STORMWATER POLLUTION PREVENTION PLAN

MS4 FACILITY NAME
ADDRESS
CITY/TOWN, INDIANA

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1.0 MS4 FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Introduction

This Stormwater Pollution Prevention Plan (SWPPP) was developed to document the MS4's good housekeeping and pollution prevention practices at MS4-owned facilities that have operations or activities that may impact stormwater. The goal of this SWPPP is to make employees aware of how their jobs impact stormwater and surface water. This SWPPP is a resource on how to prevent or respond to those situations where stormwater will contact or has contacted potential pollutant sources during daily facility operations.

1.2 Facility Information

Name of Facility: _____

Address: _____

County: _____

MS4 Permit Number: _____

MS4 Permittee Name: _____

Receiving Water(s): _____

1.3 Contact Information/Responsible Parties

The following personnel are responsible for activities at the facility.

Primary Contact: _____

Phone: _____ 24-Hour Phone: _____

Secondary Contact: _____

Phone: _____ 24-Hour Phone: _____

MS4 SWPPP Contact: _____

Phone: _____ 24-Hour Phone: _____

1.4 SWPPP Team

The SWPPP Team is responsible for assisting the Mayor, County Commissioners, or other responsible city/town official in developing and revising the facility's SWPPP, implementing and maintaining control measures and best management practices (BMPs), and taking corrective actions where required. The SWPPP Team may consist of the Mayor, MS4 Coordinator, Department Superintendents, and key Department

personnel familiar with operations at the facility. Responsibilities may include, but are not limited to: overall management and implementation of the SWPPP, revising the SWPPP, approving BMPs changes, managing budget for stormwater, information gathering for reports, conducting inspections, documenting staff activities, and training. The following staff members comprise the facility's SWPPP Team and identifies their individual responsibilities.

Table 1: SWPPP Team

Name	Responsibility
All Employees	Each employee at this facility has an important role in preventing, detecting, and eliminating pollutants from entering this facility's stormwater drainage system. The following list contains the general employee responsibilities: • Know the location of this SWPPP. • Know where each storm drain, trench drain, etc. discharges to (Note: it will either be sanitary or storm). • Responding to, cleaning up, documenting, and reporting spills, leaks, and other discharges.

1.5 Activities at the Facility

Below is a general description of the activities that occur at the facility that have the potential to impact stormwater.

Table 2: Facility Activities

Check All That Apply	Activity Description
☐	Catch basin cleanings and street sweepings dewatering and solids management
☐	Chemical handling
☐	Composting
☐	Equipment cleaning
☐	Fleet parking/impound lot
☐	Fueling
☐	Household hazardous waste collection
☐	Maintenance of stormwater management infrastructure (e.g., detention basins, bioretention areas, oil-water separators)
☐	Pesticide, herbicide & fertilizer storage/usage
☐	Salt storage/loading/mixing
☐	Snow disposal

Table 2: Facility Activities

Check All That Apply	Activity Description
☐	Stockpiling (sand, dirt, ditch cleanings, mulch, unwashed aggregates)
☐	Storage areas for equipment, or scrap/spare materials
☐	Used oil and other hazardous waste management
☐	Vehicle maintenance (e.g. mechanical repairs, body work, oil changes, etc.)
☐	Vehicle washing
☐	Waste disposal/recycling
☐	Yard waste/leaf collection
☐	Other:
☐	Other:
☐	Other:
☐	Other:

1.6 Site Map

Site Maps for the Department are included in Appendix A. The maps can be developed through Geographical Information Systems (GIS) or Google Map. The Maps show the areas of potential stormwater impacts from activities identified in Section 2.1, storm sewers/conveyances, buildings, paved/grass areas and surface flow direction.

2.0 POTENTIAL POLLUTANT SOURCES

2.1 Activities Exposed to Stormwater

This section describes the areas at the Department where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges are released. Non-stormwater discharges may include discharges of process water, air conditioner condensate, non-contact cooling water, vehicle wash water, or sanitary wastes, and are typically the result of unauthorized connections of sanitary or process wastewater drains to storm sewers. The activities present are selected with the corresponding potential pollutants.

