Stormwater Pollution Prevention Plan – Table of Contents

SECTION 1 – Introduction

This Stormwater Pollution Prevention Plan (SWPPP) has been developed by the Town of Rowley to address the requirements of the United States Environmental Protection Agency's (USEPA's) 2016 National Pollutant Discharge Elimination System (NPDES)

General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) in Massachusetts, hereafter referred to as the 2016 Massachusetts MS4 Permit.

The 2016 Massachusetts MS4 Permit requires that each permittee, or regulated community, address six Minimum Control Measures. These measures include the following:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination Program
4. Construction Site Stormwater Runoff Control
5. Stormwater Management in New Development and Redevelopment (Post Construction Stormwater Management); and
6. Good Housekeeping and Pollution Prevention for Permittee Owned Operations.

Under Measure 6, Good Housekeeping and Pollution Prevention for Permittee Owned Operations, the permittee is required, per Section 2.3.7.b of the 2016 Massachusetts MS4 Permit (page 50-54), to:

> *…develop and fully implement a SWPPP for each of the following permittee-owned or operated facilities: maintenance garages, public works yards, transfer stations, and other waste handling facilities where pollutants are exposed to stormwater as determined by the permittee.*
>
> *The SWPPP shall contain the following elements:*
> 1. *Pollution Prevention Team*
> 2. *Description of the facility and identification of potential pollutant sources.*
> 3. *Identification of stormwater controls*
> 4. *Management practices including: minimize or prevent exposure, good housekeeping, preventative maintenance, spill prevention and response, erosion and sediment control, management of runoff, management of salt storage piles or piles containing salt, employee training, and maintenance of control measures.*
> 5. *Site inspections*

This SWPPP accomplishes these requirements by:

- Providing an inventory of the materials and equipment at a facility that have the potential to cause stormwater pollution, and identifying locations where these materials are stored;
- Describing how stormwater is managed at a facility, including: engineered storm drain system conveyance; on-site pretreatment, treatment and infiltration systems; and discharges to surface water directly from the site;
- Reviewing activities that occur at the facility that represent a potential for stormwater pollution;
- Describing the Best Management Practices (BMPs) that will be implemented at the facility to reduce, eliminate and prevent the discharge of pollutants to stormwater;
- Identifying the employees responsible for developing, implementing, maintaining, and revising, as necessary, this SWPPP;
- Establishing a schedule and description of site inspections to be conducted at the facility to determine if the SWPPP is effective in preventing the discharge of pollutants;
- Serving as a tool for the facility employees, including a place to maintain recordkeeping associated with these requirements.

SECTION 2 – Detailed Facility Assessment

2.1 Facility Summary

The Highway Department is located at 40 Independent Street and is owned and operated by the Town of Rowley. The Locus Map in **Figure 2-1** shows the location of the facility within the Town of Rowley.

The Highway Department is primarily responsible for activities to maintain town properties and roadways. Basic maintenance is conducted at the site. Materials for use by the Highway and other town departments, including gravel and loam, are stored at the facility.

2.2 Site Inspection

The site inspection associated with the development of this SWPPP was completed on June 16, 2020. The inspection was conducted by MVPC in conjunction with the Highway Surveyor and Conservation Agent.

During the site inspection, information related to activities at the site, vehicles stored at the site, fueling operations, material storage, transport of oil and other materials, and spill history was gathered.

2.3 Pollution Prevention Team

A Pollution Prevention Team for the Highway Department has been prepared and designated the task of developing, implementing, maintaining, and revising, as necessary, the SWPPP for this facility. Listed below are Pollution Prevention Team members and their respective responsibilities.

Responsibilities assigned to one or more members of the Pollution Prevention Team include:

- Implementing, administering and revising the SWPPP
- Regularly inspecting stormwater control structures
- Conducting stormwater training
- Recordkeeping

Instructions: Each facility should have at least two Pollution Prevention Team Members. This list should be updated as necessary.

Leader: Patrick Snow **Office Phone:** 978.948.2441
Title: Highway Surveyor **Cell Phone:**

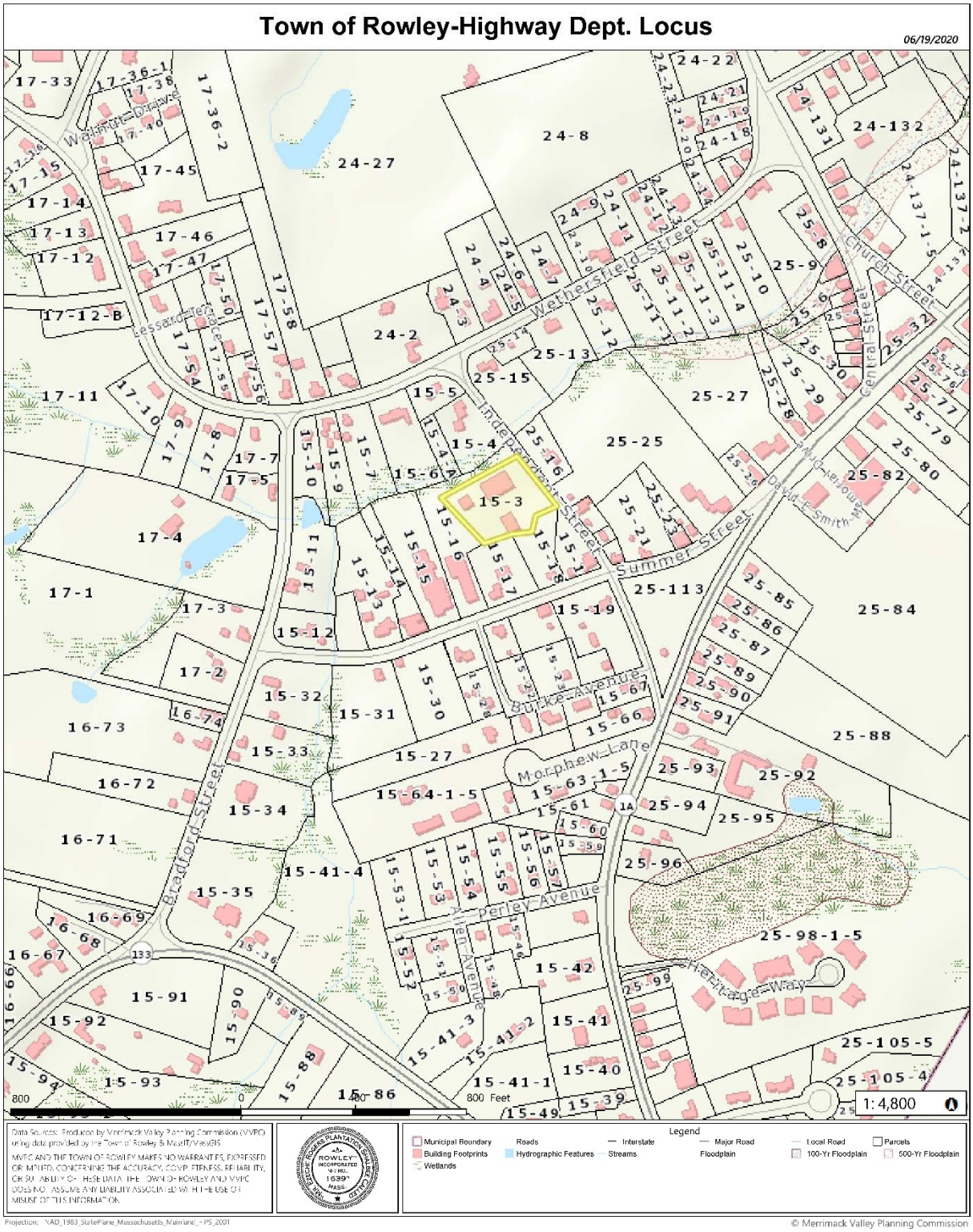
Responsibilities: Considers all stages of plan development, inspections, and implementation; coordinates employee training programs; maintains all records and

ensures that reports are submitted; oversees sampling program. Responsible for certifying the completeness and accuracy of the SWPPP. Serves as spill response coordinator and maintains spill kits for the Highway Department.

