

Appendix C
Sample SWPPP

Presented in the following pages is an example of a Storm Water Pollution Prevention Plan (SWPPP). The example was prepared following the procedures and worksheets presented in Section 2. The industrial facility is a cargo container business located in a marine port. The contents of this example follow the requirements of the State of California General Permit (Appendix A). However, your Regional Water Quality Control Board may request additional items as specified in your permit.

STORM WATER POLLUTION PREVENTION PLAN

LOADUM STEVEDORE COMPANY

Sknits Bay Facility

**INDUSTRIAL HANDBOOK
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CHAPTER 1 INTRODUCTION

Federal regulations, administered by the Ahctog Water Quality Board (AWQB), requires the Loadum Company facility at Sknits Bay to have a General Industrial Storm Water Permit (hereafter referred to as the "Permit"). The purpose of the regulations is to protect water quality by reducing the amount of pollutants in the storm water. These pollutants come from our outdoor activities, as well as atmospheric deposition over which we have no control. The permit covers the entire Facility except for the Administration Building and the adjoining employee parking lot. These activities are not included in the permit because they drain to their own drainage system. A copy of the Permit is at the back of this Storm Water Pollution Prevention Plan. The original is kept at Headquarters.

1.1 Purpose of the SWPPP

The regulations require us to prepare a Storm Water Pollution Prevention Plan (SWPPP). It describes the measures that we will take through November 19, 2003, as specified in our permit. This plan is to be kept on the premises at the office of the Environmental Coordinator.

1.2 BMP Implementation Committee

The Permit requires that the SWPPP identify personnel to oversee the implementation of any measures to reduce pollution (called Best Management Practices), to conduct monitoring activities, and to modify the SWPPP as necessary over time. We have formed a standing committee which participated in the preparation of this plan and will oversee its implementation. The committee will be lead by the Facility Environmental Coordinator plus the following: M&R Repair Manager, Container Yard Manager, Marine Manager, Safety Director (also the Spill Response Team Leader), Facilities Management, and a Union representative.

1.3 Implementation Schedule

All of what are called "management BMPs" (those that do not involve any major construction) are to be implemented by the end of FY 2003.

1.4 Protocol on Public Access to the SWPPP

Although this is a Company plan, meant for the use by our employees, it is a public document. Representatives of the AWQB who visit the Facility on occasion are allowed direct access to the plan when on site. Any request for a copy of the plan by the AWQB, or other government agency is to be forwarded to the Director of Environmental Affairs at the Headquarters Office.

1.5 Updating the SWPPP

The AWQB can require changes to the plan. We are not required to forward this plan automatically to the AWQB but only upon request. We are required to change the plan whenever a change in our activities occurs that may affect significantly the discharge of pollutants. We may also change the plan if we determine that there are more economical BMPs to reduce pollutants than the one's currently identified in the SWPPP. The Facility Environmental Coordinator is responsible for determining if the SWPPP is to be changed, and when done, by the involvement of the Committee.

CHAPTER 2 SITE LOCATION AND GENERAL ENVIRONS

Although this is our plan to carry out the needed actions to reduce storm water pollution, this plan contains general background information that is of value to the public and the AWQB should they request a copy, and for Headquarters, given the large number of Company facilities.

2.1 General Nature of Facility Activities

The Facility's primary objective is the loading and unloading of cargo containers on seagoing ships. Some break bulk packing occurs. The loading equipment (container cranes, top pickers, tractors, container trailers and forklifts) and miscellaneous vehicles are maintained on site. This includes engine maintenance, lubrication, frame welding, miscellaneous painting, and washing. Highway tractors (trucks) are not maintained on site as they are not owned by the Company.

2.2 Map of General Environs

Map 1 shows the Facility and the immediately surrounding area. The site covers a total of 125 acres and is completely covered with pavement or buildings. All storm water discharges to Ignatia Bay either directly or via storm drains. There are no active or inactive wells on site. There are no streams or wetlands on the site.

2.3 Maps of Facility Layout

The location of buildings and major activity areas are shown on Map 1. There are four (4) buildings (A, B, C and the Crane Maintenance Shop) and several activities in the open as described below.