Table 3: Potential Pollutants Sources

Activity Description		Potential Pollutants
☐	Catch basin cleanings and street sweepings dewatering and solids management	Sediment, fuels, oils and other potential pollutants
☐	Chemical handling	Residuals from various chemical spills
☐	Composting	Debris and organic pollutants
☐	Equipment cleaning	Oils, fuels, soaps/detergents
☐	Fleet parking/impound lot	Oils, fuels
☐	Fueling	Fuels
☐	Household hazardous waste collection	Debris, fuels, oils and other liquids collected

Table 3: Potential Pollutants Sources

	Activity Description	Potential Pollutants
☐	Maintenance of stormwater management infrastructure (e.g., detention basins, bioretention areas, oil-water separators)	Sediment, fuels, oils and other potential pollutants
☐	Pesticide, herbicide & fertilizer storage/usage	Excess chemicals, expired chemicals
☐	Salt storage/loading/mixing	Salt-water mixture, sand
☐	Snow disposal	Litter, salt, sand
☐	Stockpiling (sand, dirt, ditch cleanings, mulch, unwashed aggregates)	Sediment and pollutant run-off
☐	Storage areas for equipment, or scrap/spare materials	Residual oils or fuels, debris
☐	Used oil and other hazardous waste management	Residuals from waste handling (oils, non-hazardous and hazardous)
☐	Vehicle maintenance (mechanical repairs, body work, oil changes, etc.)	Oils, fuels
☐	Vehicle washing	Oils, fuels, soaps/detergents
☐	Waste disposal/recycling	Debris, litter
☐	Yard waste/leaf collection	Debris and organic pollutants
☐	Other:	
☐	Other:	
☐	Other:	
☐	Other:	

2.2 Material Inventory

This section describes the significant chemicals and materials stored and used at the facility. Chemicals should be stored inside and not exposed to stormwater. Specific chemical information can be reviewed on the Safety Data Sheets (SDSs).

Table 4: Material Inventory

	Chemical/Material	Location(s)	Average Amount/ Quantity
☐	Antifreeze		
☐	Diesel fuel drum(s)		
☐	Diesel fuel small container(s)		
☐	Diesel fuel tank(s)		
☐	Fertilizers		
☐	Gasoline drum(s)		
☐	Gasoline small container(s)		
☐	Gasoline tank(s)		
☐	Hazardous waste		
☐	Herbicides		
☐	Maintenance oil drum(s)		

Table 4: Material Inventory

Chemical/Material		Location(s)	Average Amount/ Quantity
☐	Maintenance oil small container(s)		
☐	Maintenance oil tank(s)		
☐	Paint cans and aerosols		
☐	Parts washer solvent		
☐	Pesticides		
☐	Salt		
☐	Sand		
☐	Universal waste – bulbs, batteries, etc.		
☐	Used antifreeze		
☐	Used oil drum(s)		
☐	Used oil small container(s)		
☐	Used oil tank(s)		
☐	Other:		
☐	Other:		
☐	Other:		
☐	Other:		
☐	Other:		

2.3 Best Management Practices

This section describes the best management practices selected by the Department to reduce sources of stormwater pollution (Note that the * indicates an advanced BMP).

Table 5: Best Management Practices

Activity Description		Best Management Practice to be Implemented	
☐	Catch basin cleanings and street sweepings dewatering and solids management	☐	Designate a washout area for debris that discharges to the sanitary sewer.
		☐	Debris –materials must be: (1) Stored for less than six months at the municipality before disposal at a permitted landfill unless the MS4 can prove long-term storage is not intended. (2) Stored in 1) a covered container; or 2) on an impervious surface, covered and the runoff/run-on contained. (3) Stored in an area where the material will not wash into a waterway or wetland.
		☐	
		☐	
		☐*	