Member: Brent Baeslack **Office Phone:** 978.948.2330
Title: Conservation Agent **Cell Phone:** 978.994.2656

Responsibilities: Implements the preventative maintenance program; oversees good housekeeping activities; conducts inspections; assists with employee training programs; conducts sampling/visual monitoring. Assists in all components of the stormwater program, as needed.

Figure 2-1. Locus Map



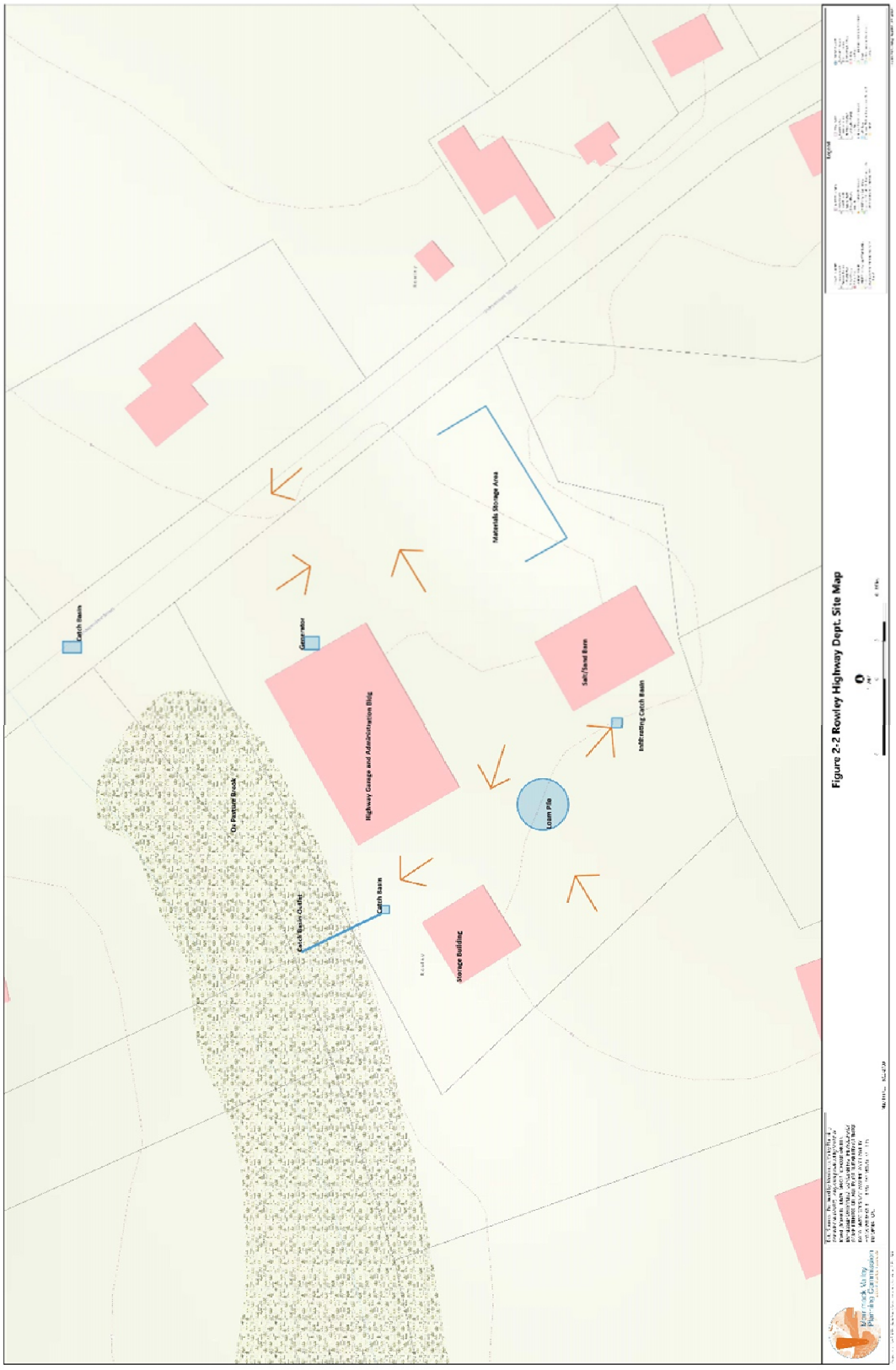
2.4 Facility Description

The Highway Department consists of three structures including the Highway Garage and Office Building, Sand/Salt Storage Barn, and Secondary Storage Building. Primary Activities at the site are described in **SECTION 2.7**

The facility covers approximately 1.04 acres and contains the structures and other features shown on the Site Map in **Figure 2-2** and described in detail in the following sections. Components shown on the site map include:

- Location of drainage structures including one infiltrating catch basin and one deep sump catch basin
- Outfalls to a receiving water, and the name of the receiving water
- Direction of surface water flow
- Vehicle washing areas
- Aboveground storage tanks (indoors)
- Chemical storage areas (indoors)
- Salt storage areas
- Materials stockpiles
- Waste disposal areas.

Figure 2-2. Site Map



2.5 Facility Structures

Vehicle Storage and Maintenance

Buildings at the Highway Department are used to provide the Town of Rowley personnel with heated, covered areas in which to complete minor maintenance, oil changes and preparation of vehicles, equipment and tools for use at locations around Rowley.

The Highway Garage and Office Building is located at the northern portion of the property. Activities in this structure include vehicle parking/storage, minor vehicle maintenance and some equipment fueling. Latex paint, spray paint, vehicle fluids, and other fluids are stored in the Garage portion of the building. This building contains no floor drains.

Maintenance and Storage Buildings

Small equipment, signage and tools are stored in the Rear Storage Building on the western portion of the site. Fuel is stored in this building within a flammable materials storage cabinet. Bags of deicing material are stored on pallets within this building. This building contains no floor drains and is fully enclosed.

Vehicle Wash Bays or Recycling Systems

The Town of Rowley is not equipped with a vehicle washing area. Vehicles are washed on pavement where water can drain to an infiltrating catch basin. There are no other drainage structures within the wash area. Pavement areas are swept **weekly/monthly** to remove sediment from the pavement.

Rowley has identified that a WASH WATER RECYCLING SYSTEM is needed. Currently the fire station contains an inside wash station with floor drains, which discharge to a tight tank with an oil/water separator.

Waste Oil

Waste oil is stored in two 55-gallon closed top steel drums within the Highway Department Garage. Secondary containment is located beneath the drums. Drums are inspected regularly for leaks and spill containment is located in this area. Rowley has a contract for pickup of waste oil with a neighboring community that utilizes a waste oil burner.

Storage of Deicing Materials

Road sand, salt and sand/salt mix at the Highway Department are stored in the Sand/Salt Barn. The Sand/Salt Barn is covered and enclosed the materials are fully contained within the building. Trucks are loaded and unloaded within the building. The good housekeeping measures used to minimize the exposure resulting for adding to or

removing stored materials include sweeping the loading/loading/mixing area regularly or when salt has accumulated on the paved surface.

