



Stormwater Pollution Prevention Plan (SWPPP)

Print Business Name

Development of a Stormwater Pollution Prevention Plan (SWPPP) is now required under Knox County Stormwater regulations. The purpose of this document is to serve as a guide for your facility on how you will prevent stormwater pollution on your site. An authorized agent of your facility must sign and date the SWPPP and is charged with ensuring the SWPPP is followed.

“I certify 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 gather and evaluate the information submitted. I am aware that it is my responsibility to ensure that no pollutants leave my site and that this SWPPP will be followed and updated. I am aware I may incur civil penalties up to \$5,000 per day for allowing pollutants to enter the municipal storm sewer system.”

Signature

Print Name

Title

Date

Submit a copy of your Stormwater Pollution Prevention Plan to:

**Knox County Stormwater Management
c/o Illicit Discharge Detection and Elimination System Program Manager
205 West Baxter Avenue
Knoxville, TN 37919**

How does stormwater affect the environment and water quality?

*Rushing **stormwater** picks up litter, chemicals, dirt, and other pollutants as it flows into a storm drainage system or directly to a lake, stream, river or wetland. **Stormwater is not clean water** and, unlike drinking water and wastewater, **stormwater receives no treatment** to remove any of these pollutants. Instead they are carried into Knox County’s waterways where they **may harm fish and wildlife, and ultimately pollute the places you enjoy for fishing, swimming, and other recreational activities.** Because Knox County uses surface water as a drinking water source, these contaminants can **add to the cost of treating drinking water** to make it safe.*

Knox County businesses can prevent stormwater pollution by understanding their contribution to stormwater pollution and implementing measures to reduce that pollution. This SWPPP you are completing will help you understand how water flows on your site, identify pollutants of concern on your site and choose practices that you can put into action on your site.

Thank you for your cooperation!

NOTICE

DO YOU ALREADY HAVE A SWPPP?

If you have an existing SWPPP for your facility, you may substitute it for this SWPPP. Please fill out the Knox County Stormwater Pollution Prevention Plan front page and attach it to the front of your existing SWPPP.

Send your completed SWPPP and the title page of this document to the address listed below.

**Knox County Stormwater Management
c/o Illicit Discharge Detection and Elimination System Program Manager
205 West Baxter Avenue
Knoxville, TN 37919**

Pollution Prevention Team: Worksheet 1

A. Choosing a Pollution Prevention Team:

Your SWPPP must identify specific individuals or a group of individuals, within the facility, as members of your Pollution Prevention Team. If the facility is not staffed on a continuous basis, you may identify a company employee, or employees from outside the facility, as part of the team. Additional members of the team may include environmental professionals who are under contract to the permittee. Make sure all members of the Pollution Prevention Team are familiar with the requirements of the SWPPP for the facility.

Examples of Pollution Prevention Team members within the facility

- Facility employees
- Environmental, Health and Safety staff
- Plant/facility operator(s) or owner(s)
- Plant/facility manager(s)

Examples of Pollution Prevention Team members from outside the facility

- Corporate environmental staff
- Corporate health and safety staff
- Regional managers
- Environmental consultants under contract to the facility or corporation

B. Pollution Prevention Team Responsibilities:

The Pollution Prevention Team is responsible for the development, implementation, maintenance, and revisions to the SWPPP. The SWPPP should clearly define all team members' responsibilities. An individual may have multiple responsibilities depending on facility and staff size. Include team members' contact phone number with their assignments to give non-team member employees the ability to locate a team member when needed.

Examples of duties related to the SWPPP include, but are not limited to:

Periodic inspections and log	SWPPP revisions	Maintenance of Best Management Practices (BMPs) for the facility
Non-stormwater investigation	Good housekeeping measures	Maintenance of exposed inventory list
Site map development and maintenance	Spill prevention and response	Employee training and documentation
Maintenance of minor spill and leak log	Annual comprehensive site compliance evaluation and log	

Please keep in mind that this is site specific and only you and your staff know the needs at your site. SWPPPs don't need to be overly complicated or extremely detailed. Things to keep in mind are: how does water flow on my site, what pollutants does that water pick up as it travels, what can I put on the site to reduce pollution, how will I keep up with inspections and what do I do if I have an accidental spill?

Pollution Prevention Team: Worksheet 1

Year: _____

Using the instructions on page 3, please complete this sheet. Depending on your facility and staff size, you may or may not need this many team members.

Team Member 1: SWPPP Coordinator _____

Responsibilities:

Team Member 2: _____

Responsibilities:

Team Member 3: _____

Responsibilities:

Team Member 4: _____

Responsibilities:

Facility Description: Worksheet 2 (cont'd)

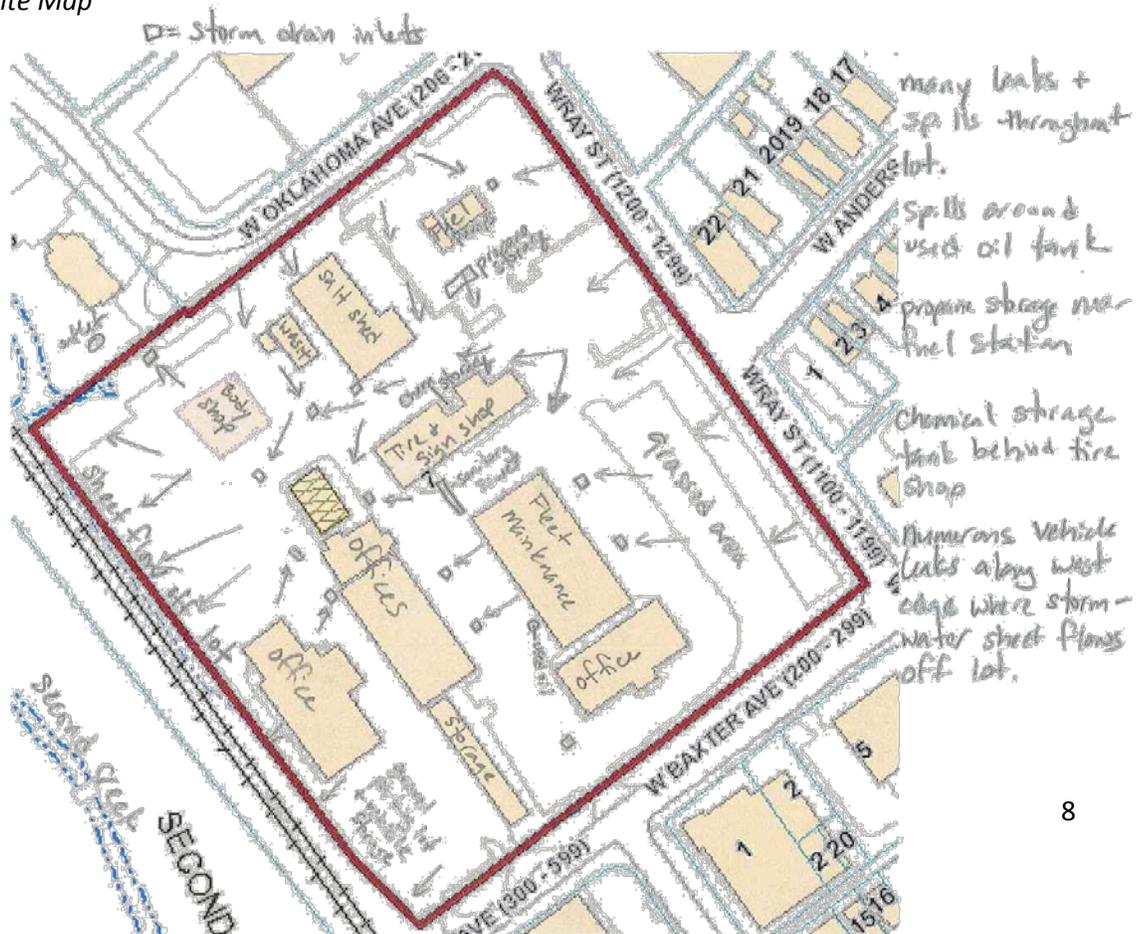
D. Site Map:

Develop a site map(s) that clearly shows the flow of stormwater runoff to each outfall. The site map should be drawn to scale, legible, properly labeled, and reproducible. **Please add your map to page 9 of this document.** The site map should include the following. See example below.

Location of each outfall	Connections or discharges to municipal separate storm sewer system (not sanitary system)	Location of all structures (buildings, storage tanks, vehicle storage areas, etc.)
Process wastewater treatment units (including ponds)	Landfills, scrap yards, surface water bodies (including wetlands)	Vehicle fueling and exposed maintenance areas
Physical features of the site that may influence runoff	Process areas, storage areas, or other locations where materials are exposed to rainfall or runoff/run-on	Flow of stormwater to each outfall
Known areas of leaks and spills	Date of construction (if known)	Parking areas

To obtain a foot print map, log on to www.kgis.org/KnoxNetWhere/viewer.asp, click the "SEARCH" tab at the top right and type in your address.

Example Map: EPW Site Map



Facility Description: Worksheet 2 (cont'd)

Site Map: Please hand draw or insert a copy of your detailed site map here. Please refer to directions on page 8 for help.

Non- Stormwater Discharges, Spill Prevention and Response: Worksheet 4

Non-Stormwater Discharges, Spill Prevention and Response Procedures: Develop and implement a section of the SWPPP that addresses preventing non-stormwater discharges, spills and procedures to allow for adequate spill response.

A. List the practices and procedures you are currently doing on your site to address spill prevention and response. If you have specific Best Management Practices (BMPs) on your site, please detail where they are located:

Example narrative: catch basin inserts are on all storm drains, dumpsters are covered, gravel parking lot for large trucks on south west corner of the facility

B. List areas where non-stormwater discharges and spills could contribute pollutants to stormwater discharges:

Example narrative: Fueling area, auto maintenance shop and paint shop are biggest areas for potential spills and sw contamination

Examples of activities and potential sources of pollutants		
Loading and unloading areas	Vehicle and equipment maintenance, cleaning and fueling areas (including where vehicles are stored awaiting maintenance)	Outdoor storage areas
Large parking areas	Car wash areas	Dumpsters or other on-site disposal areas
Outdoor processing areas	Drive thru lanes	Liquid storage tank areas

Non- Stormwater Discharges, Spill Prevention and Response: Worksheet 4 Cont'd

C. Spill Prevention and Response Procedures: You must develop and implement procedures that address preventing spills and allow for adequate spill response. If you already have a Spill Response plan, you may attach it to the SWPPP and leave this section blank.

The purpose of the Spill Response Plan is 1) to minimize the potential of a spill occurring by increasing the awareness of your personnel to the potential environmental impacts of a release, and 2) to promote an efficient and effective response to spill associated with your facility.

Your Spill Prevention and Response Plan must include the following; the rest is up to you and your team:

- The roles and responsibilities of personnel when responding to spill events
- A list of critical personnel and emergency contacts within your facility
- Lines of communication between personnel and relevant spill response and regulatory agencies (*the following provides you that information*):
 - Spills that reach water or leave your site must be reported to your appropriate jurisdictional stormwater organization:
 - Knox County Stormwater Management: 865-215-5540
 - City of Knoxville Stormwater: 865-2148
 - Town of Farragut Stormwater Matters: 865-966-7057
 - Spills that reach water or enter the storm sewer system must be reported to:
 - TEMA Storm Water Hotline: 1-800-262-3300
 - If there is any evidence that ANY spilled substances have entered surface water you must notify the appropriate facility personnel (provide that information in the plan) who must IMMEDIATELY notify the appropriate agencies listed above and as required by the Clean Water Act the following agency:
 - National Response Center: 1-800-424-8802
- How you plan to train your employees (if applicable) on your spill prevention and response procedures.

Best Management Practices: Worksheet 5

Best Management Practices: The permittee must establish BMPs at your facility to reduce the discharge and potential discharge of pollutants in stormwater. In developing best management practices (BMPs), consider the activities and potentials for contamination that you identified on Worksheets 3&4.