Table 5: Best Management Practices

Activity Description	Best Management Practice to be Implemented	
☐ Chemical handling, used oil and other waste management	☐	Identify chemical storage areas, secondary containment, and/or spill equipment provided.
	☐	Implement storage measures to prevent a spill of leak from exiting the building or entering a storm conveyance (secondary containment, spill equipment, etc.)
	☐	Inspect chemical storage areas, containment systems, and spill equipment for issues or concerns.
	☐	Provide enough spill materials to cleanup a spill.
	☐	Secondary containment is to be provided for containers/tanks storing oils or petroleum products in accordance with the Fire Prevention Code and the Water Quality Standards (327 IAC 2-10).
	☐*	Verify that containers are appropriately labeled with the contents.
	☐*	Verify monthly that spill control and cleanup materials are located near material storage, unloading, and use areas.
	☐*	Replace or upgrade single-walled tanks with double-walled tanks that are equipped with leak detection gauges and liquid level devices.
	☐*	Provide secondary containment for chemical containers 55 gallons and greater.
	☐*	Provide a form of secondary containment for chemical containers five gallons and greater.
	☐*	Seal or disconnect all floor drains within garages and maintenance areas.
	☐*	Connect floor drains to a collection system or oil/water separator and the sanitary sewer and not the storm sewer.
	☐*	Ensure sufficient aisle space to provide access for inspections and to improve the ease of material transport.
	☐*	Store materials away from high-traffic areas to reduce the likelihood of accidents that might cause spills or damage to drums, bags, or containers.
	☐*	Only store on-site the amount of material or product needed to complete a job. Schedule more frequent deliveries of materials and products to reduce the amount stored on-site at an MS4 owned facility.
	☐*	Annually assess the amount of petroleum products stored on-site for possible regulation under the SPCC Rule (40 CFR 112). If the site's combined fuel/oil capacity exceeds 1,320 gallons in containers 55-gallons and above, a SPCC Plan is required.
☐ Composting	☐	Prevent runoff from composting areas from contacting stormwater.
	☐	Develop containment areas for composting locations so runoff is properly contained and treated.
	☐	Follow the Indiana Code 13-20-10-8 for requirements for composting facilities
☐ Erosion and sediment control	☐	For those construction activities operated by the MS4 operator or MS4 municipalities within the MS4 area, construction plans must be submitted to the local SWCD, IDEM, or other entity designated by the Department for review and approval. If the MS4 operator does not receive either a notice of deficiency or an approval within thirty-five (35) days of the submittal, the plan will be considered adequate.
	☐	MS4-operated project construction plans must include a traffic phasing plan for those projects that have the potential to alter vehicular traffic routes.

Table 5: Best Management Practices

Activity Description	Best Management Practice to be Implemented	
Erosion and sediment control (continued)	☐	MS4-operated project stormwater pollution prevention plan must address the following areas outside of rights-of-way: (1) Utility relocation areas. (2) Material hauling and transportation routes/roads. (3) Borrow pits. (4) Temporary staging and material stockpile areas. (5) Temporary disposal areas for waste materials.
	☐*	Create a SWPPP or equivalent for all MS4 owned and operated projects
	☐*	Include a discussion about erosion and sediment control measures at each project pre-construction meeting
☐ Fueling	☐	Create and maintain written documents or procedures for fueling activities.
	☐	Include area(s) on Site Map.
	☐	Provide enough spill materials to cleanup a spill.
	☐	Inspect area(s) routinely to ensure BMPs are implemented.
	☐	Outdoor aboveground storage tanks are required to have secondary containment.
	☐*	Implement fueling practices: fuel in designated and covered areas; avoid topping off tanks/containers; provide fuel pump barriers; and use hoses with over-flow protection.
	☐*	Prevent run-on of stormwater into fueling areas using diversion dikes, berms, curbing, surface grading, or other measures.
	☐*	Use catch basin inserts to prevent discharge into storm drains/
	☐*	Use drip pans, drain boards, and drying racks to direct drips back to a fluid holding tank for reuse or proper disposal.
☐ Salt storage/ loading/mixing	☐	Cover or reduce the potential for stormwater contacting deicing salt or sand storage piles (i.e. enclosed building, storage shed or tarp).
	☐	Provide containment of any accidental losses of concentrated solutions, salts and other polluting materials (i.e. sweep back or collect salt that has escaped the covered area).
	☐*	Provide an area with secondary containment and impervious surface for storage of chemical deicing containers.
	☐*	Segregate stormwater runoff from salt piles to use as a base for salt brine. Use brine to accelerate the melting of ice.
	☐*	Implement alternate deicing chemicals, such as, beet juice, brine or other materials.
	☐*	Annually calibrate the salt spreaders.
	☐*	Inform salt applicators of sensitive areas, such as public water supplies, lakes, and ponds. Consider de-icing alternatives in sensitive areas.
	☐*	Do not store salt in sensitive areas (i.e. zone of influence of water supply wells, significant recharge areas, lakes and wetlands) or within the 100-year floodplain to reduce water contamination.
☐ Snow disposal	☐	Designated snow disposal areas have been established that have minimal potential for pollutant run-off impacts on MS4 area receiving waters.
	☐*	Direct snow piles to detention basins or grass areas for infiltration so that the soil and other debris attached to the snow can settle out before the water is discharged to surface waters.
	☐*	After the snow melts, collect litter to prevent it from entering the stormwater system

