

Storm Water Pollution Prevention Plan (SWPPP)

Town of Genesee, Wisconsin

WDPES Permit No. WI-S050075-2

SEH No. D1297.414

March 24, 2016



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Storm Water Pollution Prevention Plan (SWPPP)
Town of Genesee, Wisconsin

Prepared for:
Town of Genesee
S43 W31391 Hwy 83
P.O. Box 242
Genesee Depot, WI 53127

Prepared by:
Short Elliott Hendrickson Inc.
501 Maple Avenue
Delafield, WI 53018-9351
262.646.6855

I, Brian Pehl, hereby certify that I am a registered Professional Engineer in the State of Wisconsin in accordance with ch. A-E 4, Wis. Adm. Code and that this report has been prepared in accordance with the Rules of Professional Conduct in ch. A-E 8, Wis. Adm. Code.

BPehl E-36173 3/27/16
PE Number Date



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GENERAL FACILITY INFORMATION

Name of Facility: Town of Genesee Public Works Building

Facility Address: S30 W28452 Sunset Drive

Waukesha, WI 53188

Facility Contact:

Name: Will Gibson

Title: Dept. of Public Works Superintendent

Telephone: (262) 968-3656

Mailing Address: S43 W31391 Hwy 83

Genesee Depot, WI 53127

Permit Information:

Facility Permit Name: WPDES Permit No. WI-S050075-2

Facility ID Number: 31266

Effective Date of Coverage: May 1, 2014 to April 30, 2019

Receiving Water: None

Emergency Contact:

Name: Will Gibson

Telephone: (262) 888-2664 (cell)

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Storm Water Pollution Prevention Plan (SWPPP)

Town of Genesee, Wisconsin

1.0 Overview

1.1 Introduction

The storm water pollution prevention plan (SWPPP) covers the operations at the Town of Genesee Municipal Facilities. It has been developed as required under Part II of Wisconsin's Pollutant Discharge Elimination System general permit for storm water discharges and in accordance with good engineering practices. The SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facilities, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

1.2 Objectives

The primary goal of the storm water pollution prevention plan is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in storm water runoff.

The SWPPP will:

1. Identify sources of storm water and non-storm water contamination to the storm water drainage system;
2. Identify and prescribe appropriate "source area control" type best management practices designed to prevent storm water contamination from occurring;
3. Identify and prescribe "storm water treatment" type best management practices to reduce pollutants in contaminated storm water prior to discharge;
4. Prescribe actions needed either to bring non-storm water discharges under WPDES permit or to remove these discharges from the storm drainage system;
5. Prescribe an implementation schedule so as to ensure that the storm water management actions as prescribed are carried out and evaluated on a regular basis.

2.0 Storm Water Pollution Prevention Team

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of Town of Genesee Municipal Facilities.

The members of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, signing the required certifications) are as follows:

NAME & TITLE	RESPONSIBILITY
Will Gibson – Dept. of Public Works Superintendent	Ensure that facility employees are in compliance with the SWPPP with regards to their operations. Facility Leader must certify the completeness and accuracy of the SWPPP by signing a certification statement.
Sara Sansowe – Dept. of Public Works Crew	Implement and maintain the SWPPP, conduct inspections, record keeping, submitting reports, and employee training.
Cole Parker – Dept. of Public Works Crew	Implement and maintain the SWPPP, conduct inspections, record keeping, submitting reports, and employee training.

3.0 Site Map

Figure 1 (attached) presents a site map of the facility showing the following features as required by the permit:

1. Facility property boundary;
2. Buildings and other permanent structures;
3. Storage or disposal areas for significant materials;
4. Secondary containment structures and descriptions of what they contain;
5. Storm water discharge outfalls;
6. Location of storm water and non-storm water inlets contributing to each outfall (catch basins, roof drains, conduits, drain tiles, detention pond riser pipes, sump pumps, etc.);
7. Location of WPDES permitted discharges other than storm water;
8. Outlines of the drainage areas contributing to each outfall;
9. Structural runoff controls or storm water treatment facilities;
10. Areas of vegetation (with brief description such as lawn, old field, wooded, etc.);
11. Areas of exposed and/or erodible soils;
12. Impervious surfaces (roofs, asphalt, concrete, etc.);
13. Name and location of receiving waters;
14. Areas of known or suspected impacts on storm waters.