Storage of Road Deicing Equipment

The Town of Rowley utilizes 5 sand/salt spreaders and snowplows on its vehicles to adequately maintain roads. This equipment is cleaned, inspected, and maintained when not in use. Once cleaned, spreaders and plow attachments are stored outside in the off-season. Trucks are housed in the highway garage.

Administrative Buildings

The Rowley Highway Department administrative offices are located/attached to the Highway Department Garage. This area of the building includes 1 office, a crew area/breakroom, and a bathroom.

2.5.1 Additional Site Features

Aboveground Storage Tanks

An inventory of significant materials is included in **SECTION 2.12**.

One AST is located with the Highway Department Office Building in the north of the property for storage of #2 fuel oil. The AST is located within the building and is fueled infrequently due to current natural gas heating available to the building. The tank is inspected regularly for leaks.

Fuel Islands

There are no fuel islands at this facility

All Highway Department vehicles are fueled at the Knowles gas station in Rowley. Only minor equipment fueling occurs on site. All onsite fueling occurs within the Highway Department Garage. There are no floor drains within the building and spill containment is available.

Emergency Generators

An emergency generator located east side of the Highway Garage/Administration Building provides backup power to the facility during outages. The Kohler generator (38) is mounted on a concrete pad and is piped for natural gas. The generator has interior containment for all operational fluids. The generator does not require fueling.

Solid Waste Management

The Town of Rowley does not maintain a dumpster the property. All trash generated at the site is removed weekly as part of the Town's waste hauling contract. The town maintains a small pile of dumped material collected from roadsides. This material is removed to a solid waste disposal facility monthly.

Materials for Use by Residents

The Town of Rowley does not provide materials for residential use.

Parking Areas

The Highway Department maintains a paved parking area (6 spaces) for employee and visitor use. Trucks and/or heavy equipment are not kept in this parking area.

The Highway Department Garage contains parking for seven vehicles.

2.6 Site Drainage

No stormwater from adjacent properties impacts the Highway Department property. A natural berm separates the west and south sides of the site from adjacent properties. The septic system leach field is a grassy knoll in the northeast corner of the property.

Sheet Flow

Instructions: Describe sheet flow from all impervious surfaces at the facility.

An earthen berm prevents runoff from the Highway Department site directly into adjacent Ox Pasture Brook (to the north). A depression in the center of the site collects small volumes of water however during rain events, storwmater from the center and eastern portions of the site flows east out of the main entrance and along Independent Street and overland to Ox Pasture Brook. Stormwater from the western portion of the site flows north to the rear entrance of the site into an existing deep sump catch basin within the unpaved access road. The outfall is immediately adjacent to Ox Pasture Brook.

Engineered Drainage

Engineered drainage at the Highway Department site includes on deep sump catch basin and one infiltrating basin. Maintenance of the catch basin structures, including sediment removal, is completed as part of the Town's annual contracted catch basin cleaning.

2.6.1 Receiving Waters

Instructions: Identify any surface waters that receive drainage from this facility.
Refer to MassDEP's website for most recent Integrated List of Waters (CWA Sections 303d, 305B, and 314):
http://www.mass.gov/eea/agencies/massdep/water/watersheds/total-maximum-daily-loads-tmdls.html

If no impaired surface waters receive drainage from the site, replace the text below with the following:

"The final point of discharge for stormwater from this site is Ox Pasture Brook, which is listed as "not assessed" on the most recent Integrated List of Waters from Mass DEP. The good housekeeping practices, preventative maintenance and Best Management Practices implemented at the facility are appropriate and provide adequate controls."

The final point of discharge for stormwater from this site is the Ox Pasture Brook. Ox Pasture Brook is listed as "Not Assessed" on the 303(d) List (Impaired) surface water.

Impairments of this water body are shown in **Table 2-1**, below.

Table 2-1. Impaired Waters Receiving Drainage from the Facility
##FACILITY

Water Body Name	ID	Category	Impairment(s)
Ox Pasture Brook	MA91-10		Not Assessed

The good housekeeping practices, preventative maintenance and Best Management Practices implemented at the facility are methods to limit potential negative impacts to stormwater. These practices are discussed in **SECTION 3** of this SWPPP.

2.7 Site Activities

The following activities occur at the facility:

- Facility or Building Maintenance
- Fueling Operations (vehicle fueling is done off-site)
- Landscaping
- Chemical unloading, handling, and storage (including paint, flammables)
- Paving
- Sand storage
- Salt storage
- Snow dump (seasonal)
- Solid waste management (including scrap metal)

- Tool storage
- Vehicle and equipment storage
- Vehicle and equipment maintenance/repair (including oil changes)
- Vehicle and equipment washing
- Waste Handling and Disposal
- Waste oil storage.

Below is a discussion of site activities and the potential pollutant sources associated with each, as well as measures taken to minimize pollution. Locations of each activity are shown on the Site Plan (**Figure 2-1**).

The Highway Department Facility does not store hazardous materials other than those noted previously, and no obsolete vehicles or other potential sources of pollutants are kept in any structure.

No solvent-based parts washers were observed in any structure at the Highway Department. Any hazardous materials are either collected by a third-party vendor contracted by the Town of Rowley on an annual basis, or collected at the annual Household Hazardous Waste Day (HHHD) that is hosted for the benefit of Rowley residents. Waste materials from Highway Department operations that may be collected at the annual HHHW Day include used motor vehicle fluids such as used antifreeze and brake fluid. Any oil that may be contaminated with antifreeze, brake fluid, paint, or other additive that makes it unsuitable for recycling is also collected on the HHHW Day instead of being used in the waste oil furnace (contract with neighboring community). These materials are properly labeled and stored using appropriate Best Management Practices between the time of generation and disposal.

The Highway Department does not apply or utilize fertilizers, herbicides, or pesticides at any facility owned or managed by the Town of Rowley. As such, no fertilizers, herbicides, or pesticides are stored at the Highway Department.

2.7.1 Compost Production or Storage

Potential Sources of Stormwater Pollution

Compost production and storage locations present the threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

Pollution Prevention

Compost is not produced or stored at this or any other Rowley Facility.

2.7.2 Stockpiles and Sand Storage

Potential Sources of Stormwater Pollution

Stockpiled materials at the Highway Department Facility include gravel, loam, and crushed rock. These materials can represent a source of pollution. Materials are stored within three-sided concrete containment with secondary erosion control used on the open side to prevent eroded material from entering the stormwater system. Loam is stored in a pervious area of the site and contained with erosion control (erosion control sock).

Pollution Prevention

To avoid contamination of stormwater by sand and other stockpiled materials, erosion and sediment control measures should be implemented at each storage site. When planning a location for a stockpile, a relatively level site away from slopes and water features should be selected.

Stockpiles can be stabilized by seeding or mulching if they are to remain exposed for more than two weeks or can be covered with impermeable sheeting to protect the material from rainwater. All sand is permanently stockpiled withn a roofed structure (Salt/Sand Barn) to reduce erosion.

Sediment barriers should be placed around the perimeter of the storage site to prevent any runoff carrying sand from entering storm drains and surface waters. If the weather becomes dry and windy, regular light watering of the stockpile and surrounding area will provide effective dust control. Please refer to SOP 6, “Erosion and Sedimentation Control,” included in **Appendix A**, for more information.

Sand that has been mixed with salt for use during winter plowing and deicing activities is stored in the Sand/Salt Barn. This Barn is constructed on level ground with an impervious base on which to store the salt/sand mixture. Under no circumstances should loose salt/sand mix be stored outside and unprotected. All mixing of salt and sand should take place within the salt shed or other covered, enclosed area.

