Industrial SWPPP Template

Introduction

To help you develop a Stormwater Pollution Prevention Plan (SWPPP) that is consistent with the Multi-Sector General Permit (MSGP), the Delaware Department of Natural Resources & Environmental Control (DNREC) has created this Industrial SWPPP Template (or, "the Template"). Use of the Template will help ensure that your SWPPP addresses all the necessary elements required in Part II of the MSGP. Part III, IV, and VIII of the MSGP includes control measures and effluent limits that tell what you must physically do on-site to control pollutants in your stormwater discharges and that drive some of what is documented in your SWPPP.

Before completing the Template, make sure you read and understand the requirements in the MSGP. A copy of the MSGP is available at https://dnrec.delaware.gov/water/commercial-government/npdes/industrial-stormwater/.

Using the Industrial SWPPP Template

Tips for completing the Template:

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

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

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Stormwater Pollution Prevention Plan

for:

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

SWPPP Contact(s):

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

SWPPP Preparation Date:

__ __/ __ __/ __ __ __ __

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SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Facility Information.

Instructions:

- You will need the information from this section to complete your NOI.
- For further instruction, refer to the MSGP NOI form and instructions. A copy of the MSGP NOI is available at https://dnrec.delaware.gov/water/commercial-government/npdes/industrial-stormwater/.
- You must include a copy of the MSGP, or a reference or link to where a copy can be found, in Attachment C of your SWPPP.

Facility Information

Facility Name: _____

Street/Location: _____

City: _____ State: _____ ZIP Code: _____

County or Similar Government Subdivision: _____

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

Primary Industrial Activity SIC code, and Sector and Subsector (MSGP, Appendix B and Part VIII):

_____

Co-located Industrial Activity(s) SIC code(s), Sector(s) and Subsector(s) (MSGP, Appendix B):

_____

Is your facility presently inactive and unstaffed and are there no industrial materials or activities exposed to stormwater? ☐ Yes ☐ No

Latitude/Longitude

Latitude: _ _ . _ _ _ _ º N (decimal degrees)

Longitude: _ _ _. _ _ _ _ º W (decimal degrees)

Method for determining latitude/longitude (check one):

☐Maps (If USGS topographic map used, specify scale:_____) ☐GPS

☐Other (please specify):

_____

Horizontal Reference Datum (check one):

☐NAD 27 ☐NAD 83 ☐WGS 84

Are you considered a "federal operator" of the facility?

Federal Operator – an entity that meets the definition of "operator" in the MSGP and is either any department, agency or instrumentality of the executive, legislative, and judicial branches of the Federal government of the State, or another entity, such as a private contractor, operating for any such department, agency, or instrumentality. ☐ Yes ☐ No

Estimated area of industrial activity at your facility exposed to stormwater: _____
(to the nearest quarter acre)

Discharge Information

Does this facility discharge stormwater into a municipal separate storm sewer system (MS4)?
☐ Yes ☐ No

If yes, name of MS4 operator: _____

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

_____

_____

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

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

_____

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

_____

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

_____

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

_____

Does this facility discharge industrial stormwater into a receiving water designated as an ERES water (see definitions in MSGP, Appendix A and Appendix D)? ☐ Yes ☐ No

Are any of your stormwater discharges subject to effluent limits based on effluent limitation guidelines (ELGs) (MSGP Table III-1)? ☐ Yes ☐ No
If Yes, which guidelines apply?

_____

_____

1.2 Contact Information/Responsible Parties.

Instructions:

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

Facility Operator(s):

Name: Insert Name
Address: Insert Address
City, State, Zip Code: Insert City, State, Zip Code
Telephone Number: Insert Telephone Number
Email address: Insert email address
Fax number: Insert fax number (optional)
(repeat for multiple operators by copying and pasting the above rows)

Facility Owner(s): ☐ Check if same as Operator

Name: Insert Name
Address: Insert Address
City, State, Zip Code: Insert City, State, Zip Code
Telephone Number: Insert Telephone Number
Email address: Insert email address
Fax number: Insert fax number (optional)
(repeat for multiple operators by copying and pasting the above rows)