4.0 Significant Materials

Definition: Significant materials are any material which could degrade or impair water quality, including but not limited to:

- Raw materials
- Fuels
- Polluting Materials (i.e. oil, grease, other lubricants, etc.)
- Detergents
- Degreasers and Solvents
- Finished Materials (i.e. metals, plastics, etc.)
- Hazardous Substances or Waste
- Fertilizers or Pesticides
- Organics (i.e. plant waste, grass clippings, tree branches, etc.)
- Trash
- Waste Products (i.e. ashes, slag, sewage, animal waste, etc.)

During the significant materials identification phase, all sources of potential storm water contamination need to be identified. Both the inside and outside of the facility must be inventoried to determine the materials and practices that may be sources of contamination to storm water runoff. Note the identification phase must address residual contaminants which may be found on items stored outside.

4.1 Inventory of Exposed Significant Materials

The permit requires a general inventory of significant materials that could enter storm water. For each material listed the SWPPP shall include the ways in which each type of material has been or has reasonable potential to become exposed to storm water (e.g. spillage during handling; leaks from pipes, pumps, or vessels; contact with storage piles, contaminated materials or soils; waste handling and disposal; deposits from dust or overspray; etc.). In addition, the SWPPP must identify the inlet(s) spilled significant materials may enter and the outfall(s) through which the spilled significant material may be discharged.

SEE TABLE 1 FOR SIGNIFICANT MATERIAL INVENTORY

4.2 Description of Facility Activities and Significant Material Storage Areas

The permit requires municipal facilities to evaluate the reasonable potential for contribution of significant materials to storm water runoff from at least the following areas or activities:

1. Loading, unloading, and other material handling operations;
2. Outdoor storage including secondary containment structures;
3. Storage, maintenance, and cleaning areas for vehicles, machines, and equipment;
4. Areas of exposed and/or erodible soils;
5. On-site waste disposal practices;
6. Refuse sites;
7. Areas of significant material residues;
8. Other areas where storm water may contact significant materials;

SEE TABLE 1 FOR MUNICIPAL ACTIVITIES & SIGNIFICANT MATERIAL STORAGE AREAS

4.3 List Of Significant Spills

The permit requires a list of significant spills and significant leaks of polluting materials that occurred at areas that are exposed to precipitation or that otherwise discharge to a point source at the facility. The listing shall include spills that occurred over the three years prior to the effective date of a certificate of coverage authorizing discharge under the General Permit. The listing shall include the date, volume, exact location of release, and actions taken to clean up the material and/or prevent exposure to storm water runoff or contamination of surface water of the state. Any release that occurs after the SWPPP has been developed shall be controlled in accordance with the SWPPP and is cause for the SWPPP to be updated as appropriate within 14 calendar days of obtaining knowledge of the spill or loss. (If there have been no spills of polluting materials, state that in this section)

SEE TABLE 2 FOR A LIST OF SIGNIFICANT SPILLS

5.0 Non-Structural Controls

Non-structural controls are practices that are relatively simple, fairly inexpensive, and applicable to a wide variety of industries or activities. Non-Structural controls are intended to reduce the amount of pollution getting into the surface waters of the state and are generally implemented to address the problem at the source. They do not require any structural changes to the facility. These are typically everyday types of activities undertaken by employees at the facility. Many facilities may already have nonstructural controls in place for other reasons. The permit requires that the SWPPP shall, at a minimum, include each of the following non-structural controls.

5.1 Preventative Maintenance Program

The permit requires a description of a program for routine preventive maintenance which includes visual inspection and maintenance of storm water management and control devices (e.g. cleaning of catch basins). It is also important to inspect and test equipment to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters.

