

# **Stormwater Pollution Prevention Plan**

Marina Name  
Marina Address Line 1  
Marina Address Line 2  
City, VA Zip

Permit # VA0000000

Month Day, 2007



## 1. POLLUTION PREVENTION TEAM AND RESPONSIBILITIES

The SWP3 coordinator for the facility is \_\_\_\_\_

SWP3 coordinator duties include the following:

- Create a SWP3 team to aid in the implementation of the SWP3 plan
- Implement the SWP3 plan
- Oversee maintenance practices identified as BMPs in the SWP3
- Implement and oversee employee training
- Conduct or provide for inspection or monitoring activities
- Identify other potential pollutant sources and make sure they are added to the plan
- Identify any deficiencies in the SWP3 and make sure they are corrected
- Prepare and submit reports
- Ensure that any changes in facility operation are addressed in the SWP3

Following is a list of SWP3 team members and duties:

<i>Person</i>	<i>Duties</i>
Eg. Tom Johnson	Implement housekeeping & monitoring procedures

## 2. FACILITY DESCRIPTION

Figure 1 presents a map showing the location of the site

**Facility Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Physical address if different:** \_\_\_\_\_  
\_\_\_\_\_ Lat \_\_\_\_\_ Long

The facility is bound to the east by \_\_\_\_\_, to the south by \_\_\_\_\_, to the north by \_\_\_\_\_, and to the west by \_\_\_\_\_.

**Owner Name:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_  
\_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_  
Work Phone Number: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_

**Date of Initial Operation:** \_\_\_\_\_

**Acres of land:** \_\_\_\_\_

Typically, the facility operates \_\_\_\_\_ hours per day, \_\_\_\_\_ days per week, and maintains a staff of approximately \_\_\_\_\_ people.

**Facilities and Equipment:**

Place an X beside all that apply.

- \_\_\_\_ wet slips, how many? \_\_\_\_
- \_\_\_\_ dry slips, how many? \_\_\_\_
- \_\_\_\_ maintenance buildings, how many? \_\_\_\_
- \_\_\_\_ ships store
- \_\_\_\_ restrooms
- \_\_\_\_ laundry facilities
- \_\_\_\_ offices
- \_\_\_\_ pavilion
- \_\_\_\_ picnic area
- \_\_\_\_ pumpout station
- \_\_\_\_ commercial fuel dock
- \_\_\_\_ non-commercial fuel pump
- \_\_\_\_ travel lift
- \_\_\_\_ hydraulic trailer
- \_\_\_\_ fork lift
- \_\_\_\_ other structures and equipment. Please list: \_\_\_\_\_

**Services:**

Place an X beside all that apply

- |                          |                 |
|--------------------------|-----------------|
| ____ general maintenance | ____ sanding    |
| ____ commissioning       | ____ plumbing   |
| ____ winterization       | ____ electrical |

- \_\_\_ pressure washing
- \_\_\_ cleaning and waxing
- \_\_\_ engine repair/tuning
- \_\_\_ propeller repairs
- \_\_\_ oil changes
- \_\_\_ parts cleaning
- \_\_\_ painting
- \_\_\_ blasting

- \_\_\_ refrigeration
- \_\_\_ air conditioning repair and service
- \_\_\_ carpentry
- \_\_\_ blister repair
- \_\_\_ fiberglass
- \_\_\_ rigging
- \_\_\_ canvas
- \_\_\_ other services. Please list: \_\_\_\_\_

Table 1

**IMPERVIOUS SITE CHARACTERISTICS AS THEY RELATE TO STORMWATER.**

<b>Area</b>	<b>Surface type</b>	<b>Acres</b>
Parking lot		
Boat storage		
Undeveloped		
Roads		
Dry stack		

**INSERT LAYOUT HERE** showing the major site features, areas of significant activity (related to stormwater) and the locations of the storm drains.

