

Water Resources Division (WRD)

*Industrial Storm Water Program*

**Storm Water Pollution Prevention Plan Template**

This Storm Water Pollution Prevention Plan (SWPPP) template can be used by permittees to meet the SWPPP requirements of the storm water permit that authorizes discharges of storm water associated with industrial activity. This template was organized to follow the same organizational structure of the SWPPP requirements in the storm water permits. This template does include some permit and instructional language which can be removed if the permittee chooses once all applicable sections have been completed.

**HOW TO USE FILLABLE ITEMS IN THIS TEMPLATE**

**Using the fillable text boxes:**

Place your cursor on the fillable text box, click, and type in the site-specific information.



**Checking the applicable boxes:**

Place your cursor over the box and click.

**Adding more rows to a table:**

Highlight a row, then with your cursor in the selected row, right click and select copy. Once the row has been copied, right click in the selected row again and use the paste option “Insert as New Rows”.



**Storm Water Pollution Prevention Plan (SWPPP)**

This SWPPP was developed for the following facility:

This SWPPP was completed for the facility identified above on the following date:

The most recent revisions to this SWPPP were made on the following date:

**Storm Water Program task quick reference**

* Complete routine preventative maintenance activities per the frequency listed in the SWPPP
* Complete routine housekeeping inspections per the frequency listed in the SWPPP
* Complete quarterly comprehensive site inspections
* Complete quarterly visual assessments
* Complete annual employee SWPPP training
* Complete the annual SWPPP review report
* Revise the SWPPP when there has been a change in operations or personnel
* Notify the WRD when the primary Industrial Storm Water Certified Operator is replaced or the Facility Contact changes
* Submit non-compliance and/or spill/release reports as required by the permit
* Pay the annual permit fee ($260) invoice that is received on or before February 1
* Keep the facility’s MiEnviro Portal site up to date with current contact information
* Maintain storm water program records for 3 years

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# SECTION 1 - FACILITY INFORMATION

**Facility Information:**

* Name of Facility:
* Facility Address:
* County:
* Standard Industrial Classification (SIC) Code:
* Owner or Authorized Representative:

**Facility Contact Information:**

* Name:
* Title:
* Telephone:
* Email Address:
* Mailing Address:

**Certified Storm Water Operator Information:**

* Name:
* Certification Number & Expiration Date:
* Telephone:
* Email Address:
* Is the Certified Operator an employee at the facility: [ ]  Yes [ ]  No
	+ If the answer to the above question is “No” then include the Certified Operator’s business name and mailing address:

**Permit Information:**

* General Permit Number: or[ ] NA – Facility is operating under an individual permit
	+ [Link to the list of general permits](https://www.michigan.gov/egle/about/organization/water-resources/npdes/general-permits)
* Certificate of Coverage (COC) or Individual Permit Number:
* COC or Individual Permit Effective Date of Coverage:
* Receiving Waters:
* Permit authorization includes discharges from a special use area: [ ]  Yes [ ]  No
	+ If “Yes” check the appropriate box below, if “No” skip the boxes below:
		- [ ]  A [Short Term Storm Water Characterization Study](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/WRD/Storm-Water-Industrial/short-term-waste-characterization-study-plan-guidance.pdf?rev=b93db11dcdc74dde979c86a594d39a6c&hash=6E85B6805DD7550922FA2CCC648FD682) is required and the related documents are included in the SWPPP file.
		- [ ]  [Benchmark monitoring](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/WRD/Storm-Water-Industrial/benchmark-monitoring-guidance.pdf?rev=51ff696fc2c64e4698cfa884813f43fe&hash=0D02C8E6FD8D5CB338CC8EFE90DFF33F) is required and the related documents are included in the SWPPP file. Additionally, the SWPPP includes all required sector specific requirements.
* Identify the Total Daily Maximum Load (TMDL) associated with the facility’s discharge authorization (Applicable TMDL(s) can be found in MiEnviro following the steps in this [TMDL Guidance Document](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/WRD/MiEnviro/TMDLs-MiEnviro-How-to.pdf?rev=1ba689e10e02410c97dc6b7b11d68c11&hash=083511A022ED5E63A24E704894BBF692)):