SEE TABLE 3 FOR PREVENTATIVE MAINTENANCE PROGRAM

5.2 Comprehensive Site Inspection

The permit requires a schedule for comprehensive site inspection to include but not be limited to, the areas and equipment identified in the preventative maintenance program and good housekeeping procedures. The inspection shall also include a review of the routine preventative maintenance and housekeeping inspection reports, and any other paperwork associated with the SWPPP. The comprehensive site inspection shall be conducted quarterly, but is not limited to those time restraints. A report of the comprehensive site inspection results shall be prepared and retained for three years. The report shall identify any incidents of non-compliance with the SWPPP or this permit. If there are no reportable incidents of non-compliance, the report shall contain certification that the facility is in compliance with this permit.

SEE FORM 2 FOR COMPREHENSIVE SITE INSPECTION PROGRAM

5.3 Housekeeping Procedures

The permit requires that the SWPPP include a description of housekeeping procedures to maintain a clean, orderly facility. Good housekeeping procedures are intended to reduce the potential for significant materials to come in contact with storm water.

SEE TABLE 3 FOR HOUSEKEEPING INSPECTION PROGRAM

5.4 Material Handling and Spill Prevention/Clean-up Procedures

The permit requires a description of material handling procedures and storage requirements for significant materials. Equipment and procedures for cleaning up spills shall be identified in the SWPPP and made available to the appropriate personnel. The procedures shall identify measures to prevent spilled materials or material residues on the outside of the containers from being discharged into storm water.

Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant

materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled materials from being discharged have also been identified. All employees have been made aware of the proper procedures.

SEE TABLE 4 FOR MATERIAL HANDLING & SPILL PREVENTION/CLEAN-UP PROCEDURES

SEE TABLE 5 FOR SPILL KIT INVENTORY

5.5 Soil Erosion and Sedimentation Control Measures

The permit requires the identification of areas which, due to topography, activities, or other factors, have a high potential for significant soil erosion. Areas commonly prone to soil erosion are: sand and gravel stockpiles, bare earth or gravel at material handling areas around storm water inlets, areas with concentrated storm water runoff into streams or ditches, and access roads over open streams or ditches. Control measures must be implemented in areas prone to soil erosion and sedimentation.

5.6 Employee Training Program

The permit requires a description of employee training programs that have been implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP. The General Permit does not have any requirements for annual employee training, in which it gives the municipality opportunity to train personnel on an as needed basis. Employee training will be a major component in ensuring the success of the facility's SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be effective. The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP (e.g. good housekeeping practices, spill prevention and response procedures, waste minimization practices, etc.).

SEE FORM NO. 4 FOR EMPLOYEE TRAINING FORM

6.0 Structural Controls

The permit requires that where implementation of non-structural controls does not control storm water discharges in accordance with water quality standards, the SWPPP shall provide a description of the location, function, and design criteria of structural controls for prevention and treatment.

Structural controls may be necessary:

1. To prevent uncontaminated storm water from contacting or being contacted by significant materials; or
2. If preventative measures are not feasible or are inadequate to keep significant materials at the site from contaminating storm water. Structural controls shall be used to treat, divert, isolate, recycle, reuse, or otherwise manage storm water in a manner that reduces the level of significant materials in the storm water and provides compliance with the Water Quality Standards

Examples of structural controls:

- Signs and Labels
- Safety Posts
- Fences
- Security Systems
- Temporary and Permanent Coverings
- Storm Water Conveyances
- Diversion Dikes
- Grading
- Paving
- Curbing
- Drip pans
- Secondary Containment
- Catch Basin Inserts
- Detention and Retention Ponds
- Vegetative Filters Sand Filters
- Oil/Water Separators

These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will typically require construction of a physical feature or barrier. Below is a description of the structural controls used at the facility. If no structural control measures are needed at the facility, state that in this section.

SEE TABLE 6 FOR A LIST OF STRUCTURAL CONTROLS USED AT THE FACILITY

7.0 Non-Storm Water Discharges

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Any unauthorized storm water discharges must be eliminated, or covered under another permit.