Ensuring that the storage area is regularly swept and kept clean is an important good housekeeping practice.

2.7.3 Salt Storage

Potential Sources of Stormwater Pollution

Salt is stored in piles for use during winter plowing and deicing operations represents a potential major contributor to stormwater pollution. When stored unprotected outdoors, salt is exposed to precipitation, causing leachate with high chloride that can be discharged to the receiving water. Salt delivery and loading activities can contribute pollutants to

stormwater if the material is not handled with care, and if spills from handling operations are not promptly cleaned up.

Pollution Prevention

To prevent stormwater pollution, all salt piles are enclosed and covered in the Sand/Salt Barn to prevent exposure to precipitation. The Sand/Salt Barn is constructed on level ground with an impervious base. The Sand/Salt Barn prevents disturbance or migration of the salt by wind.

During delivery and loading activities, salt should be transferred to and from vehicles within the salt shed, whenever possible. Any spills during unloading and loading events are tended to without delay. The salt storage area is regularly swept and kept clean. Under no circumstances should loose salt be stored outside and exposed to precipitation.

The area should not be hosed down to a storm drain as a cleaning method. To further limit stormwater pollution, an independent runoff collection system may be installed in the area of the salt storage to collect and convey runoff either directly to a treatment best management practice or to a sanitary sewer system, with approval from the operator of the sanitary sewer system.

2.7.4 Solid Waste Management

Potential Sources of Stormwater Pollution

Solid waste production and storage locations present the threat to contaminate stormwater with pathogens, including bacteria and viruses, nutrients, including phosphorus and nitrogen, metals and sediments.

Solid waste may be classified as both hazardous and non-hazardous waste consisting of agricultural, construction and demolition, dead animals, industrial, municipal, and tire waste.

The Town of Rowley contracts with Cook's Rubbish for solid waste disposal. Small piles of solid waste collected from roadsides are stored at the Highway Department Facility and brought to a local disposal facility monthly.

Pollution Prevention

To prevent or reduce the potential for stormwater pollution from solid waste management practices the following preventative maintenance procedures are recommended:

1. All staff shall be properly trained in correct solid waste management practices, including waste disposal and spill prevention and response. All employees shall also be knowledge of the potential hazards associated with solid waste handling and storage.

2. Each waste storage location shall be properly labeled and all significant sources of pollution shall be kept in a secure, covered and contained area.
3. The facility and storage containers shall remain locked at all times other than during normal hours of operation.
4. All waste storage containers and waste handling equipment shall be routinely inspected for signs of spills, leaks, corrosion or general deterioration.
5. The facility shall maintain spill response materials in accordance with SOP 4, "Spill Response and Cleanup".

2.7.5 Snow Dump

Potential Sources of Stormwater Pollution

Snow collected from plowing and road clearing activities and managed in snow dumps can contaminate engineered storm drain systems and receiving waters if disposal sites are not properly selected and maintained. As snow is removed from roadways, parking lots, sidewalks, and other paved areas, contaminants such as sand, salt, litter, and automotive oil are collected along with the snow. These pollutants are ultimately transported to the storage site and eventually to receiving waters once the snow melts.

Infiltration of pollutants in snow, such as chlorides from road salt, can impact groundwater, including drinking water aquifers.

When snow, including sand and debris contained within it, is stored directly on top of catch basins, when combined with sand and debris, discharge to the engineered drainage system can be blocked, causing localized flooding.

Only snow from the Highway Department Facility is stored onsite. The storage area is the same as the summer loam pile. The area is pervious.

Pollution Prevention

To avoid contamination of stormwater and drinking water supplies by snow dumps, storage sites should be selected and prepared before the snow season begins. The site snow storage area is located on a pervious surface in an upland area away from water resources and wells, so that meltwater can be filtered through the soil.

The selected site has the capacity to cope with the estimated snowfall totals for the season. Snow will not be dumped within a Zone II or Interim Wellhead Protection Area of a public water supply, or within 75 feet of a private well.

Proper preparation and maintenance of snow disposal sites will also prevent stormwater pollution. Prior to using the site for snow disposal, all debris is cleared. Debris and litter left after the snow has melted will be cleared and disposed of at the end of the snow season, no later than May 15 of each year.

Except under the most extraordinary of circumstances, when all land-based snow disposal options have been exhausted, snow should not be dumped into any body of water. When this option is necessary, requirements of "Snow Disposal Guidance" (BRPG01-01) issued by MassDEP on March 8, 2001, shall be followed.

2.7.6 Use or Storage of Pesticides or Fertilizers

The Town of Rowley does not utilize pesticide and fertilizers in its maintenance of town-owned properties.

If these materials are used on town owned properties, applicators will follow the guidelines in SOP 4 "Spill Response and Cleanup Procedures," and SOP 12 "Storage and Use of Pesticides and Fertilizer," both included in **Appendix A**.

2.7.7 Vehicle and Equipment Storage

Potential Sources of Stormwater Pollution

Vehicle and equipment storage activities are a potential source of pollution due to the diesel fuel, gasoline, oil, hydraulic fluid, antifreeze and similar hazardous material or fuel the machinery may contain. In addition, vehicles or machinery may pick up pollutants during the course of offsite activities or at other facilities, and then deposit these pollutants at the storage facility.

Pollution Prevention

Regular visual inspection and maintenance of vehicles and equipment can greatly reduce the potential for pollution by finding and addressing leaks before pollution of the environment occurs. When in storage, vehicles are kept on a covered slab. There are no floor drains at the Highway Department Garage.

No equipment will be kept in an area where leaks could result in pollutants entering catch basins, channels leading to outfalls, or the engineered storm drain system. If vehicles and equipment are stored outdoors, catch basins or engineered drainage system structures should include devices intended to remove oils and sediments prior to entering the system. These treatment devices should be inspected and replaced at the frequency recommended by the manufacturer.

2.7.8 Vehicle and Equipment Maintenance/Repair

Potential Sources of Stormwater Pollution

Vehicle and equipment maintenance and repair often requires the use of harmful liquids such as fuels, oils, and lubricants, and has the potential for producing dust, scrap and by-products that may contain pollutants. Both accidental and purposeful spillage, i.e., a leaky oil pan needing repair vs. draining the pan during an oil change, can lead to

situations where pollutants can potentially enter stormwater runoff if the situations are not approached properly. Although there is little potential for effecting stormwater, it should be noted that hazardous gases can be produced during maintenance and repair as well.

Pollution Prevention

Proper maintenance and repair for vehicles and equipment shall include a preliminary assessment of potential pollutant sources. This assessment shall be used to determine the best means of containing any potential spills or by-products of the situation at hand. Approved containers shall be used to capture hazardous liquids to then be disposed of according to applicable MassDEP and USEPA guidelines. If the project may produce hazardous dust that could come in contact and mix with any liquids, the proper containment shall be utilized.

Due to heavy metal accumulation in antifreeze, brake fluid, transmission fluid, and hydraulic oils, it is not recommended that any of these liquids are disposed of in the sanitary sewer system. Contaminated parts removed or replaced on any vehicles or equipment shall be disposed of properly.

Only minor maintenance of vehicles and equipment takes place at the Rowley Highway Department. There are no floor drains within the Highway Department Garage and spill containment is available.

