

FACILITY NAME:

STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

DEQ SWPPP Template (Revised 6/15/2011)

TABLE OF CONTENTS

1.0	General Facility Information
2.0	Storm Water Pollution Prevention Team
3.0	Site Map
4.0	Significant Materials
4.1	Inventory of Exposed Significant Materials
4.2	Description of Industrial Activities & Significant Material Storage Areas
4.3	List of Significant Spills
4.4	Summary of Sampling Data
5.0	Non-Structural Controls
5.1	Preventative Maintenance Program
5.2	Comprehensive Site Inspection
5.3	Housekeeping Procedures
5.4	Material Handling & Spill Prevention / Clean-Up Procedures
5.5	Soil Erosion & Sedimentation Control Measures
5.6	Employee Training Program
5.7	TMDL Requirements
5.8	List of Significant Materials Still Present
6.0	Structural Controls
7.0	Non-Storm Water Discharges
8.0	Annual Review
9.0	Certified Storm Water Operator Update
10.0	Record Keeping
11.0	SWPPP Certification
12.0	Figure 1 – Facility Site Map
13.0	Table 1 – Significant Material Inventory and Description of Industrial Activity or Significant Material Storage Areas
14.0	Table 2 – List of Significant Spills
15.0	Table 3 – Description of Preventative Maintenance / Routine Housekeeping Inspections
16.0	Table 4 – Material Handling & Spill Prevention / Clean-Up Procedures
17.0	Table 5 – Spill Kit Inventory
18.0	Table 6 – Structural Controls used at the Facility
19.0	Preventative Maintenance Inspection Form
20.0	Comprehensive Site Inspection Form
21.0	Housekeeping Inspection Form
22.0	Employee Training Form
23.0	Annual SWPPP Review Form
24.0	DEQ Spill or Release Report
25.0	Sample Site Map
26.0	Sample Table 1

1.0 GENERAL FACILITY INFORMATION

Name of Facility:

Facility Address:

Standard Industrial Classification (SIC) Code:

Owner or Authorized Representative:

Facility Contact

Name:

Title:

Telephone:

Mailing Address:

Certified Storm Water Operator

Name & Certification Number:

Permit Information

Certificate of Coverage Number:

Effective Date of Coverage:

Receiving Waters:

Brief Industrial Activity Description

2.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are as follows:

Add additional spaces as necessary

NAME & TITLE	RESPONSIBILITY

3.0 SITE MAP

Preparing a site map or sketch is the first step in assessing the facility. (See the DEQ Industrial Certified Operator Training Manual for additional information)

The facility's site map includes all applicable items listed in the permit, which include:

SEE FIGURE 1 FOR FACILITY SITE MAP

- 1) Buildings and other permanent structures
- 2) Storage or disposal areas for significant materials
- 3) Secondary containment structures and descriptions of what they contain in the primary containment structures
- 4) Storm water discharge outfalls (numbered or other wise labeled for reference)
- 5) Location of storm water and non-storm water inlets contributing to each outfall (catch basins, roof drains, conduits, drain tiles, detention pond riser pipes, sump pumps, etc.) (numbered or other wise labeled for reference)
- 6) Location of NPDES permitted discharges other than storm water
- 7) Outlines of the drainage areas contributing to each outfall
- 8) Structural runoff controls or storm water treatment facilities
- 9) Areas of vegetation (with brief description such as lawn, old field, marsh, wooded, etc.)
- 10) Areas of exposed and/or erodible soils
- 11) Impervious surfaces (roofs, asphalt, concrete, etc.)
- 12) Name and location of receiving waters
- 13) Areas of known or suspected impacts on surface waters as designated under Par 201 (Environmental Response) of the Michigan Act.

4.0 SIGNIFICANT MATERIALS

Definition: Significant materials are any material which could degrade or impair water quality, including but not limited to:

- ✓ Raw Materials
- ✓ Fuels
- ✓ Solvents
- ✓ Detergents
- ✓ Plastic pellets
- ✓ Finished materials (i.e. metallic products)
- ✓ Hazardous Substances designated under section 101(14) of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), see 40 CFR 372.65
- ✓ Any chemical the facility is required to report pursuant to section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA)
- ✓ Polluting Materials – Oil and any material, in solid or liquid form, identified as polluting material under the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code)
- ✓ Hazardous Wastes as defined in Part 111 of the Michigan Act
- ✓ Fertilizers
- ✓ Pesticides
- ✓ Waste Products (i.e. ashes, slag, sludge, plant waste, animal waste)

During the significant materials identification phase, all sources of potential storm water contamination need to be identified. Both the inside and outside of the facility must be inventoried to determine the materials and practices that may be sources of contamination to storm water runoff. Note the identification phase must address residual contaminants which may be found on items stored outside.

4.1 Inventory of Exposed Significant Materials

The permit requires a general inventory of significant materials that could enter storm water. For each material listed the SWPPP shall include the ways in which each type of material has been or has reasonable potential to become exposed to storm water (e.g. spillage during handling; leaks from pipes, pumps, or vessels; contact with storage piles, contaminated materials or soils; waste handling and disposal; deposits from dust or overspray; etc.). In addition, the SWPPP must identify the inlet(s) spilled significant materials may enter and the outfall(s) through which the spilled significant material may be discharged.

SEE TABLE 1 FOR SIGNIFICANT MATERIAL INVENTORY

4.2 Description of Industrial Activities & Significant Material Storage Areas

The permit requires industrial facilities to evaluate the reasonable potential for contribution of significant materials to storm water runoff from at least the following areas or activities:

- 1) Loading, unloading, and other material handling operations
- 2) Outdoor storage including secondary containment structures
- 3) Outdoor manufacturing or processing activities
- 4) Significant dust or particulate generating processes
- 5) Discharge from vents, stacks, and air emission controls
- 6) On-site waste disposal practices
- 7) Maintenance and cleaning of vehicles, machines, and equipment
- 8) Areas of exposed and/or erodible soils
- 9) Sites of Environmental Contamination listed under Part 201 (Environmental Response) of the Michigan Act
- 10) Areas of significant material residues
- 11) Areas where animals congregate (wild or domestic) and deposit wastes
- 12) Other areas where storm water may contact significant materials

For each applicable item, the permit requires a written description of the specific activity or storage area. Along with the written description of the activities or storage areas, a description of the significant materials associated with those items must be included.