Storm Water shall be defined to include all of the following non-storm water discharges provided pollution prevention controls for the non-storm water component are identified in the SWPPP:

1. Discharges from fire hydrant flushing
2. Potable water sources including water line flushing
3. Fire system test water
4. Irrigation drainage
5. Lawn watering
6. Routine building wash down which does not use detergents or other compounds
7. Pavement wash waters where contamination by toxic or hazardous materials have not occurred (unless all contamination by toxic or hazardous materials have been removed)
8. Air conditioning condensate
9. Springs
10. Uncontaminated ground water
11. Foundations or footing drains where flows are not contaminated with process materials such as solvents

Discharges from fire fighting activities are authorized by the permit, but are exempted from the requirement to be identified in the SWPPP.

SEE TABLE 7 FOR A LIST OF NON-STORM WATER DISCHARGES AT THE FACILITY

8.0 Annual Review

The permit requires that the permittee shall review the SWPPP annually after it is developed and maintain written summaries of the reviews. Based on the review, the permittee shall amend the SWPPP as needed to ensure continued compliance with the terms and conditions of the permit. The annual review is to be retained on site for three years and depending on the general permit is required to be submitted to WDNR state office on or before March 31st of each year.

SEE FORM NO. 5 FOR THE ANNUAL REVIEW REPORT

9.0 Record Keeping

The permit requires that the permittee shall maintain records of all SWPPP related inspection and maintenance activities. Records shall also be kept describing incidents such as spills or other discharges that can affect the quality of storm water runoff. All such records shall be retained for three years. The following records are required by the permit:

- Routine preventive maintenance/housekeeping inspection reports
- Comprehensive site inspection reports
- Employee training records
- Written summaries of the annual SWPPP review

10.0 SWPPP Certification

The permit that the SWPPP shall be reviewed and signed by the Department of Public Works Superintendent and by either the permittee or an authorized representative in accordance with 40 CFR 122.22. The SWPPP shall be retained on-site at the facility which generates the storm water discharge.

I certify under penalty of law that the storm water drainage system in this SWPPP has been tested or evaluated for the presence of non-storm water discharges either by me, or under my direction and supervision. I certify under penalty of law that this SWPPP has been developed in accordance with the General Permit and with good engineering practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. At the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

Permittee or Authorized Representative

Printed Name: _____

Signature: _____

Department of Public Works/Highway Lead

Printed Name: _____

Signature: _____

Tables

Table 1 – Significant Material Inventory and Description of Industrial Activity or Significant Material Storage Area

Table 2 – List of Significant Spills

Table 3 – Description of Preventative Maintenance/Routine Housekeeping Inspections

Table 4 – Material Handling & Spill Prevention/Clean-up Procedures

Table 5 – Spill Kit Inventory

Table 6 – Structural Controls Used At Facility

Table 7 – Non-Storm Water Discharge at Facility

Table 1 - Significant Material Inventory and Description of Industrial Activity or Significant Material Storage Area

Section Listed in General Permit	Storage Areas/Activity Areas	Significant Materials	Exposure Method	Potential Evaluation (high, medium, low)	Storm Inlet	Outlets
1) Loading, unloading, and other material operations	In front of DPW Maintenance Building Doors	Oil, battery acid, fuel, and other fluids	Spillage during material handling	Medium	No	No
2) Outdoor storage including secondary containment structures	Storage Yard (between buildings)	Diesel and Gasoline fuel, and other fluids	Spillage during refueling and leakage	High	No	No
3) Storage and maintenance for vehicles, machines, and equipment	DPW Maintenance Building	Oil, battery acid, coolant, fuel, grease, solvents, chemicals, and other fluids	Leakage during storage	Medium	No	No
	DPW Cold Storage Building	Oil, battery acid, coolant, fuel, grease, solvents, and other fluids	Leakage during storage	Medium	No	No
4) Wash area for vehicles, machines, and equipment	DPW Maintenance Building	Oil, battery acid, coolant, fuel, grease, solvents, chemicals, and other fluids	Leakage during storage	Medium	No	No

Table 1 (Continued) - Significant Material Inventory and Description of Industrial Activity or Significant Material Storage Area

