2026

NDEP



Stormwater Pollution Prevention Plan

Multi-Sector General Permit

The Division has made every effort to ensure the accuracy of all instructions and guidance contained in this template. However, relevant provisions of the permit — not the template — determine the actual obligations of regulated industrial facilities. If any conflict arises between the template and any corresponding provision of the MSGP, the permit requirements take precedence. The Division welcomes comments on this template at any time and will consider them in any future revisions of this document.

Introduction

To help you develop a Stormwater Pollution Prevention Plan (SWPPP) that is consistent with the 2019 Multi-Sector General Permit (MSGP), the Nevada Division of Environmental Protection, Bureau of Water Pollution Control (Division) has created this template. Using the template will help ensure your SWPPP addresses all necessary elements required in Section 6 of the 2019 MSGP. Section 3 of the 2019 MSGP outlines required effluent limits — actions you must physically implement on-site to control pollutants in your stormwater discharges. These requirements form the basis for many of the practices and procedures that must be documented in your SWPPP.

Before completing the template, make sure you read and understand the requirements in the 2019 MSGP.

- View the MSGP for Stormwater Discharges Associated with Industrial Activities (NVR050000)

Using the MSGP SWPPP template

Tips for completing the template:

- This template is designed for use by all facilities eligible for coverage under the MSGP. The template is **not** tailored to an individual industrial sector. Depending upon your industrial sector (see Appendix B of the 2019 MSGP), you may need to address additional SWPPP requirements outlined in Section 9 (Sector Specific Requirements).
- Complete a SWPPP before submitting your Notice of Intent (NOI) for permit coverage.
- Each section includes instructions for your facility's specific information. Read the instructions for each section before you complete that section.
- This template includes sections where information must be entered directly, as well as sections that outline requirements to be completed outside the template. The level of detail needed will vary; some sections may require only a short description, while others may necessitate multiple pages. Additional pages may be added to the end of this SWPPP as an attachment.

Multi-Sector General Permit Stormwater Pollution Prevention Plan

SWPPP preparation date

Facility name

Facility address

Facility city

Facility state | Facility zip code

Facility telephone number (if applicable)

SWPPP contact

Facility operator

SWPPP contact name

Contact address

Contact city

Contact state | Contact zip code

Contact telephone number

Fax number

Table of Contents

Introduction ii
Using the MSGP SWPPP template ii
Multi-Sector General Permit Stormwater Pollution Prevention Plan iii
SWPPP contact iii
Section 1: Facility Description and Contact Information 6
1.1 Facility information 6
1.2 Contact information and responsible parties 7
1.3 Stormwater pollution prevention team 9
1.4 Site description 9
1.5 General location map 11
1.6 Site map 11
Section 2: Potential Pollutant Sources 12
2.1 Potential pollutants associated with industrial activity 13
2.2 Spills and leaks 13
2.3 Unauthorized non-stormwater discharges documentation 14
2.4 Salt storage 15
2.5 Sampling data summary 15
Section 3: Stormwater Control Measures 15
3.1 Control measure selection and design considerations 16
3.1.1 Minimize exposure 16
3.1.2 Good housekeeping 16
3.1.3 Maintenance 16
3.1.4 Spill prevention and response 17
3.1.5 Erosion and sediment controls 18
3.1.6 Management of runoff 18
3.1.7 Salt storage piles or piles containing salt 18
3.1.8 Dust generation and vehicle tracking of industrial materials 18
3.2 Sector-specific non-numeric effluent limits 19

3.3 Numeric effluent limitations based on effluent limitations guidelines 19
3.4 Water quality-based effluent limitations and water quality standards 20
Section 4: Schedules and Procedures 20
4.1 Employee training 20
4.2 Inspections and Assessments 21
4.2.1 Routine facility inspections 21
4.2.2 Quarterly visual assessments of stormwater discharges 22
4.2.3 Exception to routine facility inspections and quarterly visual assessments for inactive and unstaffed sites 23
4.3 Monitoring 24
Section 5: Corrective Actions 26
Section 6: SWPPP Certification 27
Section 7:SWPPP Modifications 28
SWPPP Attachments 28

Section 1: Facility Description and Contact Information

1.1 Facility information

- You will need the information from this section to complete your NOI.
- The 2019 MSGP NOI form is available at Water Pollution Control General Permits System. Detailed instructions for completing your NOI are available at Multi-Sector General Permit (Industrial Stormwater Permit).
- You must include a copy of the 2019 MSGP, a signed copy of your NOI, and your approval letter in Attachment D of your SWPPP.

Name of facility

Street address

City State Zip code

County or similar subdivision

NPDES ID (permit tracking number) ISW- (if covered under a pervious permit)

Primary industrial activity SIC code

Secor (2019 MSGP, Appendix B and Section 9)

Co-located industrial activities SIC codes

Co-located sectors (2019 MSGP, Appendix B and Section 9)

Latitude °N (decimal degrees)

Longitude °W (decimal degrees)

Method used for determining latitude/longitude (check one):

☐ USGS topographic map (specify scale:)

☐ GPS ☐ Other (please specify):

Estimated area of industrial activity at site exposed to stormwater acres

Discharge information

Does the facility discharge stormwater into a municipal separate storm sewer system (MS4)?

☐ Yes ☐ No

If yes, name the MS4 operator

Names of surface waters that receive stormwater from your facility:

Does this facility discharge industrial stormwater directly into any segment of an "impaired water" (See definition in 2019 MSGP, Appendix A)?

☐ Yes ☐ No

If yes, identify the name of the impaired waters (and segments, if applicable):

Identify the pollutants causing the impairments:

Which of the identified pollutants may be present in industrial stormwater discharges from this facility?

Has the Total Maximum Daily Load (TMDL) been completed for any of the identified pollutants? If yes, list the TMDL pollutants:

Are any of your stormwater discharges subject to effluent limitation guidelines (ELGs) (2019 MSGP Table 1-1)?

☐ Yes ☐ No

If yes, which guidelines apply?

1.2 Contact information and responsible parties

- List the facility operators, facility owners and SWPPP contacts. Indicate respective responsibilities, where appropriate.
- You will need the information from this section of the SWPPP template for your NOI.

Facility operators

☐ Additional operators attached to the end of the SWPPP

Name

Address

City, state, zip code

Telephone number

Email address

Fax number

Facility owners

☐ Additional owners attached to the end of the SWPPP

Name

Address

City, state, zip code

Telephone number

Email address

Fax number

SWPPP contacts

Primary name

Telephone number

Email address

Fax number

Secondary name

Telephone number

Email address

Fax number

1.3 Stormwater pollution prevention team

See 2019 MSGP Section 6.2.1.

The stormwater pollution prevention team is responsible for overseeing development of and any modifications to the SWPPP, implementing and maintaining control measures and BMPs, and taking corrective actions when required. Each member of the stormwater pollution prevention team must have access to the 2019 MSGP, the most updated copy of the facility SWPPP, and other relevant documents.

- Identify the staff members (by name and title) that comprise the facility's stormwater pollution prevention team as well as their individual responsibilities.
- The Division recommends, but does not require, the stormwater pollution prevention team to include at least one individual.

Staff members	Individual responsibilities
1.	
2.	
3.	
4.	
5.	

1.4 Site description

See 2019 MSGP Section 6.2.2.

Provide a general description of the "industrial activities" conducted at your facility. MSGP industrial activities consist of:

- Manufacturing and processing
- Material handling activities including storage
- Loading and unloading
- Transportation, or conveyance of any raw material
- Intermediate product, final product, by-product or waste product
- Vehicle and equipment fueling, maintenance and cleaning.

Industrial activities may occur in any of the following areas (list not exhaustive):

- Industrial plant yards

- Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility
- Material handling sites
- Refuse sites
- Sites used for the application or disposal of process waste waters sites used for the storage and maintenance of material handling equipment
- Sites used for residual treatment, storage, or disposal
- Shipping and receiving areas
- Manufacturing buildings
- Storage areas (including tank farms) for raw materials, and intermediate and final products
- Areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater

The Division recommends that you differentiate activities that occur indoors from those that occur outdoors and could be exposed to stormwater, or under cover but that could be exposed to run-on. Don't overlook processes that are vented and may contribute pollutants to the roof.

1.5 General location map

See 2019 MSGP 6.2.2.2.

Provide a general location map (for example, U.S. Geological Survey (USGS) quadrangle map or aerial image from the internet) with enough detail to identify the location of your facility and all receiving waters for your stormwater discharges (include as Attachment A of this SWPPP template).

The general location map for this facility can be found in Attachment A.

1.6 Site map

See 2019 MSGP Section 6.2.2.3.

Prepare a site map showing the following information. The site map will be included as Attachment B of the finished SWPPP.

- Boundaries of the property and the size of the property in acres
- Location and extent of significant structures and impervious surfaces
- Directions of stormwater flow (use arrows)
- Locations of all stormwater control measures
- Locations of all receiving waters, including wetlands, in the immediate vicinity of your facility. Indicate which waterbodies are listed as impaired and which are identified by your state or EPA
- Locations of all stormwater conveyances including ditches, pipes and swales
- Locations of potential pollutant sources identified under Section 6.2.3.2
- Locations where significant spills or leaks identified under Section 6.2.3.3 have occurred
- Locations of all stormwater monitoring points
- Locations of stormwater inlets and discharge points, with a unique identification code for each discharge point (for example, discharge points 001, 002), indicating if you are treating one or more discharge points as “substantially identical” under Sections 4.8.4, 6.2.6, and 7.1.2, and an approximate outline of the areas draining to each discharge point
- If applicable, MS4s and where your stormwater discharges to them
- Locations of the following activities where such activities are exposed to precipitation:
    - Fueling stations
    - Vehicle and equipment maintenance and cleaning areas
    - Loading and unloading areas
    - Locations used for the treatment, storage, or disposal of wastes
    - Liquid storage tanks
    - Processing and storage areas

- Immediate access roads and rail lines used or traveled by carriers of raw materials, manufactured products, waste material, or by-products used or created by the facility
- Transfer areas for substances in bulk
- Machinery
- Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants

The site map for this facility can be found in Attachment B.

Section 2: Potential Pollutant Sources

Section 2 describes all areas at your facility where industrial materials or activities are exposed to stormwater or from which allowable non-stormwater discharges originate. Industrial materials or activities include but are not limited to:

- Material handling equipment or activities
- Industrial machinery
- Raw materials
- Industrial production and processes
- Intermediate products, by-products, final products, and waste products

Material handling activities include, but are not limited to:

- Storage
- Loading and unloading
- Transportation
- Disposal or conveyance of any raw material
- Intermediate product
- Final product
- Waste product

For structures located in areas of industrial activity, you must be aware that the structures themselves are potential sources of pollutants. This could occur, for example, when metals such as aluminum or copper leach from the structures as a result of acid rain.

For each area identified, the SWPPP must include:

1. Industrial activities
2. Potential pollutants
3. Spills and leaks

4. Unauthorized non-stormwater discharges
5. Salt storage
6. Stormwater sampling data
7. Descriptions of control measures

2.1 Potential pollutants associated with industrial activity

See 2019 MSPG Sections 6.2.3.1 and 6.2.3.2.

For the industrial activities identified in section 1.4, list the potential pollutants or pollutant constituents (for example, motor oil, fuel, battery acid, and cleaning solvents).

In your list of pollutants associated with your industrial activities, include all significant materials that have been handled, treated, stored, or disposed, and that have been exposed to stormwater in the three years prior to the date you prepare your SWPPP.

Industrial activity	Associated pollutants
1.	
2.	
3.	
4.	
5.	
6.	
7.	

2.2 Spills and leaks

See 2019 MSGP Section 6.2.3.3.

Include the following in this section:

- **Potential spills and leaks:** A description of where potential spills and leaks could occur at your site that could contribute pollutants to your stormwater discharge and specify which discharge points are likely to be affected by such spills and leaks.
- **Past spills and leaks:** A description of significant spills and leaks in the past three years of oil or toxic or hazardous substances that occurred at exposed areas, or that drained to a stormwater conveyance.

Note: Significant spills and leaks include, but are not limited to, releases of oil or hazardous substances in excess of quantities that are reportable under CWA Section 311 (see 40 CFR 110.6 and 40 CFR 117.21) or Section 102 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 USC §9602.

Areas of site where potential spills and leaks could occur

Location	Discharge points
1.	
2.	
3.	
4.	

Description of past leaks and skills

Date	Description	Discharge points

2.3 Unauthorized non-stormwater discharges documentation

See 2019 MSGP Section 6.2.3.4.

Section 1.2.2 of the 2019 MSGP identifies allowable non-stormwater discharges. The following questions require you to provide documentation of the following:

- Evaluation for the presence of unauthorized non-stormwater discharges at your site
- Elimination of any unauthorized non-stormwater discharges

Description of this facility's unauthorized non-stormwater discharge evaluation:

- **Date of evaluation:** Insert the date(s) of your evaluation.
- **Description of the evaluation criteria used:** Describe the method used to conduct the evaluation and determine which non-stormwater discharges are authorized or unauthorized.

- **List of the drainage points that were directly observed during the evaluation:** Insert drainage points observed.
- **Describe actions taken to eliminate unauthorized non-stormwater discharges and the corresponding drainage point affected:** List of control measures used to eliminate unauthorized discharges, or documentation that a separate NPDES permit was obtained. For example, a floor drain was sealed, a sink drain was re-routed to the sanitary sewer or an NPDES permit application was submitted for an unauthorized cooling water discharge.

2.4 Salt storage

See 2019 MSGP Section 6.2.3.5.

Document the location of any storage piles containing salt used for deicing or other commercial or industrial purposes.

Note: you will be asked additional questions concerning salt storage in Section 3.1.7 of this SWPPP template.

Provide description of the location of any storage piles containing salt.

2.5 Sampling data summary

See 2019 MSGP Section 6.2.3.6.

Summarize all stormwater sampling data collected from your permitted discharge points during the previous permit term. Include a narrative description that summarizes collected data to support identification of potential pollution sources. Data tables and figures may be used to aid the summary.

Provide summary of stormwater sampling data collected for the past permit.

Section 3: Stormwater Control Measures

See 2019 MSGP Sections 3.2, 3.3, 3.4, 9, and 6.2.4.

In Sections 3.1 - 3.4 of this SWPPP template, you are asked to describe the stormwater control measures that you have installed at your site to meet each of the permits:

- Control measure selection and design considerations in Section 3.2
- Applicable numeric effluent limitations guidelines-based limits in Section 3.3 and Section 9
- Water quality-based effluent limits in Section 3.4
- Applicable effluent limits in Section 9

In addition to your control measure descriptions, include explanations of how the controls fulfill the following requirements (see 2019 MSGP Section 3.2):

- The selection and design considerations
- How they address the pollutant sources identified in section 2.1 of the template

3.1 Control measure selection and design considerations

You must comply with the following non-numeric effluent limits as well as any sector-specific non-numeric effluent limits in Section 9.

3.1.1 Minimize exposure

See 2019 MSGP Section 3.2.2.

Describe any structural controls or practices used to minimize the exposure of industrial activities to rain, snow, snowmelt, and runoff. Describe where the controls or practices are being implemented at your site.

Provide description of control measures used to minimize exposure.

3.1.2 Good housekeeping

See 2019 MSGP Sections 3.2.3 and 6.2.5.1.1.

Describe any practices you are implementing to keep exposed areas of your site clean. Describe where each practice is being implemented at your site. Include your schedule for:

1. Regular pickup and disposal of waste materials
2. Routine inspections for leaks and of the condition of drums, tanks, and containers

Note: There are specific requirements for facilities that handle pre-production plastic.

Provide description of good housekeeping practices.

3.1.3 Maintenance

See 2019 MSGP Sections 3.2.4 and 6.2.5.1.2.

Describe preventative maintenance procedures, including regular inspections, testing, maintenance and repair of all control measures to avoid situations that may result in leaks, spills, and other releases, and any back-up practices in place should a runoff event occur while a control measure is off-line. Include the schedule or frequency for maintaining all control measures. Describe where each applicable procedure is being implemented at the site.

Provide description of maintenance procedures.

3.1.4 Spill prevention and response

See 2019 MSGP Sections 3.2.5 and 6.2.5.1.3.

Describe any structural controls or procedures used to minimize the potential for leaks, spills and other releases. At minimum, you must implement the following:

- Plainly label containers (for example, "Used Oil," "Spent Solvents," "Fertilizers and Pesticides") that could be susceptible to spillage or leakage to encourage proper handling and facilitate rapid response if spills occur.
- Implement procedures for material storage and handling, including the use of secondary containment, barriers between material storage and traffic areas, or other similarly effective practices designed to prevent pollutant discharges.
- Develop and conduct staff training on procedures for quickly stopping, containing, and cleaning up leaks, spills, and other releases. Perform these procedures as soon as possible when a release occurs.
- Maintain spill kits on-site and place them near areas where spills may occur or where rapid response is most effective.
- Notify appropriate facility personnel when a leak, spill, or other release occurs.
- Specify cleanup equipment, cleanup procedures, and maintain spill logs.

Describe where each control is located or where any applicable procedures will be implemented.

Note: Some facilities may be required to develop a Spill Prevention Control and Countermeasure (SPCC) Plan under 40 CFR 112. If you are required to maintain an SPCC Plan, or if you already have one, reference the relevant SPCC requirements in this section.

The Division recommends including the following:

If a leak, spill, or other release containing a hazardous substance or oil in an amount equal or exceeding a reportable quantity (as established under either 40 CFR Part 110, 40 CFR Part 117, or 40 CFR Part 302) occurs during a 24-hour period, you must:

- Notify the National Response Center (NRC) at (800) 424-8802
- Notify the Division at (888) 331-6337

Make notifications as soon as you have knowledge of the discharge.

For spills released to soil or other land surfaces in quantities greater than 25 gallons or 200 pounds; discovered in at least 3 cubic yards of soil during subsurface excavation; discovered in or impacting groundwater; or involving a confirmed release from an underground storage tank, the Division must be notified within one working day (NAC 445A.3459).

- Call (888) 331-6337
- Report a spill or release | NDEP

Provide description of spill prevention and response measures.

3.1.5 Erosion and sediment controls

See 2019 MSGP Sections 3.2.6 and 6.2.5.1.4.

Describe activities and processes for stabilizing exposed soils to minimize erosion. Describe flow velocity dissipation devices placed at all discharge locations and all structural and non-structural control measures to prevent the discharge of sediment. If applicable, describe the type and purpose of any polymers and chemical treatments used to control erosion and the location at your site where each control is implemented.

Provide description of erosion and sediment controls.

3.1.6 Management of runoff

See 2019 MSGP Section 3.2.7.

Describe controls used at your site to divert, infiltrate, reuse, contain or otherwise reduce stormwater runoff. Describe the location at your site where each control is implemented.

Provide description of how runoff from your site will be managed.

3.1.7 Salt storage piles or piles containing salt

See 2019 MSGP Section 3.2.8.

If applicable, describe structures at your site that either cover or enclose salt storage piles or piles containing salt, and any controls that minimize or prevent the discharge of stormwater from such piles. Also, describe any controls or procedures used to minimize exposure resulting from adding to or removing materials from the pile. Describe the location at your site where each control and procedure is implemented.

Provide description of how salt storage piles or piles containing salt will be managed.

3.1.8 Dust generation and vehicle tracking of industrial materials

See 2019 MSGP Section 3.2.11.

Describe controls and procedures that will be used at your site to minimize generation of dust and off-site tracking of raw, final or waste materials in order to minimize pollutant discharges.

Provide description of control measures to minimize dust generation and vehicle tracking.

3.2 Sector-specific non-numeric effluent limits

See 2019 MSGP Section 9.

Describe any controls or procedures that will be used at your site to comply with any sector-specific requirements that apply to you in Section 9 of the 2019 MSGP. Describe the location at your site where each control, procedure, or both will be implemented.

Note: Sector-specific effluent limits apply to Sectors A, E, F, I, J, L, M, N, O, P, Q, R, S, T, U, V, X, Y, Z and AA.

Provide description of control measures that will be used to comply with sector-specific requirements.

3.3 Numeric effluent limitations based on effluent limitations guidelines

See 2019 MSGP Section 3.3.

If you are in an industrial category subject to one of the effluent limitations guidelines (ELG) identified in Table 1, describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

Table 1. Effluent limitations guidelines

Regulated Activity	40 CFR Part and Subpart	Effluent limits
Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas	Part 429, Subpart I	Section 9.2.4
Runoff from phosphate fertilizer manufacturing facilities that comes into contact with any raw materials, finished product, by-products or waste products (SIC 2874)	Part 418, Subpart A	Section 9.2.4
Runoff from asphalt emulsion facilities	Part 443, Subpart A	Section 9.5.2
Runoff from material storage piles at cement manufacturing facilities	Part 411, Subpart C	Section 9.6.3
Mine dewatering discharges at crushed stone, construction sand and gravel, or industrial sand mining facilities	Part 436, Subparts B, C, or D	Section 9.9.11
Runoff from hazardous waste landfills	Part 445, Subpart A	Section 9.10.2
Runoff from non-hazardous waste landfills	Part 445, Subpart B	Section 9.11.7
Runoff from coal storage piles at steam electric generating facilities	Part 423	Section 9.14.6
Runoff containing urea from airfield pavement deicing at existing and new primary airports	Part 449	Section 9.18.7

with 1,000 or more annual non-propeller aircraft departures		

Provide description of control measures to meet ELGs.

3.4 Water quality-based effluent limitations and water quality standards

See 2019 MSGP Section 3.4.

Describe the measures that will be implemented at your site to control industrial stormwater discharges as necessary to meet applicable water quality standards for all affected states. Your stormwater discharges must not cause or contribute to an exceedance of any applicable water quality standard.

The Division expects that compliance with all conditions in this permit will generally ensure discharges meet applicable water quality standards. However, if you become aware — either through your own observations or through notification from the Division — that your discharge does not meet applicable water quality standards, you must take corrective actions as required under Section 5.1 of the 2019 MSGP and document these actions in accordance with Section 5.4.

The Division may also require you to implement additional control measures (to meet narrative water quality-based effluent limitations) on a site-specific basis or require you to obtain coverage under an individual permit if information in your NOI, required reports, or other sources indicates that your discharges are not adequately controlled to meet water quality standards.

You must implement all measures necessary to ensure consistency with any available wasteload allocation assigned to your facility under a Division-established or Division-approved TMDL.

Provide description of control measures to meet water quality standards.

Section 4: Schedules and Procedures

4.1 Employee training

See 2019 MSGP Sections 3.2.9 and 6.2.5.1.5.

Provide the elements of your training plan, including:

- The content of the training.
- The frequency and schedule of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing any requirements of the permit.

At a minimum, the following personnel must receive training:

- Personnel responsible for the design, installation, maintenance, and repair of controls (including pollution prevention measures).
- Personnel responsible for the storage and handling of chemicals and materials that could contaminate stormwater discharges.
- Personnel who are responsible for conducting and documenting monitoring and inspections as required in Sections 4 and 7.
- Personnel who are responsible for taking and documenting corrective actions as required in Section 5.

Under 2019 MSGP Section 3.2.9, personnel must be trained in aspects relevant to the scope of their job duties. For example, only personnel who conduct inspections must be trained in inspection procedures.

Training must cover, at a minimum:

- An overview of the content of the SWPPP.
- Spill response procedures, good housekeeping practices, routine maintenance requirements, and material management practices.
- The location of all controls required by the permit and procedures for proper maintenance of those controls.

Describe employee training plan and schedules.

4.2 Inspections and Assessments

See 2019 MSGP Section 4.

Document procedures for performing the types of inspections specified by this permit, including:

- Routine facility inspections (see Section 4.1)
- Quarterly visual assessment of stormwater discharges (see Section 4.5)

Note: If you are invoking the exception for inactive and unstaffed sites proceed to 4.6.3 of this template.

Provide procedures for performing inspections and assessments.

4.2.1 Routine facility inspections

See 2019 MSGP Section 4.1.

Describe the procedures you will follow for conducting routine facility inspections in accordance with Section 4.1 of the 2019 MSGP. Document any findings of your facility inspections and maintain this report with your SWPPP as required in Section 6.6 of the 2019 MSGP. Summarize

your findings in the annual report per Section 8.2 of the 2019 MSGP. Any corrective action required as a result of a routine facility inspection must be performed consistent with Section 5 of the 2019 MSGP.

Describe facility inspection procedures.

For routine facility inspections to be performed at your site, your SWPPP must include a description of the following:

1. Persons or positions of persons responsible for inspection. **Identify all persons and titles with routine facility inspection responsibilities.**

Note: Inspections must be performed by qualified personnel with at least one member of your stormwater pollution prevention team participating. Inspectors must consider the results of visual and analytical monitoring (if any) for the past year when planning and conducting inspections. Qualified personnel are those who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures.

2. Schedules for conducting inspections. **Describe the planned schedule for conducting routine facility inspections.**

Note: Inspections must be conducted at least quarterly. At least one of your routine inspections must be conducted during a period when a stormwater discharge is occurring.

3. **List areas where industrial materials or activities are exposed to stormwater.**
4. **List areas identified in the SWPPP (Section 1 of the SWPPP template) and any others that are potential pollutant sources (see Section 6.2.3).**
5. **Areas where spills and leaks have occurred in the past 3 years.**
6. Inspection information for discharge points. **Describe discharge points, including coordinates and safety considerations, if any.**
7. **List the control measures used to comply with the effluent limits contained in this permit.**
8. Other site-specific inspection objectives. **Describe any other items to be covered by the inspection.**

4.2.2 Quarterly visual assessments of stormwater discharges

See 2019 MSGP Section 4.5.

Describe the procedures you will follow for conducting quarterly visual assessments in accordance with Section 4.5 of the 2019 MSGP. The visual assessment must meet the following requirements:

- The discharge sample must be collected in a clean, clear glass, or plastic container, and examined in a well-lit area.
- Samples must be collected within the first 30 minutes of an actual discharge from a storm event. If it is not possible to collect the sample within the first 30 minutes, the sample must be collected as soon as practicable after that window, and you must document the reason for the delay. For snowmelt, samples must be collected during a period when measurable discharge is occurring.
- For storm events, the sample must be taken from a discharge that occurs at least 72 hours (3 days) from the previous discharge. The 72-hour interval does not apply if you document that a shorter interval is representative of local storm conditions during the sampling period.

Document the results of your visual assessments and maintain this documentation onsite with your SWPPP as required in Section 6.6 of the 2019 MSGP. Any corrective action required as a result of a quarterly visual assessment must be performed consistent with Section 5 of the 2019 MSGP.

Describe visual assessment procedures.

For quarterly visual assessments to be performed at your site, your SWPPP must include a description of the following:

1. Persons or positions of persons responsible for assessments. **Identify all parties responsible for conducting quarterly visual assessments.**
2. Schedules for conducting assessments. **Include the schedules for conducting assessments, including a tentative schedule for facilities in climates with irregular stormwater runoff discharges.**
3. Specific assessment activities. **Describe the visual assessment procedures including sampling equipment, discharge points, and documentation.**

4.2.3 Exception to routine facility inspections and quarterly visual assessments for inactive and unstaffed sites

See 2019 MSGP Sections 4.4.1 and 4.8.3.

If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections, quarterly visual assessments, or both, you must include documentation to support your claim that your facility has changed its status from active to inactive and unstaffed.

To invoke this exception, you must also include a statement in your SWPPP per Section 6.2.5.5 indicating that the site is inactive and unstaffed, and that there are no industrial materials or

activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Appendix B, Subsection 11.

Note: If circumstances change and industrial materials or activities become exposed to stormwater or your facility becomes active, staffed, or both, this exception no longer applies, and you must immediately resume routine facility inspections. If you are not qualified for this exception at the time you become authorized under the 2019 MSGP, but during the permit term you become qualified because your facility becomes inactive and unstaffed, and there are no industrial materials or activities that are exposed to stormwater, you must include the same signed and certified statement as above and retain it with your records pursuant to Section 6.3.

☐ This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CRF 122.26(g)(4)(iii) as signed and certified in Section 7.

If you are invoking the exception for inactive and unstaffed sites for your routine facility inspections and/or quarterly visual assessments, include information to support this claim.

Attach documentation.

4.3 Monitoring

See 2019 MSGP Sections 6.2.5.2.

Describe your procedures for conducting the five types of analytical monitoring specified by the 2019 MSGP, where applicable to your facility, including:

- Effluent limitations guidelines monitoring (2019 MSGP Section 7.3 and relevant requirements in Section 9)
- Impaired waters monitoring (2019 MSGP Section 7.4)
- Other monitoring as required by the Division (2019 MSGP Section 7.7)

Depending on the type of facility you operate, and the monitoring requirements to which you are subject, you must collect and analyze stormwater samples and document monitoring activities consistent with the procedures described in 2019 MSGP Section 10.6, 10.7, and 10.8. Refer to 2019 MSGP Section 8 for reporting and recordkeeping requirements.

Note: All monitoring must be conducted in accordance with the relevant sampling and analysis requirements at 40 CFR Part 136. Include in your description procedures for ensuring compliance with these requirements.

If you plan to use the substantially identical discharge point exception for your impaired waters monitoring requirements, your quarterly visual assessment, or both, you must include the following documentation:

- Location of each of the substantially identical discharge points
- Description of the general industrial activities conducted in the drainage area of each discharge point
- Description of the control measures implemented in the drainage area of each discharge point
- Description of the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges
- An estimate of the runoff coefficient of the drainage areas (low = under 40%; medium = 40 to 65%; high =above 65%)
- Why the discharge points are expected to discharge substantially identical effluents

Check the following monitoring activities applicable to your facility:

☐ Effluent limitations guidelines monitoring

☐ Impaired waters monitoring

☐ Other monitoring required by the Division

For each type of monitoring activity applicable to your facility, your SWPPP must include the following:

1. **Sample locations.** Describe where samples will be collected, including any determination that two or more discharge points are substantially identical.
2. **Pollutants to be sampled.** Include a list of the pollutants that will be sampled and the frequency of sampling for each pollutant.
3. **Monitoring Schedules.** Include the schedule you will follow for monitoring your stormwater discharge, including where applicable any alternate monitoring periods to be used for facilities in climates with irregular stormwater runoff (2019 MSGP Part 7.1.7) or airport deicing.
4. **Numeric limitations.** List here any pollutant parameters subject to numeric limits (effluent limitations guidelines), and which outfalls are subject to such limits. Note that numeric limits are only included for Sectors A, C, D, E, J, K, L, O, and S.
5. **Procedures.** Describe procedures you will follow for collecting samples, including responsible staff who will be involved, logistics for taking and handling samples, laboratory to be used, etc.

Note: it may be helpful to create a table with columns corresponding to # 1 - 5 above for each type of monitoring you are required to conduct.

Inactive and unstaffed sites exception (if applicable)

☐ This site is inactive and unstaffed, and has no industrial materials or activities exposed to stormwater, in accordance with the substantive requirements in 40 CFR 122.26(g)(4)(iii) as signed and certified in Section 7.

Substantially identical discharge point (outfall) exception (if applicable)

If you plan to use the substantially identical discharge point exception for your quarterly visual assessment requirements, include the following information here to substantiate your claim that these discharge points are substantially identical (2019 MSGP Section 6.2.6):

- Location of each of the substantially identical discharge points
- Description of the general industrial activities conducted in the drainage area of each discharge point
- Description of the control measures implemented in the drainage area of each discharge point
- Description of the exposed materials located in the drainage area of each discharge point that are likely to be significant contributors of pollutants to stormwater discharges
- An estimate of the runoff coefficient of the drainage areas (low=under 40%; medium=40 to 65%;high =above 65%)
- Why the discharge points are expected to discharge substantially identical effluents

Section 5: Corrective Actions

Describe the procedures for taking corrective action in compliance with Section 5 of the 2019 MSGP.

Attach documentation.

Section 6: SWPPP Certification

See 2019 MSGP Section 6.3.

The certification statement must be signed and dated by a person who meets the requirements of Section 10.27 of the 2019 MSGP.

Note: Certification must be re-signed in the event of a SWPPP modification in response to a Section 5.2 trigger for corrective action.

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

Section 7:SWPPP Modifications

See 2019 MSGP Section 6.5.

Your SWPPP is a "living" document and is required to be modified and updated, as necessary, in response to corrective actions. See Section 5 of the 2019 MSGP.

- If you need to modify the SWPPP in response to a corrective action required by Section 5.2 of the 2019 MSGP, then the certification statement in section 6 of this SWPPP template must be re-signed in accordance with 2019 MSGP Section 10.27.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person. See 2019 MSGP Section 10.

SWPPP Attachments

Attach the following documentation to the SWPPP:

Attachment A — **General Location Map**

Include a copy of your general location map in Attachment A.

Attachment B — **Site Map**

Include a copy of your site maps in Attachment B.

Attachment C — **Descriptions and Responses**

Include complete descriptions and responses to all applicable questions in this template.

Attachment D —

1. A copy of the 2019 MSGP (permit itself)
2. A copy of the signed electronic NOI certification page submitted to the Division
3. A copy of the NOI approval letter received from the Division