SEE TABLE 1 FOR INDUSTRIAL ACTIVITY AND SIGNIFICANT MATERIAL STORAGE AREA DESCRIPTIONS

4.3 List of Significant Spills

The permit requires a list of significant spills and significant leaks of polluting materials that occurred at areas that are exposed to precipitation or that otherwise discharge to a point source at the facility. The listing shall include spills that occurred over the three years prior to the effective date of a certificate of coverage authorizing discharge under the General Permit. The listing shall include the date, volume, exact location of release, and actions taken to clean up the material and/or prevent exposure to storm water runoff or contamination of surface waters of the state. Any release that occurs after the SWPPP has been developed shall be controlled in accordance with the SWPPP and is cause for the SWPPP to be updated as appropriate within 14 calendar days of obtaining knowledge of the spill or loss. (If there have been no spills of polluting materials, state that in this section.)

SEE TABLE 2 FOR A LISTING OF SIGNIFICANT SPILLS

4.4 Summary of Sampling Data

The permit requires a summary of existing storm water discharge sampling data (if available) describing pollutants in storm water discharges associated with industrial activity at the facility. The summary shall be accompanied by a description of the suspected sources of the pollutants detected. (If there is no storm water discharge sampling data, state that in this section.)

Add additional spaces as necessary

SUMMARY OF SAMPLING EVENTS:

5.0 NON-STRUCTURAL CONTROLS

Non-structural controls are practices that are relatively simple, fairly inexpensive, and applicable to a wide variety of industries or activities. Non-structural controls are intended to reduce the amount of pollution getting into the surface waters of the state and are generally implemented to address the problem at the source. They do not require any structural changes to the facility. These are typically everyday types of activities undertaken by employees at the facility. Many facilities may already have nonstructural controls in place for other reasons. The permit requires that the SWPPP shall, at a minimum, include each of the following non-structural controls.

5.1 Preventative Maintenance Program (Routine Inspection Program)

The permit requires a description of a program for routine preventive maintenance which includes inspection and maintenance of storm water management and control devices (e.g. cleaning of oil/water separators and catch basins) as well as inspecting and testing plant equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters. A log of the inspection and corrective actions shall be maintained on file and shall be retained for three years. The Preventative Maintenance Inspection Form is in Section 19.0. (See the DEQ Industrial Certified Operator Training Manual for additional information. If this requirement is addressed in other facility procedures, reference those procedures here.)

SEE TABLE 3 FOR PREVENTATIVE MAINTENANCE / ROUTINE HOUSEKEEPING INSPECTION PROGRAM

5.2 Comprehensive Site Inspection

The permit requires a schedule for comprehensive site inspection to include but not be limited to, the areas and equipment identified in the preventive maintenance program and good housekeeping procedures. The inspection shall also include a review of the routine preventive maintenance reports, good housekeeping inspections reports, and any other paperwork associated with the SWPPP. The comprehensive site inspection shall be conducted by the Certified Storm Water Operator quarterly or semi annually, depending on specific permit language. The permittee may request Department approval of an alternate schedule for comprehensive site inspections. A report of the comprehensive site inspection results shall be prepared and retained for three years. The report shall identify any incidents of non-compliance with the SWPPP or this permit. If there are no reportable incidents of non-compliance, the report shall contain a certification that the facility is in compliance with this permit. The Comprehensive Site Inspection Form is in Section 20.0.

COMPREHESIVE SITE INSPECTION SCHEDULE:

COMPREHENSIVE SITE INSPECTION DESCRIPTION:

5.3 Housekeeping Procedures

The permit requires that the SWPPP include a description of good housekeeping procedures to maintain a clean, orderly facility. Housekeeping procedures are intended to reduce the potential for significant materials to come in contact with storm water. The Housekeeping Inspection Form is in Section 21.0. (See the DEQ Industrial Certified Operator Training Manual for additional information.)

SEE TABLE 3 FOR PREVENTATIVE MAINTENANCE / ROUTINE HOUSEKEEPING INSPECTION PROGRAM

HOUSEKEEPING PROCEDURE DESCRIPTION:

5.4 Material Handling & Spill Prevention / Clean-Up Procedures

The permit requires a description of material handling procedures and storage requirements for significant materials. Equipment and procedures for cleaning up spills shall be identified in the SWPPP and made available to the appropriate personnel. The procedures shall identify measures to prevent spilled materials or material residues on the outside of the containers from being discharged into storm water.

The SWPPP may include, by reference, requirements of either a Pollution Incident Prevention Plan (PIPP) prepared in accordance with the Part 5 Rules (Rules 324.2001 through 324.2009 of the Michigan Administrative Code); a Hazardous Waste Contingency Plan (HWCP) prepared in accordance with 40 CFR 264 and 265 Subpart D, as required by Part 111 of the Michigan Act; or a Spill Prevention Control and Countermeasure (SPCC) plan prepared in accordance with 40 CFR 112.

THE FOLLOWING PLANS ARE ON FILE AT THE FACILITY:

Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled materials from being discharged have also been identified. All employees have been made aware of the proper procedures. (See the DEQ Industrial Certified Operator Training Manual for additional information.)

SEE TABLE 4 FOR MATERIAL HANDLING & SPILL PREVENTION / CLEAN-UP PROCEDURES

SEE TABLE 5 FOR SPILL KIT INVENTORY

5.5 Soil Erosion & Sedimentation Control Measures

The permit requires the identification of areas which, due to topography, activities, or other factors, have a high potential for significant soil erosion. Areas commonly prone to soil erosion are: gravel lots, bare earth or gravel at material handling areas around storm water inlets, areas with concentrated storm water runoff into streams or ditches, and access roads over open streams or ditches. Control measures must be implemented in areas prone to soil erosion and sedimentation. (More information on soil erosion and sedimentation control may be obtained from the DEQ, Water Bureau District Office.)

Add additional spaces as necessary

AREA OF CONCERN:	CONTROL MEASURE:

5.6 Employee Training Program

The permit requires a description of employee training programs have been implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP. The SWPPP shall identify periodic dates for such training. DEQ recommends that employees are trained at the time of hire, then annually. An employee training video is available at the DEQ website: http://www.michigan.gov/deq/0,1607,7-135-3308_3333_4168--,00.html

Employee training will be a major component in ensuring the success of the facility's SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be effective. The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP (i.e. good housekeeping practices, spill prevention and response procedures, waste minimization practices, informing customers of facility policies, etc.). The Employee Training Form is in Section 22.0.

