



# STATE OF COLORADO

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT  
WATER QUALITY CONTROL DIVISION

**COLORADO DISCHARGE PERMIT SYSTEM (CDPS) GENERAL PERMIT  
COR900000**

**FOR  
STORMWATER DISCHARGES ASSOCIATED WITH NON-EXTRACTIVE  
INDUSTRIAL ACTIVITY**

**Developing Your Stormwater Management Plan (SWMP):  
Technical Assistance for Industrial Facility Operators**



**October 2012**

# TABLE OF CONTENTS

I. Stormwater Management Plan Checklist .....	1
II. Introduction.....	3
III. Purpose Statement.....	4
IV. Your facility’s industrial activities and sectors .....	5
V. The Stormwater Management Plan (SWMP).....	6
<b>1. SWMP Administrator</b> .....	7
<b>2. Facility Description</b> .....	7
<b>3. Facility Map</b> .....	9
<b>4. Facility Inventory and Assessment of Pollutant Sources</b> .....	10
<i>Inventory of Facility Activities and Equipment</i> .....	12
<i>Inventory of Materials</i> .....	12
<i>Assessment of Potential Pollutant Sources</i> .....	13
<b>5 and 6. Control Measures</b> .....	15
<i>Minimize Exposure</i> .....	16
<i>Good Housekeeping</i> .....	16
<i>Maintenance of Control Measures</i> .....	17
<i>Spill Prevention and Response Procedures</i> .....	17
<i>Erosion and Sediment Controls</i> .....	18
<i>Management of Runoff</i> .....	19
<i>Salt Storage Piles or Piles Containing Salt</i> .....	19
<i>Employee Training</i> .....	20
<i>Non-Stormwater Discharges</i> .....	20
<i>Waste, Garbage, and Floatable Debris</i> .....	21
<i>Dust Generation and Vehicle Tracking of Industrial Materials</i> .....	21
<b>7. Inspection Procedures and Documentation</b> .....	23
<i>Facility Inspections</i> .....	24
<i>Exceptions</i> .....	24
<b>8. Monitoring Procedures and Documentation</b> .....	26
<i>Visual Assessments of Discharges</i> .....	26
<i>Benchmark Sampling</i> .....	27

<i>Effluent Limitations Guidelines (ELG)</i> .....	27
<i>Water Quality Standards</i> .....	28
<i>Additional monitoring as required by the Division</i> .....	28
<b>9. Corrective Action Documentation</b> .....	30
<b>10. Natural Background Pollutant Levels</b> .....	31
VI. Record Keeping.....	31
Appendix A: Sample Maintenance Log (see Page 17).....	33
Appendix B: Sample Employee Training Log (see Page 19).....	34
Appendix C: Stormwater Industrial Facility Inspection Report Template.....	35

## I. Stormwater Management Plan Checklist

Use the following table to track and review the completeness of the SWMP. Refer to both the relevant section of this guidance and the referenced part of the Industrial Stormwater Permit for complete information on the required contents for the SWMP.

Section of this Document and Element	Part of Permit	Requirement(s)	Page #
V.1. SWMP administrator	Part I.F.1	Name(s) of person(s) who developed the plan, and who is responsible for future implementation, maintenance, and modification.	
V.2. Facility description	Part I.F.2	Description of industrial Activities conducted onsite	
		Description of general layout of facility (including acreage)	
V.3. Facility map	Part I.F.3	Name and location of receiving water	
		Significant impervious surfaces	
		Stormwater conveyances	
		Names and locations of all stormwater outfalls and respective drainage area	
		Direction of stormwater flow	
		Areas where industrial activities are conducted, and where they are exposed to precipitation	
		Pollutant sources associated with your industrial activity	
		Structural and non-structural control measures, or BMPs	
		Stormwater monitoring points (visual, benchmark, numeric effluent, and water quality-based)	
		Location and description of authorized non-stormwater discharges	
		Sources of any polluted run-on to the facility from adjacent property	
V.4. Facility inventory and assessment of pollutant sources	Part I.F.4	Identify all areas and materials associated with industrial activities that have the potential to contribute pollutants to stormwater	
		Assess the potential for pollutants from the areas and materials listed above to be present in stormwater discharges	
V.5 and 6. Description of control measures and Additional control measures	Part I.F.5, I.F.6 and Part I.D.1	Description of the location and type of each control measure, or Best Management Practice (BMP), used to meet effluent limitations. Including the specific schedules, procedures, and evaluation results required by I.F.6, for each of the following:	
		Minimize exposure	
		Good housekeeping including schedules	
		Maintenance of control measures including schedules	
		Spill prevention and response procedures	
		Erosion and sediment control	

<b>Section of this Document and Element</b>	<b>Part of Permit</b>	<b>Requirement(s)</b>	<b>Page #</b>
V.5 and 6. ...Continued		Management of runoff	
		Salt storage piles or piles containing salt	
		Sector specific practice-based effluent limits	
		Employee training	
		Non-stormwater discharges including documentation of evaluation	
		Waste, garbage, and floatable debris	
		Dust generation and vehicle tracking of industrial materials	
V.7. Inspection Procedures and Documentation	Part I.G.2 Part I.G.3	Person responsible for conducting inspections, schedules for conducting inspections, inspection procedures, and reporting procedures for:	
	Part I.G.1.a	Visual facility inspection	
	Part I.G.1.b	Visual inspection during a storm event	
	Part I.G.4	Exceptions (if applicable)	
V.8. Monitoring Procedures and Documentation	Part I.F.8	Describe procedures for performing the 5 types of monitoring (Sampling location, staff responsible, parameters for analysis, schedules, numeric control values), listed below. As you start to perform quarterly visual assessments, keep copies of these reports with the SWMP.	
	Part I.I.1	Visual assessment of discharge	
	Part I.I.2	Benchmark Sampling	
	Part I.I.3	Effluent limitations guidelines	
	Part I.I.4	Water quality standards	
	Part I.I.5	Additional monitoring as required by the Division	
V.9. Corrective action documentation		Retain copies of any corrective actions taken at your facility with you SWMP	
V.10. Background Pollutants	Part I.I.4.c	Any findings that benchmark exceedances were due to natural background pollutant levels	
		Documentation that pollutants of concern are not expected to be present above natural background levels at your site	
VI. Record keeping	Appendix B.3	The following items must be kept with your SWMP: SWMP records, copy of permit and permit certification, inspection records, original sampling records, employee training records, maintenance and repair of BMPs, corrective action reports	

## II. Introduction

Stormwater runoff is water from rain or snowmelt that does not immediately infiltrate into the ground, and instead flows through natural or man-made conveyance or storage systems. Stormwater runoff volume is greater in areas with high proportions of impervious surfaces (e.g., paved roads, buildings, parking lots, etc.). Stormwater runoff may discharge **directly** into nearby waterbodies, or **indirectly** via storm sewer systems or other conveyances. In areas where runoff infiltrates into the ground, subsequent storm events can re-mobilize pollutants and transport them to surface waters, sometimes traveling large distances.

