

MSGP SWPPP Template

Introduction

To help you develop a Stormwater Pollution Prevention Plan (SWPPP) that is consistent with the 2019 Multi-Sector General Permit (MSGP), the Nevada Division of Environmental Protection, Bureau of Water Pollution Control (Division) has created this MSGP SWPPP Template (or, “the Template”). Use of the Template will help ensure that your SWPPP addresses all the necessary elements required in Section 6 of the 2019 MSGP. Section 3 of the 2019 MSGP includes requirements (or effluent limits) that tell what you must physically do on-site to control pollutants in your stormwater discharges and that drive some of what is documented in your SWPPP.

Before completing the Template, make sure you read and understand the requirements in the 2019 MSGP. A copy of the MSGP is available at <https://ndep.nv.gov/water/water-pollution-control/permitting/stormwater-discharge-permits/industrial-permit>.

Using the MSGP SWPPP Template

Tips for completing the Template:

- **This Template is designed for use by all facilities eligible for coverage under the 2019 MSGP. The Template is NOT tailored to your individual industrial sector. Depending upon your industrial sector (see Appendix B of the 2019 MSGP), you may need to address additional SWPPP requirements outlined in Section 9 (Sector Specific Requirements).**
- **Complete a SWPPP *before* submitting your Notice of Intent (NOI) for permit coverage.**
- **Each section includes instructions and space for your facility’s specific information. You should read the instructions for each section before you complete that section.**
- **The Template was developed in *Microsoft Word* so that you can easily add tables and additional text. Some sections may require only a brief description while others may require several pages of explanation.**
- **To make it easier to complete, the Template generally uses **blue text** where the operator is expected to enter information.**

The Division notes that while the Division has made every effort to ensure the accuracy of all instructions and guidance contained in the Template, the relevant provisions of the permit, not the Template, determine the actual obligations of regulated industrial facilities. In the event of a conflict between the Template and any corresponding provision of the MSGP, the permit controls. The Division welcomes comments on the Template at any time and will consider those comments in any future revision of this document.

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Stormwater Pollution Prevention Plan

for:

Insert Facility Name
Insert Facility Address
Insert City, State, Zip Code
Insert Facility Telephone Number (if applicable)

SWPPP Contact(s):

Insert Facility Operator
Insert Name
Insert Address
Insert City, State, Zip Code
Insert Telephone Number
Insert Fax/Email

SWPPP Preparation Date:

___/___/_____

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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION.

1.1 Facility Information.

Instructions:

- You will need the information from this section to complete your NOI.
- The 2019 MSGP NOI form is available at <https://genpermits.ndep.nv.gov>. Detailed instructions for completing your NOI can be found at <https://ndep.nv.gov/water/water-pollution-control/permitting/stormwater-discharge-permits/industrial-permit>.
- You must include a copy of the 2019 MSGP, a signed copy of your NOI, and your approval letter in Attachment C of your SWPPP.

Facility Information

Name of Facility: _____

Street: _____

City: _____ State: _____ ZIP Code: _____

County or Similar Subdivision: _____

NPDES ID (i.e., permit tracking number): _____ (if covered under a previous permit)

Primary Industrial Activity SIC code _____

Sector (2019 MSGP, Appendix B and Section 9): _____

Co-located Industrial Activity(s) SIC code(s) _____

Co-located Sector(s) (2019 MSGP, Appendix B and Section 9): _____

Latitude/Longitude

Latitude:

___ . ___ ° N (decimal degrees)

Longitude:

___ . ___ ° W (decimal degrees)

Method for determining latitude/longitude (check one):

USGS topographic map (specify scale: _____)

GPS

Other (please specify): _____

Estimated area of industrial activity at site exposed to stormwater: _____ (acres)

Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system

(MS4)? Yes No

If yes, name of MS4 operator: _____

Name(s) of surface water(s) that receive stormwater from your facility:

Does this facility discharge industrial stormwater directly into any segment of an "impaired water" (see definition in 2019 MSGP, Appendix A)? Yes No

If Yes, identify name of the impaired water(s) (and segment(s), if applicable):

Identify the pollutant(s) causing the impairment(s):

Which of the identified pollutants may be present in industrial stormwater discharges from this facility?