SWPPP Preparer(s): ☐ Check if same as Operator ☐ Check if same as Owner

Name: Insert Name of Organization that prepared the SWPPP
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)

SWPPP Contact(s):

SWPPP Contact Name (Primary): Insert SWPPP Contact Name, Primary
Telephone number: Insert Telephone Number
Email address: Insert email address
Fax number: Insert fax number (optional)
SWPPP Contact Name (Backup): Insert SWPPP Contact Name, Backup
Telephone number: Insert Telephone Number
Email address: Insert email address
Fax number: Insert fax number (optional)

Stormwater Pollution Prevention Team.

Instructions (see MSGP Part II.F.1):

The stormwater pollution prevention team is responsible for overseeing development of the facility's SWPPP, any modifications to it, and for implementing and maintaining control measures, taking corrective action when required. Each member of the stormwater pollution prevention team should have ready access to the MSGP, the most updated copy of the SWPPP, and other relevant documents that must be kept with the SWPPP.

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

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

1.3 Site Description.

Instructions (see MSGP Part II.F.2):

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

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

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

LIST AND DESCRIBE FACILITY INDUSTRIAL ACTIVITIES HERE.

1.4 General Location Map.

Instructions (see MSGP Part II.F.3):

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

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

1.5 Site Map.

Instructions (see MSGP Part II.F.4):

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

- The facility's property boundary, scale, north arrow and legend;
- The size of the property in acres;
- Built structures and boundaries of impervious surfaces;
- Arrows indicating the direction of stormwater flow;
- Locations of stormwater structural control measures;
- Locations of all receiving waters (including wetlands) and indication of any impairment and/or Total Maximum Daily Loads (TMDLs) established for the receiving waters;
- Locations of stormwater conveyances including ditches, pipes, swales;
- Locations of potential pollutant sources identified under Part II.F.5;
- Locations where significant spills or leaks identified under Part II.F.9 have occurred;
- Locations of all stormwater monitoring points;
- Locations of stormwater inlets and discharge points, with a unique identification code for each discharge point (001, 002, etc.), indicating if one or more discharge points are being treated as "substantially identical" under Part II.F.20, Part III.A;
- Drainage areas associated with each stormwater discharge from the facility/site and the associated ground cover;
- Locations of the following activities where such activities are exposed to precipitation:
- Fueling stations;
- Vehicle and equipment maintenance and/or cleaning areas;
- Loading/unloading areas;
- Locations used for the treatment, storage, or disposal of wastes;
- Liquid storage tanks;
- Industrial 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 industrial substances in bulk;
- Machinery;
- If applicable, Areas of Endangered Species Act-designated critical habitat for endangered or threatened species;
- If applicable, any municipal separate storm sewer system (MS4) structures present on the property and where stormwater discharges to them;
- If applicable, location and description of non-stormwater discharges;
- If applicable, location and source of runoff from adjacent property containing significant quantities of pollutants of concern to the facility (an evaluation of how the quality of the stormwater running onto the facility impacts the stormwater discharges may be included).

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

SECTION 2: POTENTIAL POLLUTANT SOURCES

Section 2 will describe all areas at your facility where industrial materials or activities are exposed to stormwater or from which authorized non-stormwater discharges originate. Industrial materials or activities include, but are not limited to: material handling equipment or activities; industrial machinery; raw materials; intermediate products, by-products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product or waste product. For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper are leached from the structures as a result of acid rain.

For each area identified, the SWPPP must include industrial activities in the area, potential pollutants or pollutant constituents for each identified activity, documentation of where potential spills and leaks could contribute pollutants to stormwater discharges, evaluation of unauthorized non-stormwater discharges, salt storage location, stormwater discharge sampling data and descriptions of stormwater control measures.

2.1 Potential Pollutants Associated with Industrial Activity.

Instructions (see MSGP Parts II.F.5 and II.F.15.c).

For the industrial activities identified in section 1.4 above, list the potential pollutants or pollutant constituents (e.g., crankcase oil, zinc, sulfuric acid, cleaning solvents).

