

Facility Management: How to Prepare a Facility SWPPP

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Starting the SWPPP Development



Where to start?

- Identify the facilities under your control
- Complete a site inspection
- Identify the activities at the facility
 - Activities need a full SWPPP?
 - Mention as part of a SOP?
 - Mowing, litter collection, deicing, etc.

Description of Activities

- Identify potential pollutant sources:
 - Fuel & chemical storage, equipment & vehicle cleaning, fleet parking, stockpiles, etc.
- Complete a material inventory
 - 5-gallon containers and above
 - Location
 - Storage practices

Description of Activities

- Identify the implemented best management practices:
 - Routine maintenance practices & inspections
 - Designated wash & maintenance areas
 - Secondary containment & spill equipment
 - Floor drains not connected to stormwater

Description of Activities

- Identify specific activities that are exposed to stormwater
- Identify past spills
- Identify disposal practices
- Identify stormwater control measures
 - Aqua swirls, oil/water separator, rain gardens, berms, etc.

STANDARD OPERATING PROCEDURE MS4 PROGRAM

CATCH BASIN CLEANING

Writing the SWPPP

STORMWATER POLLUTION PREVENTION PLAN

WATER DEPARTMENT

CITY OF MS4, IN

MS4 Name
MS4 Program

Stormwater Pollution Prevention Plan (SWPPP)
Department Name

1.0 MS4 FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Introduction

This Stormwater Pollution Prevention Plan (SWPPP) was developed to document the MS4's good housekeeping and pollution prevention practices at MS4-owned facilities that have operations or activities that may impact stormwater. The goal of this SWPPP is to make employees aware of how their jobs impact stormwater and surface water. This SWPPP is a resource on how to prevent or respond to those situations where stormwater will contact or has contacted potential pollutant sources during daily facility operations.

1.2 Facility Information

Name of Facility:

Address:

County:

MS4 Permit Number:

MS4 Permittee Name:

Receiving Water(s):

1.3 Contact Information/Responsible Parties

The following personnel are responsible for activities at the facility.

Primary Contact:

Phone:

Secondary Contact:

- 4) Clean-up and Disposal
 - a) When the vacuum truck is full or at the end of a shift, the truck is to be cleaned and the drying bed at the WWTP.
 - b) Wash down vehicle before leaving the drying bed at the WWTP.
 - c) When the drying bed is full, the debris is disposed of at the appropriate location.
 - d) Store the vacuum truck indoors when not in use.

- 5) Documentation
 - a) Record the amount of waste collected, the approximate location, and the quadrant they were cleaned in on a log sheet.
 - b) Keep any notes or comments of any problems.
 - c) Be aware of signs of illicit discharges or other potential source of pollution and investigate potential source.

Contact Information and Site SWPPP Team

- Site identification
 - Address, receiving waters, MS4 number, etc.
- Contact information
 - Primary, secondary & emergency contact names & phone numbers
- Employee responsibilities
 - Identify the responsibilities of the team members: inspections, training, records, maintenance, wastes, etc.

Facility Activities

- Site Inspection information:
 - Potential pollutant sources
 - Material inventory
 - Implemented BMPs
 - Pollutants exposed to stormwater
 - Frequency of inspection

Other Information

- Site spill history
- Emergency procedures & contacts
- Employee training
- Inspections
- Recordkeeping & documentation
- Plan revisions
- Licenses

SWPPP Templates for MS4s

- INAFSM Pollution Prevention & Good Housekeeping Work Group
- Ohio EPA
- Central Massachusetts Regional Stormwater Coalition