Summary of the industrial activity occurring at this facility:

If this facility operates seasonally, identify what months the facility will be operating: [ ]  NA

# SECTION 2 – STORM WATER POLLUTION PREVENTION TEAM MEMBERS

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:

*The following is a list of the storm water program team members including their name, title, and responsibilities:*

|  |  |
| --- | --- |
| *Name and Title* | *Responsibility* |
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|       |       |
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|       |       |

*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

# SECTION 3 – POLLUTANT SOURCE IDENTIFICATION

To identify potential sources of significant materials that have reasonable potential to pollute storm water and subsequently be discharged to surface waters of the state, the SWPPP shall, at a minimum, include the following:

**Site Map**

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

1. Buildings and other permanent structures.
2. All outdoor areas of industrial activity, industrial equipment, and/or industrial material storage.
3. Storage, disposal, and/or recycling areas for significant materials.
4. The location of all storm water discharge points and monitoring points (numbered or otherwise uniquely labeled for reference).
5. The location of all storm water inlets (e.g., catch basins, roof drains, etc.) contributing to each storm water discharge point (numbered or otherwise uniquely labeled for reference).
6. The location of non-storm water NPDES-permitted discharges.
7. The location of all storm water conveyances (e.g. pipe, ditch, channel, etc.) and outlines of the drainage areas contributing to each storm water discharge point.
8. All structural controls (e.g., secondary containment, inlet filters, etc.) and/or storm water treatment equipment/devices.
9. Area(s) of vegetation (with appropriate labeling such as lawn, old field, marsh, wooded, etc.).
10. Area(s) that have the potential for soil erosion and sediment discharges (e.g., gravel lots, access roads, material stockpiles, outfalls, etc.).
11. Impervious surfaces (e.g., roofs, asphalt, concrete, etc.).
12. Name and location of receiving water(s).
13. Contaminated areas of the site regulated under Part 201 of the NREPA.

*Page designated for the facility’s site map however a separate attachment can be used as well.*

**List of Significant Materials Associated with Industrial Activity**

This list shall include significant materials that have a reasonable potential to pollute storm water and identify the activity or area in which the significant t materials are handled or stored. For each activity or area identified, the inlet(s) and discharge point(s) impacted in the event of a spill shall be included in the description. The following industrial activities and/or areas (which are listed in the permit) selected below are applicable to the facility’s operations:

* + 1. [ ]  Loading, unloading, and other industrial material handling activities
		2. [ ]  Outdoor industrial material storage areas, including secondary containment structures
		3. [ ]  Outdoor manufacturing or processing activities
		4. [ ]  Dust or particulate generating processes/activities
		5. [ ]  Discharges associated with vents, stacks, and air emission controls
		6. [ ]  Industrial waste or recyclable material storage or disposal areas
		7. [ ]  Activities associated with the maintenance and cleaning of vehicles, machines, and equipment
		8. [ ]  Area(s) that have the potential for soil erosion and sediment discharges (e.g., gravel lots,

 access roads, material stockpiles, outfalls, etc.)

* + 1. [ ]  Areas of contamination regulated under Part 201 of the NREPA
		2. [ ]  Areas of significant material residues
		3. [ ]  Areas where animals (wild or domestic) congregate and deposit wastes
		4. [ ]  Other areas where storm water may come into contact with significant materials

*The table below includes a more detailed description of the facility’s applicable industrial activities and material storage areas selected above and was completed to meet all the permit conditions related to this section:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Description of the industrial activities or material storage areas* | *Associated significant materials/pollutants* | *Exposure Potential (high/medium/low)* | *Inlet(s)* | *Discharge point(s)* |
|       |       |       |       |       |
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*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