Runoff from areas where industrial activities are conducted can contain pollutants when facility practices allow exposure of industrial materials or activities to stormwater. When discharged to surface water, this pollutant load can impair waterbodies, degrade biological habitats, harm aquatic wildlife, pollute drinking sources, and cause flooding and hydrologic changes to the receiving water.

To regulate the amount of pollutants entering Colorado Waters, the Colorado Water Quality Control Act mandates that certain types of industrial activities that discharge stormwater to state waters

(including discharges through storm sewer systems) must obtain coverage under a Colorado Discharge Permit System (CDPS) permit issued by the Colorado Water Quality Control Division (the Division). The Division developed the CDPS General Permit for Stormwater Discharges Associated with Non-Extractive Industrial Activity (Industrial Stormwater Permit) to provide the required permit coverage for those stormwater discharges associated with the industrial activities listed in Appendix A (Page 105) of the Industrial Stormwater Permit. All facilities that apply for the Industrial Stormwater Permit must develop a **Stormwater Management Plan (SWMP)**.

An electronic version of the **Industrial Stormwater Permit** available at <http://www.coloradowaterpermits.com>

Note that the Industrial Stormwater Permit does not authorize discharges of non-stormwater (with the exception of those listed in Part I.A.b [Pages 6 and 7] of the Industrial Stormwater Permit), discharges associated with construction activity, discharges to Outstanding Waters, or discharges currently covered under another permit.

### **III. Purpose Statement**

The purpose of this guidance document is to provide instruction and assistance to the regulated community on how to properly develop, revise, or maintain, a Stormwater Management Plan (SWMP) for compliance with the Industrial Stormwater Permit. This guide explains each SWMP requirement, and gives some options for you to consider in developing or revising stormwater control measures that are best suited to your site. The procedures and/or methods described in this document are provided for information only. This guidance is not meant to modify or replace permit language or applicable laws and regulations. In the event of a conflict between this guidance and permit language or applicable laws and regulations, the permit and/or laws and regulations shall govern. It remains the responsibility of the permittee to read and fully understand the terms and requirements of all permits, law, and regulations.

As you, the operator, develop or revise your SWMP, keep in mind that the overall goal of stormwater management at your facility is to reduce or eliminate pollutants in stormwater runoff from the facility. You must continuously reevaluate and modify your SWMP to meet this goal. This document adheres to the mantra, “Plan. Do. Check. Correct.” Each of the following steps shall be accurately documented and updated as needed in the SWMP:

- Plan:* Lay out steps to reduce or eliminate pollutants in the stormwater runoff from the facility.
- Do:* Implement stormwater control measures as required by the Industrial Stormwater Permit and as documented in the SWMP



*Check:* Conduct site inspections and stormwater sampling to assess the effectiveness of facility control measures

*Correct:* Review and revise facility control measures and the SWMP documentation as needed

#### **IV. Your facility's industrial activities and sectors**

Before you start writing or revising your SWMP, it is important to identify the industrial activity or activities that are conducted at your facility, and the sector(s) that these activities fall under. Understanding your industry sector(s) will assist you in identifying all sector-specific requirements that you must address in your SWMP. The State of Colorado identifies industrial activities/materials that require coverage under the Industrial Stormwater Permit based on the Standard Industrial Classification (SIC) code, or a narrative description for the activity. These SIC codes and descriptions are listed in Appendix A (Page 105) of the Industrial Stormwater Permit.

*Primary industrial activity:* The activity that employs the most personnel and/or generates the most revenue is your primary industrial activity. If the facility is part of a larger company, the SIC code or activity description associated with the primary industrial activity for the facility may be different than that used by the corporation.

*Co-located industrial activities:* Some facilities may conduct more than one industrial activity that requires coverage under the Industrial Stormwater Permit. These are called co-located activities. Be sure to address and comply with all sector-specific requirements found in Part III of the Industrial Stormwater Permit.

#### **Document your facility industrial activities and associated sectors**

1. What is your primary industrial activity? \_\_\_\_\_
2. Which sector best defines your primary industrial activity (See Appendix A of the Industrial Stormwater Permit – Facilities and Activities Covered)

SIC code	Sector / Subsector	Activity Represented

3. Are there any co-located industrial activities? If yes, identify the SIC code and sector (add additional rows as needed).

SIC code	Sector / Subsector	Activity Represented

Using the information you gathered above will make developing your SWMP much easier and help ensure compliance with the Industrial Stormwater Permit requirements. The first step to developing your SWMP is to understand who you are and what you need to manage at your site.

**Helpful resource in identifying your Standard Industrial Classification (SIC) code:**

The Department of Labor has a SIC Code System Search that can help identify or confirm your facility's code

- Available <http://www.osha.gov/pls/imis/sicsearch.html>

The next section walks you through the ten elements that must be contained in your SWMP.

**V. The Stormwater Management Plan (SWMP)**

Owners/operators of facilities eligible to discharge under the Industrial Stormwater Permit must develop, implement, and maintain a SWMP. While the SWMP does not need to be prepared by a registered engineer, it must be prepared using sound engineering, hydrologic, and pollution control practices. Your SWMP must contain the following 10 elements, described in detail in the following pages:

1. SWMP Administrator
2. Facility Description
3. Facility Map
4. Facility Inventory and Assessment of Pollutant Sources
5. Description of Control Measures
6. Additional Control Measure Requirements
7. Inspection Procedures and Documentation
8. Monitoring Procedures and Documentation
9. Corrective Action Documentation
10. Natural Background Pollutant Levels

**NOTE:** Throughout this section you will see reference to “Sector-Specific requirements.” Table 1 (next page) identifies each sector, and the additional SWMP requirements for each element. These additional requirements are located in Part III of the Industrial Stormwater Permit.

## **1. SWMP Administrator**

The SWMP must identify the individual(s) by name or title responsible for the development, implementation, maintenance, and modification with this SWMP.

## **2. Facility Description**

The SWMP must include a narrative description of the industrial activities conducted at the facility. The facility description must include the total facility size, and the acreage of the facility where industrial activities are conducted, or where industrial materials and activities could potentially come in contact with stormwater. Note that a brief description of the general layout of the facility (including buildings and storage of raw materials) is required as necessary to supplement the Facility Map discussed in the next section. A

**Table 1:** Sector-specific requirements. If your sector has an additional requirement, please consult **Part III** of the permit

SWMP ELEMENT	SECTOR																											
	A	B	C	D	E	F	I	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	A	A	A	A	
3. Facility Map	■				■	■	■		■	■	■	■	■	■	■	■	■	■	■		■			■	■	■		
4. Facility Inventory and Assessment of Pollutant Sources																												
Inventory of Materials	■					■																						
Assessment of Potential Pollutant Sources							■		■	■			■	■	■	■	■	■	■				■	■	■			
5. Description of Control Measures	■						■		■	■							■											
6. Additional Control Measure Requirements																												
Good Housekeeping	■				■	■							■	■	■	■				■		■		■	■			
Maintenance									■					■	■													
Spill Prevention and Response Procedures										■															■			
Employee Training										■				■	■	■		■	■	■		■						
Non-stormwater discharge								■	■																			
7. Inspection Procedures and Documentation	■					■	■		■	■	■	■	■	■	■	■	■	■	■						■			
8. Monitoring Procedures and Documentation																												
Benchmark Monitoring	■	■	■	■	■	■		■	■	■	■	■	■		■		■		■				■		■			
Effluent Limitations Guidelines Monitoring	■		■	■	■			■	■			■																

narrative description of how goods and materials are received, transported around the facility, and sent from the facility must be provided.