EMPLOYEE TRAINING DESCRIPTION & FREQUENCY:

5.7 TMDL Requirements

The permit requires that if there is a Total Maximum Daily Load (TMDL) established by the Department for the receiving water, which restricts the discharge of any of the identified significant materials or constituents of those materials, then the SWPPP shall identify the level of control for those materials necessary to comply with the TMDL, and an estimate of the current annual load of those materials via storm water discharges to the receiving stream.

The TMDL means the amount of pollutant load a water body, such as a lake or stream, can assimilate and still meet water quality standards. If a receiving water body does not meet the water quality standards for a specific pollutant, the DEQ will establish the appropriate daily maximum load for that pollutant to allow the water body to again meet water quality standards. If a permitted facility is expected to discharge that specific pollutant in its storm water to that water body, the General Permit requires the facility to list actions it will take to meet that TMDL requirement. For example, if the TMDL calls for storm water dischargers to reduce their phosphorus inputs by 50%, the permittee would need to identify phosphorus sources at their facility and estimate their current annual load. The permittee must list actions to reduce storm water phosphorus discharges from their facility by 50%.

See the DEQ website for additional TMDL information at:
http://www.michigan.gov/deq/0,1607,7-135-3313_3686_3728-12464--,00.html

IS THERE A TMDL REQUIREMENT FOR THE RECEIVING WATER?

Below is the identification of actions to limit the discharge of significant materials in order to comply with TMDL requirements:

Add additional spaces as necessary

TMDL POLLUTANT:	CURRENT ANNUAL LOADING:	BEST MANAGEMENT PRACTICES:

5.8 List of Significant Materials Still Present

The permit requires the identification of significant materials expected to be present in storm water discharges following implementation of non-structural preventative measures and source controls. Non-structural controls are used to reduce pollutants at the source before they can get into the storm water runoff. In some cases, these types of controls will not be enough. A list of significant materials expected to be present in storm water discharges after implementation of nonstructural controls must be included in the SWPPP. The materials listed below will be addressed through the use of structural controls. (If there will be no significant materials present after the implementation of non-structural controls, state that in this section.)

Add additional spaces as necessary

SIGNIFICANT MATERIAL & LOCATION:	PLANNED CONTROL MEASURE:	IMPACTED OUTFALL:

6.0 STRUCTURAL CONTROLS

The permit requires that where implementation of non-structural controls does not control storm water discharges in accordance with water quality standards, the SWPPP shall provide a description of the location, function, and design criteria of structural controls for prevention and treatment.

Structural controls may be necessary:

- 1) To prevent uncontaminated storm water from contacting or being contacted by significant materials; or
- 2) If preventive measures are not feasible or are inadequate to keep significant materials at the site from contaminating storm water. Structural controls shall be used to treat, divert, isolate, recycle, reuse, or otherwise manage storm water in a manner that reduces the level of significant materials in the storm water and provides compliance with the Water Quality Standards

Examples of structural controls:

- ✓ Signs and Labels
- ✓ Safety Posts
- ✓ Fences
- ✓ Security Systems
- ✓ Temporary and Permanent Coverings
- ✓ Storm Water Conveyances
- ✓ Diversion Dikes
- ✓ Grading
- ✓ Paving
- ✓ Curbing
- ✓ Drip Pans
- ✓ Secondary Containment
- ✓ Catch Basin Inserts
- ✓ Detention and Retention Ponds
- ✓ Vegetative Filters
- ✓ Sand Filters
- ✓ Oil/Water Separators

These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will typically require construction of a physical feature or barrier. Below is a description of the structural controls used at the facility. (See the DEQ Industrial Storm Water Operator Training Manual for additional details on structural controls. If no structural control measures are needed at the facility, state that in this section.)

SEE TABLE 6 FOR A LIST OF STRUCTURAL CONTROLS USED AT THE FACILITY

7.0 NON-STORM WATER DISCHARGES

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Any unauthorized storm water discharges must be eliminated, or covered under another NPDES permit.

Storm water shall be defined to include all of the following non-storm water discharges provided pollution prevention controls for the non-storm water component are identified in the SWPPP:

- 1) Discharges from fire hydrant flushing
- 2) Potable water sources including water line flushing
- 3) Fire system test water
- 4) Irrigation drainage
- 5) Lawn watering
- 6) Routine building wash down which does not use detergents or other compounds
- 7) Pavement wash waters where contamination by toxic or hazardous materials have not occurred (unless all contamination by toxic or hazardous materials have been removed) and where detergents are not used
- 8) Air conditioning condensate
- 9) Springs
- 10) Uncontaminated ground water
- 11) Foundations or footing drains where flows are not contaminated with process materials such as solvents

Discharges from fire fighting activities are authorized by the permit, but are exempted from the requirement to be identified in the SWPPP.

The table below specifies what non-storm water discharges occur at the facility.

<i>Add additional spaces as necessary</i>		
NON-STORM WATER DISCHARGE:	POLLUTION PREVENTION CONTROLS:	IMPACTED OUTFALL:

8.0 ANNUAL REVIEW

The permit requires that the permittee shall review the SWPPP annually after it is developed and maintain written summaries of the reviews. Based on the review, the permittee shall amend the SWPPP as needed to ensure continued compliance with the terms and conditions of the permit. The annual review is to be retained on site. It does not need to be submitted to the DEQ. The Annual Review Form is in Section 23.0.

9.0 CERTIFIED STORM WATER OPERATOR UPDATE

The permit requires that if the Certified Storm Water Operator is changed or an additional Certified Storm Water Operator is added, the permittee shall provide the name and certification number of the new Certified Storm Water Operator to the Department. If a facility has multiple Certified Storm Water Operators, the name and certification number of the Certified Storm Water Operators shall be included in the SWPPP.

10.0 RECORD KEEPING

The permit requires that the permittee shall maintain records of all SWPPP related inspection and maintenance activities. Records shall also be kept describing incidents such as spills or other discharges that can affect the quality of storm water runoff. All such records shall be retained for three years.

11.0 SWPPP CERTIFICATION

The permit requires that the SWPPP shall be reviewed and signed by the Certified Storm Water Operator(s) and by either the permittee or an authorized representative in accordance with 40 CFR 122.22. The SWPPP shall be retained on-site at the facility which generates the storm water discharge.