Section Listed in General Permit	Storage Areas/Activity Areas	Significant Materials	Exposure Method	Potential Evaluation (high, medium, low)	Storm Inlet	Outlets
5) Areas of exposed and/or erodible soils	Stockpiles (if any)	Sediment	Erosion during rain and wind events	Low	No	No
6) On-site waste disposal practices	Dumpster Staging Areas (in park)	Refuse	Spillage during loading and unloading	Low	No	No
7) Refuse Site	N/A					
8) Areas of significant material residue	N/A					
9) Other Areas of storm water may contact significant materials	N/A					

***Please update areas of potential exposure to significant materials as necessary.**

Table 2 - List of Significant Spills

Location & Date	Material & Volume	Corrective Action Taken
None known to date		

***Please update areas experiencing significant spills as they occur.**

Table 3 - Description of Preventative Maintenance/Routine Housekeeping

Description of Area or Equipment	Tasks	Frequency
Storage, Maintenance, and Washing Area	Visually inspect cleanliness	Daily
Chemical Storage	Visually inspect cleanliness	Daily
Oil Storage	Visually inspect cleanliness and for leaks	Daily
PPE	Visually inspect cleanliness and protection	Daily
Equipment	Visually inspect for leaks	Daily
Material Stockpiles	Visually inspect for erosion	Daily
Waste Oil	Dispose of immediately after collection	Daily
Storage, Maintenance, and Washing Area	Inspect cleanliness	Quarterly
Chemical Storage	Inspect cleanliness and for leaks	Quarterly
Oil Storage	Inspect cleanliness and for leaks	Quarterly
PPE	Inspect inventory and condition	Quarterly
Equipment	Inspect for leaks	Quarterly
Material Stockpiles	Inspect for erosion	Quarterly
Storm Inlets	Inspect for sediment collection	Quarterly
General Site	Inspect for cleanliness	Quarterly
Fire Extinguishers	Ensure protection or recharge	Yearly

Table 4 - Material Handling & Spill Prevention/Clean-up Procedures

Potential Spill Area	Material Handling & Storage Procedures	Spill Response Procedures and Equipment
DPW Maintenance Building; DPW Cold Storage Building; Storage Yard	Use appropriate handling and storage techniques.	<p>Assess the risk: Determine the nature and substance of the spill.</p> <p>Contain the spill: Use absorbent socks to contain the spill and keep it from spreading or contaminating water sources.</p> <p>Stop product flow: Act quickly to stop the source of spilled material, if possible, to minimize spill size.</p> <p>Absorb contained fluids: Place absorbent pads, socks, or kitty litter directly on the spill.</p> <p>Dispose & Decontaminate: Dispose of contaminated material in compliance with local state and federal regulations. Decontaminate the site, personnel, and all equipment as necessary.</p> <p>Complete final reports: Complete all notification documents, medical exposure reports, and paperwork associated with the spill.</p>

Please see the Material Safety Data Sheets (MSDS) for specific product to identified hazards, composition, first aid, fire fighting, handling and storage, personal protection equipment necessary, etc.

Please verify with Wisconsin Department of Natural Resources (WDNR) the appropriate disposal of contaminated materials.

Table 5 - Spill Kit Inventory

List the spill response equipment that will be maintained in each location (refer to MSDSs to determine recommended clean-up methods and supplies):

Person responsible for maintaining this inventory: Will Gibson

Location	Absorbents (pads, booms, kitty litter, etc.)	Tools (shovels, brooms, squeegees, etc.)	Personal Protective Equipment (rubber gloves, boots, masks, etc.)	Other Supplies (warning tape, labels, markers, MSDSs, etc.)
DPW Maintenance Building	Absorbent kitty litter and socks, drip pans	Shovel, brooms, squeegees	Hard hats with masks, Overalls, Fire extinguisher	Warning Tape, MSDSs

Label each spill kit with the words "SPILL KIT" and the necessary emergency telephone number(s) or cell phone number(s) of persons to be contacted in case of a spill or leak that is beyond the training and equipment available on or near each spill locker:

Facility Responsible Person/Phone Number: Will Gibson – (262) 888-2664
Spill Response Contractor (if any)/Phone Number: None
WNR Southeast Regional Spill Coordinator/Phone Number: Scott Ferguson - (414) 263-8685
WDNR 24-Hour Emergency Spill Reporting Hot-Line: 1-800-943-0003

Warning on each spill kit shall display:

"WARNING: NEVER HOSE DOWN A SPILL!
 CLEAN IT UP PROMPTLY AND DISPOSE OF THE WASTE PROPERLY."