Table 5: Best Management Practices

Activity Description		Best Management Practice to be Implemented
Snow Disposal (continued)	☐*	When storing snow in landscaped areas, plant with native and adapted species tolerant of snow storage and salt (perennials that die back annually and shrubs/trees that can bend with weight, but not break).
	☐*	Employ concave landscaped areas rather than mounded landscapes for snow storage.
	☐*	Locate snow storage areas to maximize solar exposure and away from primary roadways to the greatest extent feasible.
☐ Storage areas for equipment, or scrap/spare materials	☐	Use dumpsters in good condition that do not have structural damage that would release pollutants to storm water. The lid(s) must be in good shape and keep water out of the dumpster, otherwise the dumpster is to be replaced.
	☐	
	☐	
	☐	
	☐*	
☐ Stockpiling (sand, dirt, ditch cleanings, mulch, unwashed aggregates)	☐	Temporary material stockpiles need to have perimeter protection measures installed to prevent runoff from contacting stormwater.
	☐	Permanent material stockpiles need to be placed in a contained area that prevents runoff from contacting stormwater.
	☐	If indicated from inspections, implement erosion and sediment control measures for soil stockpiles.
	☐*	Place permanent material stockpiles under cover.
☐ Maintenance of stormwater management infrastructure	☐	Implement a maintenance schedule. Including steps to follow when cleaning up unanticipated spills and/or in between the scheduled maintenance schedule.
	☐	
	☐	
	☐	
	☐*	
☐ Pesticide, herbicide & fertilizer storage/usage	☐	Restricted chemicals are not to be applied without a license.
	☐	Identify restricted pesticides, herbicides, fertilizer, etc. used at municipal facilities; the licensed applicators or contractors; and locations of application.
	☐	Implement appropriate secondary containment for restricted pesticides as identified in 355 IAC 5-2 if the stored amount exceeds 55-gallons. Otherwise, follow recommended storage practices as described on the container label (i.e. containment, heating/cooling conditions).
	☐	Implement stormwater general training for chemical application contractors, employees, golf course ground crews, etc. Content should include: stormwater basics, litter collection, proper storage of chemicals, spill notification, and waste disposal.
	☐*	Store pesticides in drums or smaller containers and store indoors to prevent contact with stormwater.
	☐*	Store restricted chemicals in a secured/locked area.
	☐*	Restrict application of herbicides in drainage ditches to promote natural vegetation that filters stormwater.

Table 5: Best Management Practices

Activity Description	Best Management Practice to be Implemented	
☐ Vehicle and equipment washing	☐	Include area(s) on Site Map.
	☐	Inspect area(s) routinely to ensure BMPs are implemented.
	☐	Establish a designated wash/rinse area on-site or at an offsite location.
	☐	Establish if vehicles/equipment will be washed or rinsed in each established area.
	☐*	Perform all cleaning operations indoors or under cover when possible.
	☐*	Install covered wash racks that discharge wash water to the sanitary sewer, or contract the services of commercial car washes
	☐*	Route washing area drains to oil/water separators or the sanitary sewer.
	☐*	Avoid detergents whenever possible. If detergents are necessary, a phosphate-free, non-toxic, biodegradable soap is recommended. Detergents should be avoided if an oil/water separator is used for pretreatment prior to discharge to the sanitary sewer.
☐ Vehicle maintenance (mechanical repairs, body work, oil changes, etc.)	☐	Create and maintain written documents or procedures for vehicle maintenance activities.
	☐	Include area(s) on Site Map.
	☐	Provide enough spill materials to cleanup a spill.
	☐	Inspect area(s) routinely to ensure BMPs are implemented.
	☐	Post a sign to remind employees of the acceptable liquids to be poured down sinks, floor drains, storm inlets or other storm drains or sewer connections.
	☐	Dispose of greasy rags, oil filters, air filters, batteries, spent coolant, and degreasers per state and federal requirements.
	☐*	Use drip pans under leaking vehicles and equipment.
☐ Waste disposal & recycling	☐	Identify wastes generated and complete a waste determination. Wastes could include: street sweeping debris, catch basin debris, vehicle wash waters, used oil, used absorbent, used antifreeze, used oil filters, waste fuels, parts washer liquids, flammable liquids, waste aerosol cans, empty drum/containers, used tires, scrap metal, trash, general recyclables, electronic waste (computers, phones, televisions, etc.), universal waste (bulbs, batteries, mercury containing devises and pesticides), poly-chlorinate biphenyls (PCB) transformers and waste, and other hazardous wastes.
	☐	Determine proper waste disposal methods or recycling options. Used oils and electronic/universal waste should be recycled. Collected vegetation (leaves, limbs, etc.) cannot be placed in a landfill. Dispose of wastes according to state and federal regulations.
	☐	Determine appropriate waste storage practices, especially, if waste is stored outdoors (i.e. dumpsters, stockpiles, tanks). Dumpster lids are to be closed at the end of each work day or before a rain event.
	☐	Label all waste containers.
	☐	Prevent runoff from composting areas from contacting stormwater. Develop containment areas for composting locations so runoff is properly contained and treated.
	☐*	If applicable, compile a list of all chemicals present at a facility and obtain a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) for each one (OSHA requirement).

