



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER MANAGEMENT
PERMITTING, ENFORCEMENT AND REMEDIATION DIVISION
860-424-3018

Stormwater Management Plan For The General Permit For The Discharge of Stormwater Associated With Commercial Activity

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Stormwater Management Plan

(Instructions are in italics)

This completed Stormwater Management Plan ("SMP" or the "Plan") shall be kept on file. This Plan shall be made available to the commissioner or the Department of Environmental Protection personnel for inspection immediately upon request.

Facility Name:

Facility Address:

A. Pollution Prevention Team (PPT)

The PPT is responsible for implementing the Plan. At least one member of the team must be an "on-site" employee or have a daily presence on-site. All members must be familiar with the day to day activity at your facility and should be familiar with all aspects of the Permit, this Plan and with the stormwater system at your facility. The Team Leader should not be the same as the member conducting the weekly and monthly inspections. Add any additional personnel and/or responsibilities you feel may be necessary for your facility.

This is the member roster and responsibilities list for the PPT. This list will be updated as necessary.

Team Leader:	Title:
Office Phone:	
Responsibilities: Coordinate all aspects of the Plan; conduct Comprehensive Annual Stormwater Evaluation and Inspection; coordinate employee training program; keep all records.	
Member:	Title:
Office Phone:	
Conduct weekly and monthly inspections and implementation; and any other duties required by the Team leader.	
Member:	Title:
Office Phone:	
Responsibilities:	
Member:	Title:
Office Phone:	
Responsibilities:	
<input type="checkbox"/> Reproduce this page if there are additional members.	

E. Spill Control And Response Plan

- All areas where a spill could potentially discharge to stormwater and in which liquid chemicals are stored are provided with impermeable containment which will hold at least the volume of the largest chemical container, or 10% of the total volume of all containers in the area, whichever is larger, without overflow from the containment area. Water collected in the containment area will not be discharged without testing or observation for possible pollutants.
- Where possible, all chemicals in containers of 100 gallon capacity or less are stored under a roof which minimizes stormwater entry to the containment area.
- All dumpsters have covers and intact drain plugs.
- Spill cleanup equipment is kept *(where)* and includes *(what; speedi-dri, booms, etc.)* and all personnel are instructed in its location and use.
- The PPT leader or the spill coordinator will be advised immediately of all spills of hazardous or Connecticut regulated materials, regardless of quantity.
- The spill will be evaluated to determine the necessary response. If there is a health hazard or fire or explosion potential, 911 will be called. If the spill is large or threatens surface water systems (including stormwater structures) the **DEP Oil and Chemical Spills Unit will be called at 424-3338**. Any questions on pollution potential will be directed to the DEP Waste Management Bureau at 424-3372.
- The spill will be contained as close to the source as possible with a dike of absorbent materials from the spill cleanup equipment (such as socks, pads, pillows or "pigs"). Additional dikes will be constructed to protect swales or other stormwater conveyances or streams. A cover or dike will protect any other stormwater structures such as catch basins.
- All waste material will be disposed of properly, including used absorbent materials. The DEP will be called for any questions about proper disposal of hazardous or regulated wastes.

Types of materials present on-site which could potentially spill and discharge to stormwater include:
1.
2.
3.
4.
5.
6.

E. Spill Control And Response Plan (cont.)

Areas where spills may potentially occur and discharge to stormwater include:
1.
2.
3.
4.
5.
6.
Measures used to minimize the possibility of spills include:
1.
2.
3.
4.
5.
6.

E. Spill Control And Response Plan (cont.)

- A history of spills and/or leaks for the last three years is shown below. *(Make additional copies of table if needed.)*

Date (MM/DD/YY)	(check one)		Location (as indicated on site map, if possible)	Description				Response Procedures	Measures To Prevent Reoccurrence
	Spill	Leak		Type of Material	Quantity	Source, if known	Reason		

F. Maintenance And Inspection

A member of the PPT conducts monthly inspections of all areas covered by the Plan and all stormwater structures and outfalls on the site for surface or floating debris and sediment. The site is inspected weekly for trash and surface debris. Structures and outfalls are cleaned of sediment at least once a year during the month of April and at other times as necessary to prevent the discharge of pollutants from structures or outfalls.