Maintenance and repairs shall not take place in areas prone to stormwater runoff or where pollutants could enter catch basins, channels leading to outfalls, or an engineered storm drain system. All catch basins or engineered drainage systems on site that could be affected by accidental spills should include devices intended to remove oils and sediments prior to entering the system. These treatment devices should be inspected and replaced at the frequency recommended by the manufacturer.

2.7.9 Vehicle and Equipment Washing

Potential Sources of Stormwater Pollution

Vehicle and equipment washing activities are a potential source of pollution not only from petroleum products and pollutants deposited on the exterior of the equipment, but also from nutrients and sediment being washed into water bodies from the act of washing itself. Although some cleaning agents are becoming environmentally friendly, many still contain regulated contaminants. Due to the possibility for multiple types of pollutants, vehicle and equipment washing activities have a high potential for degrading stormwater quality.

Pollution Prevention

The Rowley Highway Department does not have a tight tank where wash water can be stored. If the wash water cannot be contained, it shall not be allowed to directly enter water bodies. Use phosphate free detergents that do not contain regulated contaminants, and avoid using solvents where the wash water may enter a sanitary sewer. Impervious surfaces may be used to promote infiltration and treatment before wash water enters the groundwater, but wash water coming from impervious pavement shall be treated to remove nutrients and petroleum products before entering an engineered storm drain system. Infiltration shall not be used within wellhead protection areas or other protected resource areas. Power washing, steam cleaning and engine and undercarriage washing shall not occur outdoors. Heavily soiled or vehicle dirtied from salting shall not be washed outdoors. All adjacent catch basins shall have a sump and be cleaned periodically, (refer to SOP 3, "Catch Basin Inspection and Cleaning", included in **Appendix A**). All debris and particulate accumulation shall be removed and swept clean in all outdoor washing areas.

For both outdoor and indoor washing, maintain absorbent pads and drip pans to collect spills and leaks observed during washing activities. Refer to SOP 4, "Spill Response and Cleanup Procedures" included in **Appendix A** for more information.

Minor washing of facility vehicles and equipment is completed in the on pavement in an area that drains to an infiltrating catch basin. Phosphate free detergents are used. The Highway Department is working to find a washing area for heavily soiled or vehicles dirtied from salting. The new Fire Station contains a tight tank with an oil/water separator.

Salt and sand spreaders stored at the Highway Department are occasionally pressure washed at that location.

2.7.10 Waste Handling and Disposal

Potential Sources of Stormwater Pollution

Waste handling and disposal facilities and activities present a potential to contaminate stormwater with pathogens (including bacteria and viruses), nutrients, including phosphorus and nitrogen, fertilizers, pesticides and sediments.

There are several classifications of waste which contribute to stormwater pollution, including:

1. Solid Waste
2. Hazardous Materials and Waste
3. Pesticides and Fertilizers
4. Petroleum Products
5. Detergents

Pollution Prevention

A variety of measures are considered appropriate to prevent pollution from waste handling and disposal activities, based on the waste classifications noted previously.

Solid Waste

1. Designate a waste collection area on the site that does not receive a substantial amount of runoff from upland areas and does not drain directly to a receiving water.
2. Ensure that containers have lids so they can be covered before periods of rain, and keep containers in a covered area whenever possible.
3. Schedule waste collection to prevent the containers from overfilling.
4. Clean up spills immediately and in accordance with SOP 4, "Spill Response and Cleanup Procedures" included in **Appendix A**.

Hazardous Materials and Wastes

1. To prevent leaks, empty and clean hazardous waste containers before disposing of them.
2. Never remove the original product label from the container. Follow the manufacturer's recommended method of disposal, printed on the label.
3. Never mix excess products when disposing of them, unless specifically recommended by the manufacturer.
4. Clean up spills immediately and in accordance with SOP 4 "Spill Response and Cleanup".

Pesticides, Fertilizers and Petroleum Products

1. Do not handle the materials more than necessary.
2. Store materials in a dry, covered, contained area.
3. Clean up spills immediately and in accordance with SOP 4, "Spill Response and Cleanup".

Detergents

1. Never dump wastes containing detergents to a storm drain system. All wastes containing detergents shall be directed to a sanitary sewer system for treatment at a wastewater treatment plant.

In addition to the pollution prevention requirements a waste management plan is recommended. The plan shall include employee training and signage informing individuals of the hazards associated with improper storage, handling and disposal of wastes. It is imperative that all employees are properly trained and follow the correct procedures to reduce or eliminate stormwater pollution. Routine visual inspection of storage and use areas is critical. The visual inspection process shall include identification of containers or equipment which could malfunction and cause leaks or spills. The equipment and containers shall be inspected for the following:

1. Leaks

2. Corrosion
3. Support or Foundation Failure
4. Other Deterioration

In the case a defect is found, immediately repair or replace.

2.7.11 Waste Oil Storage

Potential Sources of Stormwater Pollution

When not stored properly, waste oil can be a potential source of petroleum in stormwater. Waste oil containers can leak, and spills can occur while during transportation activities.

Pollution Prevention

All waste oil containers are properly labeled and stored with secondary containment. Containers are regularly inspected for rust, leaks, or other signs of deterioration. Defective containers are promptly removed and replaced. A spill response kit is located where waste oil is stored. Facility personnel are trained on the location and use of the spill kit. All staff are made of the procedures outlined in SOP 4 "Spill Response and Cleanup Procedures" in **Appendix A**. Used oil filters are also properly disposed.

Care is taken when used oil is picked up for reuse in a nearby community with a waste oil burner. For additional information see SOP 7 "Fuel and Oil Handling Procedures" found in **Appendix A**.

Waste oil is stored indoors at the Highway Department Garage to prevent exposure to precipitation. There are no floor drains located in this building.

When possible, steps are taken to recycle waste oil or reduce the amount generated.

2.8 Vehicle and Equipment Inventory

Vehicles and major equipment stored and maintained at the facility are shown in **Table 2-2**.

Table 2-2. Vehicle Inventory

Vehicle Type	Number on Site
Pickup Truck	2
1 Ton Dump Truck	2
6 Wheel Dump Truck	3
Backhoe	1
Loader	1
Skid Steer	1
Mowers (Small Equipment)	7

2.9 Location of Leak and Spill Cleanup Materials

Leak and spill cleanup materials are stored at the Highway Department Garage in order to facilitate rapid response. Locations and types of leak and spill cleanup materials are identified in **Table 2-3**.

Table 2-3. Leak and Spill Cleanup Materials

Building or Area	Location	Materials Available
Highway Garage	Mechanics Bay	Spill Kit & Speedy Dry
Highway Garage	Main Bay	Spill Kit & Speedy Dry
Highway Garage	Tree Department	Spill Kit & Speedy Dry

2.10 Allowable Non-Stormwater Discharges

A non-stormwater discharge is defined as any discharge or flow to the engineered storm drain system that is not composed entirely of stormwater runoff.

Allowable non-stormwater discharges that occur at this facility include: NONE

It has been determined that the above non-stormwater discharges at the Highway Department site do not represent a significant contribution of pollution to the MS4 or the waters of the United States. Therefore, these are considered to be authorized under the current MS4 permit.

2.11 Existing Stormwater Monitoring Data

There is no historical stormwater monitoring data available for the Highway Department Site.

Table 2-4. Existing Stormwater Monitoring Data
Highway Department

Building or Area	Location	Type of Monitoring

2.12 Significant Material Inventory

Materials stored include those specified in **SECTION 2.7**, "Site Activities". An inventory of these materials at the Highway Department Garage and Storage Building

(SB) is included in **Table 2-5**, which also reviews the likelihood for each identified material to come in contact with stormwater. The type of container has also been identified. Oil, gasoline, and other petroleum-based materials are listed separately in the table.

