

DARDENNE



P R A I R I E

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**City of Dardenne Prairie, Missouri**

**MS4 Stormwater Management Plan**

**Permit No. MOR04C067 / 2021 - 2026**

**February 21, 2022**

**ADOPTED MARCH 2, 2022 BY THE BOARD OF ALDERMEN**

# SWMP INFO. PAGE

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**Contact Information (3.1.B):**

*Primary Contact and Primary Person Responsible for all MCMs:  
James Knowles III, City Administrator  
Phone: (636) 755-5303 / Email: jknowles@dardenneprairie.org*

**Regulatory and Background Information:**

The City of Dardenne Prairie’s first MS4 permit was issued in 2003. With a population of less than 10,000 in 2003, the City was considered a Regulated Small MS4 because of its operation of a small MS4s that was located within the boundaries of a Bureau of the Census-defined “urbanized area” (UA) based on 2000 Census. The City’s permit has been renewed in 2008, 2013, and 2016.

**TMDL Information:**

Not Applicable

**Co-Permittee Information (3.2):**

Not Applicable

**Stormwater Program Review and BMP Iterative Process (3.3):**

The City evaluates the Stormwater Management Program and all BMPs in the SWMP annually for effectiveness and to identify areas for improvement. The information collected is included in the City’s annual report.

## **Overview of Minimum Control Measures**

*The City's Stormwater Management Program* includes the following minimum control measures (MCMs) aimed at the reduction of storm water pollution:

MCM 1. Public Education and Outreach of Stormwater Impacts

MCM 2. Public Involvement/Participation in Program Development

MCM 3. Illicit Discharge Detection and Elimination

MCM 4. Construction Site Stormwater Runoff Control

MCM 5. Post-Construction Stormwater Management in New Development and Redevelopment

MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations

## **MCM 1. Public Education and Outreach of Stormwater Impacts**

The permittee shall implement a public education program to distribute educational materials to the community and/or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and the steps that the public can take to reduce pollutants in stormwater runoff.

**4.1.A** Identify target audiences and explain why the target audiences are likely to have significant stormwater pollution impacts in the SWMP;

**4.1.B** Identify target pollutants and/or sources of pollution that the permittee’s education program is designed to address and how those pollutants/ sources relate to the specific target audience(s); and

**4.1.C** Develop or utilize appropriate educational BMPs (materials, events, activities, etc.) to be used in conjunction with the target pollutants and target audiences. Explain opportunities about the BMPs and how the BMPs inform and educate target audiences to reduce pollutants in stormwater runoff.

<b><u>MCM 1 BMP(s)</u></b>	<b><u>Target Audiences:</u></b>	<b><u>Explanation of why audience was chosen:</u></b>	<b><u>Target Pollutants:</u></b>	<b><u>Sources of Pollution:</u></b>	<b><u>Goal of BMP</u></b>
#1 Inclusion of a multifarious stormwater informational webpage on the City’s website with a form for reporting stormwater concerns.	General public, residents, business owners, and property owners.	How an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4 in not common knowledge with target audience members.	Nitrogen, phosphates, sanitary sewerage, petroleum, oils, grease, household wastes products, trash, bacteria, chlorine, and animal waste.	Residential lawn areas, croplands, sewerage systems, swimming pools, improperly controlled livestock and pet waste.	Provide opportunity for target audience to access a variety of educational information on how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.
#2 Hold pre-construction conference with target audience members prior to the start of permitted land disturbance activities.	Developers and contractors	Not all target audience members are aware of City regulations related to the control of pollutants from disturbed lands.	Sediment, suspended solids, petroleum, oils, grease, and floatables.	Disturbed lands.	Provide opportunity for target audience to become aware of City regulations on the installation, inspection, and maintenance of SWPPP BMPs.
#3 Inclusion of a stormwater education section in the City’s newsletter.	General public, residents, business owners, and property owners.	How an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4 in not common knowledge with target audience members.	Nitrogen, phosphates, sanitary sewerage, petroleum products, oils, grease, household wastes products, trash, bacteria, chlorine, and animal waste.	Residential lawn areas, croplands, sewerage systems, swimming pools, improperly controlled livestock and pet waste.	Provide opportunity for target audience to access a variety of educational information on how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.

**4.1.D Measurable Goals:**

<b>MCM 1 BMP #1 – Educational Material on City’s Website</b>					
<b>Measurable Goal of BMP</b>	Inclusion of a multifarious stormwater informational webpage.				
<b>Purpose of BMP</b>	Provide opportunity for increased knowledge of target audience members regarding how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.				
<b>BMP Goal/ Intended Outcome</b>	Provide opportunity for target audience to access a variety of educational information on how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.	<b>Educational Material Tracking (per year of permit cycle)</b>			
		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Action:</b> Number of target pollutants covered on educational webpage:					
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/></b> (Use for Annual Report)				
<b>Explanation:</b>	The city has posted this management plan on their website and will continue with updates.				
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/></b> (Use for Annual Report)				
<b>Explanation:</b>					
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/></b> (Use for Annual Report)				
<b>Explanation:</b>					
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/></b> (Use for Annual Report)				
<b>Explanation:</b>					
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/></b> (Use for Annual Report)				
<b>Explanation:</b>					

<b>MCM 1 BMP #2 – Hold Pre-Construction Conferences</b>					
<b>Measurable Goal of BMP</b>	Hold pre-construction conference with target audience members				
<b>Purpose of BMP</b>	To provide opportunity for target audience to become aware of City regulations related to the control of pollutants from disturbed lands.				
<b>BMP Goal/ Intended Outcome</b>	Provide opportunity for target audience to become aware of City regulations on the installation, inspection, and maintenance of SWPPP BMPS.	<b>Conferences Tracking (per year of permit cycle)</b>			
		22	23	24	25
<b>Action:</b>	Number of land disturbance permits issued:				
	Number pre-construction conferences held:				
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>	The city engineer and staff regularly provide pre-construction meetings and plan review prior to site development. There is a pre-construction meeting topic checklist used.				
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					

<b>MCM 1 BMP #3 – Educational Material on City’s Website</b>					
<b>Measurable Goal of BMP</b>	Inclusion of a stormwater education section in the City’s newsletter.				
<b>Purpose of BMP</b>	Provide opportunity for increased knowledge of target audience members regarding how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.				
<b>BMP Goal/ Intended Outcome</b>	Provide opportunity for target audience to access a variety of educational information on how an MS4 operates and ways to reduce potential for transfer of target pollutants into the MS4.	<b>Educational Material Tracking (per year of permit cycle)</b>			
		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Action:</b>	No. of stormwater education sections included in newsletter:				
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>	The City’s newsletter will have a designated section for stormwater education.				
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					



## **MCM 2. Public Involvement/Participation in Program Development**

The permittee shall implement a public involvement/participation program that reaches out and engages the public in the development and implementation of the permittee's Stormwater Management Program.

**4.2.A** The permittee shall hold a public notice period for a minimum of thirty (30) days on the draft SWMP. The permittee shall respond to public comments received during the public notice period. The permittee shall retain copies of any public comments and responses, for a minimum of three years.

The City's policy is to hold a public notice period for at least 30 days on the City's draft SWMP each time significant revisions to the SWMP are made.

The City advertises the public notice of the SWMP on the City's the stormwater webpage (<https://www.dardennepairie.org/engineering/StormwaterInformation.php>) noting that the draft SWMP will be posted for review and public comment for 30 days.

The City also advertises the public notice period in a newspaper of general circulation throughout the City under the announcements section. The newspaper advertisement directs readers to the City's website to review the draft SWMP.

The City provides public comment submission through the City's website as well as a mail-in option with the address posted on the website and in the local paper.

The City's policy is to respond to all comments submitted by the public within 30 days of receipt and copies of all comments submitted by the public and the corresponding responses are retained by the City for at least 3 years.