**What to include in your SWMP:**

- A narrative description of the industrial activities conducted at the facility
- The total size of the facility property in acres
- The general layout of the facility including buildings and storage of raw materials, and the flow of goods and materials through the facility

### **3. Facility Map**

*See Table 1 for Sector Specific Requirements*

The facility map must include a site map(s) showing the entire facility. In addition, the area in the vicinity of the facility must be shown as necessary to include all elements described in the green text box below (also Part I.F.3 [Page 16] of the permit). The map must show the locations where stormwater drainage flows both onto and off of the facility. The map does not need to be drawn to scale, but it should be legible and easy to read. More than one map may be required to convey all the information needed. It may be helpful to start with a detailed walk-through of your facility to identify industrial activities and materials, as well as materials handling areas that are exposed to stormwater. Once you have determined stormwater flow direction and associated discharge outfall location(s), and selected appropriate stormwater control measures and monitoring locations (Steps 5, 6, and 7 of this guide), you must revise your facility map to reflect this information. See Figure 1 for an example facility map.

### **What to include in your SWMP:**

A legible site map showing the entire facility and vicinity as appropriate (some of the elements may be located outside the facility boundary) with the following items:

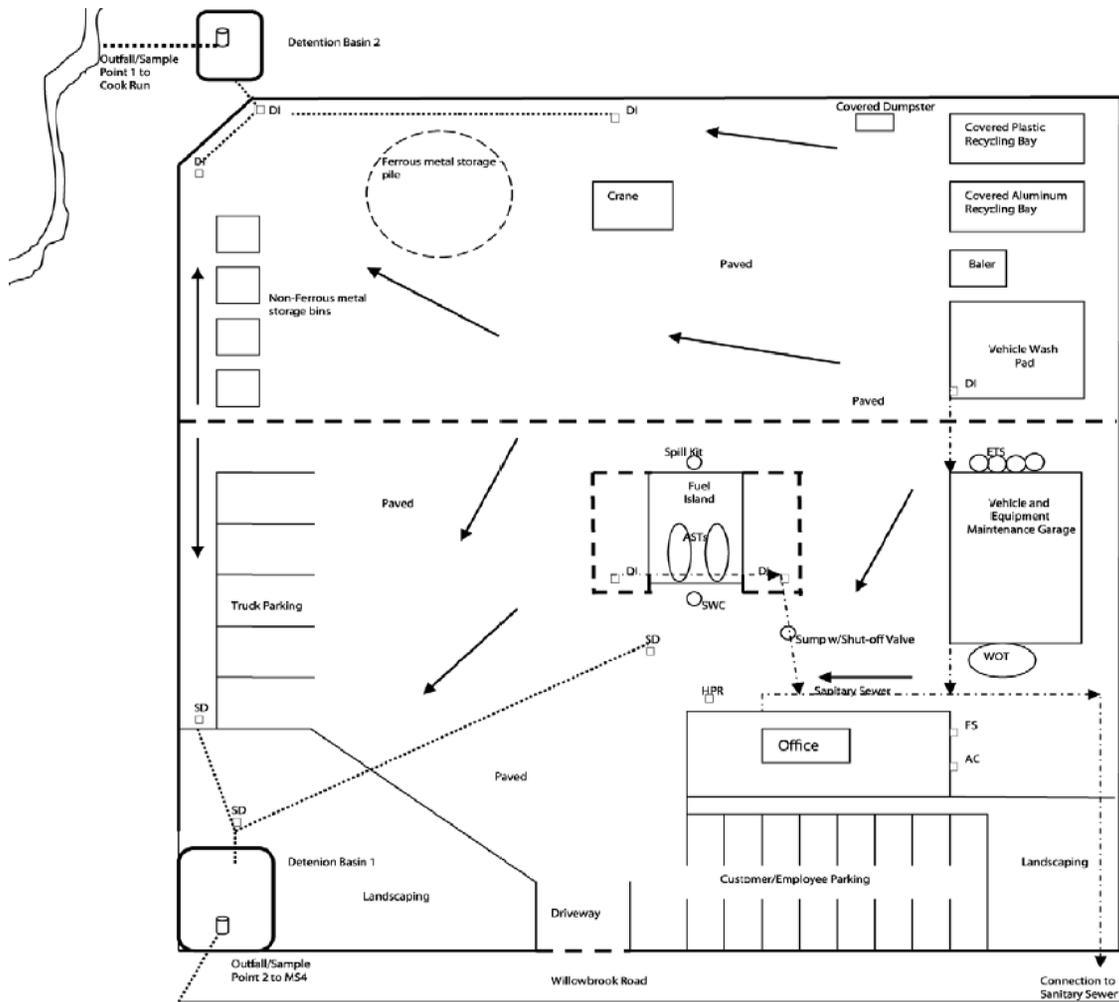
- The surface water body's name and location that receives your facility's discharges
- Location of significant impervious surfaces within the property boundaries
- Location of all facility stormwater conveyances including ditches, pipes, and swales
- Locations of stormwater inlets and outfalls, with a unique identification code for each outfall (e.g., Outfall #1), and an approximate outline of the areas draining to each outfall
- Directions of stormwater flow indicated by arrows
- Areas where industrial activities are conducted, and where such activities are exposed to precipitation
- Locations of all pollutant sources (actual or potential) associated with your industrial activity
- Location of all structural and applicable non-structural control measures used to meet effluent limits required by the permit
- Locations of significant spills or leaks
- Locations of all stormwater monitoring points applicable to the facility (visual, benchmark, numeric effluent, and water quality-based monitoring)
- Location and description of any authorized non-stormwater discharges
- Locations and sources of run-on to the facility from adjacent property that contains significant quantities of pollutants

## **4. Facility Inventory and Assessment of Pollutant Sources**

*See Table 1 for Sector Specific Requirements*

Using the information obtained in Part IV of this guide (i.e., your primary industrial activity and any co-located industrial activities), your next step is to identify pollutant sources related to those activities at your facility.