The locations of these material storage areas are provided on the Site Plan in **Figure 2-2**.

Table 2-5. Significant Material Inventory
Highway Department

Material	Storage Location	Quantity	Potential Pollutant	Covered (C) or Enclosed (E)	Likelihood of Contact with Stormwater
Petroleum-Based Compounds					
Diesel fuel	Garage	<50 gal.	Petroleum hydrocarbons	E	Low
Gasoline	Garage & SB	20 gal.	Petroleum hydrocarbons	E	Low
Hydraulic Fluid	Garage	5 gal.	Petroleum hydrocarbons	E	Low
Motor Oil	Garage	<5 gal.	Petroleum hydrocarbons	E	Low
Fuel Oil, No. 2	Office	300 gal.	Petroleum hydrocarbons	E	Low
Lubricants	Garage (shelves)		Petroleum hydrocarbons	E	Low
Transmission Fluid	Garage	<5 gal.	Petroleum hydrocarbons	E	Low
Waste Oil	Garage on secondary containment	Two 55 gal. drums partially full	Petroleum hydrocarbons	E	Medium
Other:					
Total Volume of Oil At Facility =					
Non-Petroleum Significant Materials					
Antifreeze	Garage	5 gal.	Ethylene glycol; potential source of BOD	E	Low
Spray Lubricant	Garage		Petroleum hydrocarbons	E	Low
Adhesives and sealants	Garage	< 50 gal. in 5 gal. pails	Volatile and semivolatile organic	E	Low

Material	Storage Location	Quantity	Potential Pollutant	Covered (C) or Enclosed (E)	Likelihood of Contact with Stormwater
			compounds		
Aggregates	Outside containment		Sediments	Erosion control	Medium
Asphalt	TBR		Sediments		
Batteries, Used Lead Acid			Lead, sulfuric acid; possible particulate matter and residual oil		
Brake Fluid	Garage	<5 gal.	Volatile organic compounds; non-petroleum based oil	E	Low
Coolant (new or used)	Garage	<5 gal.	Volatile organic compounds	E	Low
Deicer- Road Salt	Sand/Salt Barn	90 ton	Chlorides	E	Low
Detergents	Garage	30 gal.	Surfactants	E	Low
Paint, Spray	Garage	20-30 cans	Petroleum constituents, including volatile and semivolatile organic compounds	E	Low
Sand	Sand/Salt Barn		Sediments	E	Low
Solvents	Garage	5 gal.	Volatile organic compounds	E	Low
Solid Waste, Recyclable	Adj. to Storage Building	TBR	Miscellaneous debris/solids, particulate matter, metals	No	Low – removed regularly
Solid Waste, for Disposal	See above		Particulate matter, solids, metals		
Solid Waste, C&D	Adjacent to Storage Building	Varies	Particulate matter, solids, metals	No	Removed yearly
Spill response material (Speedi Dri or similar)	Garage	4-20lb bags	Particulate matter, solids, residual oil.	E	Low

2.13 Applicability of Spill Prevention, Control and Countermeasure (SPCC) Requirements

Under federal regulations 40 CFR Part 112 (and Amendments), a Spill Prevention, Control, and Countermeasure (SPCC) Plan is required when a facility has an aboveground oil storage capacity greater than 1,320 gallons, when including containers with a capacity of 55 gallons or more. The Highway Department does not have aboveground oil storage capacity that exceeds 1,320 gallons.

2.14 Description of Significant Material Storage Areas

Many activities at the Highway Department which involve the materials included in **Table 2-5** occur within contained garages or bays. These activities may include minor equipment/vehicle repair, oil changes, repainting, lubrication, and parts replacement.

Fueling of all Town of Rowley vehicles occurs at a privately-owned gas station located in Rowley. Only minor equipment fueling occurs using 5-gallon containers.

The emergency generator on site is piped to a natural gas source and does not require fueling.

Waste oil and other used motor fluids are stored in the Highway Department Garage. Waste oil is stored in tanks and drums also located within the Garage, all of which have internal containment or are located on appropriate containment pallets. All removal of waste oil from the facility occurs within the Highway Garage and is monitored by a Town of Rowley employee.

Within the **Sand/Salt Barn**, deicing materials including SALT/ SAND/ SAND/SALT MIX are stored. Delivery of deicing materials to the Sand/Salt Barn is monitored by a Town of Rowley employee.

2.15 List of Significant Leaks or Spills

Significant leaks or spills that occurred at the Highway Department site in the last three years are shown in **Table 2-6.**

Table 2-6. Significant Leaks or Spills
Highway Department Site

Building or Area	Material	Volume
none		

Forms included in **Appendix B** will be used to document any spill or leak that occurs at the facility in the future.

2.16 Structural BMPs

There are no structural BMPs on site.

2.17 Sediment and Erosion Control

Site topography at the Highway Department Garage prevents drainage of stormwater and any associated sedimentation from entering the Town of Rowley storm drain system over much of the site. Currently a loam stockpile is located upgradient of a catch basin with an outfall in Ox Pasture Brook. An erosion control sock has been placed between this pile and the catch basin to prevent sediment from reaching the brook.

Similarly, stockpiles of stone stored in 3-sided concrete bays is protected on the open side by erosion control sock. This sock is replaced on an as-needed basis.

In addition, the paved area with the Highway Department Facility is swept monthly to reduce the amount of sediment transported off the site by stormwater.

SECTION 3 – Non-Structural Controls

3.1 Good Housekeeping

Good housekeeping practices are activities, often conducted daily, that help maintain a clean facility and prevent stormwater pollution problems. The following is a list of good housekeeping measures that are practiced at the facility:

Instructions: Delete any measures that are not practiced at the facility

- Minor vehicle washing is done on pavement in an area that drains to an infiltrating catch basin.
- All fluid products and wastes are kept indoors.
- Fueling of small equipment is completed indoors.
- There are no floor drains at the facility.
- Spill materials and cleanup kits are maintained at all locations where oil materials are used, stored, or may be present.
- Used spill cleanup materials are disposed of properly.
- Materials are stored indoors or in covered areas to minimize exposure to stormwater.
- No fertilizers, herbicides, or pesticides are stored or used at the facility.
- Hazardous materials storage lockers with spill containment are used. Storage areas are located away from vehicle and equipment paths to reduce the potential of accident related leaks and spills.
- Storage drums and containers are not located close to storm drain inlets.
- All hazardous material storage areas and containers have proper signage, labels, restricted access, locks, inventory control, overhead coverage, and secondary containment.
- All materials, waste oil storage containers, and gas cans are properly labeled.
- Catch basins are maintained regularly and properly.
- Speedi Dri (or similar absorbent) is readily available and used for appropriate spills.
- Spill kits are located in areas where fluids are stored or where activities may result in a spill.
- Tools and materials are returned to designated storage areas after use.
- Waste materials are properly collected and disposed of.
- Different types of wastes are separated as appropriate.
- Regular waste disposal is arranged.
- Work areas are clean and organized.
- Work areas are regularly swept or vacuumed to collect metal, wood, and other particulates and materials.
- Obtain only the amount of materials required to complete a job.
- Materials are recycled when possible.

- Staff is familiar with manufacturer directions for proper use of materials and associated Safety Data Sheets (SDSs).
- Staff is familiar with proper use of equipment.
- Drip pans are used for maintenance operations involving fluids and under leaking vehicles and equipment waiting repair.

The facility maintains a supply of spill cleanup materials at many buildings on site, and will maintain this inventory. An inventory of spill containment, control, and cleanup materials and spill kits maintained at the Highway Department Garage was shown in **Table 2-3**.