Building A is the Company administrative office and employee parking lot (not included in the permit).

Building B is for break bulk containerization; where various types of dry goods are packed in containers such as lumber, wire, and paper. However, this is a minor part of the operation. In excess of 99% of all cargo passing through the Facility comes to the site in containers. This area is not considered a "significant source" of pollutants (as defined in the Permit) and therefore is not discussed further in the SWPPP.

Building C is for maintenance and repair (M&R). Outside the building in the general M&R area are: the wash rack where containers and equipment are stream cleaned; the reefer area where reefer (refrigerated) containers are temporarily stored; the fueling station; and outside storage of various parts and fluids.

Container Trailer Storage Yard: Trailers are temporarily stored in this area and repaired.

Container yard: Containers awaiting loading are stacked or temporarily stored on trailers.

Dock apron: Loading/unloading of ships occurs in this area. The container cranes are located on tracks. Containers are loaded on to trailers that are pulled either by a dock tractor or a highway truck tractor.

Crane maintenance shop: Located next to the dock apron, where materials are kept that are needed to repair the container cranes.

2.4 Description of Storm Drainage System and Outfalls

The drainage pipes, outfalls, and the boundaries of the areas that drain to each outfall are shown on Map 2 (enclosed in the back cover pocket). Included in the drainage system are a large number of catch basins. These basins do provide a moderate level of treatment. The sumps are of sufficient depth to collect settleable pollutants. Each catch basin has a "turned down" elbow in the discharge line. This traps much of the floating debris and some petroleum products. We point this out because to be effective the catch basins need to be cleaned more frequently if they are to work.

CHAPTER 3 DESCRIPTION OF POTENTIAL SOURCES OF POLLUTION

The locations of various activities that could be sources of pollution are shown on Map 3. Enclosed at the back of this report are various completed worksheets, including a summary of materials that could become contaminants such as used oil.

3.1 Maintenance and Repair (M&R) Area

With the exception of the container cranes located on the dock apron, maintenance of vehicles and equipment occurs in M & R Area. Because of height limitations maintenance of top picks occurs outside the building. The chiller units on reefer containers are serviced in the designated area. Servicing is done from a motorized platform that can elevate to the height of the reefer unit. Servicing involves replacement of coolant and lubricants. The platform is enclosed on three sides.

Worksheet 3, in the Appendix, lists the types and quantities of both fresh and used fluids located in M&R area. These materials are potential pollutants if not handling properly. They include motor oil, hydraulic/lube oil, degreasers (mineral spirits), cleaning solvent, spray paint cans, rust removers, antifreeze, cleaning detergents, and batteries.

On the west side of the shop is a space for gensets, where portable generators sets are stored and serviced including fueling with #2 diesel. The internal drains of the shop drain to an oil/water separator which in turn drains to the sanitary sewer.

Hydraulic/lube oil is purchased in 55 gallon drums and stored in the designated walkin containment box (on the south side of M&R shop). This container is watertight., has a containment floor, and is approved by the city fire department. Bulk motor oil is stored inside the shop as is fresh solvent. Solvent, used to clean parts and to clean the surfaces of equipment, is supplied by Safety-Kleen who also removes used solvent which is stored in containers provided by Safety-Kleen.

The used solvent container, as well as containers for other used fluids (except engine oil), are stored in a walk-in containment box (#2 on the south side of the shop). It has a containment floor and is approved by the fire department. Used engine oil is stored in a 500 gallon underground tank. The used oil is removed by a private contractor.

Used antifreeze is recycled after it is cleaned of contaminates. This is done inside the shop. Minor touchup painting occurs using spray cans.

Containers and equipment are steam cleaned at the location shown in Map 4. The water drains to a storm catch basin. The area is swept clean each day of surface debris.

The fueling station situated on the south side of the M&R shop is not enclosed. Service vehicles and small trucks use the fueling station. Top pickers and bulls are fueled throughout the site by a fueling truck (see below). There are two underground 5,000 gallon tanks: one for #2 diesel and one for unleaded gasoline. These tanks are to be replaced in FY 93 with new tanks that meet the current underground tank regulations.