A detailed walk-through of your facility will help identify industrial materials or material handling activities exposed to stormwater. If possible, you should conduct your walk-through during a rain event so that you can observe the flow of stormwater on your site. In addition to your walk-through, you may need to communicate with fellow site employees who may be more familiar with specific daily operations so that you can thoroughly identify all materials and activities that may contribute pollutants to



**Acme Scrap Metal Recycling Yard Site Map**  
 110 Willowbrook Road, Anywhere, USA 00011  
 SWPPP Contact: John Doe (111) 999-0000

- Symbols:**
- Speed Bump
  - Concrete Curbing - Approximate Facility Operation
  - Area Boundary
  - ..... Storm Sewer
  - - - Sanitary Sewer
  - Flow Path
- Acronym List:**
- SD Storm Drain
  - DI Drop Inlet
  - SWC Solid Waste Can (General Location)
  - WOT Waste Oil Tank
  - ETS Empty Tank Storage
  - AST Above Ground Storage Tank
  - MS4 Municipal Separate Storm Sewer System
- Authorized Non-Stormwater Discharges:**
- HPR Hot Water Heater Pressure Relief Pipe (potable water)
  - AC Air Conditioning Condensate
  - FS Fire Suppression System Test Discharge (potable water)

**Spills:**  
 Minor fuel spill on fuel island – July 20, 2007

Potential Pollutant Source:	Potential Pollutants:
Vehicle and Equipment Maintenance Garage	Fuel, oil, antifreeze, grease, hydraulic fluid, brake fluid, solvents, transmission fluid, parts washer, and paint
WOT: Waste Oil Tank	Aboveground 500-gallon waste oil tank
ETS: Empty Tank Storage	Residual oil, lubricants, hydraulic fluid
SWC: Solid Waste Can	
AST: Above Ground Storage Tank	Two 1000 gallon ASTs, Diesel and Gasoline
Covered Aluminum Recycling Bay	Aluminum
Covered Plastic Recycling Bay	Plastic
Baler	Hydraulic fluid, grease, aluminum, plastic
Crane	Hydraulic fluid, oil, grease, fuel
Ferrous metal storage pile	Ferric metals
Non-Ferrous metal storage bins	Non-Ferric metals
Truck Parking	Oil, grease, fuel

**Map Notes:**

- All interior floor drains, including the vehicle wash area and fuel island, discharge to the municipal sanitary sewer system.
- All SDs are part of the MS4. Contact the City of Anywhere Public Works Department, Stormwater Management Division at (111) 999-0001 concerning significant inspection findings associated with these storm drains.



Not to Scale

**Figure 1:** Example facility map (also available on EPA’s website, [http://www.epa.gov/npdes/pubs/industrial\\_swppp\\_guide.pdf](http://www.epa.gov/npdes/pubs/industrial_swppp_guide.pdf)). Note that non-allowable, non-stormwater discharges are routed to the sanitary sewer.

stormwater, but that may not be readily visible during a routine walk-through (e.g., to identify activities that are not performed on a routine basis).

#### *Inventory of Facility Activities and Equipment*

Create an inventory of facility activities and equipment that have been, or may potentially contribute pollutants to stormwater. This includes any past industrial activity, as well as run-on from neighboring facilities. The inventory must include, but is not limited to, potential pollutants in the following areas:

- Loading and unloading operations, including solids, liquid, and all waste, raw materials, and final products that could contribute pollutants.
- Outdoor storage areas, temporary and long term storage of solids, liquid, and all raw materials and final products that could contribute pollutants.
- Outdoor manufacturing and processing areas.
- Dust or particulate generating processes (including dust collection devices and vents).
- On-site waste treatment, storage (including dumpsters), and disposal (including waste ponds and solid waste management units).
- Vehicle and equipment fueling, maintenance, and cleaning areas (including washing areas, but note that the Industrial Stormwater Permit does not authorize the discharge of the waste water from washing).
- Immediate access roads and rail lines used to transport material that are used or created by the facility into or out of the facility.
- Roof areas exposed to air emissions from a manufacturing building or a process area that may have pollutants deposited on them.
- Roofs and associated surfaces composed of galvanized materials that may be mobilized by stormwater (e.g., roofs, ducts, heating/air conditioning equipment, gutters and downspouts).

#### *Inventory of Materials*

The inventory must also include materials that contribute, or have the potential to contribute pollutants to stormwater. Consider:

- The types of materials at your facility that may be exposed to precipitation or runoff and could contribute pollutants to stormwater. This includes materials with oily and other residues, stock piles, metals that could rust, etc.
- The types of materials at your facility that may leak or spill, and be exposed to precipitation or runoff. This includes materials stored to prevent normal exposure, but that could be exposed during a spill or leak. Examples include materials in barrels, tanks, silos, and other storage structures and containers.
- A narrative description of any potential sources of pollutants from past activities, materials and spills that could contribute pollutants to stormwater, and the corresponding outfalls that would be affected. The description must include the method and location of any on-site storage or disposal; and documentation of all significant spills and leaks of oil or toxic or hazardous pollutants that occurred at exposed areas, or that drained to a stormwater conveyance, in the 3 years prior to the SWMP preparation date.

#### Assessment of Potential Pollutant Sources

Describe the potential of a pollutant to be present in stormwater discharge for each facility activity, equipment and material identified in the previous section, above. This may be easiest to do in a table (See Table 2). How you store and handle materials influences the potential of a pollutant to be present in stormwater discharge. This narrative must be updated when data become available to verify the presence or absence of these pollutants.

#### **What to include in your SWMP:**

Using the information above, create an inventory of the materials associated with each of your industrial activities (Table 2). Identify whether these materials are or have the potential to be exposed to stormwater. Also identify any pollutants associated with these materials based on how they are stored, handled, disposed of, etc.

**Table 2:** Sample inventory of material inventory/potential pollutants (add additional rows as needed).

Activity/ exposed material	Onsite location of activity/ material	Associated outfall number	Associated pollutants	Potential to be present in storm-water runoff	Method of storage	Control measures used to minimize exposure	Location and description of pollutant control measures/ treatment devices installed to treat stormwater runoff	Description of storage (tank type, size, etc)
<i>EXAMPLE Vehicle and equipment maintenance</i>	<i>Parts cleaning area</i>	<i>001A</i>	<i>Chlorinated solvents, oil, heavy metals, acid/ alkaline wastes</i>	<i>High</i>	<i>Drain all parts of fluids into appropriate containers for waste disposal or re-use prior to disposal</i>	<i>Perform cleaning operations indoors or under cover</i>	<i>N/A: conducting cleaning operations indoors completely eliminates exposure</i>	<i>Label and track recycled waste material</i>

**Helpful resource in identifying sources of pollution for your sector:**

EPA Industrial Stormwater Fact Sheets. These fact sheets provide guidance on typical pollutants and their pollutant potential

- Available <http://cfpub.epa.gov/npdes/stormwater/swsectors.cfm>

## **5 and 6. Control Measures**

*See Table 1 for Sector-Specific Requirements*

Control measures are practices implemented to manage pollutants at your facility.

Control measures used onsite to meet permit requirements can include structural and non-structural measures. Structural controls include practices such as vegetative swales, inlet controls, roofing or other cover, elevated racks, wet retention measures, diversion ditches, detention ponds, stormwater ponding control measures (such as rock socks), rip-rap or other hard armoring, etc.

Non-structural control measures are intended to prevent or reduce the generation of pollutants in stormwater and/or the volume of stormwater runoff using practices that focus on facility operations and procedures. Examples of non-structural control measures include procedural practices such as employee trainings, spill response, and good housekeeping. The site operator is given the flexibility to select the type of control measures, including specific technologies, which he/she believes are best suited to the facility and that will meet the permit requirements.