This is where you will choose what “Best Management Practices” you will put on your site to reduce contamination from non-stormwater discharges and spills. BMPs, like everyday good housekeeping measures, may be everyday operating procedures that aid in the prevention of exposure of pollutants to stormwater. BMPs may also be structural controls such as covered storage racks or catch basin inserts.

Please be specific about which practices you will implement and where they will be located. Include a time frame of completion of Best Management Practices. You don’t necessarily need to list an exact date, but at a minimum, you should list a month and year, or quarter and year to demonstrate the advances made in stormwater pollution prevention, and updates made to the SWPPP annually.

Best Management Practices Ideas:

This is by no means a comprehensive list

Spill response kit and plan along with employee training	Proper labeling on all tanks, drums and containers at facility	Secondary containment around outside areas that have potential to cause stormwater pollution
Posted spill reporting procedures	Sweeping outside areas instead of pressure washing	Blocking storm drains to prevent wash water from entering. This can be done by directing wash water to a grassed area or putting a “sock” around the drain and then wet vacuuming the residue
Cover dumpster or storage areas	Gravel pad for oil & grease dumps/dumpsters	Regular inspections of facility
Reducing debris and sediment in storm water discharges with screens, booms, or detention ponds	Using oil-water separators, booms, skimmers or other methods to minimize oil-contaminated storm water discharges	Labeling storm drains with a “No Dumping, Drains to Stream” stencil or sticker
Using absorbents for minor leaks and spills	Filter inserts for catch basins	Repositioning outside storage or dumpsters away from storm drains
Pick up trash and cigarette butts around the facility	Check floor drains to make sure they are correctly connected to the sanitary sewer system	

Periodic Inspections: Worksheet 6

Periodic Inspections: Qualified personnel who are familiar with your site activities should conduct periodic inspections to determine the effectiveness of the following:

- **Good Housekeeping Measures:**
Ensure that areas that can contribute pollutants to stormwater are maintained in a clean, orderly manner. Good housekeeping may be one of the most important aspects of your stormwater pollution prevention efforts. An investigator is much less likely to find an area of concern in a well maintained facility than they would in a disorderly one.
- **Spill Prevention and Response Measures:**
You may want to evaluate if the plan is posted and employees are being trained. You may also want to walk around the site to see if there are areas where spill and leaks are evident and not cleaned up.
- **Maintenance Program for Structural Controls:**
If you have any controls on your site that need maintenance (ie. ponds, catch basin inserts, oil/water separators, etc.,) someone needs to be making sure they are functioning properly and are clean.
- **Best Management Practices:**
If you have identified BMPs that you will implement on your site that are not a structural control, someone needs to make sure they are present, maintained and functioning. For example, one of your BMPs may have been to cover your dumpster or have an absorbent material at the gas pumps for spills. Someone needs to make sure those BMPs are actually present and being used properly.
- **Employee Training Program:**
The only way to make sure your site stays clean is if you properly train your employees on what to look for and what to do if they see a problem. Are all employees trained on procedures related to the SWPPP? Is the program effective?

Periodic inspections should occur on a frequency of at least once per season. Worksheet 6 is an example of a simple inspection checklist you can use and keep on file with your SWPPP and your Special Pollution Abatement Permit. You may be asked for inspections during your annual inspection. It is not a requirement that you do them, but your site will run more smoothly if you do routine inspections.

Periodic Inspections: Worksheet 6

Inspection Date:				Season (circle one)	
Weather Conditions Today:				Winter	Spring
				Summer	Fall
Inspection Element	Inspector	Evaluated		Findings	Corrective Action Needed
		Y	N		
Good Housekeeping Measures					
Spill Prevention and Response					
Maintenance program for Structural Controls					
Best Management Practices					
Employee Training & Education Program					
Other					

**MAKE SURE YOU HAVE A COPY OF YOUR SWPPP AVAILABLE TO EMPLOYEES
AND INSPECTORS AT YOUR FACILITY**

If you have questions about this SWPPP or need assistance in any way, please contact:

