Completion Instructions for the Industrial SWP3 Template

Introduction

The Oklahoma Department of Environmental Quality (DEQ) has created a template to help you develop your **Stormwater Pollution Prevention Plan (SWP3)**. The template has sections that match the 2022 Multi-Sector General Permit (MSGP) OKR05 for industrial facilities. DEQ has also developed different Report Templates related to OKR05 Permit that you can use such as the Routine Facility Inspection Report, Corrective Action Report, and Quarterly Visual Monitoring Report.

This SWP3 Template will help you address everything you must have in an SWP3 (Part 6 of the OKR05 Permit). For example, you tell us in the SWP3 what you have done and/or will do to prevent pollutants from your facility from getting into rain, snow, snowmelt, and stormwater runoff (using the control measures listed in Part 2.1 of the OKR05 Permit). You must also document in your SWP3 what you did or will do (such as monitoring) to know that you are meeting your permit's effluent limits (Part 2.2 of the OKR05 Permit).

Before completing the Template, ***make sure you read the entire 2022 OKR05 Permit (from Parts 1 - 9 and sector-specific requirements in Part 10)*** and understand all the requirements in the Permit. A copy of the 2022 OKR05 Permit is available at https://www.deq.ok.gov/water-quality-division/wastewater-stormwater/stormwater-permitting/okr05-industrial-stormwater/.

Tips for Completing the Industrial SWP3 Template

- This SWP3 Template is designed for use by all the facilities eligible for coverage under the 2022 OKR05 Permit. However, this template is ***not tailored*** for your individual industrial sector so you may need to address any additional SWP3 requirements outlined in Part 10 (sector specific requirements) depending on your industrial sector (see Table 1-3 of the 2022 OKR05 Permit) and your facility location.
- Prepare or update your SWP3 in accordance with the 2022 OKR05 Permit ***before*** submitting your Notice of Intent (NOI) to DEQ to be covered under the Permit.
- ***Read the instructions for each section BEFORE you complete that section!*** Include your facility's specific information (based on permit requirements) in the ***space*** for each section in the ***SWP3 Template***.
- DEQ developed the SWP3 Template in Microsoft Word® so that you can easily include as much information as you need in order to address each section of the SWP3 Template. This might be a few sentences or a few pages. Feel free to include tables if that addresses what you do more clearly.
- To make it easier to complete, the SWP3 Template uses blue text where you are expected to enter information. Just delete the blue text when entering information or describing site-specific requirements in the SWP3 (based on permit requirements).

DEQ has made every effort to ensure the accuracy of all instructions and guidance contained in the Instructions and SWP3 Template. But remember, if you see any differences between the OKR05 Permit and the SWP3 Template, ***you must follow the OKR05 permit*** - NOT the template. Also, if you find any differences, please share them with DEQ. That way we can consider them when making improvements to these documents in the future.

DEQ welcomes any comments you have about this document and/or the SWP3 Templates and appreciates your feedback!

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Section 1 Stormwater Pollution Prevention Team

1.1. Stormwater Pollution Prevention Team

Instructions (see 2022 OKR05 Part 6.2.1)**:** You must identify the staff members of the facility's stormwater pollution prevention team by name and/or title. Incudes their telephone numbers as well. You must also include their individual roles and responsibilities. Stormwater pollution prevention team must have at least one member, but possibly several members, depending on the size and nature of the industrial facility. DEQ recommends, but does not require, that stormwater pollution prevention team include at least one individual from each shift so that there is always a stormwater pollution prevention team member on-site in case of an emergency.

Your stormwater pollution prevention team, at minimum, is responsible for the following:

- Overseeing development of the SWP3;
- Making any modifications to the SWP3;
- Implementing and maintaining stormwater control measures and taking corrective actions when required;
- Supervising the housekeeping program;
- Conducting inspections and monitoring;
- Providing staff training;
- Making and documenting changes to the SWP3;
- Conducting annual review of the SWP3 and make changes to it; and
- Communicating changes in the SWP3 to people working on the site.

Section 2 Facility and Site Description

2.1. Facility Description

Instructions (see 2022 OKR05 Part 6.2.2.1)**:** You will need the information from this section to complete your NOI. Print your facility's name, permit number (for existing permittee), address, point of contact (name and title, phone number and email address), and regular business hours along with any seasonal variations.