#### 4. IDENTIFICATION OF POTENTIAL STORMWATER CONTAMINANT

Table 2

**Inventory of Potentially Exposed Materials**

<b>Trade Name</b>	<b>Material</b>	<b>Chemical/Physical Description *</b>	<b>Stormwater Pollutants *</b>
	Paint thinner	Colorless to light-colored liquid	Xylenes, ethyl benzene, Stoddard solvent, petroleum distillates
	Paint	Various colored liquid	Metal oxides, Stoddard solvent, talc, calcium carbonate, arsenic
	Paint removers	Colorless to light-colored liquid	Methylene chloride, tetrachloroethane, trichloroethene, trichloroethylene
	Pesticides (insecticides, fungicides, herbicides, rodenticides)	Various colored to colorless liquid, powder, pellets, or grains	Chlorinated hydrocarbons, organophosphates, carbamates, arsenic
	Fertilizer	Liquid or solid grains	Nitrogen, phosphorus
	Degreasing Solvents	Colorless or white liquid	Trichloroethylene, trichloroethane, perchloroethylene, methylene chloride, tetrachloroethane
	Chemical strippers	Clear, colorless liquid	Methylene chloride
	Cleaning solutions	Clear, various colored liquid	Chlorine, ammonia, phosphates, petroleum distillates
	Wood preservatives	Clear amber or dark brown liquid	Stoddard solvent, petroleum, distillates, arsenic, copper, chromium
	Antifreeze	Clear, green, yellow, red liquid	Ethylene glycol, propylene glycol, heavy metals
	Hydraulic oil/fluids	Brown, red, oily liquid	Petroleum distillates
	Gasoline	Colorless, pale brown or pink liquid	Benzene, ethyl benzene, toluene, xylene, MTBE
	Diesel Fuel	Clear, blue-green to yellow liquid	Petroleum distillate, oil & grease, naphthalene, xylenes
	Lubricants	Amber liquid, brown	Kerosene, mineral oil,

		paste	petroleum distillates
	Wash water	Clear liquid containing solids	Oil and grease, heavy metals
	Batteries	Clear to yellow liquid	Acid, heavy metals
	Switches	Silver metallic liquid	Mercury

## 5. HISTORIC SPILL AND LEAK RECORD

Place an X on the appropriate line and proceed accordingly.

\_\_\_ There has never been a significant spill at the above named facility.

\_\_\_ There have been one or more significant spills at the above named facility. Details of such spill(s) are described below.

For each spill that occurred, supply the following information:

### SPILL 1 Date:

Type of oil spilled	
Amount spilled	
Watercourse affected	
Description of physical damage	
Cost of damage	
Cost of clean-up	
Cause of spill	
Action taken to prevent recurrence	

**SPILL 2      DATE:**

Type of oil spilled	
Amount spilled	
Watercourse affected	
Description of physical damage	
Cost of damage	
Cost of clean-up	
Cause of spill	
Action taken to prevent recurrence	

**6.      SUMMARY OF AVAILABLE STORMWATER SAMPLING DATA**

\_\_\_\_\_ MARINA NAME has no available sampling data because sampling has not been conducted at the site to date.

OR

\_\_\_\_\_ A data summary of existing discharge sampling, describing pollutants in stormwater discharges from the facility and other required information, is included as Appendix A. This summary is updated as additional information is obtained.



**7. RISK IDENTIFICATION AND SUMMARY OF POTENTIAL POLLUTANT SOURCES**

Table 3

**Locations of Potential Sources of Stormwater Contamination**

<b>Potential Stormwater Contamination Point</b>	<b>Potential Pollutant</b>	<b>Potential Problem</b>
Boat and Trailer Storage Area	Pesticides, fertilizer, antifreeze, crankcase oil, hydraulic oil/fluids, gasoline, diesel fuel	Leaking fluids from boats and trailers as they await maintenance or use. Soil erosion.
Parking Lot and Launch Ramp	Pesticides, fertilizer, antifreeze, crankcase oil, hydraulic oil/fluids, gasoline, diesel fuel.	Leaking fluids from parked vehicles in the parking lot. Leaking fluids from boats as they enter and exit the river. Soil erosion. Litter and fish waste accumulated by boaters.
Boat Maintenance and Cleaning Area	All materials in Table 2	Fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations.