In your list of pollutants associated with your industrial activities, include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date you prepare or amend your SWPPP.

Industrial Activity	Associated Pollutants	Control Measures That Address These Pollutants
Insert specific industrial activity	Insert names of pollutants or pollutant constituents that could be associated with this activity and released in stormwater	Insert control measures at the facility that address the pollutant sources.
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]

[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]
[Repeat as necessary]	[Repeat as necessary]	[Repeat as necessary]

If you are a Sector S (Air Transportation) facility, do you anticipate using more than 100,000 gallons of pure glycol in glycol-based deicing fluids and/or 100 tons or more of urea on an average annual basis?

☐ Yes ☐ No

If you are a Sector G (Metal Mining) facility, do you have discharges from waste rock and overburden piles?

☐ Yes ☐ No

2.2 Spills and Leaks.

Instructions (See MSGP Part II.F.5.c):

Include the following in this section:

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

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

Areas of Site Where Potential Spills/Leaks Could Occur

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

Description of Past Spills/Leaks

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

2.3 Unauthorized Non-stormwater Discharges Evaluation.

Instructions (see MSGP Part II.F.12):

Part I.A.2 of the MSGP identifies authorized non-stormwater discharges. The questions below require you to provide documentation of the following:

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

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

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

2.4 Salt Storage.

Instructions (see MSGP Part II.F.5.d):

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

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

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

2.5 Sampling Data Summary.

Instructions (See MSGP Part II.F.5.e):

Existing permitted facilities must summarize all stormwater discharge sampling data collected at the facility during the previous permit term. Include a narrative description that adequately summarizes the collected sampling data to support identification of potential pollution sources. Note that data tables and/or figures may be used to aid the summary. New discharges and new sources must provide a summary of any available stormwater data they may have.

INSERT SUMMARY OF STORMWATER DISCHARGE SAMPLING DATA COLLECTED FOR THE PAST PERMIT, AND/OR ATTACH DISCHARGE MONITORING REPORTS OR LABORATORY RESULTS. ALSO INCLUDE A SUMMARY OF ANY AVAILABLE DATA.

SECTION 3: STORMWATER CONTROL MEASURES (SCM)

Instructions (See MSGP Parts II.F.15, Part VIII, and IV):

In Sections 3.1 - 3.5 of this SWPPP template, you are asked to describe the stormwater control measures (SCMs) that you have installed at your site to meet each of the permit's

- Non-numeric technology-based effluent limits in Part IV.A.;
- Applicable numeric effluent limitations guidelines-based limits in Part IV.B., Table III-1, and Part VIII;
- Water quality-based effluent limits in Part IV.C.;
- Any additional measures that formed the basis of eligibility regarding Endangered Species Act-listed threatened and endangered species or their critical habitat, National Historic Preservation Act historic properties, and/or federal CERCLA site requirements in Part IV.C.; and
- Applicable effluent limits in Parts VIII.

Regarding your control measures, you must also document, as appropriate how you addressed the selection and design considerations in the MSGP Part IV.A.1)

3.1 Non-numeric Technology-based Effluent Limits (BPT/BAT/BCT)

You must comply with the following non-numeric effluent limits as well as any sector-specific non-numeric effluent limits in Part VIII, except where otherwise specified.

3.1.1 Minimize Exposure.

Instructions (see MSGP Parts II.F.6 and IV.A.2):

Describe any structural controls or practices used to minimize the exposure of manufacturing, processing, and material storage areas (including loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations) to rain, snow, snowmelt and stormwater. Describe where the controls or practices are being implemented at your site.

INSERT DESCRIPTION OF CONTROL MEASURES USED TO MINIMIZE EXPOSURE.

3.1.2 Good Housekeeping.

Instructions (see MSGP Parts II.F.7 and IV.A.3):

Describe any practices you are implementing to keep exposed areas of your site that are potential sources of pollutants clean. Describe where each practice is being implemented at your site. Include here your schedule or convention used for: (1) determining when pickup and disposal of waste materials occurs; and (2) routine inspections for leaks and conditions of drums, tanks, and containers. Note: There are specific requirements for facilities that handle pre-production plastic.