I certify under penalty of law that the storm water drainage system in this SWPPP has been tested or evaluated for the presence of non-storm water discharges either by me, or under my direction and supervision. I certify under penalty of law that this SWPPP has been developed in accordance with the General Permit and with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. At the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

Permittee or Authorized Representative
Printed Name & Title:
Signature & Date:

Certified Storm Water Operator
Printed Name & Certification Number:
Signature & Date:

12.0 FIGURE 1 – FACILITY SITE MAP

13.0 TABLE 1 – SIGNIFICANT MATERIAL INVENTORY AND DESCRIPTION OF INDUSTRIAL ACTIVITY OR SIGNIFICANT MATERIAL STORAGE AREAS

Instructions - The intent of this table is to ensure that facilities comply with Part I, Section C.1.b. of their industrial storm water permit. See sample table in Section 26 for reference. Fill out the applicable areas or activities in the corresponding sections. Add more lines as needed. Once you have described the area or activity, list the significant materials that are associated with the areas or activities, the exposure methods, and evaluate the level of exposure. Once that is completed indicate the inlet(s) and outfall(s) that would be impacted if significant materials were discharged from the areas or activities described.

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
1) Loading, unloading, and other material handling operations						
2) Outdoor storage including secondary containment structures						

13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
3) Outdoor manufacturing or processing activities						
4) Significant dust or particulate generating processes						
5) Discharge from vents, stacks, and air emission controls						

13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
6) On-site waste disposal practices						
7) Maintenance and cleaning of vehicles, machines and equipment						
8) Areas of exposed and/or erodible soils						

13.0 TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
9) Sites of Environmental Contamination listed under Part 201						
10) Areas of significant material residues						
11) Areas where animals congregate (wild or domestic) and deposit wastes						
12) Other areas where storm water may contact significant materials						

14.0 TABLE 2 – LIST OF SIGNIFICANT SPILLS

Location & Date	Material & Volume	Corrective Actions Taken

16.0 TABLE 4 – MATERIAL HANDLING & SPILL PREVENTION / CLEAN-UP PROCEDURES

Potential Spill Area	Material Handling & Storage Procedures	Spill Response Procedures & Equipment

17.0 TABLE 5 – SPILL KIT INVENTORY

List the spill response equipment that will be maintained in each location or locker (refer to MSDSs to determine recommended clean-up methods and supplies):

Person responsible for maintaining this inventory: _____

Locker number or location	Absorbents (pads, booms, kitty litter, etc.)	Tools (shovels, brooms, squeegees, etc.)	Personal Protective Equipment (rubber gloves, boots, masks, etc.)	Other Supplies (warning tape, labels, markers, MSDSs, etc.)

Label each spill kit with the words “SPILL KIT” and the necessary emergency telephone number(s) or pager number(s) of persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill locker:

Facility Responsible Person/Phone Number: _____

Spill Response Contractor (if any)/Phone Number: _____

DEQ District Office Phone Number: _____

DEQ 24-Hour Emergency Spill Reporting Hot-Line: **1-800-292-4706**

Stencil the following warning on each spill kit:

**“WARNING: NEVER HOSE DOWN A SPILL!
CLEAN IT UP PROMPTLY AND DISPOSE OF THE WASTE PROPERLY.”**

18.0 TABLE 6 – STRUCTURAL CONTROLS USED AT THE FACILITY

Description of Structural Control	Location of Structural Control	Significant Materials intended to be managed

20.0 COMPREHENSIVE SITE INSPECTION FORM

Date:	Time:
-------	-------

Certified Operator	
Print:	Signature:

Compliance Certification Statement
Based on the results of this inspection the facility is in compliance with the general permit and the SWPPP: ____YES ____NO

Areas Inspected	Observation	Corrective Actions Taken

21.0 HOUSEKEEPING INSPECTION FORM

Date:	Time:
-------	-------

Inspector	
Print:	Signature:

Areas Inspected	Observation	Corrective Actions Taken

23.0 ANNUAL SWPPP REVIEW FORM

Facility Information		
Designated Name:	Certificate of Coverage No.:	
Facility Contact Information		
Name:	Telephone No.:	
Email Address:	Certification No:	
Backup Facility Contact Information		
Name:	Telephone No.:	
Email Address:	Certification No:	
Certified Operator Information		
Name:	Telephone No.:	
Email Address:	Certification No:	

SWPPP Review Checklist

1) Facility general information is current and accurate	Yes	No	
2) Site map is current and accurate	Yes	No	
3) Significant material inventory is current and accurate	Yes	No	
4) New exposures, processes and related controls have been documented appropriately in the SWPPP	Yes	No	NA
5) Spills have been recorded and reported as appropriate	Yes	No	NA
6) Employee SWPPP training was conducted and documented	Yes	No	
7) Records of routine preventative maintenance and housekeeping inspections are available in the SWPPP file	Yes	No	
8) Comprehensive site inspections have been completed, certified and filed in the SWPPP file	Yes	No	
9) Corrective actions noted in the inspection reports have been completed	Yes	No	
10) SWPPP has been reviewed and signed by the Certified Storm Water Operator and the Permittee or designated representative	Yes	No	

Additional Comments (use additional sheets if necessary):

--

I certify that the above information is correct

Name:	Signature / Date:
-------	-------------------

SUBMIT THIS FORM TO THE DISTRICT OFFICE IDENTIFIED ON YOUR CERTIFICATE OF COVERAGE ON OR BEFORE **JANUARY 10TH** OF EACH YEAR

