**Stormwater Pollution Prevention Plan (SWP3)**

**for:**

Facility Name

Facility Address

City, State, Zip Code

Telephone Number

**SWP3 Contact(s):**

Facility Name

SWP3 Contact Name

Address

City, State, Zip Code

Telephone Number

Fax/Email

 **SWP3 Prepared By:**

Compnay Name

Preparer Name

Address

City, State, Zip Code

Telephone Number

Fax/Email

**SWP3 Preparation Date:**

**\_\_ \_\_/ \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_**

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# Stormwater Pollution Prevention Team

## Stormwater Pollution Prevention Team

Stormwater pollution prevention team is responsible for overseeing development of the SWP3, any modifications to it, and for implementing and maintaining control measures and taking corrective actions when required, supervising the housekeeping program, documenting changes to the SWP3, providing staff training, conducting annual review of the SWP3, and communicating changes in the SWP3 to the people working on the site. The following personnel, along with their role and responsibility, will be part of the stormwater pollution prevention team:

|  |  |
| --- | --- |
| **Team Leader** | **Roles & Responsibilities** |
| Name | Duties |
| Title |
| Telephone |

|  |  |
| --- | --- |
| **Team Member # 1** | **Roles & Responsibilities** |
| Name | Duties |
| Title |
| Telephone |

|  |  |
| --- | --- |
| **Team Member # 2** | **Roles & Responsibilities** |
| Name | Duties |
| Title |
| Telephone |

|  |  |
| --- | --- |
| **Team Member # 3** | **Roles & Responsibilities** |
| Name | Duties |
| Title |
| Telephone |

|  |  |
| --- | --- |
| **Team Member # 4** | **Roles & Responsibilities** |
| Name | Duties |
| Title |
| Telephone |

[Repeat as necessary]

# Facility and Site Description

## Facility Description

### Facility Information

|  |
| --- |
| **Facility Information** (If the facility lacks a street address, indicate the general location of the facility): |
| Name of Facility:  |
| Street:  |
| City:  | ZIP Code:  |
| County:  |
| **OPDES Permit Number:** **OKR05 -**  (if covered under a previous permit) |
| **Regular Business Hours:**  |
| **Primary Industrial Activity SIC code** or Activity Code and Sector (2022 OKR05, Table 1-3):   |
| **Co-located Industrial Activity(s) SIC code(s)** or Activity Code and Sector(s) (2022 OKR05, Table 1-3):   |
| **Latitude/Longitude** (to the nearest 15 seconds), at the facility entrance: |
| Latitude: | Longitude: |
| \_ \_ ° \_ \_ ' \_ \_.\_ \_'' N (degrees, minutes, seconds)\_ \_ . \_ \_ \_ \_ ° N (decimal degrees) | \_ \_ ° \_ \_ ' \_ \_.\_ \_'' W (degrees, minutes, seconds)\_ \_ \_. \_ \_ \_ \_ ° W (decimal degrees) |
| Method for determining latitude/longitude (check one): |
| [ ]  [DEQ GIS Data viewer](http://gis.deq.ok.gov/maps/) | [ ]  [EPA My WATERS Mapper](https://watersgeo.epa.gov/mwm/) | [ ]  [USGS National Map](http://viewer.nationalmap.gov/basic/) | [ ]  [GPS](http://www.gps.gov/) |
| **Facility’s Legal Location:** \_\_\_\_ ¼, \_\_\_\_ ¼, \_\_\_\_ ¼ of the Section: \_\_\_\_\_\_ Township:\_\_\_\_\_\_ N/S  Range: \_\_\_\_\_ E/W, Indian Meridian |
| **Status of the facility/industrial site:** Click one to select your facility status |
| **Total area of the facility/industrial site:** (acres) |
| **Estimated area of industrial activity at the facility exposed to stormwater**: (acres) |
| **Estimated impervious area of industrial facility/site:** (acres) |
|  |

### Facility Contact Information

|  |
| --- |
| **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) |
| *(If owner is a separate entity)* |
| **SWP3 Contact(s):** |
| SWP3 Contact Name (Primary): Insert SWP3 Contact Name, Primary |
| Telephone number: Insert Telephone Number |
| Email address: Insert email address |
| Fax number: Insert fax number (optional) |
| SWP3 Contact Name (Backup): Insert SWP3 Contact Name, Backup |
| Telephone number: Insert Telephone Number |
| Email address: Insert email address |
| Fax number: Insert fax number (optional) |
| **SWP3 Preparer Contact Information:** |
| SWP3 Preparer Name: Insert SWP3 preparer full name |
| Business/Company Name: Insert SWP3 preparer company/business name |
| Business Address: Insert complete business address |
| Telephone number: Insert Telephone Number |
| Email address: Insert email address |
|  |