**4.2.B** The permittee shall hold a public hearing regarding the proposed Stormwater Management Program and Plan within the MS4 service area. Public notice of the public hearing shall be given at least thirty (30) days before the hearing. Public notice of the hearing may be given at the same time as public notice of the draft SWMP and the two notices may be combined.

The City's policy is to hold a public hearing for the proposed SWMP.

The City advertises the public hearing for the SWMP on the City's the stormwater webpage (<https://www.dardennepairie.org/engineering/StormwaterInformation.php>) and in a newspaper of general circulation throughout the City at least 30 days prior to the hearing.

The hearing announcement will remain posted on the website the entire 30 days. The hearing announcement in the newspaper will run one time at least 30 days prior to the public hearing.

**4.2.C** The permittee shall have a publicly available method to accept public inquiries or concerns, and to take information provided by the public about stormwater and stormwater related topics. This method, or a combination of methods, shall cover all MCMs.

The City's utilizes a comment submission platform located on the City's stormwater webpage (<https://www.dardennepairie.org/engineering/StormwaterInformation.php>) to allow the public to make inquires and report concerns regarding stormwater and stormwater related topics.

**4.2.D** If the permittee utilizes a stormwater management panel or committee, the permittee shall provide opportunities for citizen representatives on the panel or committee.

The City does not utilize a stormwater management panel or committee.

4.2.E Measurable Goals

<b>MCM 2 BMP #1 – Hold Public Notice Period on the City’s Draft SWMP</b>					
<b>Measurable Goal of BMP</b>	<i>Hold public notice period for at least 30 days on the City’s draft SWMP each time significant revisions to the SWMP are made.</i>				
<b>Purpose of BMP</b>	Provide opportunity for target audience to become aware of information regarding City regulations on the installation, inspection, and maintenance of SWPPP BMPS.				
<b>BMP Goal/ Intended Outcome</b>	To provide public involvement and public participation in the City’s Stormwater Management Program Development	<b>Public Notice Period Tracking (per year of permit cycle)</b>			
		22	23	24	25
<b>Action:</b>	Is the City adopting a new SWMP?:	Y			
	Advertised public hearing and proposed SWMP on City’s website?:	Y			
	Advertised public hearing and proposed SWMP in newspaper?:	Y			
	Proposed SWMP posted on City stormwater webpage?:	Y			
	Public comments available to be received via City website and mail?:	Y			
	Number of comments received:				
	Were all received comments responded to within 30 days?:				
	Are all comments and responses to comments retained in City files?:				
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>	The city holds a 30 day notice period for the SWMP improvements public hearing.				
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					

*\*<https://www.dardennepairie.org/engineering/StormwaterInformation.php>*

<b>MCM 2 BMP #2 – Advertise and Hold Public Hearing for City’s Proposed SWMP</b>					
<b>Measurable Goal of BMP</b>	<i>City advertises both public hearing for the proposed SWMP and the proposed SWMP.</i>				
<b>Purpose of BMP</b>	Provide opportunity for target audience to become aware of information regarding City regulations on the installation, inspection, and maintenance of SWPPP BMPS.				
<b>BMP Goal/ Intended Outcome</b>	Provide opportunity for target audience to become aware of information regarding City regulations on the installation, inspection, and maintenance of SWPPP BMPS.	<b>Educational Material Tracking (per year of permit cycle)</b>			
		<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Action:</b>	Advertised public notice period on City’s webpage:	Y			
	Advertised public notice period in newspaper of general circulation:	Y			
	Number of comments received:				
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>	The city has advertised for the public hearing for the proposed SWMP and the proposed SWMP.				
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>				
<b>Explanation:</b>					

*\*<https://www.dardennepairie.org/engineering/StormwaterInformation.php>*

<b>MCM 2 BMP #3 – Maintain a Method to Accept Public Inquiries or Concerns</b>						
<b>Measurable Goal of BMP</b>	Have a publicly available method to accept public inquiries or concerns, and to take information provided by the public about stormwater and stormwater related topics.					
<b>Purpose of BMP</b>	To allow the public to make inquiries and report concerns about stormwater and stormwater related topics.					
<b>BMP Goal/ Intended Outcome</b>	Maintain a publicly available method to accept public inquiries or concerns about stormwater and stormwater related topics.	<b>Public Reporting Tracking (per year of permit cycle)</b>				
		22	23	24	25	26
<b>Action:</b>	Stormwater information webpage on City’s website?:	Y				
	Webpage able to receive inquires and reported concerns?:	Y				
	Number of inquiries about stormwater received:					
	Number of reported stormwater concerns received:					
<b>Yr. 1 Progress to Goal:</b>	<b>Satisfactory: YES: <input checked="" type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>					
<b>Explanation:</b>	The city’s website has an online form for the public to fill out regarding concerns or request information.					
<b>Yr. 2 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>					
<b>Explanation:</b>						
<b>Yr. 3 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>					
<b>Explanation:</b>						
<b>Yr. 4 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>					
<b>Explanation:</b>						
<b>Yr. 5 Progress to Goal:</b>	<b>Satisfactory: YES: <input type="checkbox"/> NO: <input type="checkbox"/> (Use for Annual Report)</b>					
<b>Explanation:</b>						

*\*<https://www.dardenneprairie.org/engineering/StormwaterInformation.php>*

### **MCM 3. Illicit Discharge Detection and Elimination**

The permittee shall implement and enforce a program to detect and eliminate illicit discharges (as defined in 10 CSR 20-6.200 at 40 CFR 122.26(b) (2)) into the permittee's regulated MS4.

**4.3.A** Develop and maintain an up-to-date storm sewer system map, show the location of all outfalls, the names and location of all waters of the state that receive discharges from those outfalls, and the boundary of the regulated MS4 area.

1. A description of the sources of information or procedures used for the map(s), how the permittee plans to verify the outfall locations with field surveys, and how the map will be regularly updated shall be included in the SWMP.
2. The permittee shall make the map and any accompanying necessary information available to the Department upon request.

The City has a completed an MS4 outfall map utilizing engineering plans and field surveys. All outfalls have been field verified.

The City will update the map annually with the addition or removal of storm sewers.

Inspections for illicit discharges shall be conducted at all outfalls and all businesses at within a five-year period. Results of inspections and any enforcement actions shall be maintained by the City.

<https://www.google.com/maps/d/u/1/edit?mid=1f34zW0vbsPdxPN7AXVRPa11L1-OOGbSf&usp=sharing>

The City will maintain an electronic copy of the MS4 outfall map.

<https://www.google.com/maps/d/u/1/edit?mid=1f34zW0vbsPdxPN7AXVRPa11L1-OOGbSf&usp=sharing>

The City will include a copy of the MS4 outfall map in the City's SWMP (see Appendix B).

**4.3.B.** To the extent allowable under state, or local law, through ordinance(s), or other regulatory mechanism(s), the permittee shall effectively prohibit unauthorized non-storm water discharges into the storm sewer system and implement appropriate enforcement procedures and actions. Identify in the SWMP the regulatory mechanism(s) the permittee will use to effectively prohibit illicit discharges into the MS4 by including a link to or a copy of the relevant sections.

The City has a completed Illicit Discharge Ordinance in place (Ordinance No. 1635). Ordinance No. 1635 is accessible on the stormwater information webpage on the City's website. (<https://www.dardenneprairie.org/engineering/StormwaterInformation.php>).

The ordinance is reviewed annually, and updates are made as needed.

**4.3.C** Develop and implement a plan to detect and address unauthorized non-storm water discharges, including illegal dumping, to the system. An explanation of these strategies shall be included in the SWMP with:

1. Applicable response timelines;
2. Procedures for tracing the source of an illicit discharge, including specific techniques used to detect the location of the source;
3. Procedures for removing the illicit discharge; and
4. Other practices that are a part of this plan.