INSERT DESCRIPTION OF GOOD HOUSEKEEPING PRACTICES.

3.1.3 Maintenance.

Instructions (see MSGP Parts II.F.8 and IV.A.4):

Describe procedures to: (1) maintain all control measures in effective operating condition; and (2) maintain industrial equipment and systems in order to minimize pollutant discharges. Include the schedule or frequency you will follow for such maintenance activities. Describe where each applicable procedure is being implemented at the site.

INSERT DESCRIPTION OF MAINTENANCE PROCEDURES.

3.1.4 Spill Prevention and Response Procedures.

Instructions (see MSGP Parts II.F.9 and IV.A.5):

Describe any structural controls or procedures used to prevent the potential for leaks, spills, and other releases that may be exposed to stormwater and respond to any spills and leaks, including notification procedures. You must conduct spill prevention and response measures, including but not limited to the following:

- Clean up spills and leaks promptly using dry methods (e.g., absorbents) to prevent the discharge of pollutants;
- Use drip pans and absorbents if leaky vehicles and/or equipment are stored outdoors;
- Use spill/overflow protection equipment;
- Plainly label containers (e.g., "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills or leaks occur;*
- Implement procedures for material storage and handling, including the use of secondary containment and barriers between material storage and traffic areas, or a similarly effective means designed to prevent the discharge of pollutants from these areas;
- Develop training on procedures for expeditiously stopping, containing, and cleaning up leaks, spills, and other releases. As appropriate, execute such procedures as soon as possible;
- Keep spill kits onsite, located near areas where spills may occur or where a rapid response can be made; and
- Notify appropriate facility personnel when a leak, spill or other release occurs.
- Specify cleanup equipment, procedures and spill logs, as appropriate, in the event of spills.

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

Note: Some facilities may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you may include references to the relevant requirements from your plan provided that you keep a copy of that other plan onsite and make it available for review.

DNREC recommends you include:

Where a leak, spill or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302 occurs during a 24-hour period, you must notify the National Response Center (NRC) at (800) 424-8802 or, in the Washington, DC, metropolitan area, call (202) 267-2675 in accordance with the requirements of 40 CFR Part 110, 40 CFR Part 117, and 40 CFR Part 302 as soon as you have knowledge of the discharge. State or local requirements may necessitate reporting spills or discharges to local emergency response, public health, or drinking water supply agencies. Contact information must be in locations that are readily accessible and available.

INSERT DESCRIPTION OF SPILL PREVENTION AND RESPONSE MEASURES.

3.1.5 Erosion and Sediment Controls.

Instructions (see MSGP Parts II.F.10 and IV.A.6):

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

INSERT DESCRIPTION OF EROSION AND SEDIMENT CONTROLS.

3.1.6 Management of Stormwater.

Instructions (See MSGP Part IV.A.7):

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

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

3.1.7 Salt Storage Piles or Piles Containing Salt.

Instructions (see MSGP Parts II.F.5.d and IV.A.8):

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

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

3.1.8 Dust Generation and Vehicle Tracking of Industrial Materials.

Instructions (see MSGP Part II.F.13):

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

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

3.1.9 Receiving Waters and Wetlands.

Instructions (see MSGP Part II.F.14):

List the name of the nearest receiving water(s), including intermittent streams and the aerial extent and description of wetland that may receive discharges from the facility within the 5 years prior to the date of the SWPPP.

INSERT A LIST OF THE NEAREST RECEIVING WATER(S).

3.1.10 Stormwater Run-on.

Instructions (see MSGP Part II.F.15.d):

Describe how the control measures at the facility address any stormwater run-on that commingles with any discharges covered under this permit.

INSERT DESCRIPTION OF CONTROL MEASURES TO ADDRESS RUN-ON.