When selecting control measures, focus on reducing pollutants at the source. It is more efficient to prevent pollutants from becoming entrained in stormwater than remove these pollutants from stormwater. For example, stabilizing disturbed ground to minimize or prevent erosion is more effective than trying to capture and treat sediment-laden runoff before it is discharged from the facility.

When preparing your SWMP, consider:

- **What** control measures will be implemented? Make sure the control measure is appropriate for the intended purpose.
- **When** will the control measures be implemented? Many control measures will be utilized only during certain times.
- **Where** will the control measures be implemented?
  - Your SWMP must clearly indicate the locations.
- **How** will the control measures be implemented? Installation and implementation specifications must be adequate to ensure proper implementation, including procedures for operation and maintenance of the control measure. The description of implementation and maintenance procedures of control measures provided in the SWMP must be clear to an outside reader.
  - For most structural control measures, a technical drawing is required as a component of the installation and implementation specifications.

**Control measures must be implemented to meet each of the Practice-Based Effluent Limitations, described below:**

Minimize Exposure

An effective way to minimize stormwater pollution is to eliminate opportunities for stormwater to come into contact with industrial activities and associated pollutants. For example, look for opportunities to relocate industrial activities/materials to covered or contained areas and to divert runoff around area where pollutant sources exist. Include in the documentation what materials and activities will be kept indoors.

- The Industrial Stormwater Permit requires that you minimize the exposure of pollutant sources associated with the manufacturing, processing, and material storage areas (including loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations) to precipitation.

Good Housekeeping

Maintaining a clean and orderly facility offers a practical and cost-effective way to prevent potential pollution sources from coming into contact with stormwater. Sweeping

at regular intervals, keeping materials orderly and labeled, and storing materials in appropriate containers are all examples of good housekeeping.

- The Industrial Stormwater Permit requires that you keep clean all areas exposed to stormwater runoff, as necessary to minimize potential sources of pollutants.
- You must create and document a schedule for regular pickup and disposal of waste materials.
- You must create and document a schedule for routine inspections for leaks and conditions of drums, tanks, and containers.

#### Maintenance of Control Measures

(See Appendix A for example Maintenance Log)

Maintaining all control measures in effective operating conditions is essential and procedures must be clearly addressed in the SWMP to ensure sustainable implementation of preventative measures. Preventative maintenance ensures that structural control measures and industrial equipment are kept in good condition, and help prevent or minimize leaks and other releases of pollutants.

- The Industrial Stormwater Permit requires that you maintain all control measures used to achieve effluent limits required by the permit in effective operating condition.
- Create and document a preventative maintenance schedule for industrial equipment and systems, control measures, and any back up practices in place should a runoff event occur while a control measure is offline.

#### Spill Prevention and Response Procedures

Spills and leaks can be a significant source of industrial stormwater pollution. For this reason, your SWMP must include procedures for preventing, responding to and reporting spills and leaks. You may reference other plans that meet the requirement of the Industrial Stormwater Permit (e.g., Spill Prevention Control and Countermeasure [SPCC] Plan) as long as a copy of the other plan is kept onsite with the SWMP. Describe where each of the following controls is located or where applicable procedures will be implemented:

- Procedures for regularly inspecting, testing, maintaining, and repairing all industrial equipment and systems to avoid situation that may result in leaks, spills, and other releases of pollutants in stormwater discharged to receiving waters.
- Procedures for plainly labeling containers that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur.
- Preventative measures such as barriers between material storage and traffic areas, secondary containment provisions, or procedures for material storage and handling.
- Procedures for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases. Employees who may cause, detect, or respond to a spill or leak must be trained in these procedures and have necessary spill response equipment available
- Procedures for notification of appropriate facility personnel, emergency response agencies, and regulatory agencies. Contact information must be in locations that are readily accessible and available.
- Reporting procedures: To report a spill or environmental release as required by State law, call the 24 hour, toll free environmental release/incident report line: 1-877-518-5608. All events must be reported within 24 hours. The Division will provide assistance to ensure the safety of the public and environmental protection. Please provide as much of the following as possible:
  - Date and time of incident
  - Permit number (if applicable)
  - Potentially responsible party contact name and information
  - Description of incident, including location, volume of release, contaminate type (e.g., oil, domestic wastewater)
  - Response actions taken
  - Fish kill observed

*Erosion and Sediment Controls*

If any erodible soils at the site, the plan SWMP must address control measures to control erosion and/or the discharge or eroded sediment. Examples of erodible areas at a facility include, but are not limited to, steep slopes, drainage ditches, parking lots, roads, and

storage areas. If there is no potential for erosion on site, such as sites that are fully paved, this must be documented in the SWMP. Erosion control measures prevent or reduce the mobilization of soil or sediment. In general, erosion control measures that prevent the mobilization of soil or sediment (such as grading, seeding, mulching, and sodding) should be the primary line of defense while control measures that trap, infiltrate or settle mobilized sediments should be used as back-up control measures.

- The Industrial Stormwater Permit requires each facility to stabilize exposed areas and contain runoff using structural and/or non-structural control measures to minimize onsite erosion and sedimentation, and the resulting discharge of pollutants.
- Among other actions taken to meet this effluent limit, flow velocity dissipation devices must be placed at discharge locations and within outfall channels where necessary to minimize erosion and/or settle out pollutants.

#### Management of Runoff

The management of stormwater runoff that flows through your site is an effective way to reduce the pollutants that are discharged from your site. In general, you should focus on other control measure that **prevents** pollutants from being introduced to stormwater runoff first, and then identify what additional control measures are necessary for management of the runoff that may potential have pollutants added.

- The Industrial Stormwater Permit requires you to divert, infiltrate, reuse, contain, or treat stormwater runoff, in a manner that minimizes pollutants in stormwater discharges from the site.

#### Salt Storage Piles or Piles Containing Salt

Salt is commonly used for deicing and other commercial or industrial purposes, including maintenance of paved surfaces.

- You must enclose or cover storage piles of salt, or piles containing salt, used for deicing or other commercial or industrial purposes, including maintenance of paved surfaces, and implement appropriate measures to minimize exposure resulting from adding to or removing materials from the pile.
- Piles do not need to be enclosed or covered if stormwater runoff from the piles is not discharged, or if discharges from the piles are authorized under another permit.

### Employee Training

(See Appendix B for example Employee Training Log)

Stormwater training is required for all employees who work in areas where industrial activities or material handling activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the Industrial Stormwater Permit. Customize the employee training to the issues at your facility, and ensure that employees are trained on the control measures they are expected to install, implement, and maintain. At a minimum, the following individuals must be trained: employees that oversee the implementation of, revising, and amending the SWMP; employees performing installation, inspection, maintenance, and repair of control measures; employees that work in areas of industrial activity subject to this permit; and employees that conduct stormwater discharge monitoring. Employee training must be conducted annually, and for all new-hires. Included in your SWMP shall be:

- Person(s) responsible for conducting the training.
- Employees or positions that will receive stormwater training.
- The frequency of stormwater training sessions.
- Stormwater topics covered during the training sessions.
- Sign in/sign out sheets from the training session.