**List of Significant Spills, Leaks, or Releases**

This list shall identify the date, volume, location of the significant spill/leak as defined in the permit, and the cleanup actions undertaken. Significant spills/leaks/releases shall be controlled in accordance with the SWPPP and are cause for the SWPPP to be updated as appropriate. The permittee shall notify the Department of Environment, Great Lakes, and Energy (EGLE) Water Resources Division (WRD) of significant spills/leaks/releases in accordance with the permit. Any documentation associated with significant spills/leaks/releases shall be retained with the SWPPP records for 3 years.

|  |
| --- |
| *WRITTEN SUMMARY – The following is a list of significant spills/leaks/releases (Include: location, date, pollutant released, estimated volume, corrective actions taken, and if WRD was notified):*[ ]  *NA – There have been no significant spills, leaks, or releases in the last 3 years.* |

**Summary of Storm Water Discharge Sampling Data**

If storm water sampling data has been collected, the SWPPP shall include a list of the pollutants detected, sources identified, and the control measures implemented to reduce the discharge of the detected pollutants. Storm water discharge sampling data shall be retained with the SWPPP records for 3 years.

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| *WRITTEN SUMMARY – The following is a summary of the storm water sampling data (Include: the pollutants detected, sources identified, and the control measures implemented to reduce the pollutants detected):*[ ]  *NA – No storm water sampling data has been collected.* |

**Illicit Connection Investigation and Elimination**

The SWPPP shall include a written description of the actions taken to identify, investigate, and eliminate illicit connections to Municipal Separate Storm Sewer Systems (MS4s) or surface waters of the state. Any discharge from an illicit connection to an MS4 or surface water of the state is a violation of the permit.

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| --- |
| *WRITTEN DESCRIPTION – The following actions have been taken to investigate and eliminate any illicit connections to the storm sewer system or surface waters of the state:* |

**Description of Dust Suppression Material Used Onsite**

The SWPPP shall include a description of the dust suppression material used onsite, the areas where

the material is used, and the actions implemented to prevent an unauthorized discharge of the material. If the permittee does not use dust suppression material onsite, the SWPPP shall indicate this.

|  |
| --- |
| *WRITTEN DESCRIPTION – The following is a description of the dust suppression material used on site (Include: material used, where it is used, and actions to prevent an unauthorized discharge):*[ ]  *NA – No dust suppression used on site.* |

# SECTION 4 – TOTAL MAXIMUM DAILY LOAD (TMDL)

Nonstructural and/or structural controls shall be implemented to reduce the discharge of the pollutant(s) listed in applicable TMDL(s) associated with the discharge authorization. Permittees can identify applicable TMDL(s) associated with the discharge authorization under their MiEnviro site by following the steps in this [TMDL Guidance Document](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/WRD/MiEnviro/TMDLs-MiEnviro-How-to.pdf?rev=1ba689e10e02410c97dc6b7b11d68c11&hash=083511A022ED5E63A24E704894BBF692). The SWPPP shall include a list of all applicable TMDL(s), as well as references to control measures already listed in the SWPPP intended to reduce the discharge of the TMDL pollutant(s). The implementation of an acceptable SWPPP shall meet the control measure expectations of the applicable TMDL(s); however, the EGLE WRD may require additional control measures if it is determined that the storm water discharge is negatively impacting the applicable TMDL(s). If no TMDL(s) are associated with the discharge authorization, then NA can be checked below.

|  |
| --- |
| *WRITTEN SUMMARY – The following is a list of the applicable TMDL pollutant(s) and a summary of the control measures specifically implemented to control the discharge of the pollutant associated with the TMDL(s):*[ ]  *NA – No TMDL pollutant(s) associated with the discharge authorization.* |

# SECTION 5 – NON-STRUCTURAL CONTROLS

To manage and address sources of significant materials that have reasonable potential to pollute storm water and subsequently be discharged to surface waters of the state, the SWPPP shall, at a minimum, include the following nonstructural controls:

**Preventative Maintenance Program**

Preventive maintenance procedures shall list the storm water management and control devices, treatment systems, industrial equipment, etc. that will be routinely serviced and maintained to prevent significant material exposure to storm water. Preventative maintenance activities may be performed by outside contractors or facility staff. Generally, the focus of this permit requirement is on exterior items. The written procedures shall include a maintenance schedule for each item listed.