Enter primary industrial activity standard industrial classification (SIC) Code or activity code. If you have co-located industrial activity, includes it's SIC Code or activity code, too.

For latitude and longitude of your facility (at the main entrance gate of your facility), open the DEQ GIS Data Viewer (http://gis.deq.ok.gov/maps/) then zoom in to where your facility is located. To locate your facility, you will probably need an aerial view. Click on the icon  and then click on ***Basemaps***, and then click on ***Bing Maps Hybrid***.

Zoom in and put your pointer where the main entrance is located. You will see the latitude (it is the first number) and the longitude (begins with "-" as in "-97.***") in the lower left corner of the map. You can also find the latitude and the longitude of each outfall using ***Google Earth*** or ***Compass*** app in your smart phone. You must be physically present at the entrance to determine latitude/longitude of the outfall using a smart phone.

Include the type of ownership of your industrial facility. Include total area of the facility, estimated total impervious area at the facility, and estimated area of industrial activity at the facility exposed to stormwater in one-tenth of acres.

Refer to the NOI Form 606-002B for more instructions. A copy of the NOI form is available at https://www.deq.ok.gov/water-quality-division/wastewater-stormwater/stormwater-permitting/okr05-industrial-stormwater/. In your SWP3, you must include a copy of your 2022 OKR05 Permit in Attachment C of the SWP3, or you must include a reference or link to where your 2022 OKR05 Permit can be found.

Include operator/owner's contact information (full name, business name, address, phone number, and email address) and SWP3 contacts. Also, include contact information (full name, business name, address, phone number, and email address) of the SWP3 preparer.

2.2. Activities at the Facility

Instructions (see 2022 OKR05 Part 6.2.2.2)**:** Provide a list with a general description of the ***industrial activities*** conducted at your facility.

For this Permit, industrial activities include, but are not limited to, the following:

- Manufacturing and processing,
- Industrial materials or activities,
- Material handling equipment or activities,[1]
- Industrial machinery, and
- Vehicle and equipment fueling, maintenance and/or cleaning.

The following are examples of just some of the areas where there are activities at industrial facilities:

- 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, and
- Areas where industrial activity has taken place in the past and significant materials remain and are exposed to stormwater.

[1] Material handling activities including storage; loading and unloading; transportation; or conveyance of any raw material, intermediate product, final product, by-product or waste product.

DEQ recommends that you differentiate between activities that occur indoors from those that occur outdoors, which could be exposed to stormwater. Do not overlook processes that are vented and may contribute pollutants to the roof.

2.3. Receiving Waterbody Information

Instructions (see 2022 OKR05 Part 6.2.2.3)**:** Provide the name of the nearest receiving water(s), including the following: intermittent streams

- Dry sloughs,
- Arroyos and the areal extent,
- Description of any wetland areas,
- *Other special aquatic sites* (see Part 10 of 2022 OKR05 permit for definition) that may receive discharges from your facility.

Identify all of your facility's stormwater outfalls with a unique 3-digit ID (e.g., 001, 002). Include the latitude and longitude for each outfall. Locate the waterbody that each of those stormwater outfalls drains into and include its official name and waterbody identification number (WBID).

Indicate if you are treating one or more outfalls as ***substantially identical*** under Part 6.2.4. If the facility is discharging into a Municipal Separate Storm Sewer System (MS4), indicate so and provide its name.

Indicate which of these waterbodies are listed as impaired. Impaired waterbodies are listed in Appendix C of the Integrated Report (IR). Appendix C of the IR is also known as the ***303(d) List***. Information about stream impairment can be found at this DEQ's website: https://www.deq.ok.gov/wp-content/uploads/water-division/2020_OK_IR_Final-Appendix-C.pdf.

You will need to indicate if there is a Total Maximum Daily Load (TMDL) or if a watershed plan in lieu of a TMDL has been established for that waterbody. TMDL information can be found at this DEQ's website: https://www.deq.ok.gov/water-quality-division/watershed-planning/tmdl/.

The following is an explanation on how to use the DEQ GIS Data Viewer, to complete the Receiving Waterbody Information table in the SWP3 Template. You do not have to use the Data Viewer to get this information, but that is the easiest way to find all the information you will need to complete that table.