SWPPP Facility Map

Used Oil and
Maintenance Oil Storage

Salt Dome

Equipment Storage Building
No Interior Drains

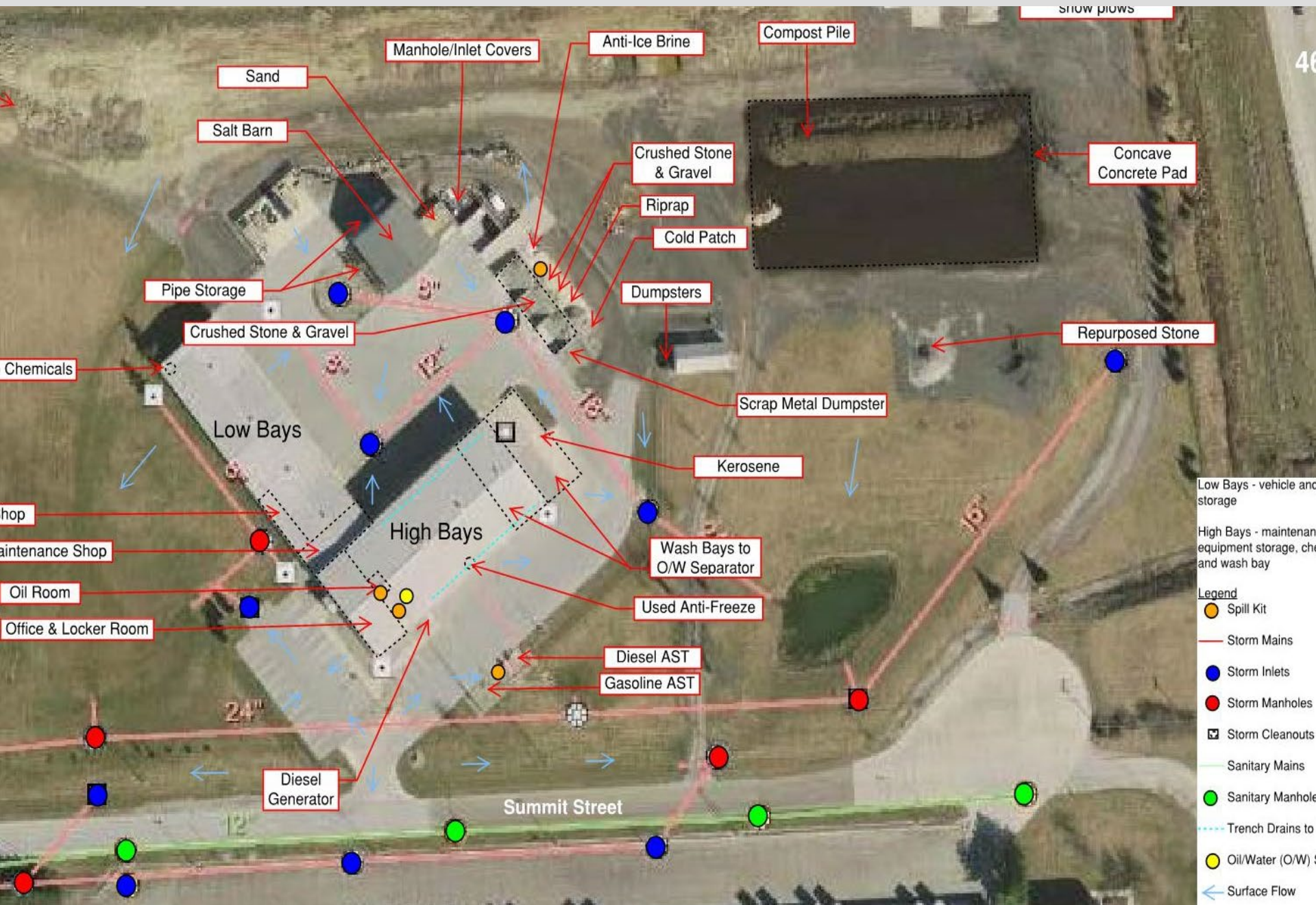
Safety Shower Tote &
Used Cooking Oil/
Grease Collection

SWMD Household
Hazardous Waste Building
No Interior Drains



Identify on the SWPPP Facility Map

- Use an aerial & local GIS
- Stormwater inlets & waterways
- Outdoor fueling areas
- Outdoor storage – salt, chemicals, stockpiles, etc.
- Indoor drain connections
- Stormwater BMPs
- Surface flow direction



Low Bays - vehicle and storage

High Bays - maintenance, equipment storage, chemical storage, and wash bay

Legend

● Spill Kit

— Storm Mains

● Storm Inlets

● Storm Manholes

☑ Storm Cleanouts

— Sanitary Mains

● Sanitary Manholes

--- Trench Drains to O/W Separator

● Oil/Water (O/W) Separator

← Surface Flow

MS4 PROGRAM
STORMWATER POLLUTION PREVENTION PLAN
Employee Training Checklist

Implement
the SWPPP

SELF-INSPECTION FORM
Public Works Building
Town MS4 Program

A trained individual shall perform a written evaluation of the facility: A mini quarter.

Name of Trained Individual: _____ Inspect

No.	PROBLEM or CONCERN
1.	Have empty drums/containers or chemicals that are no longer being used been removed and recycled or disposed of properly? If no, these drums/containers or chemicals should be removed and recycled or disposed of properly.
2.	Are drums/containers that contain chemicals labeled according to its contents?
3.	Are containers or drums in good condition and not deteriorating?
4.	Is the compost neatly piled and isolated from storm inlets and ditches? a. Is the berm around the stormwater inlet in good condition?
5.	Is the soil stockpile neatly piled and isolated from storm inlets and ditches?
6.	Is the dumpster covered? a. Is the dumpster area free of debris and signs of leaking?
7.	Are salt bags/containers stored where there is no exposure to stormwater?
8.	Is the used oil drum clean with no drips or spills?
9.	Is vehicle maintenance being conducted only indoors?
10.	Is vehicle washing being conducted only indoors?
11.	Are the oil/water separator and floor trenches being maintained?
12.	Are fertilizers and pesticides stored indoors, in a cabinet which provides secondary containment?
13.	Is the chemical storage area...

Having an Active SWPPP

- Complete facility training
 - Review employee responsibilities
 - Frequency of tasks & training
 - Good vs. Bad
 - THE SWPPP!
- Conduct facility inspections
 - Documentation & Expectations
 - Corrective actions

Any
Questions?