Potential sources of pollution are:

- spills from the fueling of vehicles and equipment;
- spills when fuel is delivered;
- spills when fueling generator sets
- spills from servicing reefers
- spills when taking used fluids to the used fluids storage shed.
- materials discharged from steam cleaning area

3.2 Container Trailer Storage Yard

Container trailers are repaired and serviced outside, south of Building B. Repairs involve minor welding and spot painting (with spray cans). Servicing involves greasing and axle oil replacement. The only potential source of pollution is the changing of axle oil.

3.3 Container Yard

The container handling equipment (top picks, tractors, and forklifts) have hydraulic oil lines that can break, spilling oil. The maximum capacity is 75 gallons.

Hazardous Materials passing through the Facility are temporarily stored in designated areas as required by the fire department. Spills from a container can reach storm drains.

Fueling of top picks and forklifts occurs in the container yard. Spills could occur.

Yard transformers contain mineral oil, not PCBs, for insulation. Mineral oil could leak if the transformers are damaged.

3.4 Dock Apron

Container cranes are serviced at dock side. The cranes are electric. Therefore maintenance is limited to various lubricants and oils. The maximum capacity of oil tank is 30 gallons. No fueling occurs. Solvent stored at the Crane Maintenance shop is used to clean the metal surfaces of the crane. Spills of these materials during handling and transfer to the crane could occur.

Ship fueling occurs at dockside by truck. Spills could occur. Painting of the ship hull occurs infrequently and is limited to the deck. Hull painting does not occur. Consequently, loss to the bay is unlikely.

3.5 Crane Maintenance Shop

Small parts, grease, and tools are kept in this small shop located immediately adjacent to the dock apron. Fresh and used hydraulic oil and filters are kept at the M&R shop and not at the crane maintenance shop. Parts are not cleaned here except if it can be done by a cloth. Solvent is used to clean (with a cloth) the surfaces of the cranes. Cleaning of parts by dunking is done at the M&R shop. As the cranes are electric there is no fueling.

3.6 Maintenance, Repair, Remodeling of Facility Buildings

This is discussed separately as it is the responsibility of Facilities Management. Any major repairs or additions to buildings are performed by off-site contractors who are responsible for their activities. Potential sources of pollution include spilled or dumped paint, and washing of materials down the drain.

3.7 Improper Connections to the Storm Drain

The line from the wash rack area is connected to the storm drain. Wash water is considered a process or waste water, not storm water, and needs to be discharged to the sanitary sewer.

CHAPTER 4 POTENTIAL POLLUTANTS

4.1 Significant Materials that May Come in Contact with Storm Water

Worksheet 3 (Appendix) lists materials that may come in contact with storm water. Essentially all of these materials are related to the maintenance, repair, and fueling of vehicles and materials handling equipment.

4.2 Types of Pollutants by Potential Source

Table 1 is a table listing the types of pollutants that may be present in storm water from the Facility.

4.3 Existing Data on Quality of Storm Water from Site

There are no data on the quality of the storm water from the Facility site.

4.4 Estimate of Pollutant Loadings to Sknits Bay

Because of the episodic nature of many activities (such as painting) and the lack of storm water data we are unable to calculate with sufficient accuracy the probable loadings of the various pollutants in Table 1.

4.5 Spills of Significant Materials After April 17, 1994

It is required by the regulations that we list spills since the date indicated. There have been no such spills.

TABLE I. LIST OF POLLUTANTS WITH A REASONABLE POTENTIAL TO BE PRESENT IN STORM WATER IN SIGNIFICANT QUANTITIES

OilJ grease
PAH (polynuclear aromatic hydrocarbons)
Petroleum hydrocarbons
Zinc
Lead
Copper
Cadmium
Chromium
Total suspended solids
Small floatable debris (wood pieces)
Phenol
Benzene
Naphthalene
Phosphorus
Nitrogen

4.6 Identification of Non-Storm Water Discharges

The Permit states that we are to investigate the facility to identify all potential non-storm water discharges and their sources. This will be conducted quarterly as part of the monitoring program.

