject to the effluent limitations in section 3.2.3.1 of the general permit regardless of your facility’s SIC code(s).

See section 3.2.3 of the permit for more information on 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 \_\_\_\_\_ (*person's name, title, or name of company hired to collect samples*) and processed at \_\_\_\_\_ (*laboratory name*) 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**

**Instructions:** Monitoring is required if your facility discharges to an impaired water. If there is an established TMDL with a waste load allocation for your waterbody, then

monitoring should be conducted in accordance with the TMDL documentation. If the TMDL does not specify monitoring requirements, or there is no TMDL for your impaired water, then monitoring for the pollutant of concern must occur at least once a year.

See section 3.2.4 of the permit for more information

Parameter	Limitation (if applicable)

Monitoring for pollutants of concern will be \_\_\_\_\_ (*period of time*).  
Sampling will be collected by \_\_\_\_\_ (*person's name, title, or name of company hired to collect samples*) and processed at \_\_\_\_\_ (*laboratory name*) 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

**Instructions:** The entire site must be inspected for compliance with this SWPPP at least once a year. The person conducting the evaluation should be someone who is knowledgeable of all the operations and BMPs at the facility. If possible, these inspections should take place during a precipitation event.

See section 3.1.5 of the permit for more information.

A comprehensive site evaluation will be performed every year by \_\_\_\_\_ (*name of person(s) or title(s)*). 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

**Instructions:** In order to obtain coverage under the MSGP, you need to demonstrate that your discharges do not adversely affect any endangered or threatened species, or any critical habitat. To do this you must determine if your facility meets one of the criteria listed in Appendix E of the general permit. Your facility must meet one of the criteria in order to obtain coverage under this permit. Please attach any additional materials or correspondence that supports your determination.

See section 2.1.6.1 of the permit for more information

It has been determined that \_\_\_\_\_ (*facility name*) 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

**Instructions:** See section 2.4 of the permit for more information.

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

**Instructions:** See section 2.3 of the permit for more information

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

**Instructions:** The certification must be signed by an “authorized representative”, someone who has the authority to certify this type of document. The SWPPP should be re-certified and dated each time it is amended.

See Appendix B.11 of the permit for more information

*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.

<b>Name &amp; Official Title</b>	<b>Area Code and Telephone No.</b>
<b>Signature</b>	<b>Date Signed</b>

## Worksheet 2: Non-Stormwater Discharge Failure to Certify Notification

Outfall Not Tested/Evaluated	Why Certification is Infeasible	Potential Sources of Non-Stormwater Pollution
<b>CERTIFICATION</b>		
<p>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.</p>		
<b>Name &amp; Official Title</b>		<b>Area Code and Telephone No.</b>
<b>Signature</b>		<b>Date Signed</b>

## **Appendix B: Routine Facility Inspections**

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



## **Appendix C: Employee Training Records**

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



## **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.*

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

**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		

	Vermont Multi-Sector General Permit	Permit Number:
	<b>Discharge Monitoring Report (DMR)</b>	SIC Code(s):
		Outfall Number:
		Sample Date:
Facility Name:		

<b>Benchmark Monitoring</b>	<b>Monitoring Year:</b>	
	<b>Quarter:</b> <input type="checkbox"/> Jan – Mar <input type="checkbox"/> Apr – Jun <input type="checkbox"/> Jul – Sept <input type="checkbox"/> Oct - Dec	
<b>Parameter</b>	<b>Cut-off Concentration (mg/L)</b>	<b>Sample Result (mg/L)</b>

<b>Effluent Limitation Monitoring</b> <i>(additional space is available on the back)</i>			
<b>Parameter</b>	<b>Sample Type (circle one)</b>	<b>Limitation (mg/L)</b>	<b>Sample Result (mg/L)</b>
	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		

<b>Impaired Waters Monitoring</b>		
<b>Parameter</b>	<b>Cut-off Concentration (if applicable)</b>	<b>Sample Value</b>

<b>Certification</b>			
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 ( <i>circle one</i> )	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**  
\_\_\_\_\_ (*FACILITY NAME*)

**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**

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

**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: \_\_\_\_\_