



## Appendix II

# DEQ Industrial Stormwater Permit Stormwater Pollution Control Plan (SWPCP) Check List

**Instructions:** Complete this form and submit with SWPCP. Fill in the appropriate page number(s) indicating the location of information in the SWPCP. New requirements are italicized. At a minimum, the SWPCP must include the components below and describe how the permit registrants intends to comply with the narrative technology-based effluent limit to eliminate or reduce the potential to contaminate stormwater and prevent any violation of instream water quality standards.

<b>Site Name:</b>		<b>File No.:</b>	
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Permit Schedule		Requirement	Page #	Comments (For official use only)
<b>New Discharger</b>	Permit Cover and Exclusion	A new discharger to an impaired water without a TMDL must meet one of the conditions in this section of the permit to obtain coverage		
<b>Tier II Status</b>	A.3	<i>Facility triggered Tier II under previous permit term</i> <input type="checkbox"/> <i>Yes</i> <i>Facility triggered Tier II under current permit term</i> <input type="checkbox"/> <i>Yes</i> Provide a description of treatment controls or source control or mass load reduction waiver, including low impact development, in response to corrective action requirements and operation and maintenance procedures.		
<b>Signature</b>	A.6.b	Signed and certified in accordance with 40 CFR 122.22		
<b>Title Page</b>	A.7.a	<i>Plan date</i>		
		Name of the site		
		Name of the site operator or owner		
		The name of the person(s) preparing the SWPCP		
		File No. and EPA permit No.		
		<i>Primary SIC code and any co-located SIC codes</i>		
		Contact person(s) name, telephone number and email		
<b>Site Description*</b>	A.7.b.ii	A description of industrial activities conducted at the site and significant materials stored, used, treated or disposed of in a manner which exposes those activities or materials to stormwater. Include in the description the methods of storage, usage, treatment or disposal		
	A.7.b.iii	<i>Location and description, with any available characterization data, of areas of known or discovered significant materials from previous operations</i>		
	A.7.b.iv	<i>Regular business hours of operation</i>		
<b>General Location Map</b>	A.7.b.i	General location of the site in relation to surrounding properties, transportation routes, surface waters and other relevant features		
<b>Site Map* (please identify clearly)</b>	A.7.b.i	2. Drainage patterns		
		3. Conveyance and discharge structures, such as piping or ditches		
		4. All discharge points assigned a unique three-digit identifying number starting with 001, 002 used for electronic reporting		
		5. Outline of the drainage area for each discharge point		

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Permit Schedule		Requirement	Page #	Comments (For official use only)
<b>Site Map*</b> (please identify clearly)	A.7.b.i	6. Paved areas and buildings within each drainage area		
		7. Areas used for outdoor manufacturing, treatment, storage, or disposal of significant materials		
		8. Existing structural control measures for minimizing pollutants in stormwater runoff		
		9. Structural features that reduce flow or minimize impervious areas		
		10. Material handling and access areas		
		11. Hazardous waste treatment, storage and disposal facilities		
		12. Location of wells including waste injection wells, seepage pits, drywells		
		13. Location of springs, wetlands and other surface waterbodies both on-site and adjacent to the site		
		14. Location of groundwater wells		
		15. Location and description of authorized non-stormwater discharges		
		16. Exact location of monitoring points, indicating if any discharge points are “substantially similar” and not being monitored		
		17. Location and description of spill prevention and cleanup materials		
		18. Locations of the following materials and activities if they are exposed to stormwater and applicable:		
		A. Fueling stations		
		B. Vehicle and equipment maintenance cleaning areas		
		C. Loading/unloading areas		
		D. Locations used for the treatment, storage, or disposal of wastes		
		E. Liquid storage tanks		
F. Processing and storage areas				
G. 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;				
H. Transfer areas for substances in bulk				
I. Machinery				
J. Locations and sources of run-on to your site from adjacent property				
<b>Potential Pollutants</b>	A.7.b.v	For each area of the site where a reasonable potential exists for contributing pollutants to stormwater runoff, a description of the potential pollutant sources that could be present in stormwater discharges <i>and if associated with a co-located SIC code</i>		
<b>Impervious Area</b>	A.7.b.viii	An estimate of the amount of impervious surface area (including paved areas and building roofs) and the total area drained by each stormwater discharge point to be reported in area units		
<b>Receiving Waters</b>	A.7.b.ix	The name(s) of the receiving water(s) for stormwater drainage. If drainage is to a municipal storm sewer system, the name(s) of the ultimate receiving waters and the name of the municipality		
<b>Monitoring Locations*</b>	A.7.b.x	The identification of each discharge point and the location(s) where stormwater monitoring will occur as required by Schedule B.2. The monitoring location must also be labeled in the SWPCP as “monitoring location”		
		Existing discharge points excluded from monitoring must include a description of the discharge point(s) and data or analysis		

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Permit Schedule		Requirement	Page #	Comments (For official use only)
		supporting that the discharge point(s) are substantially similar as described in Schedule B.2.c.ii of this permit SWPCP as “monitoring location”		
Site Controls*	A.7.b.vi	A description of the control measures installed and implemented to meet the technology and water quality based requirements below and any applicable sector specific requirements (Sch.E)		
		a. Minimize Exposure		
		b. Oil and Grease		
		c. Waste chemicals and material disposal		
		d. Erosion and sediment control		
		e. Debris control		
		f. Dust generation and vehicle tracking		
		g. Housekeeping		
		h. Spill prevention and response		
		i. Preventative maintenance		
		j. Employee education		
		k. Non-stormwater discharges		
Procedures and Schedules	A.7.c.i	<b>Spill Prevention and Response Procedures.</b> Procedures for preventing and responding to spills and cleanup and notification procedures. <i>Indicate who is responsible for on-site management of significant materials and include their contact information.</i> Spills prevention plans required by other regulations may be substituted for this provision if the spill prevention plan addresses stormwater management concerns and the plan is included with the SWPCP		
		<i>Indicate how spill response will be coordinated between the permit registrant and otherwise unpermitted tenants. The permit registrant is ultimately responsible for spills of the tenant and appropriate response</i>		
	A.7.c.ii	<b>Preventative Maintenance Procedures.</b> Procedures for conducting inspections, maintenance and repairs to prevent leaks, spills, and other releases from drums, tanks and containers exposed to stormwater and the scheduled regular pickup and disposal of waste materials. Include the schedule or frequency for maintaining all control measures and waste collection		
	A.7.c.iii	<b>Operations and Maintenance Plan.</b> <i>Include an operation and maintenance plan for active treatment systems, such as electro-coagulation, chemical flocculation, or ion-exchange. The O&amp;M plan must include, as appropriate to the type of treatment system, items such as system schematic, manufacturer’s maintenance/operation specifications, chemical use, treatment volumes and a monitoring or inspection plan and frequency. For passive treatment and low impact development control measures, include routine maintenance standards</i>		
	A.7.c.iv	<b>Employee Education Schedule.</b> Orientation no later than 30 calendar days of hire or change in duties, education annually. <i>Include a description of the training content and the required frequency</i>		

\* Some facilities must meet sector specific requirements (Schedule E) and include additional information in SWPCP, including the site map. If applicable, ensure that the SWPCP includes the sector specific information.

**For Official Use Only**

<b>New applicant:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>New discharger:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	New discharger to impaired waters condition met:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Existing facilities:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	SWPCP update per renewal:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		SWPCP update per Schedule A.8:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Facility triggered Tier II under previous permit term:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Facility triggered Tier II under current permit term:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sector E Requirements:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sch. E additional information in SWPCP and site plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date received:</b>		Plan Accepted:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Reviewed by:**

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