Table 6 - Structural Controls Used at the Facility

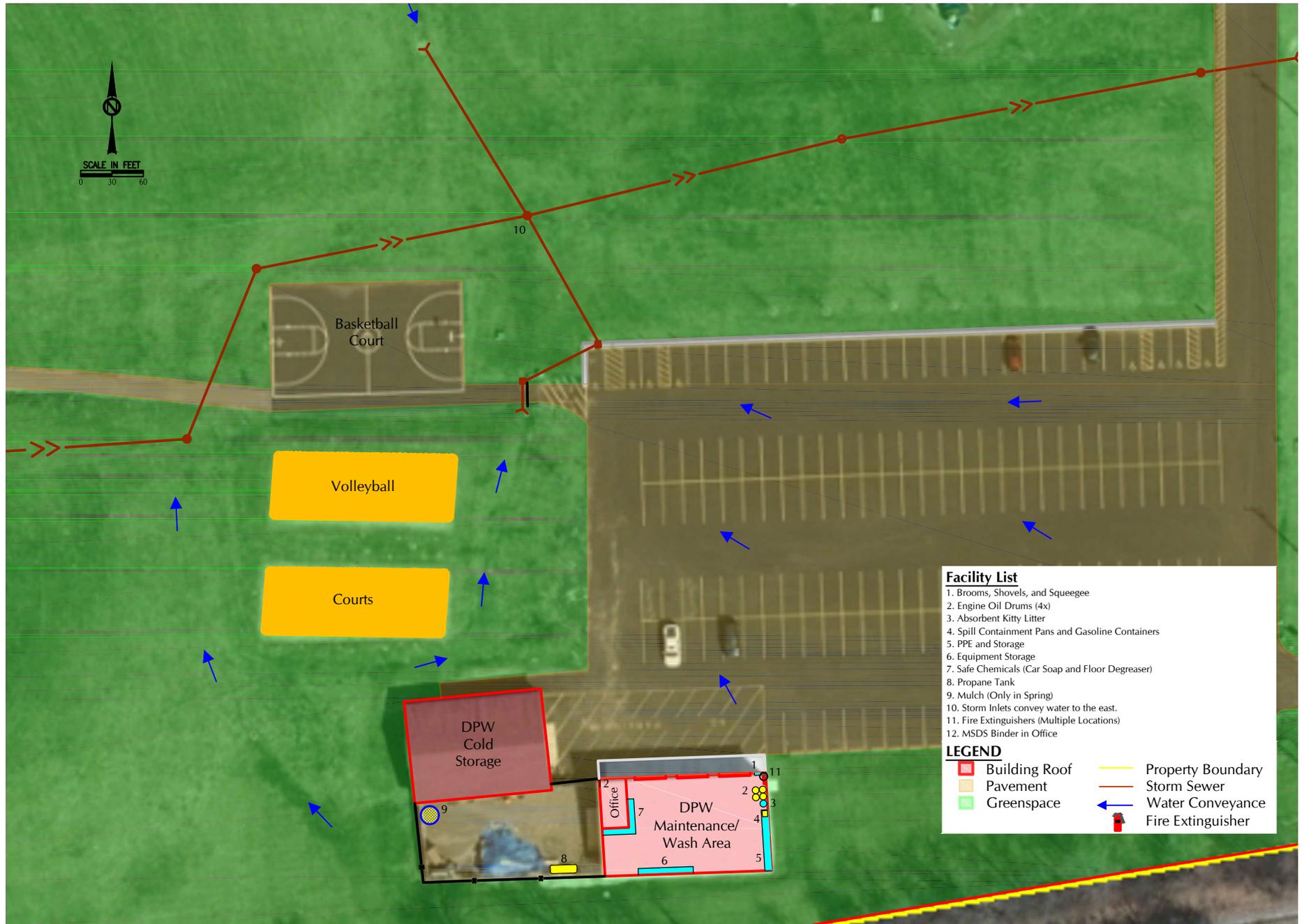
Description of Structural Control	Location of Structural Control	Significant Materials Intended to be Managed
Oil drip pans	DPW Maintenance Building	Engine oil and other fluids