2.3.1 Official Waterbody Name and WBID

The official name and WBID for each waterbody that receives stormwater from your facility can be found in Appendix B of the Integrated Report (IR). But it's much easier to find that information using the DEQ GIS Maps and Data Viewer (http://gis.deq.ok.gov/maps/). If you had not done it before, open the DEQ GIS Data Viewer and zoom into where your facility is located. You can also locate your facility using the ***Location*** icon. Click on this icon  then click on ***Layers*** and then click on ***Water Data***.

Under that drop-down menu, nothing should be marked except for ***IR Waterbodies***. On the map, click on the stream (one of five colors) or lake (if you are right next to one), into which the stormwater runs from that outfall. (If you do not know which direction your stormwater goes, click on ***Basemaps*** and choose either ***Bing Maps Hybrid*** or ***USA Topo Map.*** Topo maps show elevation so look for the waterbody downhill from your facility.) Click once on the colored line representing the waterbody downhill from you, and a box will pop up on the map. The first line says *WBID* which is the waterbody identification number. On the line below that is the official name of the waterbody.

2.3.2 Impaired Waterbodies and TMDLs

Impaired waterbodies are the ones that appear as red or green on the DEQ GIS Data Viewer map. In order to find out what the impairments are, make sure that ***Water Data*** is marked, and then unmark everything in that dropdown menu except for ***303(d) Waterbodies***. Only impaired waterbodies will remain on the map. When you click on these waterbodies on the Data Viewer map, there will be either a ***4*** or ***5*** next to the impairments for that waterbody. Write those impairments down where indicated in the SWP3 Template. If the impairment is followed by "4a", that means a Total Maximum Daily Load (TMDL) has been completed for it.

2.3.3 Latitude and Longitude of each Stormwater Outfall

Open the DEQ GIS Data Viewer (http://gis.deq.ok.gov/maps/) then zoom in to where your facility is. To locate each outfall, you will probably need an aerial view. Click on the icon  and then click on ***Basemaps***, and then click on ***Bing Maps Hybrid***.

Zoom in and put your pointer where each of your outfalls are located. You will see the latitude (it is the first number) and the longitude (begins with "-" as in "-97.***") in the lower left corner of the map.

You can also find the latitude and the longitude of each outfall using ***Google Earth*** or ***Compass*** app in your **smart phone**. You must be physically present at the outfall location to determine latitude/longitude of the outfall using a smart phone.

2.3.4 Outstanding Resource Water or Sensitive Waters and Watersheds

Outstanding Resource Water (ORW) is considered to be an outstanding resource or have exceptional recreational and/or ecological significance[2] as described in Title785, Chapter 45-3-2(a) in the 2015 or later version of Oklahoma's Water Quality Standards (WQS). These waters include:

- Streams designated ***Scenic River*** or ***ORW*** in Appendix A of the Oklahoma WQS.
- Waters located within Scenic Rivers watersheds.

Additionally, ORW may include:

- Waters located within national and state parks.
- Waters located within forests.
- Waters located within wilderness areas.
- Waters located within wildlife management areas.
- Waters located within wildlife refuges.
- Waters which contain species listed pursuant to the federal Endangered Species Act as described in 785:45-5-25(c)(2)(A) of the Oklahoma WQS and 785:46-13-6(c) of the Implementation of Oklahoma's Water Quality Standards (aka Chapter 46).

[2] Additional information can be found in Section 1.8.7 (*Endangered and Threatened Species & Critical Habitat Protection*) and Appendix A of the 2022 OKR05.

No degradation of water quality is allowed in any of the waters which are designated as ***ORW*** in the *Limitations* column in the tables found in Appendix A of the Oklahoma WQS or are located within the boundaries of any of the areas listed on the tables in Appendix B of the Oklahoma WQS.

There are also High Quality Waters (***HQW***) whose historic water quality and physical habitat provide more ecological refuges than other waters in the same ecoregion with similar chemistry and physical conditions. ***HQW*** are prohibited from having any new point source discharge(s) or an increased load or concentration from existing point source discharge(s) of oxygen demanding substances (CBOD or BOD), ammonia nitrogen, and/or total organic nitrogen, phosphorus, or total suspended solids (TSS). **There cannot be any discharges into HQW if that might lower its existing water quality.**

To find out if discharges from your facility are going into these sensitive waterbodies using the DEQ GIS Data Viewer, click on ***Water Data***. Under that drop down menu, the only things that should be marked are the ***IR Waterbodies*** and *OKR05 Stormwater Sensitive Areas*. If your stormwater discharge goes into a waterbody in one of the aqua shaded areas, then you are in ORW or other sensitive waters.