Has a Total Maximum Daily Load (TMDL) been completed for any of the identified pollutants? If yes, please list the TMDL pollutants:

Are any of your stormwater discharges subject to effluent limitation guidelines (ELGs) (2019 MSGP Table 1-1)? Yes No

If Yes, which guidelines apply?

1.2 Contact Information/Responsible Parties.

Instructions:

- List the facility operator(s), facility owner and SWPPP contact(s). Indicate respective responsibilities, where appropriate.
- You will need the information from this section of the SWPPP Template for your NOI.

Facility Operator(s):

Name: [Insert Name](#)

Address: [Insert Address](#)

City, State, Zip Code: [Insert City, State, Zip Code](#)

Telephone Number: [Insert Telephone Number](#)

Email address: [Insert email address](#)

Fax number: [Insert fax number \(optional\)](#)

(repeat for multiple operators by copying and pasting the above rows)

Facility Owner(s):

Name: [Insert Name](#)

Address: [Insert Address](#)

City, State, Zip Code: [Insert City, State, Zip Code](#)

Telephone Number: [Insert Telephone Number](#)

Email address: [Insert email address](#)

Fax number: [Insert fax number \(optional\)](#)

(repeat for multiple operators by copying and pasting the above rows)

SWPPP Contact(s):

SWPPP Contact Name (Primary): [Insert SWPPP Contact Name, Primary](#)

Telephone number: [Insert Telephone Number](#)

Email address: [Insert email address](#)

Fax number: [Insert fax number \(optional\)](#)

SWPPP Contact Name (Backup): [Insert SWPPP Contact Name, Backup](#)

Telephone number: [Insert Telephone Number](#)

Email address: [Insert email address](#)

Fax number: [Insert fax number \(optional\)](#)

1.3 Stormwater Pollution Prevention Team.

Instructions (see 2019 MSGP Section 6.2.1):

The stormwater pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures/BMPs, and taking corrective actions when required. Each member of the stormwater pollution prevention team must have ready access to the 2019 MSGP, the most updated copy of the facility SWPPP, and other relevant documents.

- Identify the staff members (by name and/or title) that comprise the facility’s stormwater pollution prevention team as well as their individual responsibilities.
- The Division recommends, but does not require, the stormwater pollution prevention team include at least one individual from each shift to ensure that there is always a stormwater pollution prevention team member on-site.

| Staff Names | Individual Responsibilities |
|---|---|
| Insert name and/or title of SWPPP team member | Insert explanation of that staff person’s responsibilities relating to compliance with the permit |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |

1.4 Site Description.

Instructions (see 2019 MSGP Section 6.2.2):

Provide a general description of the “industrial activities” conducted at your facility. For the MSGP industrial activities consist of: manufacturing and processing; material handling activities including storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product, by-product or waste product; and vehicle and equipment fueling, maintenance and cleaning.

Industrial activities may occur at any of the following areas (list not exhaustive): industrial plant yards; immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility; material handling sites; refuse sites; sites used for the application or disposal of process waste waters sites used for the storage and maintenance of material handling equipment; sites used for residual treatment, storage, or disposal; shipping and receiving areas; manufacturing buildings; storage areas (including tank farms) for raw materials, and intermediate and final products; and areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater.

The Division recommends that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to stormwater, or under cover but that could be exposed to run-on. Don’t overlook processes that are vented and may contribute pollutants to the roof.

LIST AND DESCRIBE FACILITY INDUSTRIAL ACTIVITIES HERE.

1.5 **General Location Map.**

Instructions (see 2019 MSGP Section 6.2.2.2):

Provide a general location map (e.g., U.S. Geological Survey (USGS) quadrangle map or aerial image from the internet) with enough detail to identify the location of your facility and all receiving waters for your stormwater discharges (include as Attachment A of this SWPPP Template).

The general location map for this facility can be found in Attachment A.

1.6 Site Map.

Instructions (see 2019 MSGP Section 6.2.2.3):

Prepare a site map showing the following information. The site map will be included as Attachment B of the finished SWPPP.