3.2 Numeric Effluent Limitations Based on Effluent Limitations Guidelines (ELGs).

Instructions (see MSGP Parts II.F.15 and IV.B):

If you are in an industrial category subject to one of the ELGs identified in the table below (Table III-1 of the MSGP), describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

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

Regulated Activity	40 CFR Part/Subpart	Effluent Limit
Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas	Part 429, Subpart I	See Part VIII.A.8
Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874)	Part 418, Subpart A	See Part VIII.C.5
Runoff from asphalt emulsion facilities	Part 443, Subpart A	See Part VIII.D.5
Runoff from material storage piles at cement manufacturing facilities	Part 411, Subpart C	See Part VIII.E.6
Mine dewatering discharges at crushed stone, construction sand and gravel, or industrial sand mining facilities	Part 436, Subparts B, C, or D	See Part VIII.J.10
Runoff from hazardous waste landfills	Part 445, Subpart A	See Part VIII.K.7
Runoff from non-hazardous waste landfills	Part 445, Subpart B	See Part VIII.L.11
Runoff from coal storage piles at steam electric generating facilities	Part 423	See Part VIII.O.8
Runoff containing urea from airfield pavement deicing at existing and new primary airports with 1,000 or more annual non-propeller aircraft departures	Part 449	See Part VIII.S.9

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

Instructions (see MSGP Parts II.F.15 and IV.C):

Describe the measures that will be implemented at your site to control industrial stormwater discharge as necessary to meet applicable water quality standards of Delaware.

DNREC expects that compliance with the conditions in this permit will control discharges as necessary to meet applicable water quality standards. If at any time you become aware, or DNREC determines, that your stormwater discharge will not be controlled as necessary such that the receiving water of the State will not meet an applicable water quality standard, you must take corrective action(s) as required in Part V of the MSGP and document the corrective actions as required in MSGP Part V. You must also comply with any additional requirements in MSGP Part VIII.

DNREC may also require that you undertake additional control measures (to meet the narrative water quality-based effluent limit above) on a site-specific basis, or require you to obtain coverage under an individual permit, if information in your NOI, required reports, or from other sources indicates that your discharges are not controlled as necessary such that the receiving water of the State will not meet applicable water quality standards. You must implement all measures necessary to be consistent with an available wasteload allocation in an established or approved TMDL.

INSERT DESCRIPTION OF CONTROL MEASURES TO MEET WATER QUALITY STANDARDS.

3.4 Endangered Species Act, National Historic Preservation Act, and CERCLA Site Requirements.

Instructions (see MSGP Parts II.F.15 and IV.C):

Describe any additional measures regarding Endangered Species Act: listed threatened and endangered species or their critical habitat, National Historic Preservation Act historic properties, and/or federal CERCLA Site requirements.

INSERT DESCRIPTION OF CONTROL MEASURES TO ADDRESS ENDANGERED SPECIES ACT, NATIONAL HISTORIC PRESERVATION ACT, AND CERCLA SITE REQUIREMENTS.

3.5 Sector-Specific Non-Numeric Effluent Limits.

Instructions (see MSGP Part VIII):

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

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

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

SECTION 4: SCHEDULES AND PROCEDURES

4.1 Good Housekeeping.

Instructions (see MSGP Part II.F.16.a):

Document a schedule or the convention used for determining when pickup and disposal of waste materials occurs (e.g., roll off dumpsters are collected when full). Provide a schedule for routine inspections for leaks and conditions of drums, tanks, and containers.

INSERT GOOD HOUSEKEEPING SCHEDULES AND PROCEDURES.

4.2 Maintenance.

Instructions (see MSGP Part II.F.16.b):

Document preventative maintenance procedures, including regular inspections, testing, maintenance and repair of all stormwater control measures to avoid situations that may result in leaks, spills, and other releases, and any back-up practices in place should a runoff event occur while a control measure is off-line. Include the schedule or frequency for maintaining all control measures used to comply with the effluent limits in Part III, IV, and VIII of the MSGP.

INSERT MAINTENANCE SCHEDULES AND PROCEDURES.