## Activities at the Facility

|  |
| --- |
| Describe the nature of industrial activities at your facility: |
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## Receiving Waterbody Information

|  |
| --- |
| **Discharge Information** |
| **Does your facility discharge stormwater into a municipal separate storm sewer system (MS4)?** [ ]  Yes [ ]  NoIf yes, what is the name of the MS4 operator? If you don’t know who the MS4s are in your area, see Table R-5 in the [MS4 Factsheet](http://www.deq.state.ok.us/wqdnew/stormwater/ms4/DEQSmallMS4Factsheet_OCT_2015.pdf). |
| **Do you have any stormwater discharges that must comply with the effluent limitation guidelines listed in Table 1-1 of the 2022 MSGP OKR05?**[ ]  Yes [ ]  No If “Yes”, which of the guidelines listed apply to your facility? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Stormwater Outfall Information** |
| **Outfall ID** | **Latitude/****Longitude** | **What is the name of the waterbody that your facility’s stormwater goes into?**  |  **WBID** | **Is that waterbody impaired?****If so, what are its impairments?** | **Is there a TMDL for that impairment?** | **Is the discharge into an ORW or sensitive area?** |
| 001 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| 002 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| 003 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| 004 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| 005 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| 006 |  |  |  | **Yes** 🞎 No 🞎 | Yes 🞎No 🞎 | Yes 🞎No 🞎 |
| Name of impairments |
| If substantially identical to other outfall, list identical outfall ID: |  |
|  |

## General Location Map

[ ]  A general location map (e.g., DEQ Data Viewer or U.S. Geological Survey (USGS) quadrangle map or aerial image from the internet) with enough detail to identify the location of my facility and all receiving waters for the stormwater discharges is include as Attachment A of this SWP3.

## Site Map

[ ]  **The site map or series of maps** for this facility is/are included as **Attachment B** of this SWP3 (see Part 6.2.2 of 2022 OKR05)**.** The site map(s) is prepared showing the following information:

1. Boundaries of the property and the size of the property in acres;
2. Location and extent of significant structures (e.g. buildings, garages, storage tanks, fueling stations, machinery, etc.) and impervious surfaces (e.g., parking lots, paved or concrete pads) at the facility;
3. Directions of stormwater flow (use arrows to show the directions of stormwater flow);
4. Locations of all receiving waters in the immediate vicinity of your facility;
5. Locations of potential pollutant sources identified under Part 6.2.3;
6. Locations of areas of existing and potential soil erosion that could result in the discharge of a significant amount of turbidity, sediment, or other pollutants;
7. Locations of all stormwater control measures (i.e., all structural BMPs);
8. Locations of all stormwater conveyances including ditches, pipes, and swales;
9. Locations where significant spills or leaks identified under Part 6.2.6 have occurred;
10. Locations of all stormwater sampling points, along with latitude and longitude of each sampling point;
11. Locations and descriptions of all non-stormwater discharges;
12. MS4s and any discharge points where stormwater enters the MS4s’ conveyance systems;
13. Areas of designated critical habitat for endangered or threatened species;
14. Locations of the following activities, where such activities are exposed to precipitation including 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; and machinery;
15. Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants, if any (an evaluation of how the quality of the runoff impacts your stormwater discharges may be included); and
16. Locations of stormwater inlets and outfalls, with a unique identification code for each discharge point (e.g., Outfall 001, 002) and an approximate outline of the areas draining to each outfall. Indicate if there are any substantially identical outfalls.

# Potential Pollutant Sources

This section describes all areas at my facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges originate.