Table 4

**Characteristics of Stormwater Drainage**

<b>Drainage Area, size (sq') and surface type</b>	<b>Stormwater Flow Description</b>	<b>Impervious Surface Area (square feet)</b>	<b>Adjacent water body</b>
Boat and Trailer Storage Area	Overland flow across the compacted gravel area to storm inlets SS-01 and SS-02.		
Parking and Launch Ramp Area	Sheet flow across the paved area to storm inlets SS-03 and SS-04. All roof drains from the office building and boating supply store discharge to storm inlet SS-04.		
Boat Maintenance and Cleaning Area	Sheet flow across the compacted gravel area to storm inlets SS-05 and SS-06. Sheet flow across the paved gas station to storm inlet SS-05. All roof drains from the maintenance warehouse and parts storage warehouse discharge to storm inlet SS-06.		
Vegetated Area	All vegetated areas located north of the boat maintenance and cleaning area. Flow from this area does not leave the site as stormwater run off.		

**8. COMPLIANCE WITH OTHER PROGRAMS**

- Storage of waste petroleum products and spent cleaning solvents complies with Resource Conservation and Recovery Act (RCRA) requirements.
- Weekly inspections of fluid storage areas are conducted to verify placarding, storage times, and the integrity of storage containers.
- Underground storage tanks (USTs) located on site comply with all UST regulations.
- Have a Spill Prevention and Control Countermeasure (SPCC) Plan.

**9. STORMWATER BEST MANAGEMENT PRACTICE**

*Check all that apply.*

To prevent stormwater impacts the following BMPs have been implemented.

\_\_\_\_\_ entering boats and trailers are inspected for leaks, and drip pans are placed under detected leaks.

\_\_\_\_\_ boats and trailers stored in this area awaiting maintenance are not stored for more than two weeks.

\_\_\_\_\_ storm sewer inlets have oil absorbent socks

\_\_\_\_\_ the boat and trailer storage area is paved with curbing along the perimeter

\_\_\_\_\_ Recycling bins are located next to launch ramp to minimize solid wastes.

\_\_\_\_\_ a fish cleaning facility that provides for the proper disposal of fish waste is available for the boaters' use

\_\_\_\_\_ oil and battery recycling bins are available

\_\_\_\_\_ cleaning operations are prohibited or in the water. All operations take place in the boat cleaning and maintenance area.

\_\_\_\_\_ Facility has a fuel spill prevention plan

\_\_\_\_\_ Facilities parts washer and solvents have been supplied by a local vendor who will remove accumulated oily sludge and solvent from the parts washer and transport the material off-site

to comply with the RCRA standards for a Conditionally Exempt Small Quantity Generator (CESQG). All parts washers will be stationed inside the maintenance warehouse.

\_\_\_\_\_ mechanical sanders equipped with vacuums are used to prevent the migration of debris and residue.

\_\_\_\_\_ during the handling of drums, adjacent storm sewers are covered to contain possible spills during clean up.

\_\_\_\_\_ fuel pump nozzles at the gas dock are equipped with automatic back pressure shut-off to prevent overfilling of fuel tanks.

\_\_\_\_\_ the underground storage tank (UST) storing fuel is equipped with an overfill protection valve which restricts flow when the tank capacity reaches ninety percent.

\_\_\_\_\_ the UST fill port is equipped with a containment bucket with a minimum capacity of five gallons.

\_\_\_\_\_ All fluid storage tanks are stored under a cover and on a raised pallet with secondary spill/leak prevention

\_\_\_\_\_ no 55-gallon drum handling will take place during rain events to prevent any spills from combining with stormwater and discharging from the site.

