MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Water Resources Division
Industrial Storm Water Program

Sample Storm Water Pollution Prevention Plan

This sample Storm Water Pollution Prevention Plan (SWPPP) can be used as a reference by permittees when the Water Resources Division (WRD) SWPPP template is being utilized to meet the SWPPP requirements of the storm water permit that authorizes discharges of storm water associated with industrial activity.

This SWPPP was developed for the following facility:

Ryan's Marina

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

9/1/2023

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

9/1/2023

SWPPP task quick reference	
✓ Routine Preventative Maintenance Activities	Frequency determined by permittee
✓ Routine Housekeeping Inspections	Frequency determined by permittee
✓ Comprehensive Site Inspections	Quarterly
✓ Visual Assessments	Quarterly
✓ Employee SWPPP Training	Annually
✓ Annual SWPPP Review Report	Annually
✓ SWPPP Revisions	As needed
✓ Industrial Storm Water Certified Operator Update	As needed
✓ Non-Compliance and Spill / Release Reporting	As needed

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SECTION 1 - FACILITY INFORMATION

Facility Information:

- Name of Facility: **Ryan's Marina**
- Facility Address: **123 Ryan Way, Muskegon, MI 49999**
- County: **Muskegon**
- Standard Industrial Classification (SIC) Code: **4493**
- Owner or Authorized Representative: **Ryan Grant**

Facility Contact Information:

- Name: **Ryan Grant**
- Title: **Owner**
- Telephone: **616-250-6134**
- Email Address: **GrantR3@Michigan.gov**
- Mailing Address: **Same as facility address**

Certified Storm Water Operator Information:

- Name: ***Ryan Grant***
- Certification Number & Expiration Date: ***i-06490, July 1, 2025***
- Telephone: ***616-250-6134***
- Email Address: ***GrantR3@Michigan.gov***
- 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: ***NA***

Permit Information:

- General Permit Number: ***MIS310000*** or ☐ NA – Facility is operating under an individual permit
- Certificate of Coverage (COC) or Individual Permit Number: ***MIS312333***
- COC or Individual Permit Effective Date of Coverage: ***6/19/2022***
- Receiving Waters: ***Muskegon Lake***
- 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 is required and the related documents are included in the SWPPP file.
    - ☐ Benchmark monitoring 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) listed on COC or associated with the individual permit: ***Phosphorus and E. Coli***

Brief Industrial Activity Description: ***Full service marina with slip rental, fueling, storage, in/out service, and boat maintenance services.***

If this facility is a seasonal facility describe the seasonal operation and what months the facility will be operating: ***The full service marina operates April through November annually. The marina is shut down and has very limited staff December through the end of March.***

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:
-Ryan Grant, Certified Operator and Facility Contact
-Mike Worm, Maintenance Supervisor and back up Storm Water Program contact

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.

The facility's site map is included on the following page.

Site Map Notes:
-Storm water runoff discharges to Muskegon Lake.
-Most of the property is impervious surface except for the gravel lot and the strip of grass near the docks.
-Dumpsters on-site are fitted with covers.
-Drip pans are used at the sewage pump out station.
-Inlet C has a valve to discharge wash water to the WWTP.
-The black line represents the property boundary.
-White arrows represent storm sewer lines.
-Black arrows represent storm drainage areas.
-Green boxes represent storm water discharges points.
-Red circles represent storm water inlets.
North
Lake Express Ferry
Boat Storage & Hull Sanding
Boat Fueling & Sewage Pump Out
Rack Storage & Gravel Lot
Boat Washing
Boat & Vehicle Maintenance
Dumpsters
Boat Storage & Hull Sanding
Equipment Storage
1
2
3
4
A
B
C
D
E

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.)
9) ☐ Areas of contamination regulated under Part 201 of the NREPA
10) ☐ Areas of significant material residues
11) ☐ Areas where animals (wild or domestic) congregate and deposit wastes
12) ☐ 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)
Boat & Vehicle Maintenance Area	***Oil, battery acid, antifreeze, diesel fuel, gasoline, and other fluids associated with maintenance activities***	***High***	***A***	***1***
Fueling & Sewage Pump Out Area	***Gasoline, diesel fuel, wastewater***	***High***	***B***	***3 or Direct Discharge***
Boat Storage & Hull Sanding Areas	***Paint dust, fiberglass dust, solvents, paint***	***High***	***C & D***	***2 & 3***
Equipment Storage Areas	***Grease, hydraulic oil***	***Medium***	***A & C***	***1 & 2***
Dumpsters	***General & industrial refuse***	***Medium***	***A***	***1***

Boat Washing Area	***Marine debris, paint residue, wash water, cleaning detergents***	***High***	***C***	***2***
Rack Storage & Gravel Lot	***Sediment, rusting metal***	***Low***	***D***	***3***

List of Significant Spills and Leaks

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 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 in accordance with the permit. Any documentation associated with significant spills/leaks shall be retained with the SWPPP records for 3 years.