*WRITTEN PROCEDURES – The following is a list of items included in the facility’s SWPPP preventative maintenance program. For each item listed, the preventative maintenance schedule (daily, weekly, monthly, etc.) is included:*

|  |  |
| --- | --- |
| *List of storm water management and control devices, treatment systems, industrial equipment, etc.* | *Preventative maintenance schedule (daily, weekly, monthly, etc.)* |
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*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

**Housekeeping Procedures and Inspection Program**

Good housekeeping inspection procedures shall list the areas that will be routinely (more frequent than the comprehensive site inspections) inspected and cleaned to prevent significant material exposure to storm water. The areas determined, by the Industrial Storm Water Certified Operator, to have a greater potential for “routine” exposure issues should be the focus of these housekeeping inspections. These inspections can be performed by outside contractors or facility staff. The permit does not require these activities to be performed on a specific frequency or by an Industrial Storm Water Certified Operator. The areas associated with the items listed in the preventative maintenance procedures shall also be included. The written procedures shall include an inspection and cleaning schedule for each area listed. Generally, the focus of this permit requirement is on exterior areas. A written report documenting the implementation of the inspection and cleaning schedule shall be retained for 3 years.

*WRITTEN PROCEDURES – The following is a list of areas that are included in the facility’s SWPPP housekeeping inspection program. For each area listed, the inspection/cleaning frequency (weekly, monthly, annually, etc.) is included:*

|  |  |
| --- | --- |
| *List of areas included in the housekeeping inspection program* | *Inspection and cleaning frequency (daily, weekly, monthly, etc.)* |
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*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

*The housekeeping inspection report form is included in Appendix 1.*

**Comprehensive Site Inspection**

The permit requires written procedures to be developed for quarterly comprehensive storm water permit compliance inspections to be performed during regular business hours by the Industrial Storm Water Certified Operator. At a minimum one inspection shall be performed within each of the following quarters: January – March, April – June, July – September, and October – December. The procedures shall include:

* All areas identified on the site map
* All areas identified in the list of significant materials associated with industrial activity section of the SWPPP
* All areas identified in the list of significant spills and leaks section of the SWPPP
* All storm water inlets, non-subsurface conveyances, and discharge points
* All structural controls and/or storm water treatment equipment/devices

*WRITTEN PROCEDURES – The following is a list of areas, inlets, discharge points, equipment, etc. that will be inspected to assess exposure issues during the comprehensive site inspection. The procedures include the common tasks the Industrial Storm Water Certified Operator will be performing while inspecting each area/item listed:*

|  |  |
| --- | --- |
| *List of areas, inlets, discharge points, industrial equipment, etc. inspected for exposure issues* | *Tasks performed during the inspection* |
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|       |       |
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*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

A report of the comprehensive site inspection results shall be prepared and retained for three years. The report shall include the following information:

* Date of the inspection.
* The Industrial Storm Water Certified Operator’s name and certification number.
* All observations regarding significant material exposure and any necessary corrective actions.
* Comments related to the review of the good housekeeping reports and any other paperwork associated with the SWPPP.
* A certification stating the facility is in compliance with this permit and the SWPPP, or, if there are instances of noncompliance, they are identified.