\_\_\_\_\_ weekly inspections of the fluid storage building will be conducted to look for leaks or deterioration of fluid storage containers. Any leaks identified during the inspection will be immediately cleaned using a dry absorbent.

\_\_\_\_\_ An emergency spill kit and telephone are located near the fluid storage area and on the loading dock.

\_\_\_\_\_ For spills that can not be managed by the emergency spill kit, the local fire department will be immediately telephoned. All spills that reach the storm sewer will be reported to the National Response Center at 1-800-424-8802.

## **10. PREVENTIVE MAINTENANCE**

MARINA NAME maintains all drains on the site to minimize sources of contaminated runoff. The facility regularly inspects and tests all on site equipment and systems to uncover conditions that could cause breakdowns or failures that would result in discharges of pollutants to surface waters.

## **11. EMPLOYEE TRAINING**

All new employees will be trained within one week of their start date. All employees will be required to participate in an annual refresher training course. The training program will be reviewed annually by the SWP3 coordinator to determine its effectiveness and to make any necessary changes to the program

Training will include background on the components and goals of the SWP3 and the following:

- hands-on training in spill prevention and response
- good housekeeping
- proper material handling
- disposal and control of liquid and solid waste
- container filling and transfer
- proper storage, washing, and inspection procedures
- used oil management
- spent solvent management
- used battery management
- proper disposal procedures for vessel wastewater
- fueling procedures
- proper paint application and removal methods
- management of liquid and solid paint waste
- management of spent abrasive



## **12. SEDIMENT AND EROSION CONTROL**

Describe areas that have a high potential for significant soil erosion (primarily the shoreline) and the methods used to limit erosion (vegetation, restricted access, bulkhead, riprap, etc.).

## **13. COMPREHENSIVE SITE COMPLIANCE EVALUATION**

### Non Stormwater Discharges

Visual inspections of all storm sewer inlets will be made quarterly during dry weather conditions for evidence of non-stormwater discharges. Visual inspections will be completed by an employee under the direction of the SWP3 Coordinator. The dry weather inspections will verify the site is not discharging sanitary or process water to storm sewers. Information recorded on the quarterly dry-weather inspection log shall include: date of inspection, storm sewer inlet location, inspection results, and potential significant sources of non-stormwater discovered through testing. If non stormwater discharges are identified, MARINA NAME will notify the DEQ as required in Part III D 3 g (3) of the Stormwater General Permit. Blank dry-weather inspection forms can be found in Appendix A of this SWP3.

### Quarterly Visual Inspections

MARINA NAME will perform quarterly visual inspections of all storm sewer inlets during rain events to look for evidence of stormwater contamination. Inspections will be conducted within the first thirty minutes of discharge or soon thereafter, but not exceeding 60 minutes. The visual inspection shall include any observations of color, odor, turbidity, floating solids, foam, oil sheen, or other obvious indicators of stormwater pollution. Information recorded during the quarterly inspection shall include: date of inspection, storm sewer inlet location, inspection results, and potential significant sources of stormwater contaminants if discovered. Blank quarterly inspection forms can be found in Appendix A of this SWP3.

### Annual Compliance Inspections

An annual stormwater compliance inspection will be conducted approximately one year following implementation of this SWP3 and annually thereafter. The inspection will determine if the BMPs have been implemented and will assess their effectiveness. The inspection will also determine if site operations have changed since development of this SWP3. If operational changes have been made, the SWP3 Coordinator will determine if those changes will impact stormwater quality and develop new BMPs to address the change. All operational changes and new BMPs will be recorded in this SWP3. Additionally, the inspection date, the inspection personnel, the scope of the inspection, major observations, and any needed revisions will be recorded. Revisions to the plan will occur within fourteen days after the annual inspection.

Blank annual compliance inspection forms can be found on the next pages.