The City uses Ordinance No. 1635 (accessible on the stormwater information webpage on the City's website. <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>), for its SOP for detecting and addressing illicit connections and unauthorized non-stormwater discharges, including illegal dumping, into the City's MS4.

*The SOP will be reviewed annually, and updates will be made as needed.*

**4.3.D** The permittee shall inform public employees, businesses, and the general public of hazards associated with illegal discharges and the improper disposal of waste. The SWMP shall include a description of how this plan will coordinate with all other minimum control measures, monitoring, Integrated Planning (where applicable), and TMDL implementation (where applicable).

The City's informs public employees, businesses and the general public of hazards associated with illegal discharges and the improper disposal of waste is through an annual public employee training, through pre-construction conferences, and through the City's stormwater information webpage and City newsletter articles.

This measure coordinates with MCM #1: 1. Inclusion of a multifarious stormwater informational webpage on the City's website with a form for reporting stormwater concerns.

2. Hold pre-construction conference with target audience members prior to the start of permitted land disturbance activities. 3. Inclusion of a stormwater education section in the City's newsletter.

This measure coordinates with MCM #2: Provide opportunity for public involvement and public participation in City's stormwater management program development and hold a public hearing prior to adopting a Stormwater Management Program and Plan within the MS4 service area.

This measure coordinates with MCM #4: Hold pre-construction conference with target audience members prior to the start of permitted land disturbance activities.

This measure coordinates with MCM #5: Stormwater management strategies must be implemented on new development and redevelopment projects which include a combination of appropriate structural and/or non-structural best management practices (BMPs) appropriate for the community, including the assessment of site characteristics at the beginning of the construction site design phase, inspection, and maintenance to ensure compliance.

This measure coordinates with MCM #6: *Holding annual employee Pollution Prevention and Good Housekeeping for Municipal Operations training.*

How the plan coordinates with monitoring: (N/A, the City does not conduct routine monitoring.)

How the plan coordinates with Integrated Planning: (N/A, the City does not utilize Integrated Planning.)

How the plan coordinates with TMDL Implementation: (N/A, the City is not impacted by a TMDL.”)

**4.3.E** Implement a dry weather field screening strategy for unauthorized non-stormwater flows. The SWMP shall include a description of diagnostic monitoring procedures, including procedures for visual screening, sampling, or field analyzation and what parameters are sampled for to be used as indicators of discharge sources.

The SOP will be reviewed annually, and updates will be made as needed.

**4.3.F** Maintain and describe procedures to identify priority areas likely to have illicit discharges such as, but not limited to, any area where there is ongoing evidence of illicit discharges, or dumping; areas with higher likelihood of illicit connections such as neighborhoods with onsite sewage; or regions with a high percentage of directly connected impervious areas.

**4.3.G** Provide procedures to ensure the permittee’s illicit discharge ordinance (or other regulatory mechanism) is implemented by means of appropriate enforcement procedures, including fines, and actions. A description of these enforcement procedures shall be included in the SWMP.

#### **4.3.G Measurable Goals**

4.3.A Inspections for illicit discharges shall be conducted at all outfalls and all businesses within a five-year period. Results of inspections shall be maintained by the City.

4.3.A The City will maintain an electronic copy of the MS4 outfall map and results of completed outfall and site IDDE inspections.

4.3.B and 4.3.C The City will maintain records of updates made as a part of it annual review of this BMP.

4.3.D 1. The City shall maintain records of the posting of an informational webpage and any updates made to this web page. 2. The City will maintain records of all pre-construction conference held with land disturbance permittees. 3. The City will maintain records of the City’s newsletter. 4. The City will maintain records of annual Pollution Prevention and Good Housekeeping for Municipal Operations training events.

4.3.E and 4.3.F Results of inspections and any enforcement actions shall be maintained by the City.



## **MCM 4. Construction Site Stormwater Runoff Control**

The permittee shall develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of storm water discharges from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

**4.4.A** The permittee shall have an ordinance and/or other regulatory mechanism to require construction site operators to implement erosion and sediment control BMPs at construction/land disturbance sites.

1. The ordinance or regulatory mechanism shall include sanctions which are designed to ensure compliance, to the extent allowable under state, or local law.
2. The SWMP must contain a copy of or a link to the relevant ordinance or regulatory mechanism.

The permittee has an ordinance in place to require construction site operators to implement erosion and sediment control BMPs at construction/land disturbance sites. A copy of this ordinance is available on the City's website

*<https://www.dardenneprairie.org/engineering/StormwaterInformation.php>*

**4.4.B** The permittee shall maintain requirements for construction site operators to:

1. Implement appropriate erosion and sediment control best management practices; and
2. Control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.

The City requires a Stormwater Pollution Prevention Plan (SWPPP) to be developed for construction sites over 5,000 square feet in size.

**4.4.C** The permittee shall maintain and apply procedures for review of all pre-construction site plans for consideration of potential water quality impacts.

The City requires that all pre-construction site plans for consideration of potential water quality impacts and any other practices that are a part of the permittee's plan.

**4.4.D** The permittee shall maintain and apply mechanisms for receipt and consideration of information submitted by the public.

The City maintains a web page that allows submission of construction project concerns. The electronic submission system is located on the City's stormwater web page on the side bar of the home page with a link stating "Do you have a concern about a construction project in the City? If so, submit your concern here." The City also advertises these submission methods in permit-required construction site signage posted in clear view of the public at the entry of the site.

The City will develop an SOP by February 28, 2022, for review and consideration of all environmental concerns, complaints, or comments received by the public which includes deadlines of review of each submission within 24 hours of receipt, and investigative response to submission, if deemed necessary, within 48 hours of submission (72 hours if submission occurred over a weekend or holiday). The SOP also requires follow up response to submitter if submitter requests to be contacted on submission form within 24 hours of completing review/consideration and/or investigation if necessary.

**4.4.E** The permittee shall maintain and apply procedures for site inspection and enforcement of control measures, this shall include prioritization of site inspection processes; AND

**4.4.F** The permittee shall inspect (or require inspection of) any structure that functions to prevent pollution of stormwater or to remove pollutants from stormwater and ensure that all BMPs are implemented and effective. This shall include a monitoring plan and/or documentation with implementation schedules described in the SWMP.

The City performs site inspection and enforcement of control measures with 21 days of construction project startup, once during construction project implementation (at a minimum), and at construction project closeout. Construction sites larger than 1 acre will be inspected at least three times during construction project implementation.

A SWPPP inspection report is available on the City's website.

**4.4.G** The permittee shall maintain and apply a plan designed to ensure compliance with the permittee's erosion and sediment control regulatory mechanism, this shall include the sanctions and enforcement mechanisms to be used to ensure compliance.

The City's Land Disturbance and Sediment Control ordinance includes an enforcement process, which includes sanctions, fines, and progressive enforcement actions, to ensure compliance, which is available on the City's website at <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>

The enforcement process is reviewed annually along with the rest of the ordinance and updates are made as needed.

#### **4.4.H Measurable Goals**

4.4.A Records of the City-approved construction site SWPPPs shall be maintained for all City-issued land disturbance permits.

4.4.B Records of all enforcement letters shall be maintained by the City.

4.4.C Records of all SWPPPs for all City-issued land disturbance permits shall be maintained by the City.

4.4.D Records of all received submissions of construction project concerns

4.4.E, 4.4.F and 4.4.G Site inspection enforcement letters sent to construction site owners/operators will be maintained by the City.

## **MCM 5. Post-Construction Stormwater Management in New Development and Redevelopment**

The permittee shall develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that would disturb one acre or more, and that discharge into the permittee's regulated MS4.