WRITTEN SUMMARY – The following is a list of significant spill/leaks (Include: location, date, pollutant released, estimated volume, corrective actions taken, and if WRD was notified):

☐ *NA – There have been no significant spills or leaks in the last 3 years.*

7/5/2021 – Approximately 2 gallons of gasoline was spilled to the lake at the boat fueling area. Gasoline released from a boat's gas tank vent. Booms were deployed and absorbent pads were used to remove as much of the spilled gasoline as possible. WRD Grand Rapids District staff were notified via phone call. No written report of the incident was requested by WRD.

6/10/2022 – Approximately 3 quarts of motor oil was released to the catch basin at the boat maintenance area. Oil was removed from the catch basin with a shop vac and the catch basin was cleaned. Oil dry material was used to clean up the spilled oil on the pavement. No report to EGLE WRD.

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.

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.

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:

All interior floor drains were inspected by a plumbing contractor to verify that they were connected to the municipal sanitary system. Muskegon City sanitary staff were contacted and made aware of the connection.

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) associated with any TMDL(s) identified in the COC or the individual permit. The SWPPP shall include a list of all TMDL(s) identified on the COC or individual permit, 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 all TMDL(s) identified in the COC or individual permit; 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 TMDLs are identified in the COC or individual permit, this condition does not apply.

WRITTEN SUMMARY – The following is a list the TMDL pollutant(s) identified in the COC or individual permit and a summary of the control measures specifically implemented to control the discharge of the pollutant associated with the TMDL:
☐ *NA – No TMDL pollutants identified in the COC or individual permit.*

-E. Coli – Inspections and drip pans are implemented at the boat sewage pump out area to prevent any exposure issues.
-Phosphorus – There are no industrial activities that occur at the marina that would cause phosphorus impacts to Muskegon Lake.

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 (weekly, monthly, annually, etc.) is included:

-Storm water catch basins will be cleaned annually.
-Sanitary drain in the boat wash area will be checked and maintained weekly.
-Sediment filters in gravel lot will be checked and maintained quarterly.
-Fuel dispenser equipment and filters will be checked and maintained monthly.
-Sewage pump out equipment checked and maintained weekly.
-Fork lift and boat well lift will be checked and maintained monthly.

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:

-The following areas will be inspected for exposure issues weekly: Boat and vehicle maintenance area, fueling and sewage pump out area, boat storage and hull sanding areas, and boat washing area.
-The following areas will be inspected for exposure issues monthly: Equipment storage areas and dumpster area.

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:

-Housekeeping inspection reports will be checked for completion.
-Preventative maintenance activities scheduled during the quarter will be checked for completion.
-All inlets and discharge points will be inspected for evidence of exposure issues.
-The following areas will be inspected for exposure issues: Boat and vehicle maintenance area, fueling and sewage pump out area, boat storage and hull sanding areas, boat washing area, equipment storage areas, dumpster area, and the rack storage and gravel lot area.

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. The Visual Assessment Written Procedures Outline Template and the Visual Assessment Report Form available on the EGLE WRD Industrial Storm Water webpage should be utilized to meet the permit requirements.

☒ The Visual Assessment Written Procedures Outline Template and the Visual Assessment Report Form are being used to meet this SWPPP requirement and are included with the SWPPP file.

☐ The company chose to use alternative methods to meet this permit condition and have included the documents with the SWPPP file.

Material Handling & Spill Prevention / Clean-Up 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 can be used if written reporting to EGLE WRD regarding an incident is required.

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 / clean-up 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: ***The following plans are onsite and available for review: PIPP, Chemical Spill Response Plan, Fuel Spill Response Plan, and Sewage Transfer Spill Response Plan.***

The EGLE, WRD Industrial Storm Water program spill reporting guidance document should be kept with the SWPPP for reference purposes.

The following phone numbers will be utilized during a spill or release incident:
- Facility Responsible Person/Phone Number: ***Ryan Grant, 616-304-1953***
- Local Spill Response Contractor Phone Number: ***Environmental Cleanup Contractor, 616-555-8888***
- EGLE District Office Phone Number: ***Grand Rapids District Office, 616-356-0500***
- EGLE 24-Hour Pollution Emergency Alerting System (PEAS): ***1-800-292-4706***

Spill kits containing appropriate materials are located in the following locations: ***Boat and vehicle maintenance area, fueling and sewage pump out area, and the boat washing area.***

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:

-Boat and Vehicle Maintenance Area
Material Handling and Storage Requirements (MHSR): Handle materials in a manner that prevents spillage. Refer to company's chemical handling and storage procedures.