24.0 DEQ SPILL OR RELEASE REPORT



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY

SPILL OR RELEASE REPORT

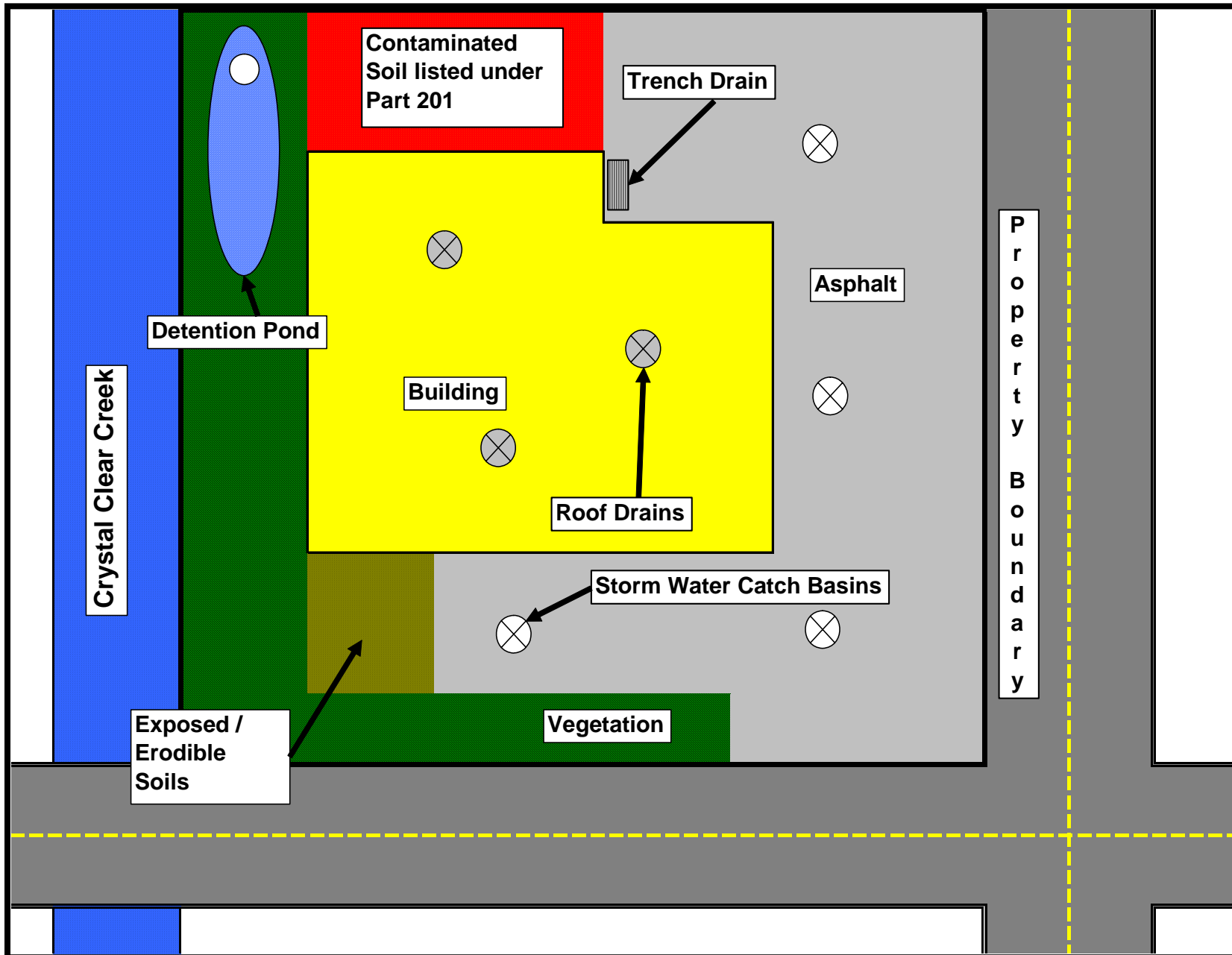
NOTE: Some regulations require a specific form to use and procedures to follow when reporting a release. Those forms and procedures **MUST** be used and followed if reporting under those regulations. This report form is to aid persons reporting releases under regulations that do not require a specific form. This report form is not required to be used. **To report a release, some regulations require a facility to call the PEAS Hotline at 800-292-4706, or DEQ District Office that oversees the county where it occurred, and other regulating agencies and provide the following information. A follow-up written report may be required. Keep a copy of this report as documentation that the release was reported. If you prefer to submit this report electronically by FAX or e-mail, contact the regulating agency for the correct telephone number or e-mail address. See the DEQ website on [Spill/Release Reporting](#) for more reporting information.**

Please print or type all information.