- Boundaries of the property and the size of the property in acres;
- Location and extent of significant structures and impervious surfaces;
- Directions of stormwater flow (use arrows);
- Locations of all stormwater control measures;
- Locations of all receiving waters, including wetlands, in the immediate vicinity of your facility. Indicate which waterbodies are listed as impaired and which are identified by your state or EPA;
- Locations of all stormwater conveyances including ditches, pipes and swales;
- Locations of potential pollutant sources identified under Section 6.2.3.2;
- Locations where significant spills or leaks identified under Section 6.2.3.3 have occurred;
- Locations of all stormwater monitoring points;
- Locations of stormwater inlets and discharge points, with a unique identification code for each discharge point (e.g., Discharge points 001, 002), indicating if you are treating one or more discharge points as “substantially identical” under Sections 4.8.4, 6.2.6, and 7.1.2, and an approximate outline of the areas draining to each discharge point;
- If applicable, MS4s and where your stormwater discharges to them;
- Locations of the following activities where such activities are exposed to precipitation:
 - fueling stations;
 - vehicle and equipment maintenance and/or cleaning areas;
 - loading/unloading areas;
 - locations used for the treatment, storage or disposal of wastes;
 - liquid storage tanks;
 - processing and storage areas;
 - immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility;
 - transfer areas for substances in bulk;
 - machinery; and
 - locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.

The site map for this facility can be found in Attachment B.

SECTION 2: POTENTIAL POLLUTANT SOURCES.

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; industrial production and processes; and intermediate products, by-products, final products, and waste

products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

For each area identified, the SWPPP must include industrial activities, potential pollutants, spills and leaks, unauthorized non-stormwater discharges, salt storage, stormwater sampling data and descriptions of control measures.

2.1 Potential Pollutants Associated with Industrial Activity.

Instructions (see 2019 MSGP Sections 6.2.3.1 and 6.2.3.2):
 For the industrial activities identified in section 1.4 above, list the potential pollutants or pollutant constituents (e.g., motor oil, fuel, battery acid, and cleaning solvents).
 In your list of pollutants associated with your industrial activities, include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date you prepare your SWPPP.

| Industrial Activity | Associated Pollutants |
|-------------------------------------|---|
| Insert specific industrial activity | Insert names of pollutants or pollutant constituents that could be associated with this activity and released in stormwater |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |

2.2 Spills and Leaks.

Instructions (See 2019 MSGP Section 6.2.3.3):
 Include the following in this section:

- **Potential spills and leaks:** A description of where potential spills and leaks could occur at your site that could contribute pollutants to your stormwater discharge, and specify which discharge points are likely to be affected by such spills and leaks.
- **Past spills and leaks:** A description of significant spills and leaks in the past three years of oil or toxic or hazardous substances that actually occurred at exposed areas, or that drained to a stormwater conveyance.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Areas of Site Where Potential Spills/Leaks Could Occur

| Location | Discharge Points |
|---|--|
| Insert description of area where spill/leak could occur | Specify which discharge point(s) would be affected |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] |

Description of Past Spills/Leaks

| Date | Description | Discharge Points |
|---------------------------|--|--|
| Insert date of spill/leak | Insert description of spill/leak (where it occurred, what happened, types of pollutants, extent of damage) | Specify which discharge point(s) were affected |
| [Repeat as necessary] | [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] | [Repeat as necessary] |
| [Repeat as necessary] | [Repeat as necessary] | [Repeat as necessary] |

2.3 Unauthorized Non-stormwater Discharges Documentation.

Instructions (see 2019 MSGP Section 6.2.3.4):
 Section 1.2.2 of the 2019 MSGP identifies allowable non-stormwater discharges. The questions below require you to provide documentation of the following:

- Evaluation for the presence of unauthorized non-stormwater discharges at your site; and
- Elimination of any unauthorized non-stormwater discharges.

Description of this facility’s unauthorized non-stormwater discharge evaluation:

- Date of evaluation: **Insert the date(s) of your evaluation.**
- Description of the evaluation criteria used: **Describe the method used to conduct the evaluation and determine which non-stormwater discharges are authorized or unauthorized.**
- List of the drainage points that were directly observed during the evaluation: **Insert drainage points observed.**
- Action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), or documentation that a separate NPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an NPDES permit application was submitted for an unauthorized cooling water discharge: **Describe actions taken to eliminate unauthorized non-stormwater discharges and the corresponding drainage point affected.**

2.4 Salt Storage.

Instructions (see 2019 MSGP Section 6.2.3.5):

Document the location of any storage piles containing salt used for deicing or other commercial or industrial purposes.