CHAPTER 5 STEPS TO REDUCE POLLUTION – BOTH OLD AND NEW

Table 2 summarizes existing and new BMPs, denoting which of the Permit categories (listed below) applies. Also indicated is the schedule of implementation and the department that is responsible for carrying out the BMP. Worksheet 7 “grades” the area for general housekeeping quality, indicating that in general we are doing a good job already.

5.1 What are Best Management Practices (BMPs)

The storm regulations state that we are to put in place Best Management Practices (BMPs) to reduce the contamination or potential for contamination of storm water. BMPs can be simple and low cost, such as sweeping the container yard, or expensive such as installing an oil/water separator. Many of the BMPs we are already doing; these are included in the SWPPP with new BMPs that need to be implemented.

We are required by the permit to identify BMPs in the following general areas:

1. Good housekeeping: - Refers to those things we do to keep the work areas clean.
2. Preventive maintenance: - Maintenance of our equipment in a way that anticipates problems that could occur, resulting in pollution. An example is routine replacement of hydraulic lines on the top picks.
3. Spill prevention and response: - Particular attention is to be devoted to minimizing spills, which is already covered by our Business Plan.
4. Storm water management practices: This refers to BMPs that involve construction such as installation of an oil/water separator, or containment sump.
5. Employee training: Our training program needs to include training as necessary for the various BMPs.
6. Inspections: We must at least annually inspect the facility to be certain that all of the BMPs are being implemented, decide if they are effective, and make changes as necessary. A record of these exceptions is to be kept.
7. Monitoring: During the wet season (October-April), we will collect and analyze runoff samples from two storms.

What follows is a description of BMPs that we already do and new ones that we need to do. The following discussion is organized by area of the Facility, with a few exceptions.

5.2 Assignments to Implement the BMPs

The department responsible for the various BMPs are shown in Table 2.

5.3 Maintenance and Repair (M & R) Area

Current BMPs: Minor spills are cleaned up promptly by M&R shop personnel. Spill absorbent materials of various types are stored in the brightly marked container at the northeast corner of the M&R shop. The used fluids and filters are placed in marked containers, properly stored as previously described, and are inventoried and removed by XYZ Environmental. The fresh and used materials storage areas are checked weekly by the M&R Manager. The shop floor is cleaned weekly using liquid detergent. These wash waters drain to a sanitary sewer. The wash rack area is swept clean of debris each day that washing occurs. When serviced, all vehicles and equipment are checked for faulty parts and hydraulic hose wear; these are replaced as potential problems are discovered. A solvent sink is used to clean parts.

New BMPs: The following will be implemented.

- When the two storage tanks are removed (FY 93) they will be replaced by one above ground tank for #2 diesel. Pickup trucks which are the only vehicles that use gasoline will be fueled off-site at a gas station.
- The above ground tank will be placed on a concrete pad sloped inward towards a drain that will connect to an oil/water separator which will discharge to the sanitary sewer. A valve will keep the line closed under fueling operations so that major spills can be contained within the pad. When fueling is not occurring the valve will be open to allow storm water to drain from the pad via the oil/water separator to the sanitary line.
- The wash rack area will also drain to this oil/water separator.
- The floor drains from the shop will be plumbed to the oil/water separator as required by a recent order of the city sewer department.
- Oil contaminated materials such as rags, pads, filters and absorbent materials are currently placed in covered dumpsters. Containment drums will be obtained and marked for these materials.
- When using a forklift to transport drums with fluid, the drums will be placed in a secondary containment device.
- The catch basins within the immediate vicinity of the M&R shop will be stenciled “dump no waste” so that we all remember that wastes are not be dumped.
- Whenever vehicles and equipment are in the shop for servicing all hydraulic lines are to be checked for wear. Whenever there are indications of wear of a nature as to possible cause failure, the lines are to be replaced.
- When servicing top picks, drip pans will be used to the maximum extent practical.
- Signs within the shop area will be examined and modified as appropriate.

5.4 Container Trailer Storage Yard

Current BMPs: The only relevant BMP is spill cleanup if axle lubricant oil is spilled. A brightly marked barrel of absorbent materials is located in the yard area. Used absorbent material is removed promptly so as to not be washed down to the storm drain.