2.4. General Location Map

Instructions (see 2022 OKR05 Part 6.2.2.4)**:** Include a ***general location map*** under Attachment A of the completed SWP3.

Prepare a general location map (e.g., DEQ GIS Data Viewer or 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 within one mile of your facility (include as Attachment A of this SWP3 Template).

2.5. Site Map

Instructions (see 2022 OKR05 Part 6.2.2.5)**:** Prepare ***a site map or series of maps*** showing the following information and ***include these maps*** under Attachment B of the completed SWP3***:***

- Boundaries of the property and the size of the property in acres.
- Location and extent of significant structures (e.g. buildings, garages, storage tanks, fueling stations, machinery, etc.) and impervious surfaces (e.g., parking lots, paved or concrete pads) at the facility.
- Directions of stormwater flow (use arrows to show the directions of stormwater flow).
- Locations of all receiving waters in the immediate vicinity of your facility, including wetlands, in the immediate vicinity of your facility. Indicate which waterbodies are listed as impaired and which are identified by the state as outstanding resources waters.
- Locations of potential pollutant sources identified under Part 6.2.3.
- Locations of areas of existing and potential soil erosion that could result in the discharge of a significant amount of turbidity, sediment, or other pollutants.
- Locations of all stormwater control measures (e.g., all structural BMPs).
- Locations of all stormwater conveyances including ditches, pipes, and swales.
- Locations where significant spills or leaks identified under Part 6.2.6 have occurred.

- Locations of all stormwater sampling/monitoring points, along with latitude and longitude of each sampling point.
- Locations and descriptions of all non-stormwater discharges.
- Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants, if any (an evaluation of how the quality of the runoff impacts your stormwater discharges may be included).
- Locations of stormwater inlets and discharge points, with a unique identification code for each discharge point (e.g., Discharge points 001, 002), indicating if you are treating one or more discharge points as ***substantially identical*** under Part 6.2.4 and an approximate outline of the areas draining to each discharge point.
- If applicable, MS4s and where your stormwater discharges to them.
- Areas of designated critical habitat for endangered or threatened species, if applicable.
- Locations of the following activities where such activities are exposed to precipitation:
  - Fueling stations,
  - Vehicle and equipment maintenance and/or cleaning areas,
  - Loading/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, and/or
  - Locations and sources of run-on to your site from adjacent property that contains significant quantities of pollutants.

The site map must clearly show the flow of stormwater runoff from each of the locations described above so that the final outfalls where the discharge leaves the facility's boundaries are clearly identified. You must develop a series of maps if the amount of information would cause a single map to be difficult to read and interpret.

Section 3 Potential Pollutant Sources

Describe 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; and intermediate products, by-products, final products, and waste products. Material handling activities include, but are not limited to: the storage, loading and unloading, transportation, disposal or

conveyance of any raw material, intermediate product, final product or 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 are leached from the structures as a result of acid rain.

3.1. Industrial Activities

Instructions (see 2022 OKR05 Part 6.2.3.1): List/Name(s) of the industrial activities at the facility that are exposed to stormwater. Description shall include 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; and vehicle and equipment fueling, maintenance, and cleaning.

3.2. List of Pollutants

Instructions (see 2022 OKR05 Parts 6.2.3.1 and 6.2.3.2)**:** For the industrial activities identified in section 3.1 above, list the potential pollutants or pollutant constituents (e.g., 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 SWP3.

3.3. Spills and Leaks

Instructions (see 2022 OKR05 Part 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 actually 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.

3.4. Allowable Non-stormwater Discharges Information

Instructions (see 2022 OKR05 Parts 1.3 and 6.2.3.4)**:** You will need to document that you have evaluated all sources of allowable non-stormwater that are/will be discharged under this Permit. Documentation of your evaluation must include:

- Identification of each allowable non-stormwater source.

- The location where it is likely to be discharged.

- Descriptions of appropriate best management practices (BMP) for each source to minimize the impact of water quality.