Note: you will be asked additional questions concerning salt storage in Section 3.1.7 of this SWPPP template, below.

INSERT DESCRIPTION OF THE LOCATION OF ANY STORAGE PILES CONTAINING SALT.

2.5 Sampling Data Summary.

Instructions (See 2019 MSGP Section 6.2.3.6):

Summarize all stormwater sampling data collected from your permitted discharge points during the previous permit term. Include a narrative description that summarizes the collected data to support identification of potential pollution sources. Note that data tables and/or figures may be used to aid the summary.

INSERT SUMMARY OF STORMWATER SAMPLING DATA COLLECTED FOR THE PAST PERMIT.

SECTION 3: STORMWATER CONTROL MEASURES.

Instructions (See 2019 MSGP Sections 3.2, 3.3, 3.4, 9, and 6.2.4):

In Sections 3.1 - 3.4 of this SWPPP template, you are asked to describe the stormwater control measures that you have installed at your site to meet each of the permit's

- Control measure selection and design considerations in Section 3.2;
- Applicable numeric effluent limitations guidelines-based limits in Section 3.3 and Section 9;
- Water quality-based effluent limits in Section 3.4;
- Applicable effluent limits in Section 9.

In addition to your control measure descriptions, include explanations of how the controls fulfill the following requirements (see 2019 MSGP Section 3.2):

- The selection and design considerations; and
- How they address the pollutant sources identified in section 2.1 of the Template.

3.1 Control Measure Selection and Design Considerations

You must comply with the following non-numeric effluent limits as well as any sector-specific non-numeric effluent limits in Section 9.

3.1.1 Minimize Exposure.

Instructions (see 2019 MSGP Section 3.2.2):

Describe any structural controls or practices used to minimize the exposure of industrial activities to rain, snow, snowmelt and runoff. Describe where the controls or practices are being implemented at your site.

INSERT DESCRIPTION OF CONTROL MEASURES USED TO MINIMIZE EXPOSURE.

3.1.2 Good Housekeeping.

Instructions (see 2019 MSGP Sections 3.2.3 and 6.2.5.1.1):

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include here your schedule for: (1) regular pickup and disposal of waste materials, and (2) routine inspections for leaks and of the condition of drums, tanks and containers. Note: There are specific requirements for facilities that handle pre-production plastic.

INSERT DESCRIPTION OF GOOD HOUSEKEEPING PRACTICES.

3.1.3 Maintenance.

Instructions (see 2019 MSGP Sections 3.2.4 and 6.2.5.1.2):

Describe preventative maintenance procedures, including regular inspections, testing, maintenance and repair of all control measures to avoid situations that may result in leaks, spills, and other releases, and any back-up practices in place should a runoff event occur while a control measure is off-line. Include the schedule or frequency for maintaining all control measures. Describe where each applicable procedure is being implemented at the site.

INSERT DESCRIPTION OF MAINTENANCE PROCEDURES.

3.1.4 Spill Prevention and Response.

Instructions (see 2019 MSGP Sections 3.2.5 and 6.2.5.1.3):

Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. You must implement the following at a minimum:

- Plainly label containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;*
- Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
- Develop training and train all staff on procedures to quickly stop, contain and clean up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
- Keep spill kits on-site, located near areas where spills may occur or where a rapid response can be made; and
- Notify appropriate facility personnel when a leak, spill or other release occurs.
- Specify cleanup equipment, procedures, and spill logs.

Describe where each control is to be located or where applicable procedures will be implemented.

Note: some facilities may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.

