MUNICIPAL FACILITY RUNOFF CONTROL PLAN

FOR THE

City of Lexington
City Service Building
801 W. Vine Street
Lexington, NE 68850

January 1, 2008

Prepared by:

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Draft Plan Updated by Felsburg Holt & Ullevig
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1.0 INTRODUCTION

1.1 Background

In 1972, Congress passed the Federal Water Pollution Control Act, also know as the Clean Water Act (CWA), to restore and maintain the quality of the nation's waterways. The ultimate goal was to make sure those rivers and streams were fishable, swimmable, and drinkable. In 1987, the Water Quality Act added provisions to the CWA that allowed the EPA to govern storm water discharges from industrial activities. EPA published the final notice for Phase I of the Multi-Sector General Storm Water Permit program in 1995 which included provisions for the development of a program to address the possible pollution sources at municipal facilities, including transportation facilities, vehicle maintenance and fueling activities are conducted. Development, implementation, and maintenance of Runoff Control Plan will provide the City of Lexington with the tools to reduce pollutants contained in storm water discharges and comply with the requirements of the General Storm Water Permit issued by the State of Nebraska NDEQ.

The primary goals of the Runoff Control Plan will be to:

- Identify potential sources of pollutants that affect storm water discharges from the site;

- Describe the practices that will be implemented to prevent or control the release of pollutants in storm water discharges; and

- Create an implementation schedule to ensure that the practices described in this plan are in fact implemented and to evaluate the plan's effectiveness in reducing the pollutant levels in storm water discharges.

2.0 FACILITY MANAGERS DUTIES

The facility manager and Storm Water Program Manager will be designated as the plan coordinators. The facility managers will be responsible for the following duties as they pertain to the Runoff Control Plan:

- Identify individuals to aid in the implementation of the plan;
- Implement the Runoff Control Plan;
- Oversee maintenance practices identified as BMPs in the plan;
- Implement and oversee employee training (with direct assistance from the Storm Water Program Manager);
- Complete required monthly inspection and corrective action log; (See 6.0)
- Identify other potential pollutant sources and make sure they are added to the plan;
- Identify any deficiencies in the Runoff Control Plan and make sure they are corrected;
- Prepare and submit reports; and
- Ensure that any changes in facility operation are addressed in the Runoff Control Plan.

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Good Housekeeping/Pollution Prevention inspections **will be conducted by Qualified Personnel** each month **at approximately 30 day intervals** using the inspection form provided in Appendix B. Problem findings will be recorded on the corrective action log attached to the inspection. An Inspector is considered qualified at the discretion of the Facility Supervisors. At a minimum, a Qualified Inspector will have read this Runoff Control Plan, be familiar with the Material Safety Data Sheets (Appendix C), Resource Conservation Recovery Act waste management requirements, Spill Response Plan and Procedures (Appendix E), receive a briefing from Storm Water Program Manager on the inspection process, and participate in spill control and hazardous waste control when provided by the City of Lexington.

The following personnel will be involved in managing and conducting the monthly inspections, documenting corrective actions, as well as participating in random inspections by the Storm Water Program Manager.

Additional Qualified Inspectors:

1._____ 5._____

2._____ 6._____

3._____ 7._____

4._____ 8._____

ADDITIONAL COMMENTS:

Facility operators will follow recommended practices to the extent possible to comply with the City of Lexington MS4 permit. This facility plan describes the recommended standard operating procedures for BMP implementation. A complete list of suggested practices is provided under each BMP section. All best management practices that apply to this facility operations must be reviewed with all employees. They will need to be informed on maintenance, inspection schedules and the purpose of applied BMP's.

Employees must follow all procedures in the City of Lexington Risk Management and Safety Manual, under the Hazardous Communications Program.

Each facility must complete the attached spill response plan.

To aid in the implementation of the plan, the facility staff will be provided technical assistance by the Storm Water Program Manager to ensure compliance with state and federal storm water regulations

3.0 FACILITY DESCRIPTION

3.1 Facility Location

The City Service Building is located at 801 W. Vine Street, Lexington. The approximately 10 acre site is bound to the North by Union Pacific Railroad right-of-way, to the West by agriculture, to the South by residential housing and to the East is commercial development.

3.2 Site Activities

This facility serves multiple functions for the City of Lexington. The largest of which are the Streets, Water and Sewer, Parks and Cemetery Department. This operation stores a large number of heavy equipment vehicles (street sweepers, loader, snow plows, grader, and misc. vehicles). The site is also storage for all deicing material, liquid magnesium chloride, and road salts are all stored in the yard. A fueling station for all city vehicles is located on the South side of the property and utilizes one 2,000 gallon aboveground tank and one 1,000 gallon aboveground diesel tank.

The maintenance facility is also located on the property. All city vehicles are serviced at this location. Wide varieties of services are provided by the maintenance shop much like a commercial service and repair business. All new fluids utilized in the service on vehicles are stored inside. Most all service is performed inside.

This facility is also the location of the City of Lexington store room. This department supplies city operations with tools and equipment needed in their everyday tasks. The area of material storage is inside and most is stored indoors. Deliveries can be taken directly into the Central Stores are from a freight door.

3.3 Site Description

The total area of the site is approximately 10.0 acres of which 10% impervious consisting of pavement and buildings. Most of the lot is semi pervious area, with gravel. Storm drainage from the site enters the storm sewer system by inlet located at southeast corner or leaves the site as overland flow and enters the drainage ditches at the north and east sides of the site.

4.0 IDENTIFICATION OF POTENTIAL STORM WATER CONTAMINANTS

This section identifies significant materials and processes located at the facility that may potentially contaminate storm water. Additionally, the section presents a record of past spills and leaks, and identifies potential areas for storm water contamination. At this time no storm water sampling has been conducted, therefore, storm water sampling data can be presented. Under the current NPDES permit, no storm water sampling is required.

4.1 Significant Material Inventory

Materials used by the facility that have the potential to be present in storm water runoff are to be included in the **Facility Inventory** in Appendix F. These materials consist of fuels, used oils, street sweepings, sediment, bulk deicers, and hazardous waste drop site. This list should be renewed annually by the facility manager.

4.2 Past Spill and Leak Record

A list of significant reportable spills is on record or could be recalled. Any minor spills are cleaned up by means of dry absorbents and then disposed of.

4.3 Potential Areas for Storm Water Contamination

The following potential source areas of storm water contamination were identified and evaluated:

- Building and Grounds
- Vehicle and Equipment
- Product Materials
- Bulk Storage Tanks
- Waste Materials

5.0 Potential Pollutant Sources and BMPs

OVERVIEW

Target pollutants enter the environment through the day-to-day operation and maintenance activities conducted within maintenance facilities. The following five groups of target pollution categories include a range of pollution sources that can be managed to reduce the risk of stormwater pollution by minimizing the exposure of target pollutants to the environment.

5.1 BUILDING AND GROUNDS MANAGEMENT

Maintenance facilities require building and grounds management, which includes care of landscaped areas around each facility, cleaning of parking areas and pavements, and maintenance of the stormwater drainage system and some structural Best Management Practices (BMPs).

Tasks to perform these activities include equipment operation, litter/trash pickup and maintenance landscaping, which can in turn result in spills, leaks, trash, sewage, chemical vegetation control, and erosion.

Potential target pollutants could include sediment, litter, trash, sewage, pesticides, fuel, hydraulic fluid and oil. **Buildings and grounds must be maintained in a manner that reduces the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources and/or potential pollutant conveyances are included in the FRCP:

Stormwater Drainages- drain inlets, catch basins, drainage swales, ditches, outfalls

Infiltration, Retention and Detention BMPs

Paved Areas

Exposed Soil, Gravel and Millings

Floor Drains, Trench Drains, and Oil-Water Separators

5.1 BUILDING AND GROUNDS MANAGEMENT cont.

Suggested Best Management Practices (BMPs):

a. Keep culverts, ditches, gutters, drain inlets, catch basins, and outfalls as well as infiltration, retention and detention areas free of target pollutants and in good structural condition.

b. Sweep paved areas to remove sediment and other materials that could be tracked or dispersed across the facility. Do not wash or spray materials into the storm drain system.

c. Inspect and identify areas of erosion, or off-site discharge of sediment or aggregate, that need preventative maintenance.

d. Keep floor drains, trench drains, and oil-water separators clear of build-up or debris to ensure proper drainage.

e. Clearly mark storm drain inlets with a message (paint, stamp, adhesive discs, etc.) to protect location from target pollutants.

f. Keep emergency clean-up materials such as drain covers, absorbent booms, rags, or sandbags conveniently located near drain inlets, catch basins and outfalls to stop pollutants from entering in the event of a spill.

g. Install grates over inlets that will keep trash and debris from entering storm drains.

h. Keep paved surfaces in good condition. Protect slopes, flat areas, exposed soil areas, or transportation corridors with pavement if vegetation or aggregate are not an option or are inadequate solutions.

5.2 VEHICLE AND EQUIPMENT MANAGEMENT

Municipal maintenance facilities are regional staging areas for all vehicles and equipment used to operate and maintain streets, parks, trails, sewers, fleets, waste collection and other properties owned by the City. All vehicles and equipment require operation and management of some type, which may include storage, fueling, cleaning, maintenance, and repair.

Poor management practices can quickly lead to substantial spills, leaks, and non-stormwater discharges. **Vehicle fluids at fueling areas as well as equipment washing, storage, and maintenance areas must be managed to reduce the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

Vehicle & Equipment Washing

Parked Vehicle & Equipment Storage

Vehicle & Equipment Fueling

Vehicle & Equipment Maintenance and Repair

5.2 VEHICLE AND EQUIPMENT MANAGEMENT cont.

Suggested Best Management Practices (BMPs):

a. Wash vehicles in designated areas (preferably under cover with a pipe to a collection pit and the City sanitary sewer) away from storm drain inlets, catch basins, outfalls, and areas that are prone to flooding or ponding.

b. Minimize water use during cleaning operations and use dry clean-up methods to remove sediments, clippings and debris.

c. Use phosphate-free biodegradable detergents if cleaning agents are necessary.

d. Keep parts, equipment, and vehicles stored indoors or within designated outdoor areas away from storm drains, inlets, or catch basins.

e. Inspect all connectors and liquid reservoirs on stored equipment and vehicles for leaks. Move leaking equipment and vehicles indoors or capture leaking materials and dispose of properly

f. Immediately contain and clean up any spills or releases when they occur, and properly dispose of the cleaning materials.

g. Cleanup evidences of fuel or oil residues on surfaces by grinding absorbent into the surface (typically using the sole or heel of your shoe or boot) and sweeping up material.

h. Keep spill response kits and/or clean-up materials in close proximity to areas where spills or leaks are most likely to occur. Dispose of properly after use.

i. Park vehicles and/or equipment close to the pump when refueling.

j. Conduct all maintenance on vehicles and equipment indoors whenever possible. Do not repair or maintain vehicles and equipment near drain inlets, catch basins, or outfalls.

5.3 PRODUCT MATERIAL MANAGEMENT

Maintenance facilities store a large variety of liquid and soluble products that could be harmful to the environment if they come into contact with surface waters. Materials that may be stored include pesticides, petroleum products, paints, concrete and asphalt products, solvents and others. Storage and handling practices that minimize exposure of these materials to stormwater significantly minimize the potential for pollution of receiving water.

Large stockpiles of materials located on maintenance lots require responsible management just as much as products that are stored indoors or under cover. Large stockpiles of material may include sand or gravel mixed with de-icing chemical such as salt, magnesium chloride, etc.; asphalt cold patch material; mulch; soil; or millings. Stockpiles of material containing chlorides or other potential pollutants should be covered to prevent leaching between April 15th and October 1st in all cases and year-round when practical. **All product materials must be managed to reduce the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

Stockpiled Materials- sand or gravel mixed with de-icing chemical, asphalt cold patch, mulch, millings, soil

Weed & Pest Management Chemicals- fertilizers, herbicides, pesticides

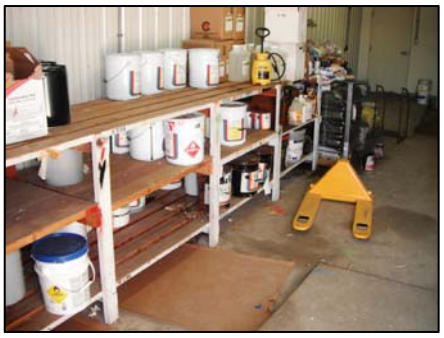
Paints, Adhesives, & Solvents

Petroleum, Oils, & Fluids

5.3 PRODUCT MATERIAL MANAGEMENT cont.

Suggested Best Management Practices (BMPs):

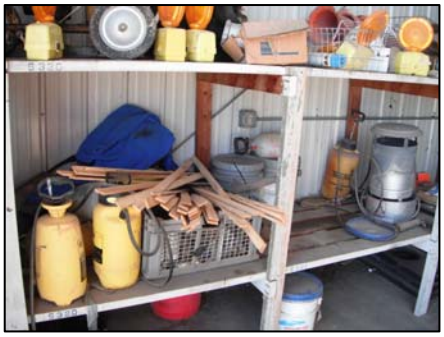
a. Locate raw material stockpiles away from drain inlets, catch basins, and outfalls.



b. Sweep up loose product that is outside of designated area to prevent tracking.

c. Reduce the exposure of stockpiles and limit the amount of stockpiled materials during the rainy season.

d. To the extent possible, store materials indoors or cover piles with storm resistant coverings to prevent exposure to precipitation.



e. Minimize the amount of pesticides and fertilizers that are stored on-site at all times.

f. Store and dispose of pesticides and fertilizers per manufacturer's instructions and any state requirements.

g. Store materials in a dedicated area away from direct traffic
routes to prevent accidental damage or spills and store materials indoors or under a covered area when possible.

h. When receiving new product materials, check drums, tanks, and containers for leaks.

i. Ensure all containers are clearly and accurately labeled according to contents.

j. Close containers between filling and emptying events.

k. Keep an adequate supply of dry absorbent material and spill response kits on-site and dispose of properly once used.

5.4 BULK STORAGE TANK MANAGEMENT

Bulk storage tanks full of stock products are a typical feature of many maintenance facilities and they generally come in all shapes and sizes. Substances contained in storage tanks may include soil stabilizers, dust suppressants, herbicides, fertilizers, de-icing chemicals, fuels, lubricants and other petroleum products.

A Spill Prevention, Control, and Countermeasure (SPCC) Plan may be in place to reduce the risk of pollution from certain petroleum products, but all bulk storage tanks generate a certain level of risk of discharging pollutants to adjacent drainages and receiving waters. **Storage tanks must be protected and maintained in a manner that reduces the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

Aboveground Storage Tanks – fuel, winter road maintenance chemicals, and road, motor, or tack oils

Underground Storage Tanks – fuel

5.4 BULK STORAGE TANK MANAGEMENT cont.

Suggested Best Management Practices (BMPs):

a. Inspect storage tanks, pumps, pipes, and valves for leaks, signs of corrosion, support or foundation failure, or other deterioration.

b. Keep valves or plugs on secondary containment closed at all times except when containment water that is free from visual evidence of pollution is being removed (see SPCC requirements, if applicable). Collected water can be discharged after any evidence of pollution has been removed. **Immediately replace plug or close valve once water is drained.**

c. Protect tanks from traffic using bulkheads, jersey barriers, or other substantial barriers.

d. Educate tank fillers to use wheel blocks during unloading and where the overfill warning devices and alarms are located.

e. When possible, locate aboveground storage tanks on paved, impermeable surfaces with secondary containment.

f. Inspect surfaces near storage tanks for visible signs of residues. Cleanup fuel or oil residues on surfaces by grinding absorbent into the surface and sweeping up material.

g. Maintain and inspect integrity of all underground storage tanks as per state fire marshal requirements.

h. Periodically check to make sure the ball float valve is functioning property and that it will restrict fuel flow according to manufacturer's specifications.

i. Make sure automatic shutoff devices for all tanks are functioning properly.

5.5 WASTE MATERIALS MANAGEMENT

Activities at maintenance facilities generate many types of wastes that accumulate or may be discharged into the environment. Types of waste that must be managed include construction salvage materials such as rubble, fencing, soil, aggregate; recyclables such as scrap metal, tires, spent parts-washer solvent, used oil, and used batteries. Waste materials can also include trash and debris, empty product containers, and rinse water.

Personnel should reference the Departmental Procedures to determine the appropriate methods for managing all types of waste since federal and state waste management regulations require specific disposal practices. For any material that poses a significant threat to human health and the environment, contact Hazardous Materials Response. If unsure of disposal requirements, contact the Environmental Services Division for direction. **Both hazardous and non-hazardous wastes must be managed to reduce the risk of discharging pollutants to the stormwater drainage system.**

The following potential pollution sources are included in the FRCP:

Waste Materials- trash, debris, street sweepings, vacuum truck waste, empty product containers, rinse water, used oil filters

Construction Salvage- rubble, fencing, replaced equipment, soil, aggregate

Recyclables- scrap metal, used batteries, tires, spent solvent, used oil

5.5 WASTE MATERIALS MANAGEMENT cont.

Suggested Best Management Practices (BMPs):

a. Cover and clearly label all waste receptacles according to waste type.

b. Collect all litter that accumulates around the facility grounds and dispose in properly labeled containers.

c. Ensure that trash bins are used and not overflowing by scheduling regular pick-up and disposal of waste materials.

d. Store containers, material, and salvage away from direct traffic routes, drain inlets, catch basins, outfalls, areas prone to flooding or ponding, and floor and trench drains to prevent accidental damage or spills.

e. Educate and train every employee that it is their daily responsibility to be aware of materials, residues, and trash that could be washed away in stormwater.

f. Develop a plan to reuse or dispose of irregular waste material as soon as the material is brought on-site.

g. Store batteries in an upright position in leak-proof covered containers.

h. Schedule regular pick-up for waste tires, scrap metal, used oil, used antifreeze and other waste intended for recycling.

i. If any waste material may be hazardous, complete a waste determination prior to disposal according to Departmental Procedures and keep records at the facility. For any material that poses a significant threat to human health and the environment, contact Hazardous Materials Response. If unsure of disposal requirements, contact the Environmental Services Division for direction.

j. Store hazardous waste containers (preferably in a covered area) on pallets or in containment devices to prevent corrosion of the containers by contact with moisture or other chemicals.

k. Immediately contain and clean up any spills that may occur, and properly dispose of the cleaning material.

6.0 FACILITY EVALUATION PLAN

This plan pertains to and inspections will be conducted for the facility location displayed in **Appendix D**. Good Housekeeping/Pollution Prevention inspections **will be conducted by Qualified Personnel** each month **at approximately 30 day intervals** using the inspection form provided in **Appendix B**. Problem findings will be recorded on the corrective action log attached to the inspection form. These evaluations are expected to reveal problems and deficiencies with the program. It is understood that all pollutant issues cannot be determined at first evaluation and that continued inspections must be done to reveal future needs. The City of Lexington Storm Water Management Program will rely heavily on dedicated employees to properly inspect, evaluate and determine sources of possible pollution so that these sources may be address as soon as possible.

If operational changes are made to the facility, the Storm Water Program Manager will determine if those changes will impact storm water quality and develop new BMPs and map updates to address the change. All operational changes and new BMPs will be recorded in this plan. Review and necessary revisions to this plan will occur at least once every five years.

7.0 COMPLIANCE AND REPORTING REQUIREMENTS

7.1 Facility Runoff Control Plan Summary

As per the requirements of City of Lexington general permit for storm water discharges the City of Lexington has prepared a Facility Runoff Control Plan. The Runoff Control Plan will be kept at the facility and a copy will be maintained by the Storm Water Program Manager in City Hall. The plan will be made available to the state or federal compliance inspection officer upon request.

7.2 Implementation Schedule

The following table presents the general implementation schedule for the Runoff Control Plan. The implementation schedule for the individual structural BMPs is yet to be determined. There will be the need to review funding sources for the installation of these items. This schedule corresponds to the effective date of the Runoff Control Plan.

Tentative Schedule

BMP	Schedule	Status
January 2008		
Employee Training Program	Immediate	Ongoing
Semi-annual inspection of outfalls	Immediate	Discontinue
Install covered spill kits	Within 30 days of Plan implementation	Complete
Install fuel station signage	Immediate	Complete
Wash equipment in specified areas	Immediate	Complete
Sweep work areas, rather than hosing down	Immediate	Ongoing
Mark loading and unloading zones	Within 30 days of Plan implementation	Complete
Store deliveries immediately	Immediate	Ongoing
Regular inspections of outdoor containers	Immediate	Ongoing
Secondary containment for used oil	Within 30 days of Plan implementation	Complete
Secondary containment for used paint	To Be Determined	Complete
Dispose of unused containers	Immediate	Ongoing
Lids for all trash receptacles	Immediate	Complete
Reduce size of street sweeper debris pile	Immediate	Ongoing
Install Oil/Water Separator in yard	To Be Determined	??
Initial facility Compliance Inspection	90 days after Plan implementation	Complete
All BMPs not listed	Immediate	Ongoing
April 2012		
Update FRCP and Inspection Procedures	Immediate	Complete
Monthly Facility Inspections	Continue	Ongoing

8.0 RECORD KEEPING AND AUTHORIZED SIGNITURES

Records will be kept of all significant storm water pollution events (e.g., spills/releases), in-house inspections, corrective actions, and any significant changes in onsite activities associated with the transportation/streets facility. These records shall be maintained for at least three years.

8.1 Record Retention Requirements

Records described in the plan must be retained on site for 3 years beyond the date of the cover letter notifying the facility of coverage under a storm water permit, and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records, monitoring reports, changes to plan, and any information required by the permit to be retained will be done so for the minimum of a three year period.

8.2 Principal Executive Officer Signature

In accordance with the state of Nebraska, this plan has been approved and signed by the City Manager or the authorized representative responsible for the operation of the facility.

8.3 Provisions for Amendment of the Plan

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact storm water, the plan will be amended appropriately. The amended plan will have a description of the new activities that contribute to the increased pollutant loading and planned source control activities. The Runoff Control Plan will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling storm water pollutants discharged to waters.

APPENDIX A
Employee Training Logs

Employee Training Log

DATE (MM/DD/YYYY)	Employee Name (Printed)	Department	Employee Signature

APPENDIX B
FRCP Monthly Assessment Forms and Corrective Action Logs

FRCP Monthly Assessment Form

Facility: City Service Building
Address: 801 W. Vine Street
City: Lexington, Nebraska

Conducted By:_____
Date: ___/____/____
Phone: (____)_____

Answer the following questions for your facility.

Enter Yes (**Y**) or No (**N**). Record needed corrective actions(s) on the last page. Include the location and Question Number with each corrective action. All "Yes" responses require some type of corrective action.

A. BUILDING AND GROUNDS

Storm Drains:

1. Do storm drains, inlets, catch basins, or drainage ditches need to be cleaned out or repaired?
2. Do outfall structures or adjacent waterways show signs of pollutant migration?

Indoor Collection System:

3. Do floor drains, trench drains, or oil/water separators need to be cleaned out or repaired?

Exposed Soil and Gravel:

4. Do areas of exposed soil or gravel show signs of erosion?

Paved Surfaces:

5. Do paved surfaces need to be swept to prevent stormwater from carrying loose debris or materials to storm drain systems?