Table 5: Best Management Practices

Activity Description	Best Management Practice to be Implemented	
Waste disposal & recycling (continued)	☐*	Label containers with the name of the waste (e.g. used oil).
	☐*	Make special note on the material inventory (Section 2.2) of hazardous chemicals that require special handling, storage, or disposal.
	☐*	Replace toxic chemicals with less toxic or environmentally friendly chemicals.
☐ Waste, garbage and floatable debris	☐	Collect litter and debris from the facility daily.
	☐	
	☐	
	☐	
	☐*	
☐ Yard waste/leaf collection	☐	
	☐	
	☐	
	☐	
	☐*	
☐ General good housekeeping & pollution prevention	☐	Decrease pollutants to the storm sewer system by sweeping municipally-owned paved areas.
	☐	Decrease erosion and sedimentation potential through the stabilization of ditches and shoulders that have been damaged or eroded
	☐	Routinely inspect facility storm water inlets for debris and clean as needed. If needed, provide inlet protection.
	☐	
	☐*	
	☐*	
	☐*	
☐ Other:	☐	
☐ Other:	☐	
☐ Other:	☐	

Note: * Advanced BMP.

2.4 Spills and Leaks

Employees are trained in proper materials handling, spill prevention, and cleanup techniques of materials used on the site. Spill recovery must be an immediate response after a spill and thorough to prevent material from contaminating stormwater runoff. For quick recovery, spill equipment is stored at the Department. Equipment includes sorbent materials and appropriate containers that can be sealed and are properly labeled for flammable/hazardous waste disposal. Safety Data Sheets (SDSs) are available at the Department for reference. The table below identifies locations where spill equipment is stored.

Table 6: Spill Equipment Locations

General Location	Description/Type

Department employees should implement the below best management practices during street and road repairs to prevent spills:

- Recycle or reuse broken or milled pavement
- Contain and cleanup spills that happened during street repair work
- Properly dispose of all wastes. Handle concrete washout as a waste.
- Schedule painting, striping, marking and asphalt and concrete cutting or repair activities for dry weather. Do not conduct these activities during or immediately after a rainfall.
- Protect nearby (within 25 feet) storm drain inlets from maintenance work (e.g. preparing the surface for an asphalt cap, chip sealing, concrete breaking or saw cutting). Place covers, sand bags, filter fabric or plastic around or over inlets to protect them from entry of wastes, dusts, overspray or slurry.
- Sweep up wastes after all field operations and dispose of the wastes appropriately. Do not sweep or hose down wastes into storm drains.
- When saw cutting concrete, use the minimum amount of water and set up appropriate barriers to collect the concrete slurry. Let the waste slurry dry and then sweep it up before leaving the location. Alternately, a small wet vacuum may be used to pick up the waste slurry immediately after cutting is complete.
- Store maintenance supplies including cement bags, sealants and tars under cover (such as a tarp) and away from drainage areas. Secure or cover open cement bags to prevent the wind from spreading cement dust and to prevent the bags from being ruined due to exposure to rain.
- When working on bridges, transport paint and materials to and from the job site in containers with secure lids and tied down to the transport vehicle. Do not transfer or load paint over water.
- Capture waste, scraps, rust or paint from any sandblasting or painting projects. It may be necessary to suspend nets or tarps below the bridge to catch falling debris. If sanding, use a vacuum bag attachment.
- Do not spray herbicides on roadways or along curbs. Use a heat lance or manual methods to control weeds.