The Division recommends you include:

Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302 occurs during a 24-hour period, you must notify the National Response Center (NRC) at (800) 424-8802 and the Division at (888) 331-6337 as soon as you have knowledge of the discharge. If a spill involves any amount of a hazardous substance released to surface water or threatens a vulnerable source as defined by NAC 445A.3459 you must notify the Division at (888) 331-6337 as soon as you have knowledge of the discharge. If the spill is released to the soil or other surfaces of land in a quantity greater than 25 gallons or 200 pounds; is discovered in at least 3 cubic yards of soil during any subsurface excavations; is discovered in or on ground water; or there is a confirmed release from an underground storage tank the Division must be contacted within one working day at (888) 331-6337 or <https://nevadaenvironmentalactivities.ndep.nv.gov/Spill/ReportForm.aspx>.

INSERT DESCRIPTION OF SPILL PREVENTION AND RESPONSE MEASURES.

3.1.5 Erosion and Sediment Controls.

Instructions (see 2019 MSGP Sections 3.2.6 and 6.2.5.1.4):

Describe activities and processes for stabilizing exposed soils to minimize erosion. Describe flow velocity dissipation devices placed at all discharge locations and all structural and non-structural control measures to prevent the discharge of sediment. If applicable, describe the type and purpose of any polymers and/or chemical treatments used to control erosion and the location at your site where each control is implemented.

INSERT DESCRIPTION OF EROSION AND SEDIMENT CONTROLS.

3.1.6 Management of Runoff.

Instructions (See 2019 MSGP Section 3.2.7):

Describe controls used at your site to divert, infiltrate, reuse, contain or otherwise reduce stormwater runoff. Describe the location at your site where each control is implemented.

INSERT DESCRIPTION OF HOW RUNOFF FROM YOUR SITE WILL BE MANAGED.

3.1.7 Salt Storage Piles or Piles Containing Salt.

Instructions (see 2019 MSGP Section 3.2.8):

If applicable, describe structures at your site that either cover or enclose salt storage piles or piles containing salt, and any controls that minimize or prevent the discharge of stormwater from such piles. Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile. Describe the location at your site where each control and/or procedure is implemented.

INSERT DESCRIPTION OF HOW SALT STORAGE PILES OR PILES CONTAINING SALT WILL BE MANAGED.

3.1.8 Dust Generation and Vehicle Tracking of Industrial Materials.

Instructions (see 2019 MSGP Section 3.2.11):

Describe controls and procedures that will be used at your site to minimize generation of dust and off-site tracking of raw, final or waste materials in order to minimize pollutant discharges.

INSERT DESCRIPTION OF CONTROL MEASURES TO MINIMIZE DUST GENERATION AND VEHICLE TRACKING.

3.2 Sector-Specific Non-Numeric Effluent Limits.

Instructions (see 2019 MSGP Section 9):

Describe any controls or procedures that will be used at your site to comply with any sector-specific requirements that apply to you in Section 9 of the 2019 MSGP. Describe the location at your site where each control and/or procedure will be implemented.

Note: Sector-specific effluent limits apply to Sectors A, E, F, I, J, L, M, N, O, P, Q, R, S, T, U, V, X, Y, Z and AA.

INSERT DESCRIPTION OF CONTROL MEASURES THAT WILL BE USED TO COMPLY WITH SECTOR-SPECIFIC REQUIREMENTS.

3.3 Numeric Effluent Limitations Based on Effluent Limitations Guidelines.

Instructions (see 2019 MSGP Section 3.3):

If you are in an industrial category subject to one of the effluent limitations guidelines identified in the table below, describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

| Regulated Activity | 40 CFR Part/Subpart | Effluent Limit |
|--|-------------------------------|--------------------|
| Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas | Part 429, Subpart I | See Section 9.2.4 |
| Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874) | Part 418, Subpart A | See Section 9.2.4 |
| Runoff from asphalt emulsion facilities | Part 443, Subpart A | See Section 9.5.2 |
| Runoff from material storage piles at cement manufacturing facilities | Part 411, Subpart C | See Section 9.6.3 |
| Mine dewatering discharges at crushed stone, construction sand and gravel, or industrial sand mining facilities | Part 436, Subparts B, C, or D | See Section 9.9.11 |
| Runoff from hazardous waste landfills | Part 445, Subpart A | See Section 9.10.2 |
| Runoff from non-hazardous waste landfills | Part 445, Subpart B | See Section 9.11.7 |
| Runoff from coal storage piles at steam electric generating facilities | Part 423 | See Section 9.14.6 |
| Runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft departures | Part 449 | See Section 9.18.7 |

INSERT DESCRIPTION OF CONTROL MEASURES TO MEET ELG(S).