B. VEHICLES AND EQUIPMENT

<u>Outdoor</u> Storage:

6. Are there any leaks, spills or fluid residues from parked vehicles or equipment?
7. Are leaking vehicles parked near storm drains, inlets, catch basins, known ponding areas or drainage ditches?
8. Is there damage or leaks to equipment lines or connectors?

Washing:

9. Do wash areas have accumulated gravel, salt, grass clippings or other materials that need to be swept up & disposed?

Maintenance and Repair Bays:

10. Are there loose materials or leaks on the floor that could be tracked outdoors?

Fueling:

11. Does the area where fueling occurs show evidence of staining from fuel or vehicle fluids?
12. Are hoses and nozzles showing signs of wear, cracks, or damage?

FRCP Monthly Inspection (continued)

C. PRODUCT MATERIALS

Stockpiles:

13. Do material storage areas need to be contained or protected to prevent erosion?
14. Is there any loose material outside the designated area?
15. If the material is not actively being used, does the stockpile need covered or reduced in size? (Stockpiles containing chlorides should be covered between April 15th and Oct. 1st.)

Other Products: *Consider fertilizer, pesticide, paint, solvent, petroleum, vehicle fluids and any other products.*

16. Are containers located in traffic areas or near drains?
17. Do materials need to be reduced?
18. Are there leaks, spills, damaged, uncovered or unlabeled containers?

D. BULK STORAGE TANKS

19. Have stored materials/residues accumulated on the ground surface near the storage tank areas?
20. Are there signs of leaks, corrosion, support or foundation failure, or other deterioration on tanks, pumps, pipes or valves?
21. Do storage tanks need to be protected from traffic by location or barriers?

E. WASTE MATERIALS

Waste, Construction Salvage, Recyclables

22. Has trash, litter or debris accumulated along the boundary of the facility?
23. Is there evidence of leaks, spills, damaged, unlabeled or uncovered waste containers?
24. Are waste materials located near floor or trench drains, outfalls, traffic areas or in areas prone to flooding or ponding?
25. Can the amount of waste materials or recyclables be reduced to minimize exposure?

I certify that the above information is correct and accurate.

Signature: _____ Date: ___/___/__

Printed Name: _____

Supervisor's Signature: _____

Printed Name: _____

Additional Corrective Action(s) or Comments

Location	Question Number	Corrective Action or Comment	*Date Complete
Example Storage	20	Ask Supervisor about constructing containment areas for scrap metal and mulch.	3-22-12
Example Grounds	4	Use grader to fix rill erosion in north drainage ditch and reseed the area.	*

* Move incomplete corrective actions to the next month's form if not completed.

Inspection Team Members present during inspection:

_____

_____

_____

Report completed by: _____ _____

Inspector's Name Inspection Date

Please file in your facility's Runoff Control Plan File once Corrective Actions have been completed or carried over to the next month's inspection form!

APPENDIX C
Material Safety Data Sheets

APPENDIX D
Facility Maps

APPENDIX E
Spill Response Plan

APPENDIX F
Facility Inventory

Description of Exposed Significant Material

Activity Area	Area Description	Description of Exposed Significant Material	Period of Exposure	Quantity Exposed (units)	Method of Storage or Disposal (e.g., pile, drum, tank)	Description of Material Management Practice (e.g., pile covered, drum sealed)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

APPENDIX G
List of Significant Spills and Leaks

List of Significant Spills and Leaks

Definitions: Significant spills include, but may not be limited to, releases of oil or hazardous substances in excess of reportable quantities.

Date (month/day /year)	Spill (S) /Leak (L)	Activity Area Location (as indicated on Figures 3 or 4)	Description				Response Procedure		Preventive Measures Taken
			Type of Material	Quantity	Source, if known	Reason	Amount of Material Recovered	Date Material Removed from Exposed to Stormwater	
Spills and Leaks Recorded For Three (3) Years Prior to Current SWPPP									
Spills and Leaks Recorded For Three (3) Years Prior to Current SWPPP (Continued)									