*Inspection form templates:*

### **Quarterly Non-Stormwater Discharge Assessment Log**

Outfall Number or Description:

Flow<sup>1</sup> (Y/N):

If Flow is Yes, Complete This Section:

Possible Source:

Leaking fluids from boats and trailers as they await maintenance or use. Soil erosion

Observations<sup>2</sup>:

Corrective Action:

Outfall Number or Description:

Flow<sup>1</sup> (Y/N):

If Flow is Yes, Complete This Section:

Possible Source:

Leaking fluids from parked vehicles in the parking lot. Leaking fluids from boats as they enter and exit the river. Soil erosion. Litter and fish waste accumulated by boaters.

Observations<sup>2</sup>:

Corrective Action:

Outfall Number or Description:

Flow<sup>1</sup> (Y/N):

If Flow is Yes, Complete This Section:

Possible Source:

Fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations.

Observations<sup>2</sup>:

Corrective Action:

<sup>1</sup> Evaluation shall take place during dry periods

<sup>2</sup> Observations include flow, stains, sludge, color, odor, or other indications of a non-stormwater discharge

**Inspector's Name:**

**Date:**



## Quarterly Visual Monitoring Inspection Log

Outfall Number or Description:

Weather Conditions:

Observations<sup>2</sup>:

Probable Source of Any Observed Contamination:

Leaking fluids from boats and trailers as they await maintenance or use. Soil erosion

Outfall Number or Description:

Weather Conditions:

Observations<sup>2</sup>:

Probable Source of Any Observed Contamination:

Leaking fluids from parked vehicles in the parking lot. Leaking fluids from boats as they enter and exit the river. Soil erosion. Litter and fish waste accumulated by boaters.

Outfall Number or Description:

Weather Conditions:

Observations<sup>2</sup>:

Probable Source of Any Observed Contamination:

Fluid spills during maintenance activities, fuel leaks during fueling, and wastewater from cleaning operations.

**Inspector's Name**

**Date:**

**Time<sup>1</sup>:**

<sup>1</sup> Inspections shall be conducted within the first thirty minutes of discharge or as soon thereafter as practical, but not exceeding sixty minutes

<sup>2</sup> Observations include color, odor, turbidity, floating solids, foam, oil sheer, etc.

## Annual Facility Site Compliance Inspection Log<sup>1</sup>

Drainage Area:

Potential Pollutants and Source:

.

Changes in Drainage Conditions or Operations Since Last Inspection<sup>2</sup>:

BMP Effective (Y/N):

Current and Proposed BMPs:

Implementation Schedule for proposed BMPs:

Drainage Area:

Potential Pollutants and Source:

Changes in Drainage Conditions or Operations Since Last Inspection<sup>2</sup>:

BMP Effective (Y/N):

Current and Proposed BMPs:

Implementation Schedule for proposed BMPs:

Drainage Area:

Potential Pollutants and Source:

Changes in Drainage Conditions or Operations Since Last Inspection<sup>2</sup>:

BMP Effective (Y/N):

Current and Proposed BMPs:

Implementation Schedule for proposed BMPs:

<sup>1</sup> Scope of this inspection is to verify that BMPs are properly operated and are adjusted if operational or site changes require new BMPs to prevent stormwater contamination.

<sup>2</sup> Changes in drainage conditions or operations require revisions to the SWP3.

**Inspector's Name:**

**Date:**

**14. RECORD RETENTION REQUIREMENTS**

Records described in the SWP3 must be retained on site for a period of at least three years from the date of the sample, measurement, report or request for coverage under a stormwater permit, and shall be made available to the state or federal compliance inspection officer upon request. Additionally, employee training records and waste and recycling receipts or vouchers shall also be maintained.

**15. PROVISIONS FOR AMENDMENT OF THE PLAN**

If the facility expands, experiences any significant production increases or process modifications, or changes any significant material handling or storage practices which could impact stormwater, the SWP3 will be amended appropriately.

The SWP3 will also be amended if the state or federal compliance inspection officer determines that it is ineffective in controlling stormwater pollutants discharged to waters.

**16. CERTIFICATION STATEMENT**

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 manages 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 \_\_\_\_\_

Date \_\_\_\_\_