3.4 Water Quality-based Effluent Limitations and Water Quality Standards.

| |
|---|
| <p>Instructions (see 2019 MSGP Section 3.4):</p> <p>Describe the measures that will be implemented at your site to control industrial stormwater discharge as necessary to meet applicable water quality standards of all affected states (i.e., your discharge must not cause or contribute to an exceedance of applicable water quality standards in any affected state).</p> <p>The Division expects that compliance with the conditions in this permit will control discharges as necessary to meet applicable water quality standards. If at any time you become aware, or The Division determines, that your discharge does not meet applicable water quality standards, you must take corrective action(s) as required in Section 5.1 of the 2019 MSGP and document the corrective actions as required in Section 5.4 of the 2019 MSGP.</p> <p>The Division may also require that you undertake additional control measures (to meet the narrative water quality-based effluent limit above) on a site-specific basis, or require you to obtain coverage under an individual permit, if information in your NOI, required reports, or from other sources indicates that your discharges are not controlled as necessary to meet applicable water quality standards. You must implement all measures necessary to be consistent with an available wasteload allocation in a Division established or approved TMDL.</p> |
|---|

INSERT DESCRIPTION OF CONTROL MEASURES TO MEET WATER QUALITY STANDARDS.

SECTION 4: SCHEDULES AND PROCEDURES.

4.1 Employee Training.

Instructions (see 2019 MSGP Sections 3.2.9 and 6.2.5.1.5):

Provide the elements of your training plan, including:

- The content of the training;
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the permit.

The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:

- Personnel who are responsible for the design, installation, maintenance, and/or repair of controls (including pollution prevention measures);
- Personnel responsible for the storage and handling of chemicals and materials that could become contaminants in stormwater discharges;
- Personnel who are responsible for conducting and documenting monitoring and inspections as required in Sections 4 and 7; and
- Personnel who are responsible for taking and documenting corrective actions as required in Section 5.

2019 MSGP Section 3.2.9 requires that the personnel who are required to be trained must also be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):

- An overview of what is in the SWPPP;
- Spill response procedures, good housekeeping, maintenance requirements, and material management practices;
- The location of all controls on the site required by this permit, and how they are to be maintained;

DESCRIBE EMPLOYEE TRAINING PLAN AND SCHEDULES.

4.2 Inspections and Assessments.

Instructions (see 2019 MSGP Section 4):

Document procedures for performing the types of inspections specified by this permit, including:

- Routine facility inspections (see Section 4.1) and;
- Quarterly visual assessment of stormwater discharges (see Section 4.5).

Note: If you are invoking the exception for inactive and unstaffed sites proceed to 4.6.3 below.

4.2.1 Routine Facility Inspections.

Instructions (see 2019 MSGP Section 4.1):

Describe the procedures you will follow for conducting routine facility inspections in accordance with Section 4.1 of the 2019 MSGP. Document any findings of your facility inspections and maintain this report with your SWPPP as required in Section 6.6 of the 2019 MSGP. Summarize your findings in the annual report per Section 8.2 of the 2019 MSGP. Any corrective action required as a result of a routine facility inspection must be performed consistent with Section 5 of the 2019 MSGP.

DESCRIBE FACILITY INSPECTION PROCEDURES.

For routine facility inspections to be performed at your site, your SWPPP must include a description of the following:

1. **Person(s) or positions of person(s) responsible for inspection. IDENTIFY ALL PERSONS AND TITLES WITH ROUTINE FACILITY INSPECTION RESPONSIBILITIES.**

Note: Inspections must be performed by qualified personnel with at least one member of your stormwater pollution prevention team participating. Inspectors must consider the results of visual and analytical monitoring (if any) for the past year when planning and conducting inspections. Qualified personnel are those who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures.

2. **Schedules for conducting inspections. DESCRIBE THE PLANNED SCHEDULE FOR CONDUCTING ROUTINE FACILITY INSPECTIONS**

Note: Inspections must be conducted at least quarterly. At least one of your routine inspections must be conducted during a period when a stormwater discharge is occurring.