*The comprehensive site inspection report form is included in Appendix 2.*

**Visual Assessments**

The permit requires written procedures to be developed for quarterly visual assessment sampling to be performed during regular business hours by the Industrial Storm Water Certified Operator. At a minimum one storm water sample shall be collected from each discharge point within each of the following quarters: January – March, April – June, July – September, and October – December.

|  |
| --- |
| *WRITTEN PROCEDURES – The following are the visual assessment procedures implemented to ensure the storm water discharge meets the effluent limitations of the permit.**Monitoring Location Information** *List the discharge points where water samples will be collected for the facility’s visual assessment program. If the water sample collection location is not at the actual discharge point, describe the reason for choosing an alternate sampling location (All water sampling locations need to be identified on the Storm Water Pollution Prevention Plan (SWPPP) site map):*
* *Are there substantially identical discharge points?* [ ]  *No Yes* [ ]

*If “Yes”:** *Describe the justification used to determine the substantially identical discharge points:*
* *Describe the schedule for rotating the visual assessment monitoring at substantially identical discharge points (e.g. Quarter 1\_001, Quarter 2\_002, Quarter 3\_001, Quarter 4\_002):*

*Qualified Personnel Information** *List the name(s) of the Qualified Personnel that will collect the water samples:*
* *Training for the Qualified Personnel includes viewing the Visual Assessment Guidance video on the EGLE, WRD Industrial Storm Water webpage. Describe the additional site-specific training Qualified Personnel receive to adequately perform required tasks:*

*Water Sample Collection and Handling Information** *How will the storm water samples be collected?* [ ]  *Automatic Sampler* [ ]  *Manually*

*If samples will be collected with an automatic sampler:* [ ]  *NA** *List the type used:*
* *Describe how it will be set up to effectively collect water samples at each discharge point or alternate sampling location:*

*If samples will be collected manually:* [ ]  *NA** *Describe how each discharge point was evaluated to determine when a discharge would begin after the start of a rain or snow melt event:*
* *Describe the methods and equipment used to collect the samples:*

*Visual Assessment Information** *List the name(s) of the Industrial Storm Water Certified Operator(s) that will be performing the visual assessment of the water samples:*
* *Describe the general follow-up actions that will be taken if unusual characteristics are observed during the visual assessment activities:*
 |

*The visual assessment form is included in Appendix 3*

**Material Handling & Spill Prevention / Response Procedures**

Significant material handling and storage procedures shall be developed to minimize the potential for leaks and spills that may be exposed to storm water. For each potential spill or leak area, the procedures shall identify the significant material handling and storage requirements, spill response actions, and locations of spill/leak kits. The SWPPP shall include language describing what a reportable spill or leak is, and the appropriate reporting requirements. The [EGLE Spill or Release Report](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Forms/ESD/EQP3465-Spill-or-Release-Report.pdf) can be used if written reporting to EGLE WRD is required for significant spills, leaks or releases.

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.

Does the facility have material handling & spill / response procedures developed to comply with any of the statutes listed above? [ ]  No [ ]  Yes

* If the answer is “No” complete the written procedures below.
* If the answer is “Yes” then reference the procedures and where they are located here and complete the written procedures below as appropriate:

Describe what constitutes a reportable spill, leak, or release as it relates to the industrial operations at this facility:

The EGLE, WRD [Industrial Storm Water program spill reporting guidance document](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Programs/WRD/Storm-Water-Industrial/permit-info-spill-reporting.pdf) is available for reference purposes when considering reportable spills, leaks, or releases.

The following phone numbers will be utilized during a spill or release incident:

* Facility Responsible Person/Phone Number:
* Local Spill Response Contractor Phone Number:
* EGLE District Office Phone Number:
* EGLE 24-Hour Pollution Emergency Alerting System (PEAS): ***1-800-292-4706***

Spill kits containing appropriate materials are located in the following locations:

*WRITTEN PROCEDURES – The following is a list of the potential spill or leak areas. For each area the procedures include the significant material handling and storage requirements, spill response actions, and spill reporting requirements:*

|  |  |  |
| --- | --- | --- |
| *List of potential spill or leak areas* | *Material handling and storage procedures* | *Spill response procedures and report requirements* |
|       |       |       |
|       |       |       |
|       |       |       |
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*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

**Employee Training Program**

The SWPPP shall include a written description of the employee training program that will be implemented on an annual basis to inform appropriate personnel of the components of the SWPPP and requirements of this permit. Records of the annual employee training program shall be retained for 3 years. An [employee training video](https://youtu.be/GyOFmXViQ4I) that can be utilized to assist in the annual training program is available at the EGLE, WRD, Industrial Storm Water webpage. Note there is also a Spanish version of the video available.