**4.5.A** The permittee shall develop, and implement strategies which include a combination of structural and/or non-structural best management practices (BMPs) appropriate for the community, including, but not limited to the assessment of site characteristics at the beginning of the construction site design phase to ensure adequate planning for stormwater program compliance. The goal of this approach is to arrive at designs that protect sensitive areas, minimize the creation of stormwater pollution, utilize BMPs that effectively remove stormwater pollution, and attempt to maintain predevelopment runoff conditions.

1. Details of these strategies to minimize water quality impacts shall be included in the SWMP.
2. The SWMP shall include a link to or copy of standards developed or adopted.

The City has an ordinance SOP in place of strategies to protect sensitive areas, minimize the creation of stormwater pollution, utilize BMPs that effectively remove stormwater pollution, and attempt to maintain predevelopment runoff conditions. The City uses Ordinance No. 1684 (accessible on the stormwater information webpage on the City's website. <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>), for its SOP to address storm water runoff from new development and redevelopment projects and to implement strategies which include a combination of appropriate structural and/or non-structural best management practices (BMPs) appropriate for the community, including the assessment of site characteristics at the beginning of the construction site design phase, inspection, and maintenance to ensure compliance.

The SOP will be reviewed annually, and updates will be made as needed.

**4.5.B** To the extent allowable under state, or local law, through ordinance, or other regulatory mechanism, the permittee's Stormwater Management Program shall address post-construction runoff from new development and redevelopment projects. The regulatory mechanism the permittee will use shall be identified in the SWMP by including a link to or a copy of the ordinance(s) or regulatory mechanism(s). If the permittee needs to develop a mechanism, the schedule for implementation shall be described in the SWMP.

The City has an ordinance in place to address post-construction runoff from new development and redevelopment projects. The City uses Ordinance No. 1636 (accessible on the stormwater information webpage on the City's website. <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>)

The ordinance is reviewed annually, and updates are made as needed.

**4.5.C** The permittee shall maintain a plan to ensure adequate long-term operation and maintenance of Post-Construction BMPs, both structural and non-structural. Descriptions of and/or examples of agreements between the permittee and other parties such as post-development landowners or regional authorities shall be included in the SWMP.

**4.5.D** The permittee shall maintain and apply an inspection plan with implementation schedules for post-construction BMPs.

**4.5.E** The permittee shall inspect or require the inspection of post-construction stormwater BMPs to ensure all BMPs are implemented and effective.

Requirements 4.5.C, 4.5.D, and 4.5.E shall be met through the City's in-place post-construction ordinance.

The City's Post-Construction ordinance includes a specific section (Section 420.030) dedicated to the long-term maintenance of Post-Construction BMPs. The ordinance also details the City's inspection plan and implementation schedule of post-construction BMPs to ensure all BMPs are implemented and effective (Section 420.040). The ordinance is accessible on the City's website <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>

The enforcement process is reviewed annually along with the rest of the ordinance and updates are made as needed.

#### **4.5.F Measurable Goals**

4.5.A, 4.5.B, 4.5.C, 4.5.D, and 4.5.E The City shall maintain records of its annually review and any updates that are implemented.

## **MCM 6. Pollution Prevention/Good Housekeeping for Municipal Operations**

The permittee shall develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.

**4.6.A** An employee training program for municipal operations staff who work with material handling, at municipal vehicle or equipment maintenance areas, storage yards, and material storage facilities. The training shall be used to prevent and reduce stormwater pollution from activities such as, but not limited to, park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. The SWMP shall include:

1. A description of any existing, available training material the permittee plans to use such as those available from EPA, the state, or other organizations. Include the frequency of training and topics covered.
2. A description of how this training will coordinate with all other MCMs.
3. A description of how this training will coordinate with monitoring, integrated planning, and TMDL implementations where applicable.

The City has a training program for all municipal operations staff. The City utilizes in house training materials on good housekeeping of vehicle maintenance, materials stockpiling, trash, salt, and sand storage, spill control and response, waste management, municipal facilities maintenance, parking lots and streets maintenance, storing, using, and disposing of paints and solvents, storm drain cleaning, landscaping and grounds maintenance, how to recognize, address, and prevent illicit discharges, and inspections of municipal facilities.

Trainings are conducted annually and include new employees.

If an employee is unable to attend an annual training, a make-up training date is scheduled.

The City's training program coordinates with all other MCMs as follows:

- MCM #1 - by providing education/training to municipal staff; this in itself satisfies how the training program coordinates with MCM #1;
- MCM #2 - by municipal staff participating in the training, this satisfies MCM#2;
- MCM #3 - teaching staff how to recognize, address, and prevent illicit discharges;
- MCM #4 - educating inspection staff on proper land disturbance site management;
- MCM #5 - educating inspection staff on the importance of post-construction BMPs and long-term maintenance of the BMPs; and
- MCM #6 - educating/training municipal staff on good housekeeping practices at municipal facilities

Monitoring, integrated planning, or TMDL implementations are not applicable at this time; however, if monitoring, integrated planning, or TMDL implementations become applicable, descriptions of how the City's training program will coordinate with them will be incorporated into the SWMP and noted in the City's annual report.

The City's training program is reviewed annually and modified as new, updated material becomes available or as the needs of the City change.

**4.6.B** The permittee shall maintain an updated list of all municipal operations/facilities that are impacted by this operation and maintenance program.

The City has two City-owned and operated municipal facilities impacted by the City's operation and maintenance program. The facilities include:

2032 Hanley Road - City Hall  
2080 Hanley Road – Maintenance Shed

Other facilities include:

Municipal Parks – Dardenne Greenway at BaratHaven, Dardenne Greenway Bluebird Meadow Park, Georgetown Park, and City Hall Park

The City's list of facilities is reviewed annually and updated as needed.

**4.6.C** The permittee shall maintain an updated list of industrial facilities that the permittee owns or operates that are subject to NPDES permits for discharges of stormwater associated with industrial activity that ultimately discharge to the permittee's MS4. The permittee shall include the permit number or a copy of the No Exposure Exemption Certification (if applicable) for each facility in the SWMP. NPDES permitted facilities not owned or operated by the permittee are not required to be part of the list; however the permittee should be familiar with all such facilities in their MS4 service area as they may signify a priority area for the IDDE (MCM #3) program.

The City does not have any owned and operated No Exposure facilities.

The City's list of facilities is reviewed annually and updated as needed.

**4.6.D** The permittee shall develop or maintain controls for reducing or eliminating the discharge of floatables and pollutants from municipal parking lots, maintenance and storage yards, waste transfer station, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas owned or operated by the permittee, or other locations expected to contribute floatables and/or pollutants.

The City does not have any owned and operated maintenance and storage yards, waste transfer station, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas.

The City's parking areas at the City Hall and at City Parks are inspected on a weekly basis and any observed potential floatables and pollutants are removed.

**4.6.E** The permittee shall maintain and apply maintenance procedures, maintenance schedules, and long-term inspection schedules for controls to reduce floatables and other pollutants to the permittee's regulated MS4.

If the City receives reported concern of floatables or other pollutants within the City's MS4, an inspection is made within five (5) business days. If floatables or other pollutants are observed during the inspection from a reported concern or during a routine inspection of the City's MS4, a work order is generated within a 24-hour period for the removal of the observed floatables or other pollutants. All MS4 outfalls are inspected within a five-year period.

**4.6.F** The permittee shall utilize procedures for the proper disposal of waste removed from the separate storm sewers and areas of jurisdiction, including dredged material, accumulated sediments, floatables and other debris.

The City uses Ordinance No. 1684 (accessible on the stormwater information webpage on the City's website. <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>), for its SOP.