For flows from emergency firefighting activities, describe/identify potential releases of pollutants from the scene and measures that will be taken by the facility to reduce any such pollutant releases to avoid or minimize the impact on water quality.

If you have mist blown from cooling towers amongst your allowable non-stormwater discharges, describe if there are any possibilities for the discharges to be contaminated by chemicals used in the cooling tower. Also, determine that the levels of such chemicals in the discharges would not cause or contribute to a violation of an applicable water quality standard after implementation of the BMPs you have selected to control such discharges.

3.5. Investigation of Unauthorized Non-stormwater Discharges

Instructions (see 2022 OKR05 Part 6.2.3.5): Part 1.3 of the 2022 OKR05 permit identifies allowable non-stormwater discharges. You must document the following:

- ✍ Test or evaluate for the presence of any unauthorized non-stormwater discharges at your site that was not allowed in Part 1.3 of 2022 OKR05 Permit. Test or evaluation document must include all the information required by Part 6.2.3.5 of the OKR05 permit.

- ✍ List the procedures to get rid of any unauthorized non-stormwater discharges.

Note: You must include a separate certification in the SWP3 that all discharges (i.e., outfalls) have been tested or evaluated for the presence of any unauthorized non stormwater discharge.

3.6. Salt Storage Piles

Instructions (see 2022 OKR05 Part 6.2.3.6): 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 5.1.7 of this SWP3 Template, below.

3.7. Coal Storage Piles

Instructions (see 2022 OKR05 Part 6.2.3.7): Document the location of any storage piles containing coal used for commercial or industrial purposes.

3.8. Sampling Data Summary

Instructions (see 2022 OKR05 Part 6.2.3.8): Include a brief summary of all stormwater discharge sampling data collected at the facility during the previous permit term.

The summary shall include a narrative description (and may include data tables/figures) that adequately summarizes the collected sampling data to support identification of potential pollution sources at your facility.

Section 4 Substantially Identical Outfall(s)

Substantially Identical Outfalls is defined as two or more outfalls that discharge substantially identical effluents, based on the similarities of the general industrial activities and control measures, exposed materials that may significantly contribute pollutants to stormwater, and runoff coefficients of their drainage areas.

If you plan to use the substantially identical discharge point exception for your quarterly visual monitoring and impaired water monitoring, you are required to include an analyses in accordance with Part 6.2.4 of the OKR05 permit to justify that the outfalls are substantially identical. You cannot just claim that the outfalls are identical without providing required information in the SWP3.

You must include the following information in the SWP3 to justify that the outfalls are substantially identical:

- ✍ 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%). The runoff coefficient is the ratio of excess runoff to the amount of precipitation for a given time over a given area, with a 0 (zero) runoff coefficient meaning no runoff potential and 1.0 (one) meaning a completely impervious surface and all stormwater runs off. The runoff coefficient is related to the amount of impervious surfaces (buildings, pavement, sidewalks, etc.) versus pervious surfaces (grass, graveled areas, etc.) at the site. The more impervious surface a facility has, the larger the runoff coefficient. Light industrial facilities typically have a runoff coefficient between 40% and 65% and heavy industrial facilities typically have a runoff coefficient above 65%.
- Why the discharge points are expected to discharge substantially identical effluents.

Note: the substantially identical outfall ***exception could not be used*** if there are in fact differences in any of the required components defined above.

Section 5 Description of Stormwater Control Measures

Instructions (see 2022 OK05 Parts 2, 6.2.5, and 10)**:** Describe the stormwater control measures in Sections 5.1 – 5.5 of the SWP3 Template that you have installed or will install at your site to comply with non-numeric and numeric effluent limits in Parts 2 and 10 of the Permit.

- Control measures to meet non-numeric technology-based effluent limits in Part 2.1.2.
- Control measures to meet applicable sector specific non-numeric technology-based effluent limits in Part 10.
- Control measures to meet applicable numeric effluent limitations guidelines-based limits in Part 2.1.3.
- Control measures to meet applicable sector-specific numeric effluent limits in Part 10.
- Control measures to meet applicable numeric effluent limitations for coal pile runoff in Part 2.1.4.
- Control measures to meet water quality-based effluent limits in Part 2.2.
- Control Measures to meet any additional measures that formed the basis of eligibility regarding threatened and endangered species, critical habitat, and/or historic properties in Part 2.3.