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.

|  |
| --- |
| *WRITTEN DESCRIPTION – 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, preventative maintenance activities, spill prevention and response procedures, etc.):* |

*The employee training roster is included in Appendix 4.*

# SECTION 6 – STRUCTURAL CONTROLS

Structural controls shall be used to reduce significant material exposure and/or the concentration of significant materials in the discharge to ensure compliance with discharge requirements of the permit. The SWPPP shall provide a list of all structural controls utilized onsite and the significant material(s) intended to be managed by the structural controls. The location of the structural controls shall be identified on the site map. Where applicable, structural controls shall, at a minimum, be utilized to achieve the following:

* Prevent unauthorized discharges from industrial waste and recyclable material containers.
* Prevent the discharge of sediment and other particulates that can be mobilized by storm water.
* Minimize channel/streambank erosion and scour in the immediate vicinity of outfalls.

*WRITTEN SUMMARY – The following is a list of structural controls utilized onsite. A description of the significant materials intended to be controlled by each structural control is also included with the list:*

|  |  |
| --- | --- |
| *List of structural controls utilized onsite* | *Identification of the significant materials intended to be managed by the structural control* |
|       |       |
|       |       |
|       |       |
|       |       |

*\*Add more lines to the table as necessary* *by selecting rows and using the copy and paste function*

# SECTION 7 – NON-STORM WATER DISCHARGES

Storm water shall be defined to include all of the following non-storm water discharges provided pollution prevention controls for the non-storm water discharge are identified in the SWPPP. The following non-storm water discharges selected below are applicable to this facility:

1. [ ]  Discharges from fire hydrant flushing
2. [ ]  Potable water sources including water line flushing
3. [ ]  Water from fire system testing and firefighting training without burned materials or chemical fire

 suppressants

1. [ ]  Irrigation drainage
2. [ ]  Lawn watering
3. [ ]  Routine building wash-down that does not use detergents or other compounds
4. [ ]  Pavement wash waters where contamination by toxic or hazardous materials has not occurred

 (unless all contamination by toxic or hazardous materials has been removed) and where

 detergents are not used

1. [ ] Uncontaminated condensate from air conditioners, coolers, and other compressors and from

 the outside storage of refrigerated gases or liquids

1. [ ]  Uncontaminated ground water
2. [ ]  Foundation or footing drains where flows are not contaminated with process materials such as

 solvents

|  |
| --- |
| *The following is a description of the pollution prevention control measures implemented to ensure the applicable non-storm water discharges selected above meet the conditions of the permit:* |

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

Note, that any discharge that does not comply with the Final Effluent Limitations and Monitoring Requirements listed in the general permit needs to be reported to EGLE WRD in accordance with the Noncompliance Notification or the Spill Notification conditions. This includes discharges from fire suppression water.

# SECTION 8 – ANNUAL SWPPP REVIEW

The permittee and/or an Industrial Storm Water Certified Operator shall review the SWPPP annually after it is developed and maintain a written report of the review. Based on the review, the permittee or an Industrial Storm Water Certified Operator shall amend the SWPPP as needed to ensure continued compliance with the terms and conditions of this permit. A [SWPPP Annual Review Report form](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Forms/WRD/Storm-Water-Industrial/EQP9304-Storm-Water-Pollution-Prevention-Plan-Annual-Review-Report-Form.pdf) is available on the Industrial Storm Water Program webpage. The SWPPP Annual Review Report form shall be retained 3 years. Note, that some permittees are required to complete the SWPPP Annual Review Report form via MiEnviro on or before January 10th. The permittee’s general permit associated with the Certificate of Coverage (COC) or the individual permit will specify the applicable requirements.

|  |
| --- |
| The permittee’s storm water permit requires:[ ]  The SWPPP Annual Review Report to be submitted via MiEnviro on or before January 10th.[ ]  The SWPPP Annual Review Report needs to be completed, however it is not required to be submitted via MiEnviro. |

# SECTION 9 – INDUSTRIAL STORM WATER CERTIFIED OPERATOR UPDATE

If the primary Industrial Storm Water Certified Operator is replaced, the permittee shall provide the name and certification number of the new Industrial Storm Water Certified Operator to EGLE WRD by updating the facility’s MiEnviro site. If a facility has multiple Industrial Storm Water Certified Operators, the names and certification numbers of all shall be included in the SWPPP.

|  |
| --- |
| [ ]  Yes, the permittee’s MiEnviro site includes contact information and the certification number for the primary Industrial Storm Water Certified Operator. |

# SECTION 10 – ALTERNATE SCHEDULE REQUEST FOR COMPREHENSIVE SITE INSPECTIONS AND/OR VISUAL ASSESSMENTS

The permittee may request EGLE WRD approval of an alternate schedule for comprehensive site inspections and/or visual assessments. Such a request must be done via the MiEnviro form and may be made if the permittee meets the following criteria: the permittee is in full compliance with this permit, the permittee has an acceptable SWPPP, the permittee has installed and/or implemented adequate structural controls at the facility, the permittee has all required inspection reports available at the facility, and the permittee has an Industrial Storm Water Certified Operator at the facility. EGLE WRD may revoke the approval of an alternate schedule at any time upon notification to the permittee if these criteria are not being met.

|  |
| --- |
| An alternate schedule request was submitted via MiEnviro and was approved by EGLE WRD on this date: The EGLE WRD approved alternate schedule for comprehensive site inspections is: The EGLE WRD approved alternate schedule for visual assessments is:  |

# SECTION 11 – RECORD KEEPING

The permittee shall maintain records of all SWPPP-related activities. All such records shall be retained for three years. The following records are required by this permit:

* Good housekeeping inspection reports
* Comprehensive site inspection reports
* Visual assessment reports
* Employee training records
* SWPPP annual review reports
* Significant spill/leak reports
* Storm water discharge sampling data

# SECTION 12 – 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 and associated records 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 RepresentativeName and Title: Signature and Date: |
| Primary Industrial Storm Water Certified OperatorName and Certification Number: Signature and Date:  |
| List of additional Industrial Storm Water Certified Operators assisting with the program (if applicable): |

# APPENDIX 1 – SWPPP HOUSEKEEPING INSPECTION FORM

**DATE:**

**INSPECTOR’S NAME:**

|  |  |  |
| --- | --- | --- |
| List the areas/items included in the housekeeping inspection program | Inspection Frequency | Check the box if the area was inspected during this inspection. If necessary, add notes related to any notable observations and applicable corrective actions |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]   |
|  |  | [ ]   |
|  |  | [ ]   |
|  |  | [ ]   |
|  |  | [ ]  |
|  |  | [ ]   |

*\*Add additional rows as necessary* *by selecting rows and using the copy and paste function*

# APPENDIX 2 – SWPPP COMPREHENSIVE SITE INSPECTION FORM

CHECK THE APPROPRIATE QUARTER: [ ]  Q1 [ ]  Q2 [ ]  Q3 [ ]  Q4

DATE:

CERTIFIED OPERATOR’S NAME AND CERTIFICATION NUMBER:

[ ]  YES, THE GOOD HOUSEKEEPING REPORTS AND OTHER APPROPRIATE PROGRAM RECORDS WERE REVIEWED DURING THIS COMPREHENSIVE INSPECTION.