3. **List areas where industrial materials or activities are exposed to stormwater. INSERT TEXT HERE**
4. **List areas identified in the SWPPP (section 1 of the SWPPP Template) and any others that are potential pollutant sources (see Section 6.2.3). INSERT TEXT HERE**
5. **Areas where spills and leaks have occurred in the past 3 years. INSERT TEXT HERE**
6. **Inspection information for discharge points. DESCRIBE DISCHARGE POINTS, INCLUDING GPS COORDINATES AND SAFETY CONSIDERATIONS, IF ANY.**
7. **List the control measures used to comply with the effluent limits contained in this permit. INSERT TEXT HERE**
8. **Other site-specific inspection objectives. DESCRIBE ANY OTHER ITEMS TO BE COVERED BY THE INSPECTION.**

4.2.2 Quarterly Visual Assessment of Stormwater Discharges.

Instructions (see 2019 MSGP Section 4.5):

Describe the procedures you will follow for conducting quarterly visual assessments in accordance with Section 4.5 of the 2019 MSGP. The visual assessment must be made:

- Of a discharge sample contained in a clean, clear glass, or plastic container, and examined in a well-lit area;
- On samples collected within the first 30 minutes of an actual discharge from a storm event. If it is not possible to collect the sample within the first 30 minutes of discharge, the sample shall be collected as soon as practicable after the first 30 minutes and you must document why it was not possible to take the sample within the first 30 minutes. In the case of snowmelt, samples must be taken during a period with a measurable discharge from your site; and
- For storm events, on discharges that occur at least 72 hours (3 days) from the previous discharge. The 72-hour (3-day) storm interval does not apply if you document that less than a 72-hour (3-day) interval is representative for local storm events during the sampling period.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP as required in Section 6.6 of the 2019 MSGP. Any corrective action required as a result of a quarterly visual assessment must be performed consistent with Section 5 of the 2019 MSGP.

DESCRIBE VISUAL ASSESSMENT PROCEDURES.

For quarterly visual assessments to be performed at your site, your SWPPP must include a description of the following:

1. **Person(s) or positions of person(s) responsible for assessments.** IDENTIFY ALL PARTIES RESPONSIBLE FOR CONDUCTING QUARTERLY VISUAL ASSESSMENTS.
2. **Schedules for conducting assessments.** INCLUDE THE SCHEDULES FOR CONDUCTING ASSESSMENTS, INCLUDING A TENTATIVE SCHEDULE FOR FACILITIES IN CLIMATES WITH IRREGULAR STORMWATER RUNOFF DISCHARGES.
3. **Specific assessment activities.** DESCRIBE THE VISUAL ASSESSMENT PROCEDURES INCLUDING SAMPLING EQUIPMENT, DISCHARGE POINTS, AND DOCUMENTATION.

4.2.3 Exception to Routine Facility Inspections and Quarterly Visual Assessments for Inactive and Unstaffed Sites.

Instructions (see 2019 MSGP Sections 4.4.1 and 4.8.3):

If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections and/or quarterly visual assessments, you must include documentation to support your claim that your facility has changed its status from active to inactive and unstaffed.

To invoke this exception you must also include a statement in your SWPPP per Section 6.2.5.5 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Appendix B, Subsection 11.

Note: If circumstances change and industrial materials or activities become exposed to stormwater or your facility becomes active and/or staffed, this exception no longer applies and you must immediately resume routine facility inspections. If you are not qualified for this exception at the time you become authorized under the 2019 MSGP, but during the permit term you become qualified because your facility becomes inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, you must include the same signed and certified statement as above and retain it with your records pursuant to Section 6.3.

This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 7 below.

If you are invoking the exception for inactive and unstaffed sites for your routine facility inspections and/or quarterly visual assessments, include information to support this claim.

INSERT TEXT HERE OR ATTACH DOCUMENTATION.

4.3 Monitoring.

Instructions (see 2019 MSGP Section 6.2.5.2):

Describe your procedures for conducting the five types of analytical monitoring specified by the 2019 MSGP, where applicable to your facility, including:

- Effluent limitations guidelines monitoring (2019 MSGP Section 7.3 and relevant requirements in Section 9);
- Impaired waters monitoring (2019 MSGP Section 7.4);
- Other monitoring as required by The Division (2019 MSGP Section 7.7).

Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in 2019 MSGP Section 10.6, 10.7, and 10.8.. Refer to 2019 MSGP Section 8 for reporting and recordkeeping requirements. *Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136.* Include in your description procedures for ensuring compliance with these requirements.

If you plan to use the substantially identical discharge point exception for your impaired waters monitoring requirements, and/or your quarterly visual assessment, you must include the following documentation:

- Location of each of the substantially identical discharge points;
- Description of the general industrial activities conducted in the drainage area of each discharge point;
- Description of the control measures implemented in the drainage area of each discharge point;
- Description of the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges;
- An estimate of the runoff coefficient of the drainage areas (low = under 40%; medium = 40 to 65%; high = above 65%);
- Why the discharge points are expected to discharge substantially identical effluents.

Check the following monitoring activities applicable to your facility:

- Effluent limitations guidelines monitoring
- Impaired waters monitoring
- Other monitoring required by The Division

For each type of monitoring checked above, your SWPPP must include the following information:

Select type of monitoring activity from [drop-down list below](#) (if subject to more than one type of monitoring activity, you will need to copy and paste the items below for each monitoring activity):

[Click here to select monitoring activity type](#)

1. **Sample location(s).** Describe where samples will be collected, including any determination that two or more discharge points are substantially identical.
2. **Pollutants to be sampled.** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff (2015 MSGP Part 7.1.7) or airport deicing.

4. **Numeric Limitations.** List here any pollutant parameters subject to numeric limits (effluent limitations guidelines), and which outfalls are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, O, and S.
5. **Procedures.** Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc.

Note: it may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.

Inactive and unstaffed sites exception (if applicable)

This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 7 below.

Substantially identical discharge point (outfall) exception (if applicable)

If you plan to use the substantially identical discharge point exception for your quarterly visual assessment requirements, include the following information here to substantiate your claim that these discharge points are substantially identical (2019 MSGP Section 6.2.6):

- Location of each of the substantially identical discharge points: [INSERT TEXT HERE](#)
- List the general industrial activities conducted in the drainage area of each discharge point: [INSERT TEXT HERE](#)
- List the control measures implemented in the drainage area of each discharge point: [INSERT TEXT HERE](#)
- List the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges: [INSERT TEXT HERE](#)
- An estimate of the runoff coefficient of the drainage areas (low=under 40%; medium=40 to 65%; high =above 65%): [INSERT TEXT HERE](#)
- Why the discharge points are expected to discharge substantially identical effluents: [INSERT TEXT HERE](#)

SECTION 5: CORRECTIVE ACTIONS.

Instructions (see 2019 MSGP Section 5):

Describe the procedures for taking corrective action in compliance with Section 5 of the 2019 MSGP.

[INSERT TEXT HERE OR ATTACH DOCUMENTATION.](#)

SECTION 6: SWPPP CERTIFICATION.

Instructions (see 2019 MSGP Section 6.3):

The following certification statement must be signed and dated by a person who meets the requirements of Section 10.27 of the 2019 MSGP.

Note: this certification must be re-signed in the event of a SWPPP modification in response to a Section 5.2 trigger for corrective action.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: _____ Title: _____

Signature: _____ Date: _____

SECTION 7: SWPPP MODIFICATIONS.

Instructions (see 2019 MSGP Section 6.5):

Your SWPPP is a “living” document and is required to be modified and updated, as necessary, in response to corrective actions. See Section 5 of the 2019 MSGP.

- If you need to modify the SWPPP in response to a corrective action required by Section 5.2 of the 2019 MSGP, then the certification statement in section 6 of this SWPPP template must be re-signed in accordance with 2019 MSGP Section 10.27.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person. See 2019 MSGP Section 10.

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – General Location Map

Include a copy of your general location map in Attachment A.

Attachment B – Site Map

Include a copy of your site map(s) in Attachment B.

Attachment C – Copy 2019 MSGP (permit itself), copy of the signed electronic NOI certification page submitted to the Division, and copy of the NOI approval letter received from the Division