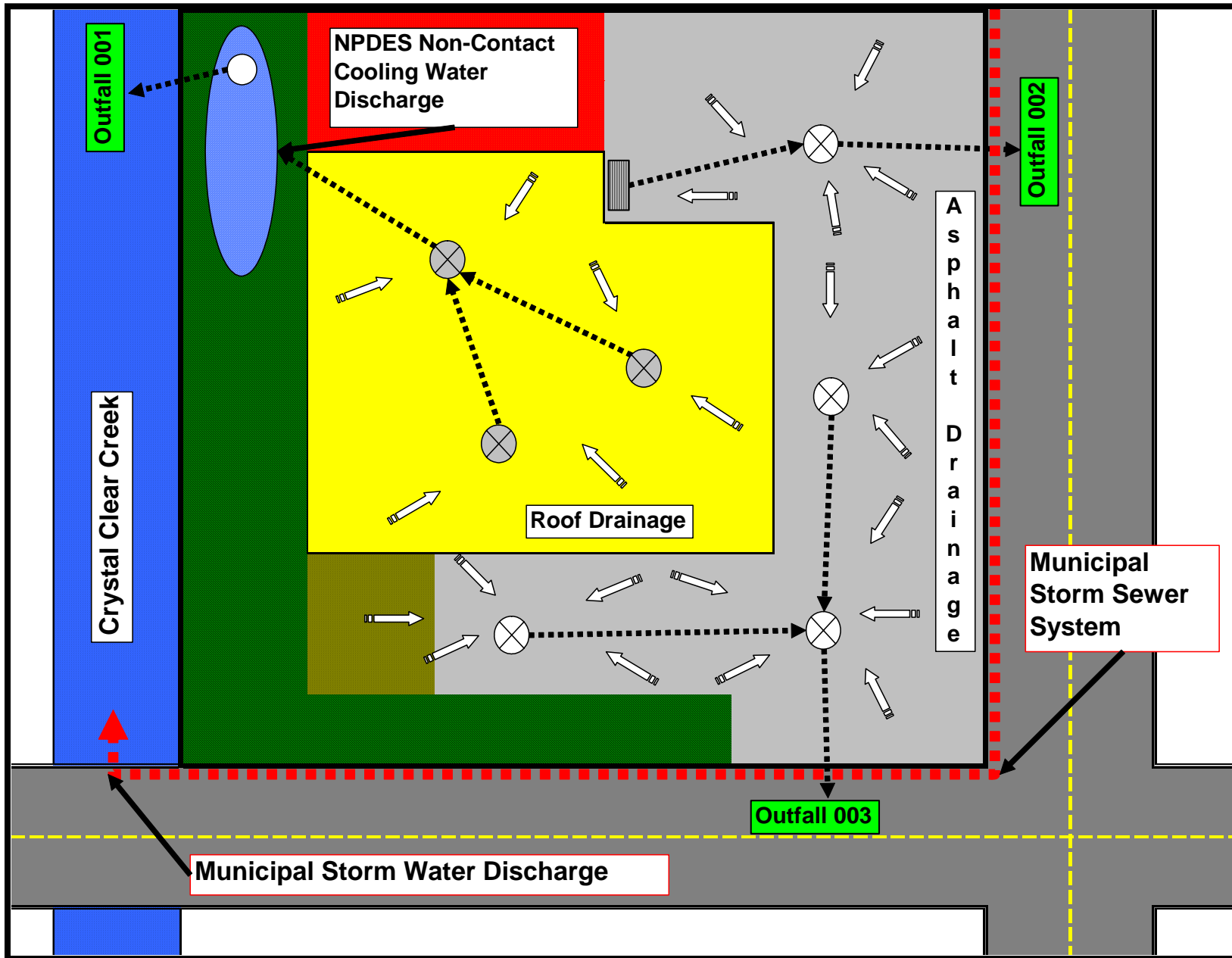
NAME AND TITLE OF PERSON SUBMITTING WRITTEN REPORT			TELEPHONE NUMBER (provide area code)		
NAME OF BUSINESS			RELEASE LOCATION (provide address if different than business, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.)		
STREET ADDRESS					
CITY	STATE	ZIP CODE			
BUSINESS TELEPHONE NUMBER (provide area code)					
SITE IDENTIFICATION NUMBER AND OTHER IDENTIFYING NUMBERS (if applicable)					
COUNTY		TOWNSHIP	TIER/RANGE/SECTION (if known)		
RELEASE DATA. Complete all applicable categories. Check all the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.					
DATE & TIME OF RELEASE (if known) ____/____/____ _____am/pm	DATE & TIME OF DISCOVERY ____/____/____ _____am/pm	DURATION OF RELEASE (if known) ____ days ____ hours ____ minutes		TYPE OF INCIDENT <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Leaking container <input type="checkbox"/> Loading/unloading release <input type="checkbox"/> Pipe/valve leak or rupture <input type="checkbox"/> Vehicle accident <input type="checkbox"/> Other _____	
MATERIAL RELEASED (Chemical or trade name) <input type="checkbox"/> CHECK HERE IF ADDITIONAL MATERIALS LISTED ON ATTACHED PAGE.		CAS NUMBER or HAZARDOUS WASTE CODE	ESTIMATED QUANTITY RELEASED (indicate unit e.g. lbs, gals, cu ft or yds)	PHYSICAL STATE RELEASED (indicate if solid, liquid, or gas)	
FACTORS CONTRIBUTING TO RELEASE <input type="checkbox"/> Equipment failure <input type="checkbox"/> Operator error <input type="checkbox"/> Faulty process design <input type="checkbox"/> Training deficiencies <input type="checkbox"/> Unusual weather conditions <input type="checkbox"/> Other _____			SOURCE OF LOSS <input type="checkbox"/> Container <input type="checkbox"/> Railroad car <input type="checkbox"/> Pipeline <input type="checkbox"/> Ship <input type="checkbox"/> Tank <input type="checkbox"/> Tanker <input type="checkbox"/> Truck <input type="checkbox"/> Other _____		
TYPE OF MATERIAL RELEASED <input type="checkbox"/> Agricultural: manure, pesticide, fertilizer <input type="checkbox"/> Chemicals <input type="checkbox"/> Flammable or combustible liquid <input type="checkbox"/> Hazardous waste <input type="checkbox"/> Liquid industrial waste <input type="checkbox"/> Oil/petroleum products or waste <input type="checkbox"/> Salt <input type="checkbox"/> Sewage <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown		MATERIAL LISTED ON or DEFINED BY <input type="checkbox"/> CAA Section 112(r) list (40 CFR Part 68) <input type="checkbox"/> CERCLA Table 302.4 (40 CFR Part 302) <input type="checkbox"/> EPCRA Extremely Hazardous Substance (40 CFR Part 355) <input type="checkbox"/> Michigan Critical Materials Register or permit <input type="checkbox"/> NREPA Part 31, Part 5 Rules polluting material <input type="checkbox"/> NREPA Part 111 or RCRA hazardous waste <input type="checkbox"/> NREPA Part 121 liquid industrial waste <input type="checkbox"/> Other list _____ <input type="checkbox"/> Unknown		IMMEDIATE ACTIONS TAKEN <input type="checkbox"/> Containment <input type="checkbox"/> Dilution <input type="checkbox"/> Evacuation <input type="checkbox"/> Hazard removal <input type="checkbox"/> Neutralization <input type="checkbox"/> System shut down <input type="checkbox"/> Diversion of release to treatment <input type="checkbox"/> Decontamination of persons or equipment <input type="checkbox"/> Monitoring <input type="checkbox"/> Other _____	
RELEASE REACHED					
<input type="checkbox"/> Surface waters (include name of river, lake, drain involved) _____			Distance from spill location to surface water, in feet _____		
<input type="checkbox"/> Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known) _____					
<input type="checkbox"/> Drain connected to storm sewer (include name of drain or water body it discharges into, if known) _____					
<input type="checkbox"/> Groundwater (indicate if it is a known or suspected drinking water source and include name of aquifer, if known) _____					
<input type="checkbox"/> Soils (include type e.g. clay, sand, loam, etc.) _____					
<input type="checkbox"/> Ambient Air					
<input type="checkbox"/> Spill contained on impervious surface					