Check the appropriate box below regarding the results of the paperwork review:

[ ]  No issues were identified during the review

[ ]  The following issues were identified during this review:

|  |  |
| --- | --- |
| List the areas/items included in the comprehensive site inspection program | Check the box indicating the area was inspected. If necessary, add notes related to any notable observations and applicable corrective actions. |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |
|  | [ ]   |

*\*Add additional rows as necessary* *by selecting rows and using the copy and paste function*

COMPLIANCE CERTIFICATION STATEMENT

Based on the results of this inspection the facility is operating in compliance with the general permit and the SWPPP: [ ]  Yes [ ]  No, explain:

# APPENDIX 3 – SWPPP VISUAL ASSESMENT REPORT FORM

CHECK THE APPROPRIATE QUARTER: [ ]  Q1 [ ]  Q2 [ ]  Q3 [ ]  Q4

DATE:

CERTIFIED OPERATOR’S NAME AND CERTIFICATION NUMBER:

DISCHARGE OR SAMPLING POINT:

**QUALIFYING STORM EVENT AND STORM WATER SAMPLE COLLECTION INFORMATION**

* What type of storm event was sampled? [ ]  Snowmelt [ ]  Rainfall
* For a rainfall event include the information below:
	+ Duration of the rain event expressed in hours:
	+ How many inches of rain fell during the event?
* The last qualifying storm event was at least 72 hours prior to start of this event: [ ]  Yes [ ]  No
	+ If “No”, explanation is required:
* What was the date and time the storm water discharge began?
* What was the date and time the storm water sample was collected?
* How was the storm water sample collected? [ ]  Automatic Sampler [ ]  Manually
	+ If “Manually”, list name(s) of personnel that collected the water sample:
* Was the storm water sample collected within the first 30 minutes of discharge? [ ]  Yes [ ]  No
	+ If “No”, explanation is required:
* Describe any notable observations of the discharge while the storm water sample was collected (A response to this question is not required if the storm water sample was collected with an automatic sampler):

**VISUAL ASSESSMENT INFORMATION**

* What date and time was the visual assessment of the storm water sample performed?
* Were any of the following unusual discharge characteristics identified in the storm water sample when performing the visual assessment? (Click box if “yes”)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Color | [ ]  Turbidity | [ ]  Suspended Solids | [ ]  Settleable Solids |
| [ ]  Oil Sheen | [ ]  Floating Solids | [ ]  Foam | [ ]  Other |

* Further describe any unusual discharge characteristics identified above:
* An unaltered, full-color photograph of the storm water sample was taken against a white background and will be saved/filed with this form when complete: [ ]  Yes [ ]  No

**VISUAL ASSESSMENT RESULTS SUMMARY**

* Based on the results of the visual assessment, are there unusual characteristics associated with the discharge that require corrective actions? [ ]  Yes [ ]  No
	+ If “Yes”, then describe the corrective actions taken and include the corrective action completed date:
* If the response is “Yes” to question above, were the unusual characteristics significant enough to consider the storm water discharge in violation of the permit? [ ]  Yes [ ]  No
	+ If “Yes”, then describe the noncompliance reporting actions taken to comply with the permit:

# APPENDIX 4 – SWPPP EMPLOYEE TRAINING ROSTER FORM

DATE OF TRAINING SESSION:

NAME OF TRAINER:

SWPPP TRAINING TOPICS COVERED DURING THE SESSION:

Note, that the Industrial Storm Water Certified Operator designates appropriate facility personnel to receive annual training which includes the components of the SWPPP and requirements of the general permit. Add additional lines below as necessary.

ATTENDEES NAME AND SIGNATURE:

|  |
| --- |
| 1.       |
| 2.       |
| 3.       |
| 4.       |
| 5.       |
| 6.       |
| 7.       |
| 8.       |
| 9.       |
| 10.       |
| 11.       |
| 12.       |

*\*Add additional rows as necessary* *by selecting rows and using the copy and paste function*

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517-249-0906.

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