



06/12/2009. This fact sheet was developed for the Port Sector but can be used by any sector that is listed below. The following information was extracted from the 2008 Multi Sector General Permit (MSGP) for industrial storm water permit holders. This information is intended for clarification purposes. You must refer to your MSGP or individual permit for further clarifications.

Storm Water Pollution Prevention Plan (SWPPP)

15 Elements

Overall your SWPPP must:

- Identify potential sources of pollution which may reasonably be expected to affect the quality of storm water discharge from your facility, and
- Describe and ensure implementation of practices which you will use to reduce the pollutants in storm water discharges from your facility, and
- Assure compliance with the terms and conditions of the industrial storm water NPDES permit.

15 Elements of the SWPPP

1. **SWPPP team.** Your SWPPP must identify team members (name and title) who will be responsible for making sure the SWPPP is carried out and inspections are conducted.
2. **Description/site map.** The SWPPP must include a full description of the facility areas where industrial activity is taking place. Include a map showing a one mile radius of your site that shows enough description of receiving water bodies (underground creeks, rivers, bays, indoor drainage, etc.), elevation, locations of where major leaks or spills took place, where fueling take place, loading/unloading areas, storage of hazardous wastes, etc.
3. **Exposure to storm water.** Identify each area at your facility where exposure to storm water takes place: material handling, raw materials, industrial machinery, etc. Identify pollutant sources at these areas. Include areas/pollutants that could have been exposed three (3) years prior to permit coverage.
4. **Salt storage.** Document the location of any salt storage piles used for deicing or other commercial or industrial process.
5. **Spills/leaks.** Identify areas where spills and leaks could occur and nearest drainage site. Identify all such areas considering the past three (3) years prior to permit coverage.
6. **Storm water controls.** Describe existing and planned storm water controls (non-structural and structural) and best management practices (BMP) for areas described in #3 above.
7. **Best Management Practices (BMP).** All areas exposed to storm water (#3 above) should have BMPs identified. For areas where BMPs are not in place, describe the BMPs you intend to use to control storm water discharge (e.g. replacing toxic chemical with less toxic alternative).
8. **Control measures.** Consider “non-structural” and “structural” facility control measures:
 - a. Non-structural including good housekeeping practices; minimize exposure; preventive maintenance and inspection of equipment; spill prevention and response procedures; routine facility inspection of all areas where activities are exposed to storm water; employee training

program with full description of topics covered (e.g. spill prevention). Maintain and implement all BMPs that you've identified are reasonable and appropriate or that your state/local require for permit coverage.

- b. **Structural** including storm water detention structures (e.g. holding area for storm water to biologically filter over time); storm water retention structures (e.g. reduce the flow by use of vegetated areas); seasonal or permanent wet pond located down gradient from activity of concern; grassy swale between activity of concern and receiving water body; parking lot made of pervious surface (e.g. gravel, brick, porous asphalt; permanent retaining wall to prevent dry bulk material slope failure; preserve already existing natural vegetation; sediment basins used to store runoff and release at more controlled slower rate usually during the dry season.
9. **Copy of permit.** You must include a copy of the Multi Sector General Permit (MSGP) attached to your SWPPP. A confirmation letter you receive from the Notice of Intent (NOI) processing center is not sufficient.
10. **Endangered species/Historic places.** You must include documentation that supports endangered species and historic place requirements as identified in the MSGP.
11. **Non-storm water discharges.** Identify all non-storm water discharges. Must eliminate all unauthorized non-storm water discharges. Refer to the non-storm water discharge fact sheet.
12. **Inspection/Monitoring.** Include visual inspection results and monitoring data and schedules (monthly, quarterly, annual).

Data gathered during visual inspection should include:

- a. Inspection date/time
- b. Names and signatures of facility personnel performing inspection
- c. Weather conditions
- d. Any previously unidentified discharges
- e. Any control measures needing maintenance or replacement
- f. Any incidence of non-compliance observed
- g. Any additional control measures needed to comply with permit
- h. 1st 30 minutes of a storm event (or as soon as practicable) visually inspect storm water sample in clear container at each discharge point and look for:
 - i. color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, other obvious pollution

Data gathered during monitoring should include:

- a. Quarterly benchmark – parameters depends on SIC code
- b. Annual effluent limitations – parameters depends on regulated activity
- c. State or Tribal requirements – depends on facility location
- d. Annual impaired waterbody – depends on impairment(s)
- e. Additional monitoring required by EPA – if notified by EPA

13. **Modify SWPPP.** Must modify your SWPPP when ever necessary to address any triggering conditions
14. **Sign SWPPP.** Must sign and date your SWPPP
15. **SWPPP on internet.** For first time MSGP applications (i.e., new dischargers, new sources, other eligible dischargers), you must post your SWPPP on the internet. By posting on internet the discharge authorization date granted from EPA could be 30 days instead of 60 days.