4.3 Spill Prevention and Response Procedures.

Instructions (see MSGP Part II.F.16.c):

Document procedures for preventing and responding to spills and leaks, including notification procedures. For preventing spills, include stormwater control measures for material handling and storage, and the procedures for preventing spills that can contaminate stormwater. Also specify cleanup equipment, procedures and spill logs, as appropriate, in the event of spills. You may reference the existence of other plans for Spill Prevention Control and Countermeasure (SPCC) developed for the facility under Section 311 of the Clean Water Act (CWA) or best management practices (BMP) programs otherwise required by an NPDES permit for the facility, provided that you keep a copy of that other plan onsite and make it available for review.

DESCRIBE SPILL PREVENTION AND RESPONSE PROCEDURES.

4.4 Employee Training.

Instructions (see MSGP Part II.F.11 and Part VIII):

Provide the elements of your training plan, including, but not necessarily limited to:

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

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

- Personnel who are responsible for the design, installation, maintenance, and/or repair of controls (including pollution prevention measures);
- Personnel responsible for the storage and handling of chemicals and materials that could become pollutants discharged via stormwater;
- Personnel who are responsible for conducting and documenting monitoring and inspections as required in MSGP Parts III and VI; and
- Personnel who are responsible for taking and documenting corrective actions as required in MSGP Part V.

MSGP Part II.F.11 requires that the personnel who are required to be trained must also be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):

- An overview of what is in the SWPPP;
- Spill response procedures, good housekeeping, maintenance requirements, and material management practices;
- The location of all the controls required by this permit, and how they are to be maintained;
- The proper procedures to follow with respect to the permit's pollution prevention requirements;
- When and how to conduct inspections, record applicable findings, and take corrective actions; and
- The facility's emergency procedures, if applicable per MSGP Part II.F.9.

DESCRIBE EMPLOYEE TRAINING PLAN AND SCHEDULES.

4.5 Inspections and Assessments.

Instructions (see MSGP Parts IV and II.F.17):

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

- Routine facility inspections (see MSGP Part IV.A);
- Comprehensive site inspections (see MSGP Part IV.B); and
- Quarterly visual assessment of stormwater discharges (see MSGP Part III.B).

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

4.5.1 Routine Facility Inspections.

Instructions (see MSGP Part IV.A):

Describe the procedures you will follow for conducting routine facility inspections in accordance with Part IV.A of the MSGP. Document any findings of your facility inspections and maintain this report with your SWPPP as required in Part VIII of the MSGP. Summarize your findings in the annual report per MSGP Part VII.C. Any corrective action required as a result of a routine facility inspection must be performed consistent with MSGP Part V.E.

DESCRIBE FACILITY INSPECTION PROCEDURES.

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

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

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

2. **Schedules for conducting inspections, including tentative schedule for facilities in climates with irregular stormwater discharges.** DESCRIBE THE PLANNED SCHEDULE FOR CONDUCTING ROUTINE FACILITY INSPECTIONS

   Note: The qualified personnel must conduct inspections at least quarterly (i.e., once each calendar quarter), or in some instances more frequently (e.g., monthly). Increased frequency may be appropriate for some types of equipment, processes and stormwater control measures, or areas of the facility with significant activities and materials exposed to stormwater. At least once each calendar year, the routine inspection must be conducted during a period when a stormwater discharge is occurring.

3. **List areas where industrial materials or activities are exposed to stormwater**. INSERT TEXT HERE

4. **List areas identified in the SWPPP (section 1 of the SWPPP Template) and those that are potential pollutant sources (see Part II.F.3).** INSERT TEXT HERE

5. **Areas where spills and leaks have occurred in the past three years.** INSERT TEXT HERE

6. **Inspection information for discharge points.** DESCRIBE DISCHARGE POINTS, INCLUDING GPS COORDINATES AND SAFETY CONSIDERATIONS, IF ANY.
7. **List the control measures used to comply with the effluent limits contained in the MSGP.** INSERT TEXT HERE
8. **Other site-specific inspection objectives.** DESCRIBE ANY OTHER ITEMS TO BE COVERED BY THE INSPECTION.