Areas and structures covered by the monthly inspection include: *(Delete any which do not apply and add any others as necessary.)*

Areas Checked	Checked for...
Dumpsters	Lids on and drain plugs intact
Loading/ Unloading Area	Spill prevention materials and practices
Parking areas	Spillage and trash
Salt Storage	Spillage and coverage
Fuel Storage Tank	Spillage and careful filling practices
Fuel Station	Spill prevention materials and practices, hoses & fittings maintained
Materials Storage Area	Spill prevention materials, housekeeping, leaks, spills
Site Erosion	Evidence of soil erosion

Drainage Structures	Checked for...
Catch basins	Trash, excessive sediment, oil sheen, hood installed properly (if applicable)
Drainage outfalls	Erosion, trash, sediment, riprap properly maintained (if applicable)
Drywells	Trash, excessive sediment, oil sheen, adequate rate of drainage into ground
Paved areas (with or without curbs)	Perimeter erosion, trash, spillage, pavement condition
Sedimentation chambers or basins	Excessive sediment, trash, excessive oil trapped
Detention or retention basin	Excessive sediment, trash, oil sheen, general condition
Biofilter/bioremediation	Excessive sediment, trash, general condition
Oil/water and/or grit separator	Excessive sediment, excessive oil trapped

Monthly Inspection Checklist for the Year (list year)

The table on this page is filled out and initialed each month by a member of the PPT. *If any problems are observed, write "No" in the "OK?" column and note the problem and measures taken in the appropriate space. Make a new copy of this table each year.*

Date (list day)	Initials	OK?	Problems noted and measures taken
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Drainage structures and outfalls were cleaned on April by <div style="text-align: center;"><i>(company)</i></div>			

G. Employee Training

The employee training program below must be implemented at your facility and training sessions held at least once a year. Add to it or modify it as necessary for your facility. You may include this program in any other regular employee training sessions which your facility has.

The topics below are covered at employee training sessions. All employees whose activities may affect stormwater quality are trained annually. New hires will complete the training within one month (30 days) of starting.

PPT members meet together at least semiannually for the purpose of discussing the Plan, the Maintenance and Inspection Program and preventive maintenance procedures (*add anything else specific to your site*).

Employee Training

- The SMP:

What it is - Our Plan is an outline of potential sources of stormwater pollution and methods of reducing or eliminating that pollution.

What it contains - Our Plan emphasizes good housekeeping measures and location of potential pollution sources.

PPT - The team will be introduced, explaining that we are continually looking to avoid pollution to the storm system and appreciate input and assistance.

- Discussion of the location of stormdrain structures and note the receiving water of the storm system to emphasize the importance of keeping pollutants out of the stormdrain.
- Review of spill control and response procedures.
- Review of good housekeeping practices.
- A sign-off sheet (*below - duplicate as necessary*) for each annual training signed by all attending employees and initialled by the supervising member of the PPT is kept with this Plan.

Training Date (MM/DD/YY)	Employee Name	Employee Signature	PPT Initial

H. Comprehensive Annual Stormwater Evaluation And Inspection Report

Once a year, a member of the PPT conducts a Comprehensive Annual Stormwater Evaluation and Inspection of all aspects and provisions of the SMP. The following report is prepared and a copy is maintained on site in the files of the facility. The Comprehensive Annual Stormwater Evaluation and Inspection Report is reviewed and signed by the same party who signed the registration or by their replacement of equivalent position.

Inspector:

Date of Inspection:

Reviewed by:

Update the PPT if necessary. PPT Updated? Y N

Review the SMP. Areas of SMP need to be updated? Y N

Review the checklists on pages 3 and 6 through 9 of the Plan. Update the checklists, spill plan and maintenance practices as necessary. Changes to the checklists, spill plan or maintenance practices are noted here and in the appropriate section of the Plan. (Copy this sheet as necessary.)

Additional comments:

I. Record Keeping

A record of all weekly and monthly inspections, the facility spill control and response plan, sweeping schedule, stormwater structure cleaning schedule, employee training schedule, comprehensive annual stormwater evaluation and inspection reports and a list of designated PPT members shall be kept on file at the facility. A record of any other permits from the DEP Bureau of Water Management, such as The General Permit for the Discharge of Vehicle Maintenance Wastewater shall also be kept on file with this Plan. This material shall be made available to the Commissioner (or DEP personnel) for inspection immediately upon request.

Other DEP Permits from the Bureau of Water Management are listed below:

Permit Number:

Brief description of Permitted Activity:

Permit Number:

Brief description of Permitted Activity:

Permit Number:

Brief description of Permitted Activity:

J. Future Construction

Oil and sediment control structures or devices shall be provided within the drainage system for all future construction on site which includes drainage structures or may impact the drainage system (regardless of the amount of disturbed area). Any construction activity which disturbs greater than 5 acres will be registered with the DEP for the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. In addition, any new construction shall avoid, if possible, the use of copper or galvanized roofing or building materials where these materials will be exposed to stormwater.