3.2 Preventative Maintenance

Preventative Maintenance can minimize the occurrence of stormwater pollution by addressing issues before they become problems. Vehicles and equipment should be regularly inspected to prevent leaks of fuel, oil, and other liquids. Structural stormwater controls should be regularly maintained to prevent inadequate performance during storm events.

The following is a list of preventative maintenance procedures practiced at the facility

Instructions: Delete any PM procedures that are not practiced at the facility

- All staff members are aware of spill prevention and response procedures.
- All staff members have received formal spill prevention and response procedure training.
- All equipment fueling procedures are completed by qualified personnel trained in spill response procedures.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Vehicle storage areas are inspected frequently for evidence of leaking oil.
- Material storage tanks and containers are regularly inspected for leaks.
- All material and bulk deliveries are monitored by facility employees.
- All waste oil is fully contained and the containers are inspected regularly.

3.3 Best Management Practices

In a SWPPP, existing and planned BMPs are identified that will prevent or reduce the discharge of pollutants in stormwater runoff for each area of concern listed in **SECTION 2**.

To prevent or reduce the potential of stormwater contamination from petroleum products, the following BMPs shall continue to be followed:

1. Follow Standard Operating Procedures (s) during removal of waste oil to the equipment/waste oil storage bay. These SOPs are included in **Appendix A**.

2. Follow Standard Operating Procedures during delivery of bulk fuel oil. These SOPs are included in **Appendix A**.
3. Minimize the volume of gasoline stored within the buildings and on the site.
4. Clean up any oil spills observed in the parking lot, garages, or other surfaces in a timely manner.
5. Monitor all material deliveries.
6. Inspect all storage tanks prior to filling activities for spills, leaks and corrosion.

3.4 Spill Prevention and Response

The following procedures apply to the facility:

- All personnel are instructed in location, use, and disposal of spill response equipment and supplies maintained at the site such as oil absorbent materials.
- The Pollution Prevention Team leader will be advised immediately of all spills of hazardous materials or regulated materials, regardless of quantity.
- Spills will be evaluated to determine the necessary response. If there is a health hazard, fire or explosion potential, 911 will be called. If a spill exceeds five gallons or threatens surface waters, including the storm drain system, state or federal emergency response agencies will be called.
- Spills will be contained as close to the source as possible with oil-absorbent materials. Additional materials or oil-absorbent socks will be utilized to protect adjacent catch basins.

SECTION 4 – Plan Implementation

4.1 Employee Training

Regular employee training is required for employees who work in areas where materials or activities are exposed to stormwater, or who are responsible for implementing activities identified in the SWPPP, including all members of the Pollution Prevention Team.

The Highway Department is responsible for stormwater management training for Highway Department employees. This position coordinates training related to stormwater management on at least an annual basis to review specific responsibilities for implementing this SWPPP, what and how to accomplish those responsibilities, including BMP implementation.

Additionally, general awareness training is provided regularly (preferably annually) to all employees whose actives may impact stormwater discharges. The purpose of this training is to educate workers on activities that can impact stormwater discharges and to help implement BMPs.

All employees responsible for the fueling or lubrication of vehicles or equipment stored at the facility will be trained regularly (preferably annually). The topics below will be covered at employee training sessions.

1. Spill prevention and response.
2. Good housekeeping.
3. Materials management practices.

Pollution Prevention Team members will meet at least twice a year to discuss the effectiveness of and improvement to the SWPPP. **Appendix C** contains copies of training documentation from these training activities including attendance sheets, instructor name and affiliation, date, time, and location of the training.

4.2 Site Inspection Requirements

It is required that the entire Highway Department be inspected at least once each calendar quarter when the facility is in operation (at least one inspection must be conducted during a period when stormwater discharge is occurring). The Highway Superintendent and Conservation Administrator are responsible for completing this inspection.

The inspection must check for evidence of pollution, evaluate non-structural controls in place at the site, and inspect equipment. The site inspection report must include:

- The inspection date and time
- The name of the inspector

- Weather information and a description of any discharge occurring at the time of the inspection
- Identification of any previously unidentified discharges from the site
- Any control measures needing maintenance or repair
- Any failed control measures that need replacement
- Any SWPPP changes required as a result of the inspection
- Signed certification statement.

The inspection form for these inspections, and copies of completed inspection forms, are included in **Appendix D**.

Corrective actions may be required based on evidence of past stormwater pollution or the high potential for future stormwater pollution to occur. Information about any issues and the respective corrective actions must be included in a Compliance Evaluation report. The permittee must repair or replace control measures in need of repair or replacement before the next anticipated storm event if possible, or as soon as practicable. In the interim, the permittee shall have back-up measures in place. The Compliance Evaluation report must be kept with the SWPPP and must state the problem, the solution, and when the solution was implemented.

4.3 Recordkeeping and Reporting

The permittee must keep a written record (hardcopy or electronic) of all activities required by the SWPPP including but not limited to maintenance, inspections, and training for a period of at least five years.

This SWPPP shall be kept at the Highway Department Administrative Office and shall be updated if any of the conditions in **SECTION 2.21** occur. The SWPPP and records shall be made available to state or federal inspectors and the general public upon request.

The 2016 Massachusetts MS4 Permit requires that each permittee report on the findings from Site Inspections in the annual report to USEPA and MassDEP.

Inspections of the Highway Department Site should be performed at least quarterly (at least one during stormwater discharge) and described in the Annual Report, including any corrective actions taken, to demonstrate that operation of the Highway Department Site is in compliance with the 2016 Massachusetts MS4 Permit.

4.4 Triggers for SWPPP Revisions

The Town of Rowley shall review this SWPPP regularly to determine if any update or revision is required. Changes that may trigger revision include:

- An increase in the quantity of any potential pollutant stored at the facility;
- The addition of any new potential pollutant (not already addressed in this SWPPP) to the list of materials stored or used at the facility;

- Physical changes to the facility that expose any potential pollutant (not presently exposed) to stormwater;
- Presence of a new authorized non-stormwater discharge at the facility; or
- Addition of an activity that introduces a new potential pollutant.

Changes in activity may include an expansion of operations, or changes in any significant material handling or storage practices which could impact stormwater.

The amended SWPPP will describe the new activities that could contribute to increased pollution, as well as control measures that have been implemented to minimize the potential for pollution.

This SWPPP will be amended if a state or federal inspector determines that it is not effective in controlling stormwater pollutants discharged to waterways.

SECTION 5 – SWPPP 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 gathered and evaluated 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.

Authorized Official

Highway Surveyor
Title

9/28/2021
Date

Instructions: The SWPPP must be signed by a ranking elected official or by a duly authorized representative of that person. A person is a duly authorized representative only if:

1. The authorization is made in writing;

2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and

3. The signed and dated written authorization is included in the SWPPP. A copy must be submitted to EPA, if requested.

Significant Spills, Leaks or Other Releases

Instructions:

- Include the descriptions and dates of any incidences of significant spills, leaks, or other releases that resulted in discharges of pollutants to waters of the U.S., through stormwater or otherwise; the circumstances leading to the release and actions taken in response to the release; and measures taken to prevent the recurrence of such releases .
- Provide information, as shown below, for each incident, and attach additional documentation (e.g., photos, spill cleanup records) as necessary. Repeat as necessary by copying and pasting the fields below.