### Non-Stormwater Discharges

Unauthorized non-stormwater discharges cannot be discharged (except to the sanitary sewer system with permission of the owner of the collection system and treatment plant) from your facility unless authorized by a separate, individual CDPS permit. Allowable non-stormwater discharges are listed in Part I.A.1.b (Page 6 and 7) of the Industrial Stormwater Permit. You must conduct and document an evaluation for the presence of non-stormwater discharges, and the elimination of all unauthorized discharges. The documentation in the SWMP must include:

- The date of any evaluation.
- A description of the evaluation criteria used.

- A list of the outfalls or onsite drainage points that were directly observed during the evaluation.
- The different types of non-stormwater discharge(s) and source locations.
- The action(s) taken, such as a list of control measures used to eliminate unauthorized discharge(s), if any were identified.

#### Waste, Garbage, and Floatable Debris

Stormwater runoff may carry waste, garbage, and floatable debris to receiving waters.

Control measures (such as good housekeeping, sweeping, keeping lids closed on dumpsters) must be used to keep exposed areas free of such materials or by intercepting them before they are discharged.

- The Industrial Stormwater Permit requires that you minimize the discharge of waste, garbage, and floatable debris from the site by keeping exposed areas free of such materials or by intercepting them before they are discharged.

#### Dust Generation and Vehicle Tracking of Industrial Materials

Airborne particles pose a threat to the environment and human health. Dust can be carried offsite, thereby increasing soil loss from disturbed areas and increasing the likelihood of sedimentation and water pollution. Dust control practices can reduce the activities and air movement that cause dust to be generated from disturbed soil surfaces. Some practices include sprinkling/irrigation; vegetative or stone cover; mulch; wind breaks; tillage; spray-on chemical soil treatments (palliatives).

- The Industrial Stormwater Permit requires that you minimize the generation of dust and off-site tracking of raw, final, or waste materials.

### **What to include in your SWMP**

Document the schedules, procedures, and evaluation results for the following set of practice-based effluent limitations, (described in detail above). Installation and implementation specification for each control measure must be retained with the SWMP. Be sure to include prevention practices, such as conducting activities indoors (under “minimize exposure,” and procedures for routine site clean-up (under good housekeeping). Also, document if any category of control measure is not needed because associated pollutant sources are not present (no salt piles or piles containing salt are not present).

- Minimize exposure
- Good housekeeping, including:
  - Schedule for regular pickup of waste materials
  - Schedule for routine inspections for leaks and conditions of drums, tanks and containers
- Maintenance of control measures
- Spill prevention and response procedures
- Erosion and sediment control
- Management of runoff
- Salt storage piles or piles containing salt
- Sector specific practice-based effluent limits
- Employee training
- Non-stormwater discharges
- Waste, garbage, and floatable debris
- Dust generation and vehicle tracking of industrial materials
- Waste, garbage and floatable debris
- Dust generation and vehicle tracking of industrial materials

**Helpful resources in selecting appropriate Control Measures:**

**National Menu of Stormwater Best Management Practices (BMPs) (EPA)**

- Guidance for cities and counties who are required to develop programs to regulate construction activities in their jurisdiction (under the construction tab).
  - Available <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm>

**International Stormwater BMP Database**

- Database of monitoring results showing effectiveness of structural and non-structural control measures
  - Available <http://www.bmpdatabase.org>

**Urban Storm Drainage Criteria Manual Volume 3 – Best Management Practices (Urban Drainage and Flood Control District)**

- This BMP Manual includes discussion of stormwater quality management and control measures for many activities, including construction. Commonly used by cities and counties in the Denver metropolitan area.
  - Available <http://www.udfcd.org/>

**7. Inspection Procedures and Documentation**

*See Table 1 for Sector Specific Requirements*

The Industrial Stormwater Permit requires that you conduct inspections of your facility, and that you document how you conduct these inspections in a procedure that is maintained with the SWMP. Documented in the SWMP must be the persons or position responsible for conducting the routine facility inspection, schedules for conducting quarterly inspections, inspection scope, and inspection schedules.

At a minimum, you must conduct quarterly (i.e., once each calendar quarter and at least 20 days apart) visual inspections of the facility. One of these must be conducted during a “measureable storm event”, which is a rain or snow melt event that results in a stormwater discharge from the facility (See Part I.G [page 20] of the permit for information on what must be included in, and documented, for these inspections). While quarterly inspections are the minimum inspection frequency required, the Division recommends that all facilities supplement the quarterly inspections with routine

inspections and corrective actions as necessary to ensure that the effluent limitations required by the permit are met.

### Facility Inspections

You must develop a quarterly inspection schedule customized for your facility and specific site conditions. It may be helpful to have your inspections correspond with the sequence of industrial activities, such as the transport, storage, and processing of raw materials, intermediate, and final products at your facility. Your inspections must include which control measures or areas will be inspected, and for what the inspector will be looking. Photo documentation may be a helpful way to identify changes at your facility. Your inspections must be recorded and documented.

- Facility inspection during a storm event

One inspection must be conducted during a storm event. For this inspection, you must make observations of the stormwater runoff in order to qualitatively assess the nature of the discharge based on several visual parameters (floating materials, visible oil sheen, discoloration, turbidity, odor, etc.). You must also look for the presence of illicit discharges, and run-on from adjacent lands or facilities.

### Exceptions

Quarterly inspections do not apply to sites that are inactive, unstaffed, and meet the condition of no exposure (no industrial materials or activities exposed to stormwater). Such sites must conduct two site inspections annually during the Spring and Fall). To invoke this exception, you must maintain a signed and certified statement in the facility SWMP indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to precipitation.

### **What to include in your SWMP:**

- Person(s) or position responsible for conducting the routine facility inspection
- Schedules for conducting quarterly inspections (one of which must be during a measureable storm event)
- Inspection Scope (See part I.G.2[Page 20-21])
  - Observations made at stormwater sampling locations and areas where stormwater associated with industrial activity is discharged off site or to waters of the state
  - Observations for the presence of floating materials, visible oil sheen, discoloration, turbidity, odor, etc. in stormwater discharge(s)
  - Observations of the condition of and around stormwater outfalls
  - Observations for the presence of illicit discharges or other non-permitted discharges
  - A verification that the descriptions of potential pollutant sources required under this permit are accurate
  - A verification that the site map in the SWMP reflects current conditions
  - An assessment of all control measures used to comply with the effluent limits contained in the permit
    - Include information about the effectiveness of each control measure; locations of control measures that require maintenance and the reason(s) for maintenance; and locations where additional or different control measures are needed and rationale for the additional or different control measures
- Inspection Documentation
  - Inspection date and time
  - Locations inspected
  - Weather information and a description of any discharges occurring at the time of inspection
  - A statement that the site is either in compliance or out of compliance with the terms and condition of this permit
  - A summary report and a schedule of implementation of the corrective actions that the permittee has taken or plans to take if the site inspection indicates that the site is out of compliance
  - Name, title, and signature of the person conducting site inspection; and the following “I certify that this report is true, accurate, and complete to the best of my knowledge and belief”
  - Certification and signature of the permittee

### **Helpful resource for Inspections:**

- See Appendix C for an example of Facility Inspection Documentation

## 8. Monitoring Procedures and Documentation

*See Table 1 for Sector Specific Requirements*

Evaluation of your stormwater management program includes both visual assessments and monitoring (e.g., sampling) of specified stormwater discharges. The frequency depends on the type of monitoring (See Table 3).