EXTENT OF INJURIES, IF ANY <hr/>	WAS ANYONE HOSPITALIZED? <input type="checkbox"/> Yes NUMBER _____ HOSPITALIZED: _____ <input type="checkbox"/> No	TOTAL NUMBER OF INJURIES TREATED ON-SITE: <hr/>																																																									
DESCRIBE THE INCIDENT, THE TYPE OF EQUIPMENT INVOLVED IN THE RELEASE, HOW THE VOLUME OF LOSS WAS DETERMINED, ALONG WITH ANY RESULTING ENVIRONMENTAL DAMAGE CAUSED BY THE RELEASE. IDENTIFY WHO IMMEDIATELY RESPONDED TO THE INCIDENT (own employees or contractor — include cleanup company name, contact person, and telephone number). ALSO IDENTIFY WHO DID FURTHER CLEANUP ACTIVITIES, IF PERFORMED OR KNOWN WHEN REPORT SUBMITTED <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE <hr/> <hr/> <hr/> <hr/>																																																											
ESTIMATED QUANTITY OF ANY RECOVERED MATERIALS AND A DESCRIPTION OF HOW THOSE MATERIALS WERE MANAGED (include disposal method if applicable) <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE <hr/> <hr/>																																																											
ASSESSMENT OF ACTUAL OR POTENTIAL HAZARDS TO HUMAN HEALTH (include known acute or immediate and chronic or delayed effects, and where appropriate, advice regarding medical attention necessary for exposed individuals.) <input type="checkbox"/> CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE <hr/>																																																											
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY NOTIFIED: INITIAL CONTACT BY: <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Other DATE/TIME INITIAL CONTACT: _____ <input type="checkbox"/> PEAS: 800-292-4706 Log Number Assigned _____ <input type="checkbox"/> DEQ District or Field Office Divisions or Offices Contacted: <input type="checkbox"/> Baraga <input type="checkbox"/> Gwinn <input type="checkbox"/> Air Quality <input type="checkbox"/> Bay City <input type="checkbox"/> Jackson <input type="checkbox"/> Land & Water Management <input type="checkbox"/> Cadillac <input type="checkbox"/> Kalamazoo <input type="checkbox"/> Office Geological Survey <input type="checkbox"/> Crystal Falls <input type="checkbox"/> Lansing <input type="checkbox"/> Remediation and <input type="checkbox"/> Detroit <input type="checkbox"/> Newberry <input type="checkbox"/> Redevelopment <input type="checkbox"/> Gaylord <input type="checkbox"/> Warren <input type="checkbox"/> Waste and Hazardous <input type="checkbox"/> Grand Rapids <input type="checkbox"/> Wyoming <input type="checkbox"/> Materials DEQ Office locations are subject to change <input type="checkbox"/> Water Bureau	OTHER ENTITIES NOTIFIED: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Date:</th> <th style="width: 10%; text-align: center;">Time:</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> National Response Center (NRC): 800-424-8802</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> US Coast Guard Office:</td><td>_____</td><td>_____</td></tr> <tr><td style="padding-left: 20px;"><input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. Marie</td><td></td><td></td></tr> <tr><td><input type="checkbox"/> US Department of Transportation</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> US Environmental Protection Agency</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> 911 (or primary public safety answering point)</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Local Fire Department</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Local Police and/or State Police</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Local Emergency Planning Committee</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> State Emergency Response Commission</td><td>_____</td><td>_____</td></tr> <tr><td style="padding-left: 20px;">via MI SARA Title III Program</td><td></td><td></td></tr> <tr><td><input type="checkbox"/> Wastewater Treatment Plant Authority</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Hazmat Team</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Local Health Department</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Department of Labor & Economic Growth MIOSHA</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Department of Labor & Economic Growth Fire Safety</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Michigan Department of Agriculture: 800-405-0101</td><td>_____</td><td>_____</td></tr> <tr><td><input type="checkbox"/> Other _____</td><td>_____</td><td>_____</td></tr> </tbody> </table>			Date:	Time:	<input type="checkbox"/> National Response Center (NRC): 800-424-8802	_____	_____	<input type="checkbox"/> US Coast Guard Office:	_____	_____	<input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. Marie			<input type="checkbox"/> US Department of Transportation	_____	_____	<input type="checkbox"/> US Environmental Protection Agency	_____	_____	<input type="checkbox"/> 911 (or primary public safety answering point)	_____	_____	<input type="checkbox"/> Local Fire Department	_____	_____	<input type="checkbox"/> Local Police and/or State Police	_____	_____	<input type="checkbox"/> Local Emergency Planning Committee	_____	_____	<input type="checkbox"/> State Emergency Response Commission	_____	_____	via MI SARA Title III Program			<input type="checkbox"/> Wastewater Treatment Plant Authority	_____	_____	<input type="checkbox"/> Hazmat Team	_____	_____	<input type="checkbox"/> Local Health Department	_____	_____	<input type="checkbox"/> Department of Labor & Economic Growth MIOSHA	_____	_____	<input type="checkbox"/> Department of Labor & Economic Growth Fire Safety	_____	_____	<input type="checkbox"/> Michigan Department of Agriculture: 800-405-0101	_____	_____	<input type="checkbox"/> Other _____	_____	_____
	Date:	Time:																																																									
<input type="checkbox"/> National Response Center (NRC): 800-424-8802	_____	_____																																																									
<input type="checkbox"/> US Coast Guard Office:	_____	_____																																																									
<input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. Marie																																																											
<input type="checkbox"/> US Department of Transportation	_____	_____																																																									
<input type="checkbox"/> US Environmental Protection Agency	_____	_____																																																									
<input type="checkbox"/> 911 (or primary public safety answering point)	_____	_____																																																									
<input type="checkbox"/> Local Fire Department	_____	_____																																																									
<input type="checkbox"/> Local Police and/or State Police	_____	_____																																																									
<input type="checkbox"/> Local Emergency Planning Committee	_____	_____																																																									
<input type="checkbox"/> State Emergency Response Commission	_____	_____																																																									
via MI SARA Title III Program																																																											
<input type="checkbox"/> Wastewater Treatment Plant Authority	_____	_____																																																									
<input type="checkbox"/> Hazmat Team	_____	_____																																																									
<input type="checkbox"/> Local Health Department	_____	_____																																																									
<input type="checkbox"/> Department of Labor & Economic Growth MIOSHA	_____	_____																																																									
<input type="checkbox"/> Department of Labor & Economic Growth Fire Safety	_____	_____																																																									
<input type="checkbox"/> Michigan Department of Agriculture: 800-405-0101	_____	_____																																																									
<input type="checkbox"/> Other _____	_____	_____																																																									
NAME AND TITLE OF PERSON MAKING INITIAL REPORT: <hr/>	PERSON CONTACTED & PHONE NUMBER: <hr/>																																																										
DEQ STAFF CONTACTED & PHONE NUMBER: <hr/>	PERSON CONTACTED & PHONE NUMBER: <hr/>																																																										
DATE WRITTEN REPORT SUBMITTED	SIGNATURE OF PERSON SUBMITTING WRITTEN REPORT																																																										