## Industrial Activities at the Facility

|  |
| --- |
| List/Name(s) of the industrial activities that are exposed to stormwater: |
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## List of Pollutants

List the potential pollutants suspected to be present or exposed to stormwater at ***each of the activity area listed above*** are described in the following table:

|  |  |
| --- | --- |
| **Industrial Activity/Area** | **Associated Pollutants** |
| Insert specific industrial activity | Insert names of pollutants or pollutant constituents that could be associated with this activity and released in stormwater |
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## Spills and Leaks

### 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 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Description of spills/leaks occurred during last 3 years

| **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 |
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## Allowable Non-stormwater Discharges Information

The following allowable non-stormwater is/will be discharged under the OKR05 permit:

| **Sources of Non-stormwater** | **Location where it is likely to be discharged** | **BMPs Used to Minimize Impact on Water Quality** |
| --- | --- | --- |
| Insert description of each allowable non-stormwater source | Specify which discharge point(s) would be affected | Insert decsriptions of BMPs to minimize the impact on water quality |
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## Investigation of Unauthorized Non-stormwater Discharges

Facility’s unauthorized non-stormwater discharge testing or evaluation is included below:

* Date of testing or 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.
* Identification of significant sources of any unauthorized non-stormwater discharges: Describe the sources of unauthorized non-stormwater discharges
* Description of the results of testing or evaluation performed: Describe the testing or evaluation results for the presence of any unauthorized non-stormwater discharge.
* 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 OPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an OPDES 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.

**Note:** You must include a separate certification in the SWP3 that all discharges (i.e., outfalls) have been tested or evaluated for the presence of any unauthorized non stormwater discharge.

## Salt Storage Piles

|  |
| --- |
| Describe the location of any salt storage piles: |
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|  |

## Coal Storage Piles

|  |
| --- |
| Describe the location of any coal storage piles: |
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## Sampling Data Summary

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| --- |
| A brief summary of stormwater sampling data collected during the past permit term are included below and attached laboratory results with the SWP3: |
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#

# Substantially Identical Outfalls

Are you planning to use the substantially identical outfall(s) exception for your quarterly visual monitoring requirements and/or impaired waters monitoring? Yes 🞎 No🞎

If yes, provide the following information to substantiate the exception to substantially identical discharge points:

* + - 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

**Note:** that the substantially identical outfall ***exception could not be used*** if there are in fact differences in any of the required components defined above.

# Description of Stormwater Control Measures

## Control Measures to meet Non-numeric Technology-based Effluent Limits

The facility implemented/will implement following control measures (structural and non-structural best management practices) to comply with the non-numeric effluent limits in Part 2.1.2 of the 2022 OKR05 permit as well as any sector-specific non-numeric effluent limits in Part 10 of the 2022 OKR05 permit:

### Minimize Exposure

|  |
| --- |
| Describe stormwater control measures used/will be used to minimize exposure: |
|  |
|  |
|  |
|  |
|  |

### Good Housekeeping

|  |
| --- |
| Describe good housekeeping practices to minimise pollutant discharges: |
|  |
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|  |

### Maintenance

|  |
| --- |
| Describe preventive maintenance procedures to maintain all stormwater control measures: |
|  |
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### Spill Prevention and Response

|  |
| --- |
| Describe spill prevention and response measures to minimize the potential for leaks, spills and other releases: |
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### Erosion and Sediment Controls

|  |
| --- |
| Describe erosion and sediment controls: |
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|  |

### Stormwater Runoff Management

|  |
| --- |
| Describe erosion and sediment controls: |
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### Salt Storage Piles or Piles Containing Salt

|  |
| --- |
| Describe erosion and sediment controls: |
|  |
|  |
|  |
|  |
|  |
|  |

### Dust Generation and Vehicle Tracking of Industrial Materials

|  |
| --- |
| Describe erosion and sediment controls: |
|  |
|  |
|  |
|  |
|  |
|  |

## Control Measures to meet Sector-Specific Applicable Non-Numeric Effluent Limits in Part 10

|  |
| --- |
| Describe erosion and sediment controls: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

## Control Measures to meet Applicable Numeric Effluent Limitations Guidelines-Based Limits in Part 2.1.3

|  |
| --- |
| Describe erosion and sediment controls: |
|  |
|  |
|  |
|  |
|  |
|  |

## Control Measures to meet Sector-Specific Applicable Numeric Effluent Limits in Part 10

|  |
| --- |
| Describe erosion and sediment controls: |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

## Control Measures to meet Applicable Numeric Effluent Limitations for Coal Pile Runoff

|  |
| --- |
| Describe control mearues to meet ELG(S) for Coal Pile Runoff. |
|  |
|  |
|  |
|  |
|  |

## Control Measures to meet Water Quality-based Effluent Limitations in Part 2.2

|  |
| --- |
| Describe control measures to meet water quality standards: |
|  |
|  |
|  |
|  |
|  |
|  |

**Note:** If you are a new discharger and discharge to a waterbody or watershed designated ORW commencing after June 25, 1992, you are not eligible for coverage under this Permit.