Spill Response Procedures (SRP): Protect storm drain. Notify supervisor if necessary. Clean up spills using materials in the closest spill kit. Refer to company's chemical spill response plan if needed.

-Dumpster Area
MHSR: Waste container lids are to be closed at all times. Make sure the there is no spillage of refuse and no liquids are leaking from the container.

SRP: Protect storm drain. Notify supervisor if necessary. Clean up spilled materials utilizing necessary equipment (e.g., shovel, broom, etc.) or absorbent materials from a nearby spill kit.

-Fueling and Sewage Pump Out Area
MHSR: Refer to company's boat fueling procedures and sewage transfer procedures.

SRP: Refer to company's fuel spill response plan and sewage transfer spill response plan.

-Boat Washing Area
MHSR: Boat washing is only authorized in designated areas. Wash water must drain to the designated catch basin that is plumbed to the sanitary system. Any solids washed off boats must be swept or shoveled up and placed in waste container.

SRP: Protect storm drains. Notify supervisor if necessary. Clean up spill utilizing the materials located in the nearby spill kit.

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 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 video available on the EGLE, WRD Industrial Storm Water webpage is utilized for the employee training program. All employees are informed on the housekeeping policies and the spill prevention and response expectations of the company.

The employee training roster is included in Appendix 3.

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:

-Covers on dumpsters are utilized to prevent storm water from entering the waste containers.
-Designated sanitary drain in boat wash area is utilized to prevent the discharge of paint solids, heavy metals, suspended solids, and marine debris to Muskegon Lake during washing activities.
-Drip pans are used at the sewage pump out area to prevent the exposure of sewage.
-Catch basin filter sacks are used in the storm water catch basins located in the gravel area of the property.

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
4) ☐ Irrigation drainage
5) ☒ Lawn watering
6) ☐ Routine building wash-down that does not use detergents or other compounds

7) ☐ 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
8) ☐ Uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids
9) ☐ Uncontaminated ground water
10) ☐ 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 lawn watering will be minimal and will not come in contact with any significant materials.

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 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: ***5/24/2022 – The alternative schedule was approved by WRD because the permit criteria was met and the fact that there is very limited industrial activity occurring at the marina annually during Quarter 1.***

The EGLE WRD approved alternate schedule for comprehensive site inspections is: ***Quarters 2 - 4***

The EGLE WRD approved alternate schedule for visual assessments is: ***Quarters 2 - 4***

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 Representative
Name and Title: ***Ryan Grant***

Signature and Date: 9/1/2022

Primary Industrial Storm Water Certified Operator
Name and Certification Number: ***Ryan Grant, i-06490***

Signature and Date: 9/1/2022

List of additional Industrial Storm Water Certified Operators assisting with the program (if applicable): ***NA***

APPENDIX 1 – SWPPP HOUSEKEEPING INSPECTION FORM

DATE:

INSPECTOR'S NAME:

Areas/items included in the housekeeping inspection program	**Check the box if the area was inspected. If necessary, add notes related to any notable observations and applicable corrective actions**
Boat and Vehicle Maintenance Area – Weekly	☐
Fueling and Sewage Pump Out Area – Weekly	☐
Boat Storage and Hull Sanding Areas – Weekly	☐
Boat Washing Area – Weekly	☐
Equipment Storage Areas – Monthly	☐
Dumpster Area – Monthly	☐

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:

Areas/items included in the comprehensive site inspection program	**Notes related to any notable observations and applicable corrective actions**
Inlets (A – E)	
Outfalls (1 – 4)	
Boat and Vehicle Maintenance Area	
Fueling and Sewage Pump Out Area	
Boat Storage and Hull Sanding Area	
Equipment Storage Areas	
Dumpster Area	
Boat Washing Areas	
Rack Storage and Gravel Lot	

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 EMPLOYEE TRAINING ROSTER FORM

DATE OF TRAINING SESSION:

NAME OF TRAINER:

SWPPP TRAINING TOPICS COVERED DURING THE SESSION: *The employee training video available on the EGLE WRD Industrial Storm Water webpage is utilized for the employee training program. All employees are informed on the housekeeping policies and the spill prevention and response expectations of the company.*

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.
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11.
12.

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