Stormwater sampling provides quantitative (e.g., numeric) data to determine pollutant concentrations in runoff and, in turn, the degree to which the control measures implemented at your facility minimize contact between stormwater and pollutant sources and the success of your stormwater control approach in meeting applicable discharge requirements or effluent limits.

**Table 3:** Sampling frequency for Specific Monitoring Requirements

Sampling Type	Quarter 1: Jan 1- March 31	Quarter 2: April 1-June 30	Quarter 3: July 1-Sept 30	Quarter 4: Oct 1- Dec 31
Visual	X	X	X	X
Benchmark*	X	X	X	X
ELG (can sample any quarter)	X			
Water Quality*	X	X	X	X
Additional monitoring	As applicable	As applicable	As applicable	As applicable

\*Frequency may decrease to yearly if the average concentration of 4 quarterly samples for a specific parameter does not exceed the standard

All permittees must collect and analyze stormwater samples from each discharge outfall, except for “substantially identical” outfalls (see Part I.H.3[Page 22] of the permit), and document monitoring activities for the five types of monitoring, as applicable to the facility:

### Visual Assessments of Discharges

Once each quarter, you must collect a grab sample of stormwater runoff from each discharge outfall during a rain event and assess key visual indicators of pollution: color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of stormwater pollution. The findings of these assessments are used to

trigger further facility inspections and corrective actions to modify problems found at the site. While you are not required to submit visual assessment findings to the Division, you must document the results and maintain this documentation onsite with the facility SWMP.

### Benchmark Sampling

The Division may require benchmark sampling based on your primary industrial activity or co-located industrial activities. A benchmark pollutant concentration is a level above which stormwater discharge could adversely affect the quality of the receiving water. If your Industrial Stormwater Permit certification requires benchmark sampling, you must monitor for each benchmark parameter(s) specified for the primary industrial activity, and any co-located activities. You must collect a stormwater sample from each discharge outfall for laboratory analyses, and compare the results to benchmark pollutant concentrations. **An exceedance of a benchmark level is not considered a permit violation**, but rather a “red flag” that could point to a problem at the site with exposed pollutant sources or ineffective control measures.

- If the average concentration of 4 benchmark samples for a specific parameter does not exceed the benchmark level, or natural background pollutant levels (see Step 10), you may reduce benchmark frequency sampling for that parameter to once per year.
- If the average of samples taken over four quarters exceeds the applicable benchmark concentration of a particular pollutant, the permittee is required to address the problem through corrective action (see Step 9).

### Effluent Limitations Guidelines (ELG)

The Division may require ELG monitoring based on your primary industrial or co-located industrial activities. If your facility is subject to one of the Federal ELGs that address limits on stormwater runoff (Table 4), annual sampling is required to determine compliance with those limits. Unlike benchmark sampling (described above), **an exceedance of an ELG constitutes a violation of the permit.**

- If an ELG is exceeded, you must conduct corrective action(s) (see Part I.J.1 of the permit), AND conduct follow-up monitoring.

**Table 4: Stormwater-specific Effluent Limitations Guidelines (ELGs)**

Sector	Effluent Limit	40 CFR Part/Subpart	Regulated Activity
A	See Part III.A.7 of permit	Part 429, Subpart I	Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas
C	See Part III.C.4 of permit	Part 418, Subpart A	Runoff from phosphate fertilizer manufacturing facilities that come into contact with any raw materials, finished product, by-products or waste products
D	See Part III.D.4 of permit	Part 443, Subpart A	Runoff from asphalt emulsion facilities
E	See Part III.E. of permit	Part 411, Subpart C	Runoff from material storage piles at cement manufacturing facilities
K	See Part III.K.6 of permit	Part 445, Subpart A	Runoff from hazardous waste landfills
L	See Part III.L.10 of permit	Part 445, Subpart B	Runoff from non-hazardous waste landfills
O	See Part III.O.8 of permit	Part 423	Runoff from coal storage piles at steam electric generating facilities

Water Quality Standards

The Division may apply specific monitoring conditions (sampling parameters, sampling frequency, and sample type) if your facility discharges to impaired waters, or to waters designated as critical habitat for threatened and endangered species. Water Quality sampling must be conducted quarterly.

- You may request modification of the Water Quality Standards monitoring requirements if, after one year of monitoring (4 samples) a pollutant at a specific outfall is not detected above the applicable, end-of-pipe water quality standard in any sample (See part I.H.11 [Page 26] of the Industrial Stormwater Permit).

Additional monitoring as required by the Division

The Division may include additional discharge monitoring requirement, such as salinity, in-stream sampling, and whole effluent toxicity testing.

### **What to include in your SWMP:**

- Describe procedures for performing benchmark monitoring, effluent limitations guidelines monitoring, water quality standards monitoring, and additional monitoring as required by the Division, including:
  - Locations where samples are collected and outfall identification
  - Staff responsible for conducting stormwater sampling
  - Procedures for sample collection and handling
  - Parameters for analysis, holding times and preservatives, analytical methods, and laboratory quantitation levels
  - Procedures for sending samples to a laboratory
  - Monitoring schedules, including any deviations from the monitoring schedule for alternate monitoring periods for climate with irregular stormwater runoff
  - The numeric control values (benchmarks, effluent limitations guidelines, TMDL-related requirements, or other requirements) applicable to discharges from each outfall
  
- Quarterly Visual Assessment documentation must remain with the SWMP.
  - Sample locations
  - Sample collection date and time, and visual assessment date and time for each sample
  - Personnel collecting the sample and performing visual assessment, and their signatures
  - Nature of the discharge (precipitation, snowmelt, etc)
  - Results of observations of the stormwater discharge
  - Probable sources of any observed stormwater contamination
  - If applicable, why it was not possible to take samples within the first 30 minutes
  
- If you are applying for monitoring exceptions for inactive and unstaffed facilities, you must include certified documentation.
  