New BMPs: None are needed.

5.5 Container yard

Current BMPs: The yard is swept by a contract sweeper once per month. Hand sweepers are used as needed in areas that cannot be reached by the mechanical sweeper. Spills are immediately cleaned with appropriate absorbent materials. These materials are located in the bright yellow bins placed at four locations around the yard. Major spills are handled by XYZ Environmental, under contract to the Company (as per the Company's Spill Prevention and Control Plan). When fueling top picks and forklifts the fuel truck operator is always present throughout the fueling operation. Spraying of stripes occurs during dry weather only. Spills of hazardous materials on site for transshipment (that is, not the Company's materials or wastes) and major spills during fueling operations are cleaned up by XYZ Environmental, as per the Company's Spill Prevention and Control Plan. The Facility has already implemented all practical measures to reduce hazardous wastes as per our Business Plan.

New BMPs: Currently the catch basins are not cleaned. Hence forth they are to be checked twice per year and cleaned whenever sediment reaches within 2 feet of the outlet pipe. This will not always be easy to do since containers and trailers are typically parked over many of the catch basins. However, to the maximum extent practical these catch basins will be checked and cleaned when accessible. XYZ Environmental's contract will be modified to include this work.

5.6 Dock Apron

Current BMPs: Vessel fueling is done as per Coast Guard requirements. This includes personnel at both ends of the operation in radio contact with each other, monitoring of tank levels, and closing of ship scuppers during fueling. As per our Spill Prevention and Cleanup Plan, XYZ Environmental responds to marine spills upon Company request. Agencies to notify in the event of spills is contained in the Company's Spill Prevention and Control Plan.

New BMPs: A container marked for oily rags, filters, etc will be obtained so that this material is no longer placed in the dumpster. It will be disposed in accordance with our hazardous waste plan. When fueling or hydraulic fluid is being added to the crane, the drain holes in the apron will be temporarily plugged with a removal plug to contain any significant spill that might occur.

5.7 Maintenance, Repair, Remodeling of Facility Buildings

Current BMPs: None specified

New BMPs: When Company employees are doing minor painting, drop cloths will be used. Contracts with outside contractors who do major work will contain suitable clauses regarding practices to diminish the risk of storm water contamination such as keeping the work area clean, use of drop cloths, and proper disposal of residual materials.

5.8 Employee Training

Current BMPs: Employees already receive training on spill cleanup and control, and safety measures which for the M&R staff includes proper handling of hazardous materials. Safety training also supports actions that will minimize the risk of storm water contamination.

New BMPs: Current training procedures will be modified to include awareness about storm water pollution, and the relationship between our activities and potential pollutants. This will occur once per year. All new employees will be provided this information during their normal orientation training.

CHAPTER 6 MONITORING AND RECORD KEEPING

6.1 Checking on New BMP Implementation

An annual inspection is required which must be documented (see below and the Permit). This inspection will be carried out by the Facility Environmental Coordinator with the respective Managers assisting in their areas. Upon completion of the annual inspection the BMP Implementation Committee will meet to consider: how well the BMPs are working, progress with the more substantial BMPs, and changes to both the BMPs and the SWPPP.

The M&R Manager will conduct (as is done now) weekly inspections of the M&R area, and will use a checklist of BMPs to denote if they are in place, if there are problems, and if so, the solution. These checklists will be kept at the M&R office, with a copy forwarded to the Facility Environmental Coordinator.

6.2 Monitoring of Storm Water

During the wet season, the Facility Environmental Coordinator will assign and train field personnel to collect runoff samples from two storms; the first storm of the wet season and one additional storm. Grab samples will be collected from the last catch basin in the container yard prior to the bay discharge. AB Analytical Services will provide appropriate sampling equipment to provide for the analyses of pH, total suspended solids, specific conductance, and total organic carbon. Other potential pollutants likely to be present in storm water (as identified in Chapter 4) and associated with activities at our facility will be analyzed during 2 consecutive monitoring events. However, any of these pollutants that are not found in significant quantities will be eliminated from future monitoring until the pollutant is likely to be present again.