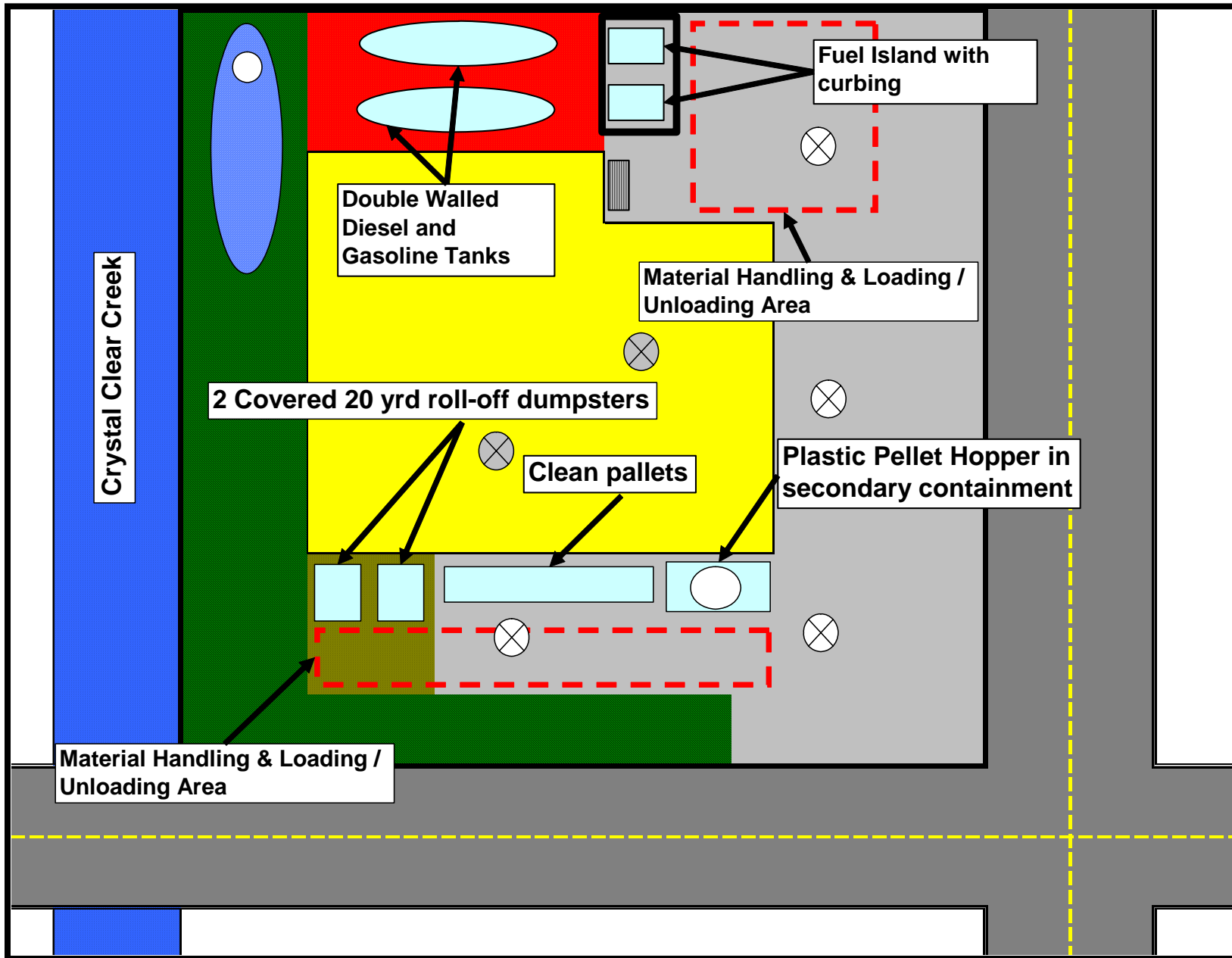
25.0 SAMPLE SITE MAP



25.0 SAMPLE SITE MAP CONTINUED



25.0 SAMPLE SITE MAP CONTINUED



26.0 SAMPLE TABLE 1

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
1) Loading, unloading, and other material handling operations	1) Boat maintenance area	Oil, battery acid, diesel fuel, gasoline, and other fluids	Spillage during material handling activities	High	A,B	1
2) Outdoor storage including secondary containment structures	1) Boat storage area	NA	Outdoor storage	Low	B	1
	2) Equipment storage area	Grease, hydraulic oil	Outdoor storage	Medium	B	1
	3) Rack storage	Rusting of metal	Outdoor storage	Low	C	2
3) Outdoor manufacturing or processing activities	NA					
4) Significant dust or particulate generating processes	1) Boat hull sanding	Paint dust, fiberglass dust	Outdoor maintenance activities	High	C	2
5) Discharge from vents, stacks, and air emission controls	NA					
6) On-site waste disposal practices	1) Dumpster staging area	General refuse	Spillage during loading and unloading	High	C	2
	2) Slip owner sewage pump out	Raw sewage and grey water	Spillage during unloading	High	A	1
7) Maintenance and cleaning of vehicles, machines and equipment	1) Boat / vehicle maintenance	Diesel, gasoline, coolant, grease, oil, waste water	Maintenance activities conducted outdoors	High	C	2
	2) Boat washing	Sediment, paint, waste water	Washing activities conducted outdoors	High	C	2

26.0 SAMPLE TABLE 1 CONTINUED

Section Listed in General Permit	Storage Areas / Activity Areas	Significant Materials	Exposure Method	Reasonable Potential Evaluation (high,medium,low)	Inlet(s)	Outfalls(s)
8) Areas of exposed and/or erodible soils	1) Gravel lot	Sediment	Erosion during rain events	Medium	D	2
9) Sites of Environmental Contamination listed under Part 201	NA					
10) Areas of significant material residues	NA					
11) Areas where animals congregate (wild or domestic) and deposit wastes	NA					
12) Other areas where storm water may contact significant materials	NA					