2.5 Immediate Response Measures for Employees

Upon discovery of a spill, facility employees are trained to contact appropriate personnel and to attempt to contain and recover the material. Any spill, discharge or release with

the potential to contaminate stormwater must be immediately reported to the Superintendent. Additional emergency contact numbers are provided in Table 7 and Appendix B.

Superintendent: _____

Phone Number: _____

2.6 Minor Spill Response Procedures

Department personnel are trained and equipped to cleanup an incidental or minor spill. An incidental spill is a release of a chemical which does not pose a significant safety or health hazard to employees, nor does it have the potential to become an emergency within a short time frame. Since the personnel work in the areas where a spill could potentially occur, it is likely, that most spills will be noticed immediately.

For minor spills, various absorbent materials (including granular absorbent, spill booms, absorbent pads, etc.) are available; never use water to cleanup a spill. Proper personal protective equipment (PPE) must be used at all times when cleaning up any type of spill. Personnel should place the granular absorbent around the spill to prevent the spread of the chemical/substance and absorb the spill. Metal shovels cannot be used when cleaning up a gasoline or diesel fuel spill. The use of a metal shovel could cause a spark and ignite the flammable chemical and vapors. If at any time the spill becomes a hazard to the employees, the Superintendent will cease cleanup operations and contact outside assistance.

2.7 Medium Spill Response Procedures

The Superintendent will determine on a case-by-case basis if personnel are trained and equipped to cleanup medium spills or if outside assistance is necessary. Proper personal protective equipment (PPE) must be used at all times when cleaning up any type of spill. Detailed procedures for cleanup of a medium spill (5 to 55-gallons of material) located within a contained area or building are:

- Prevent the chemical/substance from entering the stormwater system or any floor drains.
- Apply absorbent to soak up the spilled chemical/substance. Spread the absorbent over and around the edges of the spill area; never use water to cleanup a spill.
- Sweep, shovel up or otherwise collect the absorbent material, depositing the material in a bucket or drum.
- Apply a second layer of absorbent and use a stiff broom to cleanup spill residue traces. Sweep up the material.

2.8 Spills Outside of a Containment Area or Building

Should an oil, fuel or hazardous material release not be contained, a temporary barrier will be constructed using soil or other spill control material available. Sorbent material is maintained on site to be used for constructing a temporary barrier if needed. The temporary barrier would be designed to prevent the material from entering the stormwater

system and to hold the material until outside assistance arrives. Proper personal protective equipment (PPE) must be used at all times when cleaning up any type of spill.

2.9 Spill Reporting

Spills will be reported according to the Indiana Spill Rule as part of the Indiana Administrative Code (IAC) Water Quality Standards (327 IAC 2-6.1) by the Superintendent. The Superintendent will contact the appropriate MS4 and Town/City/County personnel prior to contacting Indiana Department of Environmental Management (IDEM). The rule states that the following spills from a facility must be reported to the IDEM Emergency Response Section (24-hour phone number 1-888-233-7745):

- Spills that damage the waters of the state
- Spills from a facility in a designated Wellhead Protection Area that leave a hard surface area
- Spills that damage waters of the state and that are located within 100 yards of a private drinking water well; a high quality, exceptional use, Salmonid fishery water source; or any water that is a fish and wildlife area or recreational waters
- Spills to surface waters that are:
    - A hazardous substance (HS) or extremely hazardous substance (EHS) greater than 100 pounds or the reportable quantity
    - A petroleum product of such a quantity to cause a sheen upon the waters
    - An objectionable substance
- Spills to soil beyond that facility boundary that are:
    - A HS or EHS greater than 100 pounds or the reportable quantity
    - A petroleum product greater than 55-gallons
    - An objectionable substance
- Spills to soil within the facility boundary that are:
    - A HS or EHS that exceeds the reportable quantity
    - A petroleum product greater than 1,000 gallons
    - An objectionable substance

The Superintendent will record all spill information on the List of Significant Spills and Leaks form located in Appendix C. In the event the Superintendent is required to report a spill, emergency contact information is below.