Date of incident: Insert Date of Incident
Location of incident: Insert Location of Incident
Description of incident: Insert Description of Incident
Circumstances leading to release: Describe circumstances leading to release
Actions taken in response to release: Describe actions taken in response to release
Measures taken to prevent recurrence: Describe measures taken to prevent recurrence

Date of incident: Insert Date of Incident
Location of incident: Insert Location of Incident
Description of incident: Insert Description of Incident
Circumstances leading to release: Describe circumstances leading to release
Actions taken in response to release: Describe actions taken in response to release
Measures taken to prevent recurrence: Describe measures taken to prevent recurrence

Date of incident: Insert Date of Incident
Location of incident: Insert Location of Incident
Description of incident: Insert Description of Incident
Circumstances leading to release: Describe circumstances leading to release
Actions taken in response to release: Describe actions taken in response to release
Measures taken to prevent recurrence: Describe measures taken to prevent recurrence

Date of incident: Insert Date of Incident
Location of incident: Insert Location of Incident
Description of incident: Insert Description of Incident
Circumstances leading to release: Describe circumstances leading to release
Actions taken in response to release: Describe actions taken in response to release
Measures taken to prevent recurrence: Describe measures taken to prevent recurrence

Employee Training

Instructions:

- Keep records of employee training, including the date of the training.
- For in-person training, consider using the tables below to document your employee trainings. For computer-based or other types of training, keep similar records on who was trained and the type of training conducted.

Training Date: April 1, 2020	
Training Description (including duration and subjects covered): IDDE Training	
Trainer: Jennifer Hughes, Environmental Program Manager, MVPC	
Employee(s) trained	Employee signature
Brent Baeslack	Virtual Meeting (attendance list available)
Insert Name	
Insert Name	
Insert Name	
Insert Name	
Insert Name	

Training Date: Insert Date of Training	
Training Description (including duration and subjects covered): Insert Description of Training	
Trainer: Insert Trainer(s) names	
Employee(s) trained	Employee signature
Insert Name	
Insert Name	
Insert Name	
Insert Name	
Insert Name	
Insert Name	

Training Date: Insert Date of Training	
Training Description (including duration and subjects covered): Insert Description of Training	
Trainer: Insert Trainer(s) names	
Employee(s) trained	Employee signature
Insert Name	
Insert Name	
Insert Name	
Insert Name	
Insert Name	
Insert Name	

Site Inspection Reports

Instructions:

- Include in your records copies of all routine facility inspection reports completed for the facility.
- The sample inspection report is consistent with the requirements in the 2016 Massachusetts MS4 Permit relating to site inspections. If MassDEP provides you with an inspection report, use that form.

Using the Sample Site Inspection Report

- This inspection report is designed to be customized according to the specific control measures and activities at your facility. For ease of use, you should take a copy of your site plan and number all of the stormwater control measures and areas of industrial activity that will be inspected. A brief description of the control measures and areas that were inspected should then be listed in the site-specific section of the inspection report.
- You can complete the items in the "General Information" section that will remain constant, such as the facility name and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.
- When conducting the inspection, walk the site by following your site map and numbered control measures/areas of industrial activity to be inspected. Also note whether the "Areas of Materials or Activities exposed to stormwater" have been addressed (customize this list according to the conditions at your facility). Note any required corrective actions and the date and responsible person for the correction.

Stormwater Site Inspection Report

General Information			
Facility Name	Highway Department Site		
Date of Inspection	June 16, 2020	**Start/End Time**	9:00am -
Inspector's Name(s)	Patrick Snow, Jennifer Hughes		
Inspector's Title(s)	Highway Surveyor, Environmental Program Manager (MVPC)		
Inspector's Contact Information	(978) 948-2441 (Rowley) (978) 374-0519 (MVPC)		
Inspector's Qualifications	Insert qualifications or add reference to the SWPPP		

Weather Information
Weather at time of this inspection? ❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds ❑ Other: Temperature:
Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No **If yes, describe:** Describe
Are there any discharges occurring at the time of inspection? ❑Yes ❑No **If yes, describe:** Describe

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
2	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
3	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
4	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
5	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
6	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
7	Insert Control Measure	❑Yes ❑No	❑ Maintenance	Describe Corrective Actions

	Structural Control Measure	**Control Measure is Operating Effectively?**	**If No, In Need of Maintenance, Repair, or Replacement?**	**Corrective Action Needed and Notes** (identify needed maintenance and repairs, or any failed control measures that need replacement)
	Name		❑ Repair ❑ Replacement	
8	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
9	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions
10	Insert Control Measure Name	❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	Describe Corrective Actions

Areas of Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of materials or activities at your facility.

	Area/Activity	**Inspected?**	**Controls Adequate (appropriate, effective, and operating)?**	**Corrective Action Needed and Notes**
1	**Material loading/unloading and storage areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
2	**Equipment operations and maintenance areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
3	**Fueling areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
4	**Outdoor vehicle and equipment washing areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
5	**Waste handling and disposal areas**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
6	**Erodible areas/construction**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
7	**Non-stormwater/ illicit connections**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
8	**Salt storage piles or pile containing salt**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
9	**Dust generation and vehicle tracking**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
10	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions
12	**(Other)**	❑Yes ❑No ❑ N/A	❑Yes ❑No	Describe Corrective Actions

Non-Compliance

Describe any incidents of non-compliance observed and not described above:
Describe Non-compliance

Additional Control Measures

Describe any additional control measures or changes to the SWPPP needed to comply with the permit requirements:
Describe Additional Controls Needed

Notes

Use this space for any additional notes or observations from the inspection:
Additional Notes

Print inspector name and title:
_____

Signature:_____Date:_____

Quarterly Visual Assessment Reports – additional form when stormwater discharge is occurring

Instructions:

- Include in your records copies of all quarterly visual assessment reports completed for the facility. An example quarterly visual assessment report can be found on the following page.
- At least one quarterly inspection per year must occur while stormwater is discharging.

Quarterly Visual Assessment Form– additional form when stormwater discharge is occurring

(Complete a separate form for each outfall you assess)

Name of Facility: Name of Facility

Outfall Name: Name "Substantially Identical Outfall"? ☐ No ☐ Yes (identify substantially identical outfalls):

Person(s)/Title(s) collecting sample: Name/Title

Person(s)/Title(s) examining sample: Name/Title

Date & Time Discharge Began (approx.): Enter date and time

Date & Time Visual Sample Collected: Enter date and time

Date & Time Visual Sample Examined: Enter date and time

Nature of Discharge: ☐ Rainfall ☐ Snowmelt

Parameter							
Color	☐ None	☐ Other (describe):					
Odor	☐ None	☐ Musty	☐ Sewage	☐ Sulfur	☐ Sour	☐ Petroleum/Gas _____	
	☐ Solvents	☐ Other (describe):					
Clarity	☐ Clear	☐ Slightly Cloudy	☐ Cloudy	☐ Opaque	☐ Other		
Floating Solids	☐ No	☐ Yes (describe):					
Settled Solids*	☐ No	☐ Yes (describe):					
Suspended Solids	☐ No	☐ Yes (describe):					
Foam (gently shake sample)	☐ No	☐ Yes (describe):					
Oil Sheen	☐ None	☐ Flecks	☐ Globs	☐ Sheen	☐ Slick		
	☐ Other (describe):						
Other Obvious Indicators of Stormwater Pollution	☐ No	☐ Yes (describe):					

* Observe for settled solids after allowing the sample to sit for approximately one-half hour.

Detail any concerns, additional comments, descriptions of pictures taken, and any corrective actions taken below (attach additional sheets as necessary). Insert details

A. Name: B. Title:

C. Signature: D. Date Signed: