THE NPDES STORM WATER PROGRAM
GUIDANCE TEMPLATE
FOR DEVELOPING
A STORM WATER PLAN (SWP)

Name of Facility: _____

Address of Facility: _____

Persons covered by this Subsection shall develop and administer a Storm Water Plan (SWP). The goal of developing and administering the SWP is to create a program for continually assessing the potential for Significant Materials to be exposed to precipitation and storm water run-on, implementing and maintaining practices which eliminate or minimize the transport of Significant Materials from the facility by storm water runoff, as well as reviewing the success of the implemented practices and amending the SWP when appropriate.

1. IDENTIFICATION OF PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF THE SWP

NAME : _____
ADDRESS: _____
TELEPHONE NUMBER: _____

2. FACILITY ASSESSMENT

a. MAP OF FACILITY

_____Create a map of the facility. All markings, delineations and designations on the map must be clear. Include a narrative description of the markings, delineations and designations. The map shall identify:

CHECKLIST

_____ **Identify property lines;**

_____ **Identify "North" direction;**

_____ **Identify adjacent streets or roads, entrances and exits;**

_____ **Identify existing and planned buildings ;**

_____ **Identify the areas where Significant Materials are stored, handled or used in processes and the types of Significant Materials associated with each areas. Correspond with the locations listed under "Significant Material Management" on page 5;**

_____ **Identify drainage areas and associated ground cover (use different letters or different colors to separate areas);**

_____ **Identify all storm water conveyance systems (draw pipes for underground or culvert/swale conveyances and arrows for sheetflow, include outlets) ;**

_____ **any structural storm water controls (i.e. detention basins, secondary containment, storm water diversions, (include buildings, sheds, structural Best Management Practices, curbs, awnings, overhangs,etc.) ; and**

_____ **all surface waters that receive storm water discharges from the facility.**

2. FACILITY ASSESSMENT (continued)

b. INVENTORY OF SIGNIFICANT MATERIALS:
(Please assign a letter to each Significant Material. Include materials that were used in the past. The letters should correspond to the Facility Map)

MATERIAL ___: _____

QUANTITY: _____

MATERIAL ___: _____

QUANTITY: _____

MATERIAL ___: _____

QUANTITY: _____

MATERIAL ___: _____

QUANTITY: _____

MATERIAL ___: _____

QUANTITY: _____

[NOTE: This page may be copied to provide additional space for information. Letter the additional pages]

2. FACILITY ASSESSMENT (continued)

c. INVENTORY OF SPILLS AND LEAKS

_____**MATERIAL SPILLED:**_____

_____APPROXIMATE AMOUNT(S):_____

_____LOCATION:_____

_____DATE**:** _____

_____**MATERIAL SPILLED:**_____

_____APPROXIMATE AMOUNT(S): _____

_____LOCATION:_____

DATE: _____

_____**MATERIAL SPILLED:**_____

_____APPROXIMATE AMOUNT(S): _____

_____LOCATION: _____

_____DATE: _____

[NOTE: This page may be copied to provide additional space for information. Letter the additional pages]

3. SIGNIFICANT MATERIAL MANAGEMENT

The Storm Water Plan shall contain, but not be limited to, language that identifies and describes the practices which will be implemented and the schedule for the practices to be implemented by the permittee in order to conform with the requirements of the Special conditions which apply to your facility. Qualified facility personnel shall be identified to inspect designated equipment and areas of the facility at appropriate intervals specified in the SWP. A set of tracking or follow-up procedures shall be used to ensure that appropriate actions are taken in response to the inspections. A log of inspections and any actions taken shall be maintained at the site.

Choose One of the Following Options:

Option #1 -	Option #2 -	Option #3 -
Enclosure:	***Implement Protocols and Emplace a Buffering System :***	***Alternative BMPs :***
(List which 1of the following items will be addressed for each year. All must be completed within 5 years.)	**(List which 2 will be completed each year. All must be completed within 3 years.)**	**(The alternative BMP must be completed within 3 years. The alternative BMPs must address storm water associated with the following industrial activities)**
(a) Manufacturing & Processing **(b) Storage** **(c) Handling, Loading & Unloading** **(d) Maintenance** **(e) Response Planning for Spills & Leaks**	**(a) Minimize Manufacturing & Processing** **(b) Minimize Storage** **(c) Minimize Handling, Loading & Unloading** **(d) Minimize Maintenance** **(e) Response Planning for Spills & Leaks; and** **(f) Emplace a Buffering System**	**(a) Manufacturing & Processing** **(b) Storage** **(c) Handling, Loading & Unloading** **(d) Maintenance** **(e) Response Planning for Spills & Leaks** **(f) Pollutants entrained in Storm Water Discharges**

Option Chosen: _____

From the Regulations, choose either:

a. Enclosure (Option #1)
b. Protocols & Buffering (Option#2)
c. An Innovative Approach (Option#3)

Note: This format is required for Parts 3 through 14 but may be used by any facility.

SEQUENCE FOR IMPLEMENTING THE OPTION CHOSEN

Year #1 :
Year #2 :
Year #3 :
Year #4 :
Year #5 :

Year #1: _____
(List the requirement that will be completed within the 1st year under the Option chosen)

Location	Types of Significant Materials Involved	BMP(s)

Year#2: _____

(List the requirement that will be completed within the 2nd year under the Option chosen)

Location	Types of Significant Materials Involved	BMP(s)

Year #3: _____

(List the requirement that will be completed within the 3rd year under the Option chosen)

Location	Types of Significant Materials Involved	BMP(s)

Year #4: _____

(List the requirement that will be completed within the 4th year under the Option chosen)

Location	Types of Significant Materials Involved	BMP(s)

Year #5: _____

(List the requirement that will be completed within the 5 th year under the Option chosen)

Location	Types of Significant Materials Involved	BMP(s)

NON-STORM WATER DISCHARGES

[NON-STORM WATER: means, but is not limited to wastewater; wash water; raw materials from indoor processing areas; fuels; "fresh", spent, or used automotive equipment and machinery fluids.]

If waste water is being discharged to a storm water conveyance (e.g. pipe, ditch, culvert, sheet flow to a conveyance or sheet flow to Waters of the State) perform one of the following:

(1) develop a schedule to eliminate the discharge permanently (e.g. seal the floor drain, plug the pipe, discontinue the activity causing the discharge); and/or

(2) submit an appropriate type of application (example - process wastewater or non-process water) to DNREC.

The schedule for completing this requirement must be submitted to DNREC within 15 days of the knowledge that such non-storm water discharges exist at the facility. An appropriate permit application can be obtained from DNREC.

Please Describe any NON-STORM WATER DISCHARGES Which Occur at the Facility:

_____

Location(s) of Discharge:

_____

_____

_____

_____

_____

Check one of the following:

☐ **The Non-Storm Water Discharge is scheduled for elimination. Scheduled date of elimination:_____**
Proposed method of elimination:

_____

_____

_____

_____

_____

☐ **An appropriate application will be submitted to the DNREC. Type of application:_____. Scheduled date of submittal: _____.**
[*Attach a copy of the letter from DNREC which verifies receipt of application.*]
Has the permit been issued ? (Y or N) _____.

APPENDIX - A

Leak and Spill Response Outline[a]

Description of How Plan is Implemented on an Organizational Scale

- **Organizational Structure of Facility**
- **List of Emergency Response Coordinators and Contacts**
- **Duties and Responsibilities**
- **Chain of Command**
- **Emergency Spill Control Network (Arrangements with Local Emergency Response Agencies, Notification Lists, Downstream Notification List)**

Spill /Leak Prevention and Response

- **Preventive Maintenance**
- **Material Compatibility**
- **Inspections Program**
- **Housekeeping Program**
- **External Factor Planning**
- **Employee Briefing Program**
- **Per-Release Preparation**

Countermeasures

- **Countermeasures to be Undertaken by Facility**
- **Internal and External Communications and Alarm System**
- **Safety Plan for Facility Personnel**
- **Emergency Equipment Available for Response**

[a] (This is an outline of possible needs for dealing with a considerable spill or leak of significant material. The larger the quantities of Significant Materials, the more elaborate the planning. For small facilities or minor spills, the chain of command may only consist of one or two people)

APPENDIX -B

Preventive Maintenance and Inspections

Date of Inspection: _____

Locations of Deficiency: _____
_____
_____
_____
_____
_____
_____

Action taken to eliminate deficiency:

_____
_____
_____
_____
_____
_____
_____
_____

[NOTE: This page may be copied to provide additional space for information. Letter the additional pages]

APPENDIX -C

NPDES Storm Water Discharges
Compliance Check List

Facility Map		Check	Notes
(1)	all of the buildings at the facility;		
(2)	the areas where Significant Materials are stored, handled or used in processes and the types of Significant Materials associated with each areas;		
(3)	the drainage areas associated with each storm water discharge from the facility/site and the associated ground cover;		
(4)	all storm water related drainage and discharge structures including all conveyances systems and appurtenances;		
(5)	any structural storm water controls (i.e. detention basins, secondary containment, storm water diversions); and		
(6)	all surface waters that receive storm water discharges from the facility		

An Inventory of Significant Materials	Check	Notes
Estimate the yearly quantities of Significant Materials handled by the facility unless subject to Part 2.		

An Inventory of Spills and Leaks	Check	Notes
Estimate the yearly quantities of Significant Materials handled by the facility unless subject to Part 2.		

Significant Material Management	Check	Notes
Option #1		
Option #2		
Option #3		
(Deadlines) BMPs for 1st Year		
BMPs for 2nd Year		
BMPs for 3rd Year		
BMPs for 4th Year		
BMPs for 5th Year		

Non-Storm Water Discharges	Check	Notes
Have Not Existed Since Beginning of Permit Coverage		
Have Been Eliminated		
Scheduled For Elimination		

Salt Storage	Check	Notes
Enclosed		
Scheduled To Be Enclosed		

Training	Check	Notes
Facility Personnel		
Contractors		

Additional WPC Requirements	Check	Notes
Storage For Non-Liquid WPC		
Storage For Liquid WPC		

Log of Inspections	Check	Notes
Log of Maintenance of Equipment and BMPs		
Log of Revisions to SWP		

Monitoring	Check	Notes
WPC's		
Special Conditions		