Table 7: Spill Reporting Requirements

Incident Type	Notification Requirements	Timeframe For Notification	Telephone Number
Spill or leak inside building with no potential for contact with stormwater.	Supervisor - Name	Immediate	Number

Incident Type	Notification Requirements	Timeframe For Notification	Telephone Number
Any spill, discharge or release with the potential to contaminate stormwater.	Supervisor – Name	Immediate	Number
	Fire Department	Immediate	911
Spills that have already entered the storm drain system, combined sewer system and/or surface waters.	Supervisor – Name	Immediate	Number
	Fire Department	Immediate	911
	County Emergency Management	Within 2-hours of discovery	Number
	IDEM Emergency Response	Within 2-hours of discovery	1-888-233-7745
	National Response Center	As soon as practical	1-800-424-8802
	Potentially Impacted Utility Departments	As soon as practical	Number

2.10 Collection and Communication of Spill Information

Once the spill is contained, a spill report must be kept on file. The Superintendent is responsible for collecting the spill information and reporting discharges to agencies as appropriate. Spill information will be documented in the List of Significant Spills and Leaks form included in Appendix B. Provide the following information when reporting a spill:

- Exact address, location and phone number of the facility,
- Date and time of the discharge,
- Estimates of the quantity discharged,
- Source of the discharge,
- Affected media (water, land, air),
- Cause of the discharge,
- Any damages or injuries caused by the discharge,
- Actions used to stop, remove and mitigate the effects of the discharge,
- Whether an evacuation is needed, and
- The names of other organizations contacted.

2.11 Disposal

If possible, vacuum or pump any spilled materials to a drum or container. Oil may be sent for recycling and other materials may be still used. Once the spill is cleaned up, properly dispose of used materials and replace spill equipment as needed. Contact a disposal company for absorbent materials with gasoline, diesel fuels or antifreeze.

3.0 STORMWATER CONTROL

This section describes the practices implemented to prevent polluted stormwater run-off from the site.

Table 8: Stormwater Controls

Check All That Apply	Control Description
☐	Locate, identify, and map BMP structure systems, owned and operated by the MS4, including pipes, dry wells, under drains, linings, fill/rip-rap, and outfalls.
☐	Create and maintain written documents that describe the frequency of inspection, data collection requirements for maintenance of BMP structures and conveyance systems at the facility.
☐	Maintain spill equipment near chemical storage areas.
☐	Litter collection and general housekeeping
☐	Stormwater runoff is controlled using:
☐	1. Aqua Swirl
☐	2. Bioretention Area
☐	3. Cisterns
☐	4. Curbs, berms and other such stormwater control structures
☐	5. Green Roofs
☐	6. Infiltration Trenches
☐	7. Oil-Water Separator
☐	8. Permeable Pavements
☐	9. Rain Gardens
☐	10. Retention/detention pond
☐	11. Swales or Vegetative buffer strips
☐	12. Other:
☐	Other:
☐	Other:
☐	Other:
☐	Inspect, document and repair outfalls at the facility from erosion and scouring.
☐	The following have been implemented:
☐	1. Energy Dissipation devices
☐	2.
☐	3.
☐	4.

4.0 IMPLEMENTATION

4.1 Employee Training

Employee training is essential to ensure all employees with stormwater responsibilities are familiar with the requirements of the SWPPP and how to implement the varied BMPs and Standard Operating Procedures (SOPs) described in this SWPPP. Trainings may focus on this facility's activities, spill response and cleanup, material storage and handling, facility BMPs and SOPs, and other topics as needed.

Training will be offered at a minimum once annually to all employees with stormwater responsibilities with additional training sessions added as needed. New employees will receive introductory training within six months of being hired.

During each employee training session, a Training Attendance Form is to be completed and added to Appendix D where a sample form is located. Records of training materials need to be maintained also. Training is provided on the following activities at least annually for facility personnel:

Table 9: Training Topics

Check All That Apply	Activity Description
☐	Catch basin cleanings and street sweepings dewatering and solids management
☐	Chemical handling
☐	Fueling
☐	Litter collection and general good housekeeping
☐	Maintenance of stormwater management infrastructure and BMPs (e.g. detention basins, bioretention areas, oil-water separators)
☐	Pesticide, herbicide & fertilizer storage/usage
☐	Salt storage/loading/mixing and snow disposal
☐	Stockpiling (sand, dirt, ditch cleanings, mulch, unwashed aggregates)
☐	Storage areas for equipment, or scrap/spare materials
☐	Used oil and other hazardous waste management; other waste disposal/recycling
☐	Vehicle and equipment maintenance and washing
☐	Yard waste/leaf collection and composting
☐	Other:
☐	Other:
☐	Other:

4.2 Licenses

Identify personnel appropriately licensed with the Office of the Indiana State Chemist (OISC) to apply restricted chemicals. Only licensed personnel may apply restricted chemicals. Departments that apply chemicals may include: Highway or Street, Parks, Water & Sanitary, Health, Sherriff or Police, and Surveyor. Pesticides shall be used, applied, handled, stored, mixed, loaded, transported, and disposed of via OISC guidance requirements.

