TENTATIVE DETERMINATION

Appendix B: 21-SE SWPPP Template

This Stormwater Pollution Prevention Plan (SWPPP) is meant to simplify SWPPP creation for the majority of the seafood processors in the State of Maryland. Operators may prefer to create their own SWPPP, which is acceptable, as long as it comports with the requirements of this permit (Part III.B).

Stormwater Pollution Prevention Plan

for:

Insert Facility Name

Insert Facility Address

Insert City, State, Zip Code

Insert Facility Telephone Number (if applicable)

Permit Registration Number: _____

SWPPP Contact(s):

Insert Facility Operator

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

SWPPP Preparation Date:

__/__/_____

1. Stormwater Pollution Prevention Team You must identify the staff members (by name or title) that comprise the facility's stormwater pollution prevention team.

Staff Names	Individual Responsibilities
Insert name of SWPPP team member	Insert explanation of that staff person's responsibilities relating to compliance with the permit

2. Site Description Attach a site map showing: the size of the property in acres; directions of stormwater flow (use arrows); locations of all receiving waters in the immediate vicinity of your facility; locations of all stormwater conveyances including ditches, pipes, and swales; locations of all stormwater monitoring points; xi.) locations of stormwater inlets and outfalls, with a unique identification code for each outfall (e.g., Outfall No. 1, No. 2, etc).

3. Summary of Potential Pollutant Sources You must document areas at your facility where industrial materials or activities are exposed to stormwater and from which allowable non-stormwater discharges are released. Document in your SWPPP, in addition to seafood processing-related industrial activities, application and storage of pest control chemicals (e.g., rodenticides, insecticides, fungicides) used on plant grounds.

Check if applicable	Activity	Pollutant Source	Pollutant
	Raw material unloading/ product	Container defects (bags, drums, bottles, crates), Spills and leaks during	Biochemical oxygen demand (BOD), total suspended solids (TSS), oil and

	loading	unloading/loading (tanks, rail cars), Failed connections (hoses and couplings), and Washdown of unloading/loading area	grease, pH, nitrogen (TKN)
	Liquid storage containers (i.e., above ground storage tanks)	Failed piping and connections (couplings, flanges, hoses, and valves), External corrosion and structural failure, and Spills and overflows due to operator error	BOD, TSS, oil and greases, pH
	Liquid storage containers (drums, carboys, and gallon jugs)	Outside containers, Open containers, External corrosion of the containers, Operator handling and transporting, and Spills and leaks from damaged containers	BOD, TSS, pH
	Solid storage containers (soils, holding bins, fiber drums, etc.)	Dust and particulates, Operator handling and transporting , and Spills and leaks	BOD, TSS, oil and greases, pH
	Air emissions	Oven emissions, Vents, and Fine solids handling	TSS
	Solid waste	Dumpsters and trash cans, and Spent equipment, scraps, etc	BOD, TSS, oil and greases, pH, copper, manganese
	Wastewater	Treatment processes (e.g., hydraulic overflow) and Outside piping and connections (couplings, flanges, hoses, valves, and pumps)	BOD, TSS, oil and greases, pH, fecal coliform
	Pest control	Outside application of pesticides, rodenticides, and insecticides	Miscellaneous insecticides, rodenticides, pesticides, etc., TKN
	Illicit connections to the storm sewer	Process wastewaters, Process floor drains, Sanitary sewers and USTs	BOD, TSS, oil and greases, pH

4. Spills and Leaks. You must document where potential spills and leaks could occur that could contribute pollutants to stormwater discharges, and the corresponding outfall(s) that would be affected by such spills and leaks.

Outfall	Location of potential spills or leaks

5. Schedules and Procedures You must document schedules and procedures relating to Control Measures Used to Comply with the Effluent Limits in Part III.A.1.c.ii.

- Staff will be trained yearly on the BMPs in this SWPPP.