- If you are claiming substantially identical outfalls, you must describe:
  - Location of each of the substantially identical outfalls, and the outfall sampled
  - Description of the general industrial activities conducted in the drainage area of each outfall
  - Description of the control measures implemented in the drainage area of each outfall
  - Description of the exposed materials located in the drainage area of each outfall that are likely to be significant contributors of pollutants to stormwater discharges
  - Impervious surfaces in the drainage area that could affect the percolation of stormwater runoff into the ground (e.g., asphalt, crushed rock, grass, etc.)
  - Why you expect the outfalls to discharge substantially identical effluents

### **Helpful Resource for Monitoring Procedures**

#### EPA Industrial Stormwater Monitoring and Sampling Guide

- This guide provides information on collecting and evaluating stormwater samples, and provides sample templates

[http://www.epa.gov/npdes/pubs/msgp\\_monitoring\\_guide.pdf](http://www.epa.gov/npdes/pubs/msgp_monitoring_guide.pdf)

## **9. Corrective Action Documentation**

*See Table 1 for Sector Specific Requirements*

Corrective action entails the review and revision of the selection, design, installation, and implementation of facility control measures to improve conditions at your site. You must take corrective action if any of the following occur at your site:

- An unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another permit)
- A discharge violates a numeric effluent limit
- Facility control measures are not stringent enough for the discharge to meet applicable water quality standards
- Modifications to the facility control measures are necessary to meet the practice-based effluent limits in this permit
- The permittee finds in a facility inspection that the facility control measures are not properly selected, designed, installed, operated, or maintained
- Construction or a change in design, operation, or maintenance at the facility significantly changes the nature of pollutants discharge in stormwater from the facility, or significantly increases the quantity of pollutants discharged
- The average of quarterly sampling results exceeds an applicable benchmark

If a corrective action is required, **it is essential that you refer back to the Industrial Stormwater Permit** (Part I.J [Page 30]) to ensure all required actions, documentation,

and reporting occur.

**What to include in your SWMP:**

All corrective actions taken by your site must be documented and kept with the SWMP

## 10. Natural Background Pollutant Levels

Natural background pollutants are substances that occur naturally in the soil. Natural background pollutants do not include legacy pollutants from earlier activity on the site or pollutants in run-on from neighboring sources. If the concentration of a specific parameter exceeds applicable benchmark value or Water Quality Standard Sampling, but does not exceed background pollutant levels, you may request to decrease the sampling frequency after 4 quarters. The permittee must notify the Division, after which the permittee may discontinue quarterly monitoring.

**What to include in your SWMP:**

- An explanation of why you believe that the presence of the pollutant causing the impairment in the facility discharge is not related to the activities at the facility.
- Data and/or studies that tie the presence of the pollutant causing the impairment in the facility discharge to natural background sources in the watershed

## VI. Record Keeping

The industrial stormwater permit (Part I.K.4 [Page 33] of the permit) requires you to keep records of any activities at your site related to your compliance with the industrial stormwater permit. As you conduct inspections, monitoring, corrective actions, and other permit implementation activities, you will generate additional records, such as inspection

reports and monitoring reports. These additional documents must be kept on-site with your SWMP. Ensure these records are accessible, complete, and up-to-date.

**What to include in your SWMP:**

- SWMP Records, including the facility SWMP and any modifications made during the term of the permit, and any letters received from the State of Colorado
- Copy of Permit
- Copy of Permit Certification
- Inspection records, including all facility inspection reports, and quarterly visual assessment reports
- Original Sampling Records, including field notes and laboratory reports
- Employee training records
- Maintenance and repair of Best Management Practices (BMPs) documentation
- Corrective Action Reports

**Appendix A: Sample Maintenance Log (see Page 17)**

**Control Measure Maintenance Records** (copy information below for each control measure)

Control Measure: [Insert Name of Control Measure](#)

Regular Maintenance Activities: [Describe maintenance activities](#)

Regular Maintenance Schedule: [Insert Maintenance Schedule](#)

Date of Action: [Insert Date of Action](#)

Reason for Action:     Regular Maintenance             Discovery of Problem  
If Problem,

- Description of Action Required: [Describe actions taken in response to problem](#)

- Date Control Measure Returned to Full Function: [Insert Date](#)

- Justification for Extended Schedule, if applicable: [Insert Justification \(if applicable\)](#)

Notes: [Insert Notes \(if applicable\)](#)

**Industrial Equipment and Systems Maintenance Records** (copy information below for each industrial equipment/system)

Industrial Equipment/Systems: [Insert Name of Industrial Equipment/System](#)

Regular Maintenance Activities: [Describe maintenance activities](#)

Regular Maintenance Schedule: [Insert Maintenance Schedule](#)

Date of Action: [Insert Date of Action](#)

Reason for Action:     Regular Maintenance             Discovery of Problem  
If Problem,

- Description of Action Required: [Describe actions taken in response to problem](#)

- Date Industrial Equipment Returned to Full Function: [Insert Date](#)

- Justification for Extended Schedule, if applicable: [Insert Justification \(if applicable\)](#)

Notes: [Insert Notes \(if applicable\)](#)

**Appendix B:** Sample Employee Training Log (see Page 19)

Training Date: <a href="#">Insert Date of Training</a>	
Training Description: <a href="#">Insert Description of Training</a>	
Trainer: <a href="#">Insert Trainer(s) names</a>	
Training frequency; <a href="#">Insert frequency of training</a>	
Training topic(s): <a href="#">Insert training topics</a>	
Employee(s) trained	Employee signature
<a href="#">Insert Name</a>	

Training Date: <a href="#">Insert Date of Training</a>	
Training Description: <a href="#">Insert Description of Training</a>	
Trainer: <a href="#">Insert Trainer(s) names</a>	
Training frequency; <a href="#">Insert frequency of training</a>	
Training topic(s): <a href="#">Insert training topics</a>	
Employee(s) trained	Employee signature
<a href="#">Insert Name</a>	



**Locations inspected**

*Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.*

	<b>Area/Activity</b>	<b>Inspected?</b>	<b>Controls Adequate (appropriate, effective, and operating)?</b>	<b>Corrective Action Needed and Notes</b>
1	<b>Material loading/unloading and storage areas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
2	<b>Equipment operations and maintenance areas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
3	<b>Fueling areas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
4	<b>Outdoor vehicle and equipment washing areas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
5	<b>Waste handling and disposal areas</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
6	<b>(Other)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
7	<b>(Other)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions

**Condition of Outfalls**

*Observations must be made at areas where stormwater associated with industrial activity is discharged off-site (add more rows if necessary)*

	<b>Discharge outfall</b>	<b>Inspected?</b>	<b>Adequate condition?</b>	<b>Corrective Action Needed and Notes</b>
1	<b>001A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
2	<b>002A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
3	<b>003A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions
4	<b>003A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Corrective Actions

**Non-Compliance**

Describe any incidents of non-compliance observed and not described above:

[Describe Non-compliance](#)

**Corrective Action**

Provide a summary report and a schedule of implementation of the corrective actions that the permittee has taken or plans to take if the site inspection indicates that the site is out of compliance

[Summarize corrective action\(s\)](#)

**Notes**

Use this space for any additional notes or observations from the inspection:

[Additional Notes](#)

**CERTIFICATION AND COMPLIANCE STATEMENT**

In the judgment of either 1) the person conducting the site inspection, or 2) the permittee or duly authorized representative, the facility is in compliance with the terms and condition of the Industrial Stormwater Permit, with respect o Part I.G.2 (Page 20, Inspection Scope):  Yes  No

“I certify that this report is true, accurate, and complete, to the best of my knowledge and belief.”

**Inspector: Print name and title**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permittee or Duly Authorized Representative: Print name and title**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_