4.5.2 Comprehensive Site Inspections.

Instructions (see MSGP Part IV.B):

Describe the procedures you will follow for conducting comprehensive site inspections in accordance with Part IV.B of the MSGP. Document any findings of your facility inspections and maintain this report with your SWPPP as required in Part IV.B of the MSGP. Summarize your findings in the annual report per MSGP Part VII.C. Any corrective action required as a result of a routine facility inspection must be performed consistent with MSGP Part V.

DESCRIBE FACILITY INSPECTION PROCEDURES.

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

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

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

2. **Schedules for conducting inspections, including tentative schedule for facilities in climates with irregular stormwater discharges.** DESCRIBE THE PLANNED SCHEDULE FOR CONDUCTING ROUTINE FACILITY INSPECTIONS

   Note: The qualified personnel must conduct inspections at least quarterly (i.e., once each calendar quarter), or in some instances more frequently (e.g., monthly). Increased frequency may be appropriate for some types of equipment, processes and stormwater control measures, or areas of the facility with significant activities and materials exposed to stormwater. At least once each calendar year, the routine inspection must be conducted during a period when a stormwater discharge is occurring.

3. **Inspection information for the review of monitoring data.** DESCRIBE MONITORING REVIEW PROCEDURES.
4. **Other site-specific inspection objectives.** DESCRIBE ANY OTHER ITEMS TO BE COVERED BY THE INSPECTION.

4.5.3 Quarterly Visual Assessment of Stormwater Discharges.

Instructions (see MSGP Part III.B):

Describe the procedures you will follow for conducting quarterly visual assessments in accordance with Part III.B of the MSGP. The visual assessment must be made:

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

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

DESCRIBE VISUAL ASSESSMENT PROCEDURES.

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

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

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

Instructions (see MSGP Parts III.A.9:

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

To invoke this exception you must maintain a statement in your SWPPP per Part II.F.5.2 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to precipitation , in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii). The statement must be signed and certified in accordance with 40 CFR 122.22.

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

Inactive and unstaffed facilities covered under Sectors G (Metal Mining), H (Coal Mines and Coal Mining-Related Facilities), and J (Non-Metallic Mineral Mining and Dressing) are not required to meet the "no industrial materials or activities exposed to stormwater" standard to be eligible for this exception from routine inspections, per MSGP Parts VIII.G.8.4, VIII.H, and VIII.J.

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

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

INSERT TEXT HERE OR ATTACH DOCUMENTATION.

4.6 Monitoring.

Instructions (see MSGP Part II.F.18):

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

- Benchmark monitoring (MSGP Part III.C and relevant requirements in Part VIII);
- Effluent limitations guidelines monitoring (MSGP Part III.C.5 and relevant requirements in Part VIII);
- Impaired waters monitoring (MSGP Part III.C.6); and
- Other monitoring as required by DNREC (MSGP Part III.C.7).

Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in MSGP Part III and any additional sector-specific requirements in MSGP Parts VIII. Refer to MSGP Part VII for reporting and recordkeeping requirements. *Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136*. Include in your description procedures for ensuring compliance with these requirements.

If you are invoking the exception for inactive and unstaffed sites for benchmark monitoring, you must include in your SWPPP the information to support this claim as required by MSGP Part II.F.19.

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

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

Check the following monitoring activities applicable to your facility:

☐ Benchmark monitoring

☐ Effluent limitations guidelines monitoring

☐ Impaired waters monitoring (Impaired waters, TMDL waters, ERES waters)

☐ Other monitoring required by the Department

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

Select type of monitoring activity from list above below (*if subject to more than one type of monitoring activity, you will need to copy and paste the items below for each monitoring activity*):

Label the monitoring activity applicable to your facility.

1. **Sample location(s).** Describe where samples will be collected, including any determination that two or more discharge points are substantially identical.
2. **Pollutants to be sampled**. Include a list of the parameters for sampling and the frequency of sampling for each parameter.
3. **Monitoring Schedules.** Include the schedules for monitoring at your facility, including the schedule for alternate monitoring periods for facilities in climates with irregular stormwater discharges (Part III).
4. **Numeric Limitations**. Document any numeric control values (benchmark thresholds, effluent limitations guidelines, TMDL-related requirements, or other requirements) applicable to stormwater discharges from each discharge point.
5. **Procedures**. Describe procedures you will follow for gathering storm event data, including responsible staff, logistics, and laboratory to be used.

