**Stormwater Management Plan**

|  |  |
| --- | --- |
| **Facility Name** | X |
| **Street Address** | X |
| **Mailing Address** | X |

This facility uses a drywell (also called a underground injection control, or UIC) to manage stormwater runoff by infiltrating it into subsurface soils. This Stormwater Management Plan was prepared to meet the State of Oregon’s requirements for authorization of a drywell by rule. Specifically, this plan meets Oregon’s requirements for drywells located at facilities with small parking lots (i.e., less than 1,000 vehicle trips per day) where hazardous substances are not used, stored, or handled [OAR 340-044-0018(3)(e) and (g)].

The goal of the UIC Stormwater Management Plan is to ensure that stormwater infiltration occurs in a manner that is protective of human health and the environment.

**SYSTEM-WIDE ASSESSMENT**

Complete the Table in Appendix A

**SITE CONTROLS AND BEST MANAGEMENT PRACTICES (BMPs)**

Best management practices for source control and treatment on the site include, but are not limited to, the following items:

- **SPILL PREVENTION & RESPONSE (***modify as appropriate for facility-specific spill prevention and response practices – the following are examples only***)**

Spills of hazardous materials, toxic substances, or petroleum products that impact a UIC are difficult and expensive to clean up, and may cause irreparable damage to the groundwater resource. Therefore, this facility will adopt the spill prevention and response procedures in this plan and train employees in the procedures to minimize the risk of adverse environmental impacts from a spill.

*WHAT TO DO IN CASE OF A SPILL*

* In the event of a spill, proper authorities will be notified in a timely manner. If the spill is known or suspected to be an imminent threat to human health or the environment, call 911 immediately followed by the Oregon Emergency Response System (1-800-452-0311). Evacuate all areas that may be affected by the spill and prevent further access to the spill until emergency personnel arrive.
* Spill response kit and personal protective equipment (PPE) are kept on-site and in a location known and accessible to employees.
* Spill response kit and PPE supplies are checked per the manufacturer’s recommended inspection schedule and are always kept stocked and in good condition.
* Get the spill kit. Put on gloves or glasses or any other necessary Personal Protective Equipment (PPE).
* Deploy absorbent materials in the path of the spill, and seal the inlet to the UIC drain with a drain block cover.
* Use snakes, pillow, or pigs to completely contain the spill area. **NOTE: Only dry cleanup methods shall be employed to clean up spills (i.e., no use of water to wash spilled materials from pavement shall be conducted).**
* Notify the following personnel immediately:

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Local Emergency Response (in cases of imminent threat to human/environmental health | 911 |
| Owner Representative | Phone Number |
| City Response Team | Phone Number |
| Oregon Emergency Response System | 1-800-452-0311 |

When you call the Oregon Emergency Response System, be prepared to provide the following information:

* Where is the spill?
* What spilled?
* How much spilled?
* How concentrated is the spilled material?
* Is anyone cleaning up the spill?
* Who is reporting the spill?
* What is your contact information?

Once the spill has been reported and cleanup is under way and/or completed, you may receive a letter from DEQ requesting a completed spill/release report form detailing the spill, your efforts to stop the spread of the spill, cleanup and dispose of the waste.

- **MAINTENANCE PLAN (***modify as appropriate for facility-specific maintenance practices – the following are examples only***)**

* Drywells – Visually inspected monthly to ensure proper function (drywell should be virtually empty and free of sediment) and physical maintenance performed annually or as observed in visual inspections.
* Catch Basins – Visually inspected monthly to ensure proper function (free of sediment and debris that could impair function) and physical maintenance performed annually or as observed in visual inspections.
* Sedimentation Manholes – Visually inspected monthly to ensure proper function and inspection and depth check of accumulated sediment performed annually or as observed in visual inspections. Empty with vactor truck as necessary.
* Pipes – Inspected and cleaned as needed to maintain function.

The following maintenance will be conducted at the facility to reduce pollutant loading to the drywell and extend the life of the drywell.

1. Dry sweeping of the parking lot to reduce accumulation of sediments and debris, as needed.
2. Quarterly visual inspection of detention areas (for example, catch basins) to assess the need to sediment removal or other types of maintenance.
3. Annual inspection of the spill kit to ensure that all supplies are available and have not deteriorated or expired.
4. Cleaning of the catch basins, sedimentation manholes, and drywell, as needed.

Maintenance activities will be recorded using the table below. White cells indicate that maintenance will occur during a given month. Grey cells indicate that maintenance does not need to occur in a given month. An “X” will be entered in the table to indicate that the maintenance occurred.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **1. Dry Sweeping of the Parking Lot** | **2. Visual Inspection of Detention Areas (Quarterly)** | **3. Annual Inspection of Spill Kit** | **4. Cleaning of the Catch Basins, Sedimentation Manholes, and Drywell** |
| **January** | *As Needed* |  |  | *As Needed* |
| **February** |  |  |
| **March** |  |  |
| **April** |  |  |
| **May** |  |  |
| **June** |  |  |
| **July** |  |  |
| **August** |  |  |
| **September** |  |  |
| **October** |  |  |
| **November** |  |  |
| **December** |  |  |

**- EMPLOYEE EDUCATION (***modify as appropriate for facility-specific employee training/education practices – the following are examples only***)**

Employees will be trained upon hiring and annually thereafter. Training will consist of:

* Confirm that all employees are trained on the Stormwater Management Plan and spill response procedures.
* All maintenance employees will receive annual training on the Stormwater Management Plan and spill response procedures.

Employees to be performed indoors if possible and any site or industrial equipment to be washed in contained areas.

* Company policies and practices prohibit the storage, handling, or loading of any hazardous chemicals, liquids, or materials where a spill could result in contamination of the storm drain system.

**ASSESSMENT OF BEST MANAGEMENT PRACTICE EFFECTIVENESS**

This Stormwater Management Plan will be evaluated every five years or immediately after any documented spill incidents. If necessary, changes will be made to the plan to improve it.

For additional information, contact: UIC Program Hydrogeologist 503-229-6371

Appendix A

System-Wide Assessment



(Double-click on Table to enter information in Excel – do not enter data in cells that have been shaded gray – these cells are for DEQ use only or they will automatically calculate)