## Requirements Relating to Endangered Species and Historic Properties in Part 2.3

|  |
| --- |
| Describe control measures to meet the requirements relating to Endangered Species and Historic Properties: |
|  |
|  |
|  |
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|  |

**Note:** Regarding your stormwater control measures, you must also document, as appropriate:

1. How you addressed the selection and design considerations of various stormwater control measures in accordance with Part 2.1.1 of the 2022 OKR05 permit; and
2. How the selected control measures address the pollutant sources identified in Part 6.2.3 of the 2022 OKR05 permit.

# Procedures and Schedules

## Pertaining to Control Measures Used to Comply with Effluent Limitations

### Good Housekeeping

|  |
| --- |
| Describe good housekeeping schedules and procedures. |
|  |
|  |
|  |

### Spill Prevention and Response Procedures

|  |
| --- |
| Describe spill prevention and response procedures. |
|  |
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|  |  |
| --- | --- |
| **In case of a toxic or hazardous material spill, notify:** | **Phone Numbers** |
| **Project Manager/Team Leader** |  |
| **Emergency – Fire, Police** | **911** |
| **County Local Emergency Planning Committee (LEPC)** |  |
| **DEQ Spill Reporting Hotline (24-hr)** | **800-522-0206** |
| **NRC (National Response Center)** | **800-424-8802** |

**Emergency Spill Notification**

###

### Maintenance

|  |
| --- |
| Describe maintenance schedules and procedures. |
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|  |
|  |
|  |

### Erosion and Sediment Control

|  |
| --- |
| If applicable, describe polymers and chemicals used for erosion and sediment control. |
|  |
|  |
|  |
|  |

### Stormwater Runoff Management

|  |
| --- |
| Describe runoff management schedules and procedures. |
|  |
|  |
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|  |

### Salt Storage Piles

|  |
| --- |
| Describe schedules and procedures for salt storgare piles, if applicable. |
|  |
|  |
|  |
|  |

##

## Pertaining to Control Measures Used to Comply with Sector-Specific Effluent Limits in Part 10

|  |
| --- |
| Describe schedules and procedures pertaining to control measures to comply with sector specific effluent limits in part 10 |
|  |
|  |
|  |
|  |
|  |
|  |

# Routine Facility Inspections

## Facility Inspection Procedures

|  |
| --- |
| Describe facility inspection procedures. |
|  |
|  |
|  |
|  |

1. **Person(s) responsible for inspection:** identify all persons and titles with routine facility inspection responsibilities.
2. **Schedules for conducting inspections:** describe the planned schedule for conducting routine facility inspections
3. **Site-specific inspection objectives:** describe any other items to be covered by the inspection.

## Rain Gauge Information

Rain Gauge Location (for determining whether a rain event of 0.50 inches or greater has occurred):

## Routine Facility Inspection Report

Routine Facility Inspection Report Form has been prepared in accordance with the requirements of Part 3.2 of OKR05. A copy of the Routine Facility Inspection Report form that will be used during the permit term included in Appendix E

## Exception to Routine Facility Inspections

[ ]  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, include information to support this claim.

Insert text here or attach documentation.

# Monitoring

The following monitoring activities apply to my facility:

[ ]  Quarterly visual monitoring

[ ]  Annual effluent limitations guidelines monitoring

[ ]  Impaired waters monitoring

[ ]  Other monitoring required by DEQ

For each type of monitoring checked above, provide information about that monitoring in the following subsections.

## Quarterly Visual Monitoring

**Procedures:** Describe procedures you will follow for collecting samples, including logistics for taking and handling samples, laboratory to be used, etc.

1. **Person(s) and positions of person(s) responsible for monitoring:** Identify the person with title responsible for conducting quarterly visual monitoring.
2. **Sample location(s) and collection procedures:** Describe where samples will be collected, including collection procedures and any determination that two or more outfalls are substantially identical.
3. **Schedules for conducting sampling and monitoring:** Include the schedules for conducting sampling and monitoring during stormwater discharges.
4. **Specific assessment activities:** describe the visual assessment procedures including sampling equipment, discharge points, and documentation.

A copy of the ***Quarterly Visual Monitoring Report*** form for quarterly stormwater discharges was prepared in accordance with the requirements of Parts 4.2.1.1 and 4.2.1.2 of OKR05 Permit. It is in Appendix G of the SWP3.

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

Did you identify substantially identical outfalls in Section 4 of this SWP3? **Yes** 🞎 No 🞎

If yes, outfall numbers:

## Annual Effluent Limitations Guidelines Monitoring

If you conduct Annual Effluent Limitations Guidelines Monitoring, complete the following for each site:[[1]](#footnote-1)

**Procedures:** Describe procedures you will follow for collecting samples, including logistics for taking and handling samples, laboratory to be used, etc.

1. **Person(s) and positions of person(s) responsible for monitoring:** Identify the person with title responsible for conducting annual ELG monitoring.
2. **Sample location(s):** Describe where samples will be collected.
3. **Pollutants to be sampled:** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
4. **Monitoring Schedules:** Include the schedule you will follow for monitoring your stormwater discharge.
5. **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.

**Note:**Annual Discharge Monitoring Report (DMR) must be submitted to DEQ electronically by January 15th each year using online eDMR tool available on the DEQ’s website.

## Impaired Water Monitoring

If you conduct Impaired Water Monitoring, complete the following for each site:

**Procedures:** Describe procedures you will follow for collecting samples, including logistics for taking and handling samples, laboratory to be used, etc.

1. **Person(s) and positions of person(s) responsible for monitoring:** Identify the person with title responsible for conducting impaired water monitoring.
2. **Sample location(s):** Describe where samples will be collected.
3. **Pollutants to be sampled:** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
4. **Monitoring Schedules:** Include the schedule you will follow for monitoring your stormwater discharge.
5. **Numeric Limitations:** List here the pollutant(s) for stream impairment.

**Discharge Monitoring Report**

A copy of the ***Discharge Monitoring Report (DMR)*** form for stormwater discharges is in Appendix K.

**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, certified and kept in the Appendix of this SWP3.

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

Did you identify substantially identical outfalls in Section 4 of this SWP3? **Yes** 🞎 No 🞎

If yes, outfall numbers:

## Other Monitoring Required by DEQ

If you conduct any monitoring required by DEQ, complete the following for each site:

**Procedures:** Describe procedures you will follow for collecting samples, including logistics for taking and handling samples, laboratory to be used, etc.

1. **Person(s) and positions of person(s) responsible for monitoring:** Identify the person with title responsible for conducting annual ELG monitoring.
2. **Sample location(s):** Describe where samples will be collected.
3. **Pollutants to be sampled:** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
4. **Monitoring Schedules:** Include the schedule you will follow for monitoring your stormwater discharge.
5. **Numeric Limitations:** List here any pollutant parameters subject to special monitoring required by DEQ

# Corrective Actions

The procedures will be followed for taking corrective action in compliance with 2022 OKR05 Part 6.2.6.5 and Part 5:

|  |
| --- |
| Describe the procedures for corrective actions |
|  |
|  |
|  |
|  |

1. **Person(s) responsible for corrective actions:** identify all persons and titles with routine facility inspection responsibilities.
2. **Schedules for conducting corrective actions:** All corrective actions will be performed ***immediately*** and will take ***all reasonable steps*** necessary to ***minimize or prevent*** the discharge of pollutants until a permanent solution is installed and made operational, including cleaning up any contaminated surfaces so that the material will not discharge in subsequent storm events.

*Note:* *The term* ***immediately*** *requires you to, on the same day a condition requiring corrective action is found, take* ***all reasonable steps*** *to minimize or prevent the discharge of pollutants until a permanent solution is installed and made operational. However, if a problem is identified at a time in the workday when it is too late to initiate corrective action, the initiation of corrective action must begin no later than the following workday.*

**Corrective Action Report**

Corrective Action Report Form has been prepared in accordance with the requirements of Part 5.3.3 of OKR05. A copy of the Corrective Action Report form that will be used during the permit term included in Appendix F.

# Employee Training

|  |  |
| --- | --- |
| **Person Responsible for Staff Training** |  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  |  |  |

 |

|  |  |
| --- | --- |
| **Title:** |  |

 |
| **Staff Training Requirements**  |  |

Prior to the start of earth-disturbing activities, personnel with the following responsibilities shall be trained to understand all the requirements of this SWP3:

* Proper design, installation, and maintenance/repair of stormwater controls.
* The proper application and storage of chemicals.
* Proper Inspection and corrective actions.

At minimum, all Personnel must be trained to understand:

* The contents and the requirements of the SWP3;
* Proper material management and handling practices for specific chemicals, fluids, and other materials used or commonly encountered at the facility;
* Spill response and proper clean-up and reporting procedures;
* Familiarization with good housekeeping, maintenance requirements, and associated stormwater control measures;
* The location of all controls and BMPs on the site required by this permit, and how they are to be maintained;
* Procedures and controls used to capture, contain, treat, and reuse stormwater to minimize pollutants in discharges;
* Implementation of your emergency procedures during extreme weather and flooding conditions;
* The proper procedures to follow with respect to the permit’s pollution prevention requirements; and
* When and how to conduct inspections, visual monitoring/assessment, stormwater sampling and monitoring, if required, record applicable findings, and take corrective actions.

Note: Employee training shall be conducted at least annually, or more often if employee turnover is high. You must also provide training to those employees at the facility who are not directly responsible for implementing or maintaining activities identified in the SWP3.

Frequency/Schedule of Employee Training:

The table below shall be used to provide documentation that the personnel required to be trained in compliance with Part 6.2.6.6 for OKR05 completed the appropriate training:

|  |
| --- |
| **Documentation for Completion of Training** |
| **Name** | **Date Training Completed** |
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# Documentation to Support Other Eligibility

## Documentation Regarding Endangered Species

Insert text here or keep documentation with SWP3

## Documentation Regarding Historic Properties

Insert text here or keep documentation with SWP3

## Documentation Regarding Unauthorized Non-stormwater Discharges

Insert text here or keep documentation with SWP3

# Operator/Owner’s Certification

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: |  |

#

# Annual SWP3 Review and Modifications

## Annual SWP3 Review

| **Year**  | **Date of Review**  | **List of Changes** | **SWP3 Section** | **Signature** |
| --- | --- | --- | --- | --- |
| Yr-1 |  |  |  |  |
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| Yr-2 |  |  |  |  |
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| Yr-3 |  |  |  |  |
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| Yr-4 |  |  |  |  |
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| Yr-5 |  |  |  |  |
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## SWP3 Modifications

In response to Corrective Actions, per Part 5 of the 2022 OKR05 Permit, and other reasons, the following documents are included for SWP3 modifications and update:

Describe text here or keep documentation with SWP3.

# Additional Documentation and SWP3 Attachments

The following documentations are attached to the SWP3:

**Attachment A – General Location Map**

A copy of general location map is included in Attachment A.

**Attachment B – Site Map(s)**

Copy of the site map(s) is/are included in Attachment B.

**Attachment C –2022 OKR05**

Note: it is helpful to keep a printed-out copy of the 2022 OKR05 so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire 2022 OKR05 into your SWP3. As an alternative, you can include a reference to the permit and where it is kept at the site.

**Attachment D – Notice of Intent (NOI)**

A copy of your NOI is included in Attachment D.

**Attachment E – Routine Facility Inspection Report**

A copy of the Routine Facility Inspection Report Form is included in Attachment E.

**Attachment F – Corrective Action Report**

A copy of Corrective Action Report Form is included in Attachment F.

**Attachment G – Quarterly Visual Monitoring Report**

A copy of Quarterly Visual Monitoring Report Form is included in Attachment G.

**Attachment H – Annual Site Evaluation Report**

A copy of Annual Site Evaluation Report form is included in Attachment H.

**Attachment I – Employee Training Report**

A copy of Employee Training Log is included in Attachment I.

**Attachment J – Report on Maintenance and Report of Control Measures**

A copy of Report on Maintenance is included in Attachment J.

**Attachment K – Discharge Monitoring Report (DMR)**

A copy of Discharge Monitoring Report (DMR) is included in Attachment K.

**Attachment L– Documentation on Inactive and Unstaffed Site**

A copy of Documentation on Inactive & Unstaffed Site is included in Attachment L.

**Attachment M – Other Documentations**

Any other Documentation required by this Permit is included in Attachment M.

 General Location Map

 Site Map(s)

 2022 OKR05

Notice of Intent

Routine Facility Inspection Report

 Corrective Action Report

 Quarterly Visual Monitoring Report

 Annual Site Evaluation Report

 Employee Training Report

 Report on Maintenance & Report of Control Measures

 Discharge Monitoring Report

 Documentation on Inactive & Unstaffed Site

 Other Documentations

1. The substantially identical outfall monitoring provisions are ***not available*** for annual effluent limitations guidelines monitoring. [↑](#footnote-ref-1)