**4.6.G** The permittee shall utilize procedures for the washing of municipal vehicles and equipment.

1. Use of any soap or detergent shall only be where there is connection to sanitary sewer or equivalent; and
2. Any wash water that contains pollutants such as salt, oils, grease, sediment, grass clippings, lawn chemicals, or pesticides shall not be discharged to waters of the state or the MS4 system without appropriate treatment to ensure the discharged effluent is in compliance with Missouri Water Quality Standards.

City owned vehicles are washed only at commercially licensed car washes.

**4.6.H** All paints, solvents, petroleum products and petroleum waste products (except fuels) under the control of the permittee shall be stored so that these materials are not exposed to stormwater.

1. Sufficient practices of spill prevention, control, and/or management shall be provided to prevent any spill of these pollutants from entering waters of the state.
2. Any containment system used to implement this requirement shall be constructed of materials compatible with the substances contained and shall also prevent the contamination of groundwater.

The City uses Ordinance No. 1635 (accessible on the stormwater information webpage on the City's website. <https://www.dardenneprairie.org/engineering/StormwaterInformation.php>), for its SOP.

Paints, solvents, petroleum products and petroleum waste products shall only be stored indoors and only disposed of through the St. Charles County disposal facilities.

Spill prevention, control, and/or management procedures will be maintained for each City facility.



**4.6.I** If the permittee has new flood management projects (projects developed or designed to reduce flooding), the permittee shall utilize procedures to assess all flood management projects for impacts of water quality, incorporating water quality protection devices or practices.

The City does not have new flood management projects.

**4.6.J Measurable Goals**

The City will maintain records of the annual training provided to City staff, the date of each training, and the City staff who received the training.

4.6.A Records of the training provided to municipal operations staff who work with material handling shall be maintained by the City and shall include the training material provided, names of personnel who participated in the training and the date of the training.

4.6.B The City will maintain records of the results of annual facility inspections (see Appendix C for forms) and any corrective actions that are implemented as a result of the annual inspections.

4.6.C N/A

4.6.D The City will maintain an annual record of compliance with this permit requirement.

4.6.E The City shall maintain records of maintenance procedures, maintenance schedules, and long-term inspection schedules.

4.6.F The City shall maintain records of any significant amount (one cubic yard or more) of waste removed from its storm sewer system and records of the disposal of the waste.

4.6.G N/A

4.6.H The City shall maintain records of any waste disposals made a St. Charles County disposal facility and of any significant amount (five gallons or more) of material spill cleanup that occurs at a City facility.

4.6.I The City shall maintain records of all new flood management projects.

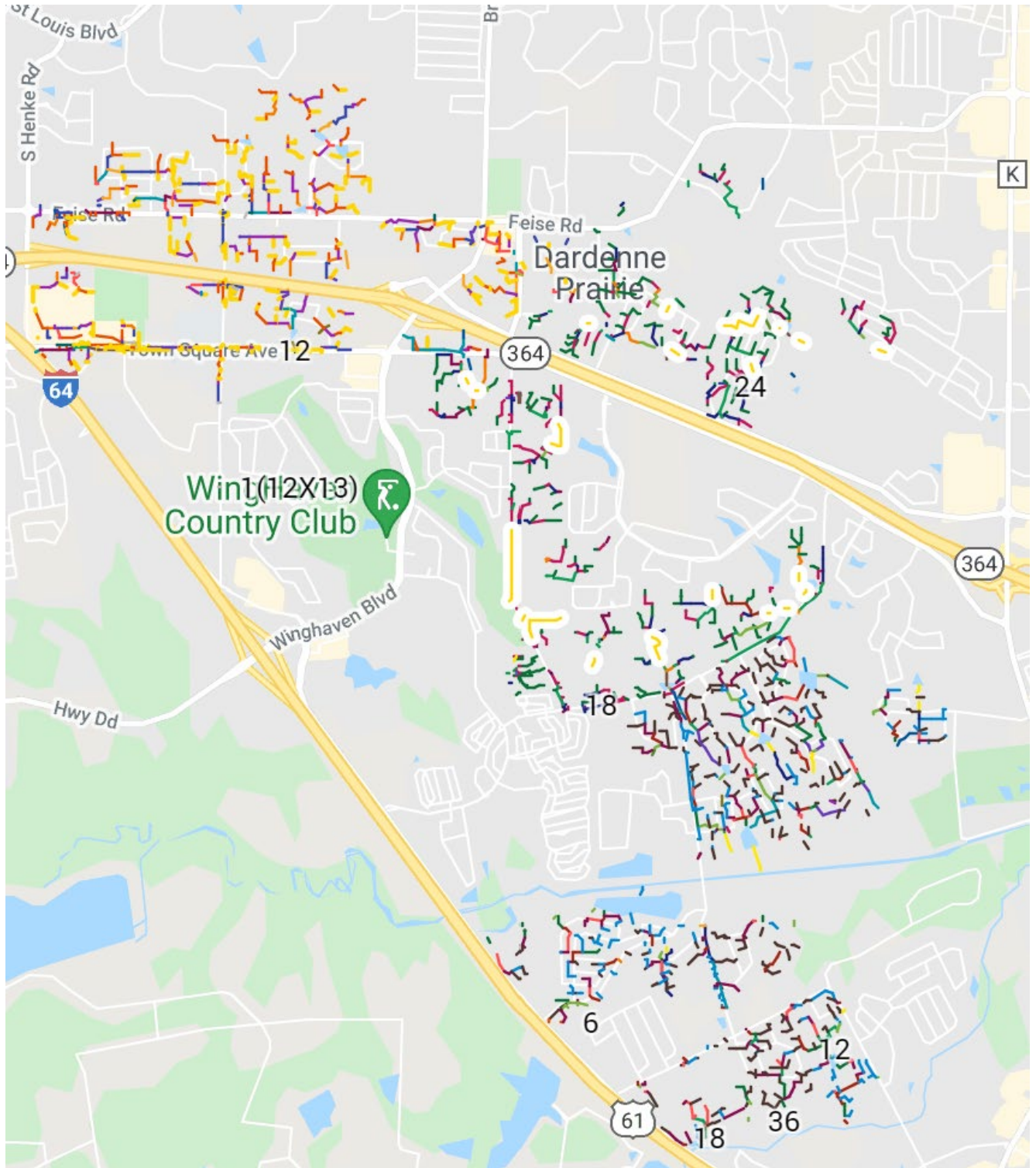
# **APPENDICES**

# Appendix A

Permit Requirement	Permit Section	BMP Description	BMP Purpose	Responsible Person (optional - only if multiple people on MS4 team)	Goal/Expected Result of BMP	Measurable Goals, Milestones, and Dates					BMP Evaluation	BMP Success/Modification
						Permit Year 1	Permit Year 2	Permit Year 3	Permit Year 4	Permit Year 5		
Identifying target audiences of significant pollution	MCM1 4.1.A	1 (What is the BMP? Be sure the description of the BMP is clear.)	(What is the purpose of the BMP? What is the point? What makes this BMP suitable for your MS4 and target audiences?)	(Make sure the BP is listed at the beginning of the SWMP too.)	(What do you expect to see out of this SWMP behavioral or environmental change? Increased public involvement? Decreased pollutants? Etc.)	(What is your goal for year 1? Do you have a milestone to complete? Do you have a deadline? Use percentages, numbers, increasing or decreasing trends where possible.)	(What is your goal for year 2? Do you have a milestone to complete? Do you have a deadline? Use percentages, numbers, increasing or decreasing trends where possible.)	(What is your goal for year 3? Do you have a milestone to complete? Do you have a deadline? Use percentages, numbers, increasing or decreasing trends where possible.)	(What is your goal for year 4? Do you have a milestone to complete? Do you have a deadline? Use percentages, numbers, increasing or decreasing trends where possible.)	(What is your goal for year 5? Do you have a milestone to complete? Do you have a deadline? Use percentages, numbers, increasing or decreasing trends where possible.)	(Criteria you look at during BMP evaluation to ensure goals are met - What you must see to determine if BMP is successful or not.)	(Use this for data tracking for your annual reports - Does not need to be completed for SWMP. Was the BMP successful or not? What was modified?)
	MCM1 4.1.A	2										
Identifying target pollutants and sources of pollutants related to target audiences	MCM1 4.1.B	3	(Specify how the pollutants/sources relate to the target audiences.)									
Inform target audiences of target pollutants and how they can contribute	MCM1 4.1.C	4	(Specify how the BMPs inform and educate target audiences to reduce pollutants in stormwater runoff.)									
	MCM1 4.1.C	5										
Provide public notice period for public to review/comment on SWMP (includes public notice of public meeting)	MCM2 4.2.A, 4.2.B	1				(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)		
Provide public meeting for public to review SWMP and application and voice comments.	MCM2 4.2.B	2				(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)	(Only necessary for significant changes to the SWMP or during permit renewal.)		
Provide publicly available method to accept comments from public.	MCM2 4.2.C	3										
Stormwater Management Committee - provide opportunities for citizen representatives	MCM2 4.2.D	4										
Maintain storm sewer system map	MCM3 4.3.A	1										
Illicit Discharge Ordinance	MCM3 4.3.B	2										
Plan to detect and address unauthorized non-storm water discharges	MCM3 4.3.C	3										
	MCM3 4.3.C	4										

## Appendix B

The City's storm sewer map, shown below is available online at <https://www.google.com/maps/d/u/1/edit?mid=1f34zW0vbsPdxPN7AXVRPa11LI-OOGbSf&usp=sharing>



Appendix C

# City of Dardenne Prairie

## Stormwater Pollution Prevention Plan (SWPP)

NPDES General Permit MOR04C067

### MAINTENANCE SHED AT 2080 HANLEY ROAD



**SEPTEMBER 2021**

NOTE - document has been modified from the IWRC SWPPP  
Sample  
and City of O'Fallon MO Plan  
<http://www.iwrc.org/summaries/onlineSWPPP.doc>

Revised:

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## **GENERAL FACILITY INFORMATION**

Name of Facility: Maintenance Shed at 2080 Hanley Road

Owner: City of Dardenne Prairie, Missouri

Facility Contact:

Name: James Knowles, III

Title: City Administrator

Telephone: 636.561.1718

Mailing Address: 2032 Hanley Road

Dardenne Prairie, Missouri 63368



## **INTRODUCTION**

This storm water pollution prevention plan (SWPPP) covers the operations at the Maintenance Shed at 2080 Hanley Road.

It has been developed as required under the City of Dardenne Prairie's National Pollutant Discharge Elimination System (NPDES) General Permit for storm water discharges. This SWPPP describes facility operations, identifies potential sources of storm water pollution at the facility, lists best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

## **OBJECTIVES**

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Municipally owned facilities are subject to parameters of the NPDES MS4 permit under MCM 6, Pollution Prevention and Good Housekeeping for Municipal Operations and must prepare and implement a SWPPP for their facility.

The objective of this SWPPP is three-fold:

- Identify potential sources of pollution
- Describe best management practices (BMPs) consistent with BMPs for the facility
- Provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help the facility to comply with the terms and conditions of their NPDES MS4 permit

## **PHASE 1: PLANNING AND ORGANIZATION**

### **STORM WATER POLLUTION PREVENTION TEAM**

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with management and operations of the City (facility).

The members of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are listed in Table 1.

<b><i>Table 1: Storm Water Pollution Prevention Team</i></b>	
<b>Name &amp; Title</b>	<b>Responsibility</b>
James Knowles III	City Administrator
Thomas P. Weis, PE	City Engineer

### **EXISTING FACILITY MANAGEMENT PLANS**

**Maintenance Shed at 20280 Hanley Road (facility name) is (choose one)**

**required** or

**not required**

to comply with other state required environmental plans. These include:

(list as appropriate- SPCC, RMP, etc.)

- Spill Prevention Control and Countermeasure Plan (SPCC)

## **PHASE 2: ASSESSMENT**

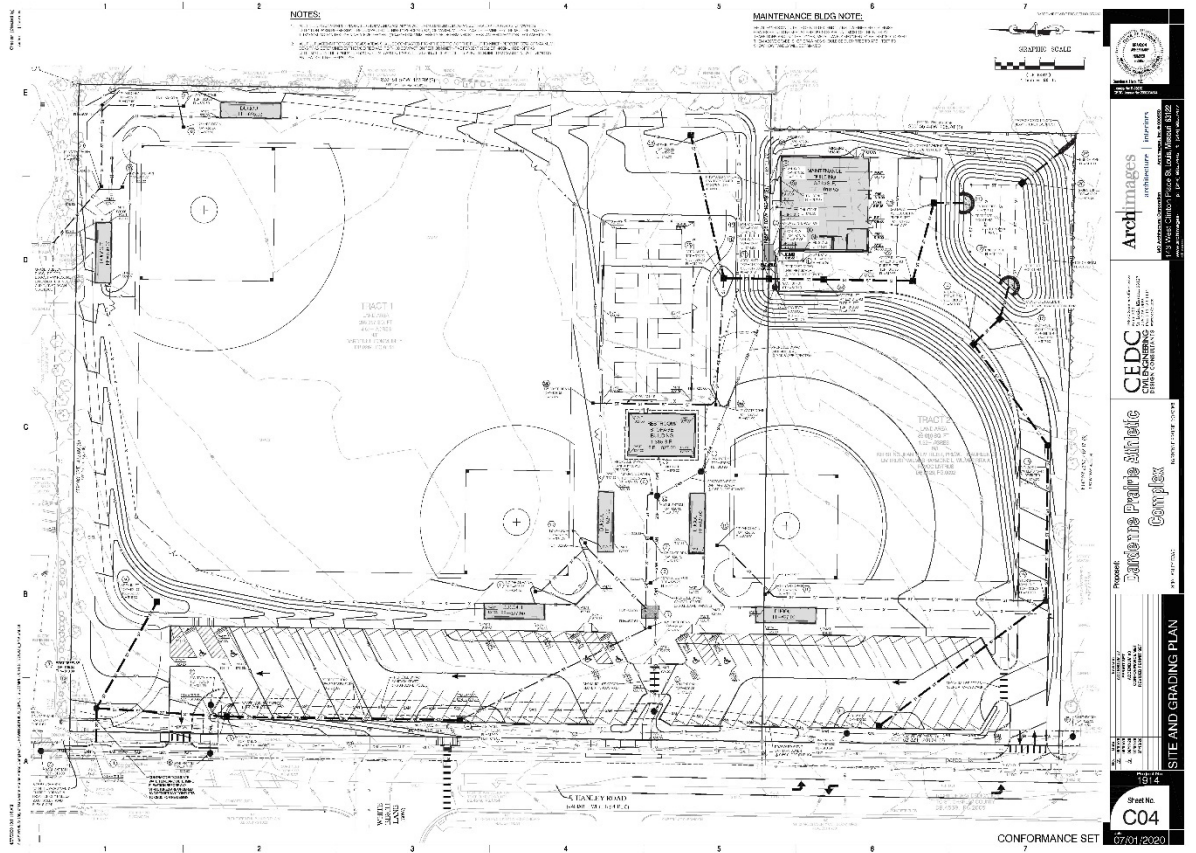
### ASSESSMENT OF POTENTIAL SOURCES OF POLLUTANTS AND SITE MAP

Figure 1 presents a site map of the facility showing the following features:

- An outline of the drainage area of each storm water outfall including:
  - Drainage patterns
  - Direction of flow
  - Discharge points (outfalls)
- Existing structural storm water pollution control measures (physically constructed features used to control storm water flows), such as:
  - Flow diversion structures
  - Retention / detention ponds
  - Vegetative swales
  - Sediment traps
- Name of receiving waters (or if through a Municipal Separate Storm Sewer System)
- Location and name of surface water bodies, including any neighboring stream, river, lake or water body receiving storm water discharges from the site.
- Locations of “*significant materials*<sup>1</sup>” exposed to storm water.
- Locations of past spills and leaks (during the past three years)
- Locations for each of the following activities (where exposed to storm water):
  - Fueling stations
  - Vehicle/equipment washing and maintenance areas
  - Areas for unloading and loading materials
  - Aboveground tanks for liquid storage
  - Industrial waste management areas (landfills, waste piles, treatment plants, disposal area)
  - Outside storage areas for raw materials, by products, and finished products
  - Outside manufacturing or processing areas
  - Other areas of concern (specify: \_\_\_\_\_)

- 1 *“significant materials” are defined in the guidance document as: Raw materials, fuels, materials such as solvents, detergents, and plastic pellets, finished materials such as metallic products, raw materials used in food processing or production, hazardous substances designed under Section 101(14) of CERCLA, any chemical the facility is required to report pursuant to EPCRA Section 313, fertilizers, pesticides and waste products such as ashes, slag and sludge that have the potential to be released with storm water discharges.*

FIGURE 1. SITE MAP



## INVENTORY OF SIGNIFICANT MATERIALS AND EXPOSURE INFORMATION

Table 2 is an inventory of “*significant materials*” on site. For each significant material on site an evaluation will be conducted to determine the potential for these materials to be contributed to storm water runoff being discharged from the facility.

<b>Table 2: Inventory of Significant Materials and Exposure Information</b>					
Location or Process	Material	Quantity (units)	Management Practice	Likelihood of Exposure & Under What Conditions	Exposed Past 3 years (yes/no)

## LIST OF PAST SPILLS/LEAKS AND “HAZARDOUS CONDITION”

A list of “*significant materials*<sup>1</sup>” that have been spilled or leaked over the three years prior to the completion of the plan is found in Table 3. The date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff is included in addition to indicating if a “*hazardous condition*<sup>2</sup>” occurred. (If there have been no spills of polluting materials, state that in this section).

<b>TABLE 3: LIST OF PAST SPILLS/LEAKS AND “HAZARDOUS CONDITION”</b>							
Date	Material	Volume	Location	Storage Method	Disposal Method	Action Taken (prevention, clean up, etc.)	Hazardous Condition (yes/no)

<sup>2</sup> “*hazardous condition*” is defined in the guidance: ‘... any substance or mixture of substances that presents a danger to the public health or safety and includes but is not limited to a substance that is toxic, corrosive or flammable, that is an irritant or that, in confinement, generates pressure through decomposition, heat or other means. Examples: acids, alkalis, explosives, fertilizers, heavy metals such as chromium, arsenic, mercury, lead and cadmium, industrial chemicals, paint thinners, pesticides, petroleum products, poisons, radioactive materials, sludge and organic solvents, any substance identified by EPA under RCRA or any toxic pollutant listed under Section 307 of WPCA or any DOT designated hazardous material.

## NON – STORM WATER DISCHARGE ASSESSMENT

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Examples of non-stormwater discharges that may require coverage under a NPDES permit include any water used directly in the manufacturing process (process water) and vehicle

or equipment washing where detergent is used. Allowable non-stormwater discharges include: uncontaminated ground water discharge, foundation or footing drains where flows are not contaminated with process materials, discharges from springs, routine exterior building wash down which does not use detergents or other compounds, air conditioning condensate, non-contact cooling water, pavement wash waters where spills or leaks or hazardous materials have not occurred and where detergents are not used. Also, discharges from fire fighting activities, fire hydrant flushing, potable water sources including waterline flushing, irrigation drainage and lawn watering are allowed.

Any unauthorized storm water discharges will be eliminated, or covered under another National Pollutant Discharge Elimination System (NPDES) permit. Table 4 summarizes the evaluation results.

<b>TABLE 4: NON-STORM WATER DISCHARGE ASSESSMENT</b>					
Date	Outfall	Method Used	Location or Source	Person Evaluating	Result of assessment and potential significant sources



## EXISTING MONITORING DATA

(If no existing data – indicate on this table)

Table 5 includes existing monitoring data for the facility.

<b>TABLE 5: EXISTING MONITORING DATA</b>						
Date	Location or Outfall	Parameter Analyzed	Employee Collecting Sample	Method of Collection	Frequency	Lab Analyst

## SITE EVALUATION SUMMARY

This is a narrative description of activities with a **high potential to contaminate storm water** at Maintenance Shed at 2080 Hanley Road (facility name). It includes areas, activities and materials associated with loading, unloading, outdoor storage, outdoor manufacturing or processing, onsite waste disposal and significant dust or particulate generating activities. The information found in Table 6 is used to select the most appropriate Best Management Practices (BMPs) to prevent or control pollutants from these areas.

<b>TABLE 6: SITE EVALUATION SUMMARY</b>				
Activity/Area	Storm Water Pollutant Source	Pollutant of Concern	Existing BMP	New BMP Options (Recommendations)
Loading and Unloading Operations				
Maintenances & Equipment Cleaning				
Outdoor Storage Operations				
On-Site Practices				
Dust or Particulate Generating Processes				
Outdoor Processes or Manufacturing				
Other	Park lot runoff	Sediment/me tals	Bioretention Basin	N/A

## **PHASE 3 & 4: BEST MANAGEMENT PRACTICE SLECTION, IMPLEMENTATION AND EMPLOYEE TRAINING**

### **BEST MANAGEMENT PRACTICES: SUMMARY AND SCHEDULE OF IMPLEMENTATION**

Based on information recorded in Table 6, Site Evaluation Summary, storm water management controls or best management practices (BMPs), have been or will be implemented to reduce the amount of pollutants in storm water discharge.

**Non-structural controls are practices that are specifically intended to reduce the amount of pollution getting into surface waters. They are generally implemented to address the problem at the source. They do not require any structural changes to the facility.**

Structural control measures may be necessary to control any pollutants that are still present in the storm water after the non-structural controls have been implemented. These types of controls are physical features that control and prevent storm water pollution. They can range from preventive measures to collection structures to treatment systems. Structural controls will require construction of a physical feature or barrier.

The following BMP's are a mixture of non-structural and structural control chosen for implementation at the Maintenance Shed at 2080 Hanley Road (facility name).

## GOOD HOUSEKEEPING

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come in contact with storm water.

Table 7 lists good housekeeping practices that are or will be implemented, a schedule for implementation and the person responsible.

<b>TABLE 7: GOOD HOUSEKEEPING PRACTICES</b>			
Area / Equipment	Task	Implementation Schedule	Responsible Person

## PREVENTIVE MAINTENANCE

Preventive Maintenance involves the regular inspection, testing, and cleaning of facility equipment and operational systems. Preventative maintenance will help to uncover conditions that might lead to a release of materials.

Table 8 contains the equipment and activities to be included in a preventive maintenance program.

<b>TABLE 8: PREVENTIVE MAINTENANCE</b>			
Equipment / Activity	Tasks	Implementation Schedule	Responsible Person

## VISUAL INSPECTION

Visual inspection of the facility (equipment, plant areas, and structural controls) is required by the permit. These inspections will occur at least once each year and after major storm events as prudent. Records of the inspections will be kept on file with the SWPPP for a minimum of three years. Pollution Prevention Plans will be revised after the inspection as needed. Table 9 is a description of the visual inspection and annual schedule.

<b>TABLE 9: VISUAL INSPECTION</b>					
Location, Area or Equipment	Annual Inspection Date	Responsible Person	Management Practice/Method	Effectiveness (Yes/No)	Revision Notes

## SPILL PREVENTION AND RESPONSE PLAN

Spills and leaks together are the largest industrial source of storm water pollution. Thus, this SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled material from being discharged have also been identified. Appropriate employees have been trained to follow SWPPP procedures.

Table 10 lists procedures that have been developed for spill response at the facility, the area(s) covered, response plan location and responsible person are also included.

<b>TABLE 10: SPILL PREVENTION AND RESPONSE</b>				
Area Activity Equipment	Pollutant(s) of Concern	Description of Response Plan	Location of Plan and Clean up Materials/Kits	Responsible Person or Team

## SEDIMENT AND EROSION PREVENTION

There may be certain areas at the facility that are prone to soil erosion. These areas need to be protected, and soil kept out of the storm water discharge. If there are no areas prone to soil erosion it will be stated in this.

<b>TABLE 11. SEDIMENT AND EROSION PREVENTION</b>			
Area of Concern	Control Measures	Implementation Schedule	Responsible Person



## RUNOFF CONTROL - DIVERSION PRACTICES

Diversion practices are structures (including grading and paving) that are used to divert storm water away from high-risk areas and prevent contaminants from mixing with the runoff and/or to channel contaminated storm water to a treatment facility or containment area.

Table 12 includes information on diversion practices at the Maintenance Shed at 2080 Hanley Road (facility).

<b>TABLE 12: RUNOFF CONTROL – DIVERSION PRACTICES</b>				
Area	Pollutant(s) of Concern	Diversion Measure	Implementation Schedule	Responsible Person
Maintenance Shed Site	Sediment/metals	Bioretention Basin	In place	

## RUNOFF CONTROL - CONTAINMENT

Containment areas are structures designed to hold pollutants or contaminated storm water to prevent it from being discharged to surface waters. These structures can range from drip pans to large containment areas required for Spill Control and Countermeasures (SPCC) plans such as secondary containment structures or detention, retention and collection basins.

Table 13 includes a list of containment measures that are currently in place or that will be implemented.

<b>TABLE 13: RUNOFF CONTROL – CONTAINMENT</b>				
Area	Pollutant(s) of Concern	Containment Measure	Implementation Schedule	Responsible Person

## OTHER CONTROLS

There are other control measures that are used that may not fit into one of the previously mentioned categories such as, sumps, oil/water separators, sand filters, etc. Those controls are found in Table 14.

<b>TABLE 14: OTHER CONTROLS</b>				
Area	Material	Control Measure	Implementation Schedule	Responsible Person
Maintenance Shed	Various	Oil/grease separator	Regular maintenance	
Parking lot	Various	Inlet filter	Regular maintenance	
Maintenance Shed Site	Material	Bioretention Basin	Regular maintenance	

## BMP'S FROM SITE EVALUATION

Table 15 includes BMP's that will be implemented based on information obtained during the comprehensive site evaluation conducted during an earlier activity of this plan.

<b>TABLE 15: BMP's FROM SITE EVALUATION</b>				
Area / Activity	Pollutant of Concern	BMP Control Measure	Implementation Schedule	Responsible Person

## EMPLOYEE TRAINING

An employee training program will be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of this SWPPP. The more knowledgeable employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be successful. Table 16 details the training program.

<b>TABLE 16: EMPLOYEE TRAINING PROGRAM</b>			
<b>Training/Information Topic</b>	<b>Employees Trained</b>	<b>Implementation Schedule</b>	<b>Responsible Person</b>

## **PHASE 5 & 6: EVALUATION**

### Record Keeping, Internal Report AND ANNUAL REPORT

The permit requires that records of all preventive maintenance, comprehensive visual site inspections, records of employee training sessions, records of monitoring information, and the annual report be retained at the Maintenance Shed at 2080 Hanley Road (facility name) for at least three years after the permit coverage expires. Monitoring results should be retained for five years.

These records are available, upon request, to a representative of MDNR and/or a municipal separate storm sewer system operator as appropriate.

### SITE EVALUATION

Qualified personnel will conduct site compliance evaluations once each calendar year.

### ANNUAL SITE COMPLIANCE EVALUATION

The following areas, management practices, activities and BMPs listed in Table 17 will be included in the annual compliance evaluation.

**TABLE 17: ANNUAL SITE COMPLIANCE PROGRAM**

Area, Location, and or BMP	Effectiveness of Measures	Revision to SWPP Needed (yes/no)	Implementation Schedule	Responsible Person

**RECORD KEEPING AND REPORTING FORMS**

Forms used to conduct inspections/evaluations and report results are found in Appendix A.

**ANNUAL REPORT**

An annual report discussing the effectiveness of the SWPPP will be written. This report will include any changes that have been made, the reason for the changes, any spills that occurred, what actions were taken as result of the spill, inspection results, and any other information relevant to the SWPPP. The annual report will be retained on site with the SWPPP.

## **PHASE 7: GENERAL AND SPECIAL REQUIREMENTS**

### **GENERAL REQUIREMENTS**

All Notices of Intent, SWPPP's, reports, certifications, or information submitted to the MDNR, or the operator of a large or medium municipal separate storm sewer system will be signed by the "authorized representative" who is the person at or near the top of the Maintenance Shed at 2080 Hanley Road (facility name) management chain and who has been delegated the authority to sign and certify this type of document.

The SWPPP will be located at the facility and made public as appropriate.

## CERTIFICATION OF THE SWPPP

I certify that this SWPPP has been developed in accordance with good general practices. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

---

Print Name

---

Official Title

---

Area Code & Phone Number

---

Date

---

Signature



## SPECIAL REQUIREMENTS

1. The Maintenance Shed at 2080 Hanley Road (facility name) **(choose one)**:

**does** or

**does not**

discharge stormwater through a Municipal Separate Storm Sewer System in a city with a population of 100,000 or more. Relevant information outlining compliance with the MS4 special requirements is included as Attachment 1 of this SWPPP.

2. The Maintenance Shed at 2080 Hanley Road (facility name) **(choose one)**:

**does** or

**does not**

store, handle process or transfer SARA Title III, Section 313 Water Priority Chemicals. Relevant information outlining compliance with SARA Title III special requirements is included as Attachment 2 of this SWPPP.

3. The Maintenance Shed at 2080 Hanley Road (facility name) **(choose one)**:

**does** or

**does not**

have salt storage piles used for deicing or other commercial purposes. Relevant information outlining compliance with salt storage piles special requirements is included as Attachment 3 of this SWPPP.

# **APPENDIX A**

## INSPECTION AND REPORTING FORMS

## **SIGNIFICANT SPILL REPORT FORM**

Date of Occurrence:

Discovered by Whom:

Location:

Material Type & Volume:

Cause of Spill:

Corrective Action Taken:

Agencies/Persons Contacted:

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Signature

# ANNUAL SITE COMPLIANCE EVALUATION FORM

Date:

Time:

Conducted by:

Signature: \_\_\_\_\_

Area/Equipment/BMP Inspected	Observations	Actions Taken


## **APPENDIX B**

### LIST OF TABLES

- Table 1: Storm Water Pollution Prevention Team
- Table 2: Inventory of Significant Materials and Exposure Information
- Table 3: List of Past Spills/Leaks and Hazardous Condition
- Table 4: Non-Storm Water Discharge Evaluation
- Table 5: Existing Monitoring Data
- Table 6: Site Evaluation Summary
- Table 7: Good Housekeeping Practices
- Table 8: Preventative Maintenance
- Table 9: Visual Inspection
- Table 10: Spill Prevention and Response
- Table 11: Sediment and Soil Erosion Prevention
- Table 12: Runoff Control – Diversion Practices
- Table 13: Runoff Control – Containment Practices
- Table 14: Other Controls
- Table 15: BMPs from Site Evaluation
- Table 16: Employee Training Program
- Table 17: Annual Site Compliance Program