Once collected, all samples will be preserved properly and transported immediately to AB Analytical Services. Analytical results will be submitted to the Facility Environmental Coordinator and kept on file.

6.3 Record Keeping

Records of all storm water monitoring information, inspections and visual observations, certifications, corrective actions and follow-up activities, and copies of all reports will be kept and retained for a period of at least five years.

6.4 Comprehensive Site Compliance Evaluation

An evaluation report will be prepared annually to assist us in evaluating the need to revise this SWPPP. A review of all monitoring data collected (i.e. visual observation records, inspection records, sampling and analysis results), BMPs, significant materials used, activities, and spills that have occurred including their causes and possible solutions will be conducted in the preparation of the evaluation report. The SWPPP will be revised as appropriate based on the evaluation and the revisions will be implemented within 90 days of the evaluation.

CHAPTER 7 CERTIFICATIONS AND SIGNATURES

“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 ensure that qualified personnel properly gather and evaluate 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.”

BY: _____

TITLE

DATE

WORKSHEET #1
ACTIVITIES ASSESSMENT CHECKLIST

Name of Reviewer: L. SMOLTZ	Date: 10/12/02		
ACTIVITIES - Check each activity present at site	EFFECTIVENESS		
	HIGH	MOD.	LOW
<input type="checkbox"/> Non-storm water discharges to drains. Describe BMPs in place: WASH WATER FROM WASH RACK CONNECTED TO STORM DRAIN			✓
<input type="checkbox"/> Spill Prevention, Control and Cleanup. Describe BMPs in place:			
<input checked="" type="checkbox"/> Vehicle and equipment fueling. Describe BMPs in place: SPILL CLEAN UP MATERIALS AVAILABLE		✓	
<input checked="" type="checkbox"/> Vehicle and equipment washing and steam cleaning. Describe BMPs in place: SWEEP AREA EACH DAY			✓
<input checked="" type="checkbox"/> Vehicle and equipment maintenance and repair. Describe BMPs in place: PROPER HAZARDOUS WASTE STORAGE, SOLVENT RECYCLED, PROPER STORAGE OR FRESH FLUIDS	✓		
<input checked="" type="checkbox"/> Outdoor loading/unloading of materials. Describe BMPs in place: LIQUIDS ARE STORED IN CONTAINERS	✓		
<input checked="" type="checkbox"/> Outdoor container storage of liquids. Describe BMPs in place: LIQUIDS ARE STORED IN CONTAINERS	✓		
<input type="checkbox"/> Outdoor process equipment operations and maintenance. Describe BMPs in place:			
<input type="checkbox"/> Outdoor storage of raw materials, products and byproducts. Describe BMPs in place:			
<input checked="" type="checkbox"/> Waste handling and disposal. Describe BMPs in place: M&R SHOP, SEE ABOVE			
<input type="checkbox"/> Contaminated or erodible surface areas. Describe BMPs in place:			
<input checked="" type="checkbox"/> Building and grounds maintenance. Describe BMPs in place: NONE IN PLACE			
<input checked="" type="checkbox"/> Building repair, remodeling, and construction. Describe BMPs in place: NONE IN PLACE			
<input type="checkbox"/> Parking/Storage Area Maintenance. Describe BMPs in place:			

MATERIAL INVENTORY

(Adopt from EPA, 1992)

Worksheet No. 2
 Completed By: L. Smoltz
 Title: Environmental Coordinator
 Date: 10/15/02

Instructions: List all materials used, stored, or produced onsite. Assess and evaluate these materials for their potential to contribute pollutants to storm water runoff. Also complete Worksheet 3 if the material has been exposed during the last three years.

Material	Purpose/Location	Quantity (units)		Quantity Exposed in Last 3 Years *	Likelihood of contact with storm water.	Past significant Spill or Leak **	
		Used	Produced			Yes	No
DIESEL #2	Fuel line- Building C, Yard	30,000 Gal.	0	Incidental Drippings	High		X
HYDRAULIC OIL	Engines/Building C	1,000 Gal.	0	0	None		X
ANTI-FREEZE	Engines/Building C	400 Gal.	0	0	None		X
SOLVENTS	Engines/Building C	Recycled	0	0	None		X
BUNKER OIL	Ships/Dockside	Unknown	0	50,000 Gal.	Low		X
AXLE OIL	Chasses/Building C	400 Gal.	0	0	None		X
BATTERIES	Engines/Building C	12	0	0	None		X
USED ENGINE FLUIDS (ABOVE)	Engines/Building C	1,500 Gal.		0			X
USED ENGINE PARTS/BATTERIES	Engines/Building C	Varies		0	None		

Note: All cargo is in containers or packaged inside Building B.

* Explain on separate sheet if quantity was more than the "minimum?"
 ** Explain items checked yes on a separate sheet.

NON-STORM WATER DISCHARGE ASSESSMENT AND CERTIFICATION

(Source: EPA, 1992)

Worksheet # 5
 Completed by: _____
 Title: _____
 Date: _____

Date of Test or Evaluation	Outfall Directly Observed During the Test (identify as indicated on the site map)	Method Used to Test or Evaluate Discharge	Describe Results from Test for the Presence of Non-Storm Water Discharge	Identify Potential Significant Sources	Name of Person Who Conducted the Test or Evaluation

CERTIFICATION

I, _____ (responsible corporate official), 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 gather and evaluate 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.

A. Name & Official Title (type or print) _____

B. Area Code and Telephone No. _____

C. Signature _____

D. Date Signed _____

NON-STORM WATER DISCHARGE ASSESSMENT AND FAILURE TO CERTIFY NOTIFICATION

(Source: EPA, 1992)

Directions: If you cannot feasibly test or evaluate an outfall due to one of the following reasons, fill in the table below with the appropriate information and sign this form to certify the accuracy of the included information.

List all outfalls not tested or evaluated, describe any potential sources of non-storm water pollution from listed outfalls, and state the reason(s) why certification is not possible. Use the key from your site map to identify each outfall.

Important Notice: A copy of this notification must be signed and submitted to the RWQCB within 180 days of the effective date of this permit.

Identify Outfall Not Tested/Evaluated	Description of Why Certification Is Infeasible	Description of Potential Sources of Non-Storm Water Pollution

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 gather and evaluate 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, and that such notification has been made to the RWQCB within 180 days of _____ (date permit was issued), the effective date of this permit.

A. Name & Official Title (type or print)	B. Area Code and Telephone No.
C. Signature	D. Date Signed

Worksheet # 6
Completed by: _____
Title: _____
Date: _____

CHECKLIST FOR CONSIDERATION OF MINIMUM BMPs

Check which one of the following describe your facility.

Name of Reviewer: **L. SMOLTZ AND COMMITTEE** Date: **10/15/02**

Yes No N/A

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are outside areas kept neat and clean? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the facility orderly and neat? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the process debris removed regularly? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the area clear of excessive dust from industrial operations? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is there no evidence of leaks and drips from equipment and machinery?
MINOR SPILLS NOTICED IN YARD, ABSORBENT MATERIAL USED. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees regularly informed of the importance of good housekeeping? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are catch basins, storm conveyance pipes, and storm water treatment facilities cleaned at the appropriate intervals (see Chapter 5)? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Are good housekeeping procedures and reminders posted in appropriate locations? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are vehicle maintenance activities kept indoors and do not tend to "creep" out the front door of the maintenance shop? LARGE EQUIPMENT AND REEFERS SERVED OUTDOORS. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are containers for chemical substances and for temporary storage of wastes labeled? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is vehicle and equipment washing done in a designated area so that the wash water can be discharged to the sanitary or process wastewater sewer? YES, BUT NOT CONNECTED. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are regular housekeeping practices carried out? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a spill prevention and response team? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are appropriate spill containment and cleanup materials kept on-site and in convenient locations? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cleanup procedures for spills followed regularly and correctly? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are used absorbent materials removed and disposed of in a timely manner? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are personnel regularly trained in the use of spill control materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is exposed piping and process equipment regularly inspected and/or tested to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are drainage ditches or the areas around the outfall(s) free of erosion? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are unpaved outdoor areas protected from water or wind erosion? |

Any items checked "No" require consideration in the selection of BMPs.

N/A = Not Applicable.