☐ Restricted chemicals are not applied at this facility nor applied by Department employees.

☐ Restricted chemicals are applied at this facility or within the MS4 boundaries by a contractor.

Contractor: _____

☐ Restricted chemicals are applied at this facility and/or within the MS4 boundaries by licensed Department employees.

Licensed personnel: _____

_____

5.0 EVALUATION

5.1 Inspections

Routine inspections are completed to ensure best management practices are consistently implemented at the facility. The Superintendent or designated personnel complete the inspections and maintain the documentation for a period of at least five years. Facility inspections will be completed:

- ☐ Monthly
- ☐ Quarterly
- ☐ Annually
- ☐ Other: _____

The Facility Inspection Form is included in Appendix E. Completed inspections may be kept with the plan or under other document control methods.

5.2 Plan Revisions

Plan revisions should be made whenever new construction is performed, and when any activities or maintenance procedures are changed. Modifications to BMPs may be required to address changes in the facility. The facility Manager/Superintendent and/or MS4 Coordinator should amend the plan annually or whenever there are changes in design, construction, operation and maintenance procedures, or anything else that has bearing on the SWPPP.

5.3 Record Keeping

Each facility maintains a copy of its SWPPP on-site along with updated and accurate records, including inspections. Records of spills are also required to be kept and should include the information listed in Appendix B and Section 2.10 of this plan.

Appendix A

Site Maps

Appendix B

Emergency Contacts

EMERGENCY CONTACTS

Contact	Telephone Number
Primary Contact - Department Superintendent Name	Office: Cell:
Alternate Contact - Title Name	Office: Cell:
MS4 Coordinator Name	Office: Cell:
City/Town/County Responsible Official - Title Name	Office: Cell:
Emergency/Fire/Ambulance/Police/HazMat Response	911
County Emergency Management Agency	317-477-1188
Indiana Department of Environmental Management – Emergency Response (if the spill has reached a waterway)	1-888-233-7745
U.S. EPA Region V Spill Reporting (if more than 1,000 gallons has reached a waterway or if 42 gallons in each of 2 discharges has reached a waterway in any 12-month period)	312-353-2318
National Response Center (may be contacted for any spill)	1-800-424-8802
Indiana State Police (for a transportation incident)	1-800-382-9097

Resources	Telephone Number
Chemical Referral-Chemical Manufacturers Association	1-800-262-8200
Substance Identification-American Chemical Society	1-800-848-6538
Hotline, U.S. Dept. of Transportation	202-366-4488
Railroad Contact	

Clean-Up Contractors	Telephone Number
ERS, Inc. – Indianapolis and Ft. Wayne (Available 24-hours a day)	317-247-6119
Duke Earth Services – Mooresville (Available 24-hours a day)	317-831-1971
Industrial Services Group – Zionsville (Available 24-hours a day)	317-334-0921
Summit Environmental Services – Indianapolis (Available 24-hours a day)	1-877-421-1744
Heritage Environmental Services – Indianapolis and Roachdale (Available 24-hours a day)	1-877-436-8778

Appendix C

List of Significant Spills and Leaks

LIST OF SIGNIFICANT SPILLS AND LEAKS

Directions: Record below all significant spills and leaks of toxic or hazardous pollutants that have occurred at the Department in the past three years. Significant spills include, but are not limited to, releases of oil or hazardous substances in excess of reportable quantities (RQ). Note: This spill summary must be updated within 90 days of a significant spill.

Date	Location	Description				Response Procedure		Preventive Measures Taken
		Type of material	Quantity (Gal)	Source (if known)	Reason	Amount of material recovered	Material no longer exposed to stormwater (True/False)	

Appendix D

Training Attendance Form and Training Documentation

TRAINING ATTENDANCE SHEET

Name of Training: _____

Department: _____

Conducted By: _____

Date: _____

Name	Title

Appendix E

Facility Inspection Forms