Pollutant Source	BMPs	Check if applicable
Raw material unloading/product loading	Situate loading/unloading areas indoors or in a covered area.	
	Confine loading/unloading activities to designated areas outside drainage pathways and away from surface waters.	
	Ensure that a facility representative is present during unloading/loading activities.	
	Close storm drains during loading/unloading activities in surrounding area.	
	Use a dead-end sump where materials could be directed.	
	Use rubber seals in truck loading dock areas to contain spills.	
	Inspect all containers for leaks or damage prior to unloading/loading of any raw or spent materials.	
	Avoid loading/unloading materials in the rain or provide cover or other protection for loading docks.	
	Provide diversion berms, dikes or grassed swales around the perimeter of the area to limit run-on.	
	Cover loading and unloading areas and perform these activities on an impervious pad to enable easy collection of spilled materials. Provide overhangs or door skirts to enclose trailer ends at truck loading/unloading docks.	
	For rail transfer, a drip pan shall be installed within the rails to collect spillage from the tank.	

	Where liquid or powdered materials are transferred in bulk to/from truck or rail cars, ensure hose connection points at storage containers are inside containment areas, or drip pans are used in areas where spillage may occur which are not in a containment area.	
	Drain hoses back into truck, railcar, etc. after loading/unloading materials.	
	Install high level alarm on tanks to prevent overfilling.	
	Use dry cleanup methods rather than washing the areas down.	
Raw material unloading/product loading (continued)	Regularly sweep area to minimize debris on the ground.	
	Provide dust control if necessary. When controlling dust, sweep and/or apply water or materials that will not impact surface or ground water.	
	Train employees in spill prevention, control, cleanup, and proper materials management techniques.	
	Train employees on proper unloading/loading techniques.	
	Initiate an inventory control for all raw and spent materials.	
Liquid storage	Cover and/or enclose storage areas to minimize exposure of tanks and the collection of stormwater inside the curbed/diked area.	
	If area is uncovered, connect sump outlet to sanitary sewer (if possible) or an oil/ water separator, catch basin filter, etc. If connecting to a sanitary sewer check with the system operator to ensure that the discharge is acceptable.	
	Surround above-ground liquid storage tanks with curbs/dikes to provide secondary containment storage. The enclosed volume should be the greater of either 10% of the total tank volume or 110% of the volume contained in the largest tank.	
	If containment structures have drains, ensure that the drains have valves, and that valves are maintained in the closed position.	

	Institute protocols for checking/testing stormwater in containment areas prior to discharge.	
	Install impervious surface for the floor of the storage area and slope it to a lined sump for the collection of spills.	
	Use drip pans when loading and unloading liquid materials and place at locations where spillage may occur (hose connections, hose reels, filler nozzles, and opened tanks/drums).	
	Bulkhead liquid storage tanks indoors (i.e., tank outlets located inside buildings).	
	Inspect the external condition (corrosion, leaks) of the containers.	
	Inspect the general area around the containers.	
	Use double-walled tanks.	
	Develop and implement spill plans.	
	Train employees in spill prevention, control, proper storage, handling and transportation techniques (e.g., filling and transferring contents).	
Liquid storage (drums, carboys, and gallon jugs)	Store containers indoors when possible.	
	Store containers, including empty or used containers, in secondary containment with a roof or cover (including temporary cover such as a tarp that prevents contact with precipitation).	
	Store containers, including empty or used containers, in secondary containment with a roof or cover (including temporary cover such as a tarp that prevents contact with precipitation).	
	Provide secondary containment, such as dikes or portable containers, with a height sufficient to contain a spill (the greater of 10 percent of the total enclosed tank volume or 110 percent of the volume contained in the largest tank).	

	Clearly label containers with its contents. Ensure that all containers are closed (e.g., valves shut, lids and manways sealed, caps closed).	
	Wash containers indoors before storing empty containers outdoors.	
	If outside or in a covered area, minimize run-on of stormwater into a storage area by grading area to ensure that stormwater runs "off" and not "on."	
	Maintain an inventory control of all raw and spent materials.	
	Employ measures to protect against spillage from the overflows (e.g., high level sensors, alarms).	
	Train employees in spill prevention and control.	
Waste management - wastewater	Develop a leak prevention program for valves, pumps, and piping equipment.	
	Inspect the outside pipe connections (couplings, valve seals and gaskets, flanges, etc.) of the treatment system for leaks, corrosion, and poor maintenance upkeep.	
	Use dry cleanup methods.	
Waste management - solid waste (paper, wood pellets, scrap metals, refuse, etc.)	Inspect the general area around the solid waste storage (e.g., look for signs of leaching).	
	Store waste so that it is physically contained (dumpsters, drums, bags). Store waste in an enclosed/covered area.	
	If outside or in a covered area, minimize exposure to stormwater by grading the area to ensure that stormwater runs "off" and not "on."	
	Ensure hazardous waste disposal practices are performed in accordance with federal, state, and local requirements.	
	Route trash compactor leakage to treatment system or sanitary sewer.	
Waste	Clean around vents and stacks to atmosphere from process and storage areas.	

management - air emissions	Place tubs around vents and stacks for easy collection of settling particles.	
	Remove fugitive dust accumulations on ledges, walls, floors, and equipment. If you use compressed air to clean up dust, shut down your machinery and other potential ignition sources.	
	Inspect air emission control systems (e.g., baghouses) regularly and repair and replace as necessary.	
	Route overflows/condensates from process vents to on-site treatment system or to the sanitary sewer.	
	Minimize free-fall height to reduce fugitive-dust losses.	
	Locate fabric dust-filter collectors outside the facility if possible. If fabric dust-filter collectors are inside the facility, place them in an area protected by an explosion-protection system.	
Pest control	Follow manufacturer's directions for application of pest control materials to site.	
	Time application for dry weather conditions.	
	Store partially full containers indoors or undercover.	
	Apply insecticides during breeding months.	
	Protect rat bait houses from stormwater.	

- Checklist: Staff will complete inspections quarterly and at least one of those to visually inspect the stormwater runoff, using this checklist.

  Sample Location _____ Date / Time Collected: _____

  Collector's Name & Title _____ _____

Parameter	Parameter Description	Parameter Characteristics
1. Color	Does the stormwater appear to have any color? Yes No (Clear)	If Yes, describe: Yellow Brown Red Gray Other:
2. Clarity	Is the stormwater not clear? Yes No	If not clear, which of the following best describes the clarity of the stormwater? Suspended Solids Milky/Cloudy Opaque Other:
3. Oil Sheen	Can you see a rainbow effect or sheen on the water surface? Yes No	Which best describes the sheen? Rainbow sheet Floating oil globules Other:
4. Odor	Does the sample have an odor? Yes No	If Yes, describe: Chemical Musty Rotten Eggs Sewage Sour Milk Oil/Petroleum Other:
5. Floating Solids	Is there anything on the surface of the sample? Yes No	If Yes, describe: Suds Oily Film Garbage Sewage Water Fowl Excrement Other:
6. Suspended Solids	Is there anything suspended in the sample? Yes No	Describe:
Leave sample undisturbed for 30 minutes.		
7. Settled Solids	Is there anything settled on the bottom of the sample? Yes No	Describe: (note type, size and material after sample is not disturbed for 30 minutes
8. Foam	Does foam or material form on the top of the sample surface if you shake it? Yes No	Describe:
9. If there are any visible indicators of pollution identify (1) where the pollution may come from and (2) any corrective actions taken.		

6. Signature Requirements You must sign and date your SWPPP in accordance with Part II.E.

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.

Name: Title:

Signature:

Date:

7. Required SWPPP Modifications You must modify your SWPPP whenever necessary to address any of the triggering conditions for corrective action in Part V and to ensure that they do not reoccur. The SWPPP is a living document. Facilities must keep their SWPPP up-to-date throughout their permit coverage, such as making revisions and improvements to their stormwater management program based on new information and experiences with major storm events.