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

Exception for Inactive and Unstaffed Facilities (if applicable)

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

Exception for Substantially Identical Discharge Points(SIDP) (if applicable)

If you plan to use the SIDP exception for your quarterly visual assessment requirements in MSGP Part III.B or your benchmark or impaired waters monitoring requirements in MSGP Parts III.C, include the following information here to substantiate your claim that these discharge points are substantially identical (MSGP Part II.F.20):

- Location of each SIDP: 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 via stormwater discharges: INSERT TEXT HERE
- An estimate of the runoff coefficient of the drainage areas (low = under 40%; medium = 40 to 65%; high = above 65%): INSERT TEXT HERE
- Why the discharge points are expected to discharge substantially identical effluents: INSERT TEXT HERE

SECTION 5: DOCUMENTATION TO SUPPORT ELIGIBILITY CONSIDERATIONS UNDER OTHER FEDERAL LAWS

5.1 Documentation Regarding Endangered Species Act (ESA) Listed Species and Critical Habitat Protection.

Instructions (see MSGP Part II.F.21.a):

Include any documentation you have that supports your determination of eligibility consistent with MSGP, Part I.A.3.d (Eligibility Related to Endangered Species Act (ESA) Listed Species and Critical Habitat Protection).

INSERT TEXT HERE OR ATTACH DOCUMENTATION .

5.2 Documentation Regarding National Historic Preservation Act (NHPA)-Protected Properties.

Instructions (see MSGP Part II.F.21.b):

Include any documentation you have that supports your determination of eligibility consistent with MSGP Part I.A.3.e (Eligibility related to National Historic Preservation Act (NHPA)-Protected Properties).

INSERT TEXT HERE OR ATTACH DOCUMENTATION.

SECTION 6: CORRECTIVE ACTIONS AND ADDITIONAL IMPLEMENTATION MEASURES

Instructions (see MSGP Part V):

Describe the procedures for taking corrective action in compliance with Part V of the MSGP.

INSERT TEXT HERE OR ATTACH DOCUMENTATION.

SECTION 7: SWPPP CERTIFICATION

Instructions (see MSGP Part II.F.22):

The following certification statement must be signed and dated by a person who meets the requirements of Qualified Personnel as detailed in Appendix A of the MSGP.

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

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

Name: _____ Title: _____

Signature: _____ Date: _____

SECTION 8: SWPPP MODIFICATIONS

Instructions (see MSGP Part II.G):

Your SWPPP is a "living" document and is required to be modified and updated, as necessary, in response to corrective actions and deadlines. See Part V of the MSGP.

- If you need to modify the SWPPP in response to a corrective action required by Part V, then the certification statement in section 7 of this SWPPP template must be re-signed in accordance with 40 CFR 122.22.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person. See MSGP II.G.

SECTION 9: SWPPP AVAILABILITY

Instructions (see MSGP Part II.H):

Your current SWPPP (with the exception of any confidential business or restricted information) must be made available to the public. You have three options to comply with the public availability requirements for the SWPPP: attaching your SWPPP to your NOI; providing a URL of your SWPPP in your NOI; or providing the following SWPPP information in your NOI:

- Onsite industrial activities exposed to stormwater, including potential spill and leak areas;
- Pollutants or pollutant constituents associated with each industrial activity exposed to stormwater that could be discharged in stormwater and/or any authorized non-stormwater discharges;
- Stormwater control measures you employ to comply with the non-numeric technology-based effluent limits and any other measures taken to comply with the water quality based effluent limits; and
- Schedule for good housekeeping and maintenance and schedule for all inspections.

SWPPP ATTACHMENTS

Attach the following documentation to the SWPPP:

Attachment A – General Location Map

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

Attachment B – Site Map

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

Attachment C –MSGP

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