**SWPPP Worksheets GP No.1**

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| **Worksheet – Table 1: Pollution Prevention Team****Completed By:****Date:** |
| Leader:Title:Phone | Responsibilities: |
| Members:Title:Phone: | Responsibilities: |
| Members:Title:Phone | Responsibilities: |
| Members:Title:Phone | Responsibilities: |
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| Members:Title:Phone | Responsibilities: |
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| **Worksheet - Developing a Site Map** |
| **Completed By:****Date:** |
| Instructions: Draw a map of your overall facility site including property boundaries, all buildings, structures, paved areas, and parking lots. Draw the map to scale to the best of your ability. Also included the following on themap. |
| An outline of the drainage area of each storm water outfall including:- Drainage patterns- Direction of flow- Discharge pints (outfalls)Existing structural storm water pollution control measures (physically constructed features used to control storm water flows), such as:Flow diversion structuresRetention/detention ponsVegetative swalesSediment trapsName of receiving water (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 receivingstorm water discharges from the site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 areaAreas for unloading/loading materialsAbove-ground tanks for liquid storageIndustrial waste management areas (landfills, waste piles, treatment plants, disposal areas)Outside storage areas for raw materials, by-products, and finished productsOutside manufacturing or processing areasOther areas of concern (specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

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| Worksheet – Table 2 Material Inventory Completed By:Date: |
| “*Significant Materials1*” | Location (on site map) | Quantity(units) | Exposed in past 3 years? (yes/no) |
| Used | Produced | Discharged |
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***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.***

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| Worksheet - Table 3 Exposed “Significant Materials” & “Hazardous Condition” Completed By:Date:  |
| “*Significant Materials1*” | Date & Length of Exposure  | Volume Exposed | Location (on site map) | Storage/DisposalMethod  | Action Taken(prevention, clean up) | “*Hazardous Condition2*” (yes/no) |
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*2 “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.*

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| Worksheet - Table 4: History Of “Hazardous Condition”Completed By:Date: |
| Date  | Material | Location (on site map) | Reason for Spill/Leak | Actions to Prevent Reoccurance |
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| Worksheet - Table 5: Non-Storm Water Discharge Assessment Completed By:Date: |
| Date | Outfall | Method Used  | Location or Source | Person Evaluating | Result of assessment and potential significant sources |
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| Worksheet - Table 6: Failure to Certify Non-Storm Water Discharges Completed By:Date: |
| Outfall Not Tested/Evaluated | Describe Why CertificationIs Not Feasible | Describe Potential Sources of Non-Storm Water Pollution |
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| Worksheet - Table 7: Site Evaluation Summary Completed By:Date: |
| Activity/Area | Pollutant | Where From  | Existing BMP | New BMP Options |
| Loading and Unloading Operations |  |  |  |  |
| Maintenances & Equipment Cleaning |  |  |  |  |
| Outdoor Storage Operations |  |  |  |  |
| On-Site Practices |  |  |  |  |
| Dust or Particulate Generating Processes |  |  |  |  |
| Above Ground Liquid Storage Tank |  |  |  |  |
| Outdoor Processes or Manufacturing |  |  |  |  |
| Other |  |  |  |  |

**BEST MANAGEMENT PRACTICES (BMP)**

**STORM WATER POLLUTION PREVENTION PLAN**

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| Worksheet - Table 8: Good Housekeeping Practices BMPCompleted By:Date: |
| Area / Equipment | Task | Implementation Schedule | Responsible Person |
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| Worksheet - Table 9: Preventive Maintenance BMPCompleted By:Date: |
| Equipment / Activity | Task | Implementation Schedule | Responsible Person |
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| Worksheet - Table 10: Visual Inspection BMPCompleted By:Date: |
| Location, Area or Equipment | Annual Inspection Date  | Responsible Person | Management Practice/Method | Effectiveness(Yes/No) | Revision Notes |
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| Worksheet - Table 11: Spill Prevention And Response BMPCompleted by:Date: |
| Area Activity Equipment | Pollutant(s) of Concern | Description of Response Plan  | Location of Plan and Clean up Materials/Kits | Responsible Person or Team |
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| Worksheet - Table 12: Sediment And Erosion Control BMPComplete By:Date: |
| Area of Concern | Control Measures | Implementation Schedule | Responsible Person |
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| Worksheet - Table 13: Runoff Control – Diversion Practices BMPCompleted By:Date: |
| Area | Pollutant(s) of Concern  | Diversion Measure | Implementation Schedule | Responsible Person |
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| Worksheet - Table 14: Runoff Control – Containment BMPCompleted By:Date: |
| Area | Pollutant(s) of Concern | Containment Measure | ImplementationSchedule | ResponsiblePerson |
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| Worksheet - Table 15: Other Controls BMPCompleted By:Date: |
| Area | Material | Control Measure | ImplementationSchedule | ResponsiblePerson |
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| Worksheet - Table 16: BMP’s From Site EvaluationCompleted By:Date: |
| Area / Activity | Pollutant of Concern | BMP Control Measure | ImplementationSchedule | ResponsiblePerson |
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| Worksheet - Table 17: Employee Training Program BMPCompleted By:Date: |
| Training/Information Topic  | Employees Trained | Implementation Schedule | Responsible Person |
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| Worksheet - Table 18: Annual Site Compliance EvaluationCompleted By:Date: |
| Area, Location, and or BMP  | Effectiveness of Measures | Revision to SWPP Needed (yes/no) | Implementation Schedule  | Responsible Person |
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