Table 7 - Non-Storm Water Discharge At Facility

Non-Storm Water Discharge	Pollution Prevention Controls	Impacted Outfall:
None known to date		

Figures

Figure 1 – Site Map



Forms

Form 1 – Preventative Maintenance Inspection Form

Form 2 – Comprehensive Site Inspection Form

Form 3 – Housekeeping Inspection Form

Form 4 – Employee Training Form

Form 5 – Annual SWPPP Review Report Form

Form 1 – Preventative Maintenance Inspection

Date: _____ Time: _____

Inspector: Printed Name: _____

Signature: _____

Areas Inspected	Observation	Corrective Actions Taken

Form 2 – Comprehensive Site Inspection

Date: _____ Time: _____

Inspector: Printed Name: _____

Signature: _____

Compliance Certification Statement:

Based on the results of this inspection, the facility is in compliance with the general permit and SWPPP:
 _____ Yes _____ No

Areas Inspected	Needs		Comments
	Acceptable	Improvement	
1. DPW Maintenance Building	<input type="checkbox"/>	<input type="checkbox"/>	_____
A. Maintenance Area	<input type="checkbox"/>	<input type="checkbox"/>	_____
B. Wash Area	<input type="checkbox"/>	<input type="checkbox"/>	_____
C. Chemical Storage	<input type="checkbox"/>	<input type="checkbox"/>	_____
D. PPE Materials	<input type="checkbox"/>	<input type="checkbox"/>	_____
E. Spill Response Materials	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. DPW Cold Storage Building	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Storage Yard (between buildings)	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Stockpiles (if any on-site)	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Storm Inlets (sediment collection)	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Site Cleanliness (trash)	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Form 3 – Housekeeping Inspection

Date: _____ Time: _____

Inspector: Printed Name: _____

Signature: _____

Areas Inspected	Observation	Corrective Actions Taken

Form 5 – Annual SWPPP Review Report Form

Facility Information

Designated Name: _____

Certificate of Coverage No. : _____

Facility Primary Contact Information

Name: _____

Telephone No.: _____

Email Address: _____

Facility Backup Contact Information

Name: _____

Telephone No.: _____

Email Address: _____

SWPPP Review Checklist

- | | | | | |
|--|-------|-----|-------|----|
| 1. Facility general information is current and accurate | _____ | Yes | _____ | No |
| 2. Site map is current and accurate | _____ | Yes | _____ | No |
| 3. Significant material inventory is current and accurate | _____ | Yes | _____ | No |
| 4. New exposures, processes and related controls have been documented appropriately in the SWPPP | _____ | Yes | _____ | No |
| 5. Spills have been recorded and reported as appropriate | _____ | Yes | _____ | No |
| 6. Employee SWPPP training was conducted and documented | _____ | Yes | _____ | No |
| 7. Records of routine preventative maintenance and housekeeping inspections are available in the SWPPP file | _____ | Yes | _____ | No |
| 8. Comprehensive site inspections have been completed, certified and filed in the SWPPP file | _____ | Yes | _____ | No |
| 9. Corrective actions noted in the inspection reports have been completed | _____ | Yes | _____ | No |
| 10. SWPPP has been reviewed and signed by the Department of Public Works Superintendent and the Permittee or Designated Representative | _____ | Yes | _____ | No |

Additional Comments: _____

I certify that above information is correct: Printed Name: _____

Signature: _____