In addition to your control measure descriptions, include explanations of how the controls fulfill the following requirements (in Part 2.1.1):

- The selection and design considerations.
- How they address the pollutant sources identified in section 3.1 of the SWP3 Template.

5.1. Control Measures to meet Non-numeric Technology-based Effluent Limits

You must describe appropriate and adequate control measures that you used or will be used to prevent or effectively reduce pollution in stormwater discharges from the facility and comply with the non-numeric effluent limits in Part 2.1.2.

5.1.1 Minimize Exposure

Instructions (see 2022 OKR05 Parts 2.1.2.1 and 6.2.5)**:** Describe the type of structural controls or practices used or will be used to minimize the exposure of industrial activities to rain, snow, snowmelt, and runoff. Describe where and how the controls or practices are being implemented at your site.

5.1.2 Good Housekeeping

Instructions (see 2022 OKR05 Parts 2.1.2.2 and 6.2.5)**:** Describe any practices you have been using or will be using to keep exposed areas of your industrial site clean and where these areas are located.

Include a schedule for how often you do the following (Note: ***There are specific requirements for facilities that handle pre-production plastic***.):

- Pickup and disposal of waste materials (this should be done regularly).
- Routine inspections for leaks and of the condition of drums, tanks, and containers.

5.1.3 Maintenance

Instructions (see 2022 OKR05 Parts 2.1.2.3 and 6.2.5)**:**

- Describe procedures to maintain industrial equipment so that spills/leaks are avoided.
- Describe procedures to keep control measures in effective operating condition.
- Describe where these procedures are done on-site.
- Include the schedule that you follow for these maintenance activities.
- Describe the procedures being done at each site.

5.1.4 Spill Prevention and Response

Instructions (see 2022 OKR05 Parts 2.1.2.4 and 6.2.5)**:** Describe the structural controls and procedures used to minimize the chance of leaks, spills or other releases of hazardous chemicals.

Examples include:

- Store hazardous chemicals in containers with their original product labels. These labels should be legible.
- Properly label containers that hold waste chemicals (e.g***., used oil, spent solvents,***).
- Describe the procedures you use to safely store hazardous chemicals at your facility. Some examples might be:
  - To store or transport hazardous materials away from drainage paths or waterways.

- To develop an inventory with the name and locations of all hazardous materials on-site.
- To surround the storage of hazardous materials with a berm or other appropriate containment best management practice (BMP).
- To minimize the use and handling of hazardous materials.
- To not store incompatible materials, such as chlorine and ammonia, in the same temporary containment facility.

- Train workers about the proper handling of containers of hazardous chemicals.
- Keep spill kits near areas where spills of hazardous chemicals might occur so they can be cleaned up quickly.
- Train workers about their roles if there were a spill, leak, or releases of hazardous chemicals so they know how to properly respond as soon as possible. They must know the appropriate facility personnel to be notified, who have been trained on procedures to quickly stop, contain and cleanup of chemical leaks, spills, and other releases.

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

Note: some facilities may be required to develop a Spill Prevention Control and Countermeasure (SPCC) plan under a separate regulatory program (40 CFR 112). If you are required to develop an SPCC plan, or you already have one, you should include references to the relevant requirements from your plan.

DEQ recommends you include: Where a leak, spill, or other release containing a hazardous substance or oil in an amount equal to or in excess of a reportable quantity 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 or, in the Washington, DC, metropolitan area, call (202) 267-2675 in accordance with the requirements of 40 CFR Part 110, 40 CFR Part 117, and 40 CFR Part 302 as soon as you have knowledge of the discharge. You may also need to report spills or discharges to local emergency response, DEQ and public health offices. Contact information must be in locations that are readily accessible and available.

5.1.5 Erosion and Sediment Controls

Instructions (see 2022 OKR05 Parts 2.1.2.5 and 6.2.5)**:** Describe the following:

Activities and processes for stabilizing exposed soils in order 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/or chemical treatments used to control erosion and the location at your site where each control is implemented.

5.1.6 Stormwater Runoff Management

Instructions (see 2022 OKR05 Parts 2.1.2.6 and 6.2.5)**:** Describe controls (such as berms, industrial stormwater ponds, infiltration systems, green infrastructure or other similar structures) used or will be 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.

DEQ encourages the use of green infrastructure (such as rainwater harvesting, rain garden, bioswales, permeable pavements, green streets, green parking, green roof, etc.) to manage stormwater runoff from your facility.

5.1.7 Salt Storage Piles or Piles Containing Salt

Instructions (see 2022 OKR05 Parts 2.1.2.7 and 6.2.5)**:** 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/or procedure is implemented.

5.1.8 Dust Generation and Vehicle Tracking of Industrial Materials

Instructions (see 2022 OKR05 Parts 2.1.2.10 and 6.2.5)**:** 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.

5.2. Control Measures to meet Sector-Specific Applicable Non-Numeric Effluent Limits in Part 10

Instructions (see 2022 OKR05 Part 10)**:** Describe any controls or procedures that will be used at your site to comply with any sector-specific requirements that apply to you in Part 10 of the 2022 OKR05 permit. Describe the location at your site where each control and/or procedure will be implemented.

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

5.3. Control Measures to meet Applicable Numeric Effluent Limitations Guidelines-Based Limits in Part 2.1.3

Instructions (see 2022 OKR05 Part 2.1.3)**:** If you are in an industrial category subject to one of the effluent limitations guidelines identified in the table below (Table 3-1 of the 2022 OKR05), describe controls or procedures that will be implemented at your site to meet these effluent limitations guidelines.

Note: Sector-specific numeric effluent limits apply only to ***Sectors A, C, D, E, J, K, L, O, and S.***

Regulated Activity	40 CFR Part/Subpart	Effluent Limit
Discharges resulting from spray down or intentional wetting of logs at wet deck storage areas	Part 429, Subpart I	See Part 10.A.7
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	See Part 10.C.4
Runoff from asphalt emulsion facilities	Part 443, Subpart A	See Part 10.D.4
Runoff from material storage piles at cement manufacturing facilities	Part 411, Subpart C	See Part 10.E.5
Mine dewatering discharges at crushed stone, construction sand and gravel, or industrial sand mining facilities	Part 436, Subparts B, C, or D	See Part 10.J.9
Runoff from hazardous waste landfills	Part 445, Subpart A	See Part 10.K.6

Regulated Activity	40 CFR Part/Subpart	Effluent Limit
Runoff from non-hazardous waste landfills	Part 445, Subpart B	See Part 10.L.10
Runoff from coal storage piles at steam electric generating facilities	Part 423	See Part 10.O.8
Runoff containing urea from airfield pavement deicing at existing and new primary airports	Part 449	See Part 10.S.8

5.4. Control Measures to meet Sector-Specific Applicable Numeric Effluent Limits in Part 10, if applicable

Instructions (see 2022 OKR05 Part 10): Describe any controls or procedures that have been using or will be used at your industrial site to comply with any sector-specific numeric limits requirements that apply to your facility in accordance with Part 10 of the 2022 OKR05 permit. Describe the location at your site where each control and/or procedure will be implemented.

5.5. Control Measures to meet Applicable Numeric Effluent Limitations for Coal Pile Runoff, if applicable

Instructions (see 2022 OKR05 Part 2.1.4)**:** If your facility has stormwater runoff from coal storage piles, describe what control measures will you use to comply with the effluent limitations identified in Part 2.1.4 of OKR05 permit for all discharges containing the coal storage pile runoff, regardless of your industrial activity.

5.6. Control Measures to meet Water Quality-based Effluent Limitations in Part 2.2

Instructions (see 2022 OKR05 Part 2.2)**:** Describe the measures that will be implemented at your site to control industrial stormwater discharge as necessary to meet applicable water quality standards of the State (i.e., your discharge must not cause or contribute to an exceedance of applicable water quality standards of the State).

DEQ expects that compliance with the conditions in this permit will control discharges as necessary to meet applicable water quality standards. If at any time you become aware, or DEQ determines, that your discharge does not meet applicable water quality standards, you must take corrective action(s) as required in Part 5.1 of the 2022 OKR05 Permit and document the corrective actions as required in Part 5.3 of the 2022 OKR05 Permit.

DEQ may also require that you undertake additional control measures (to meet the narrative water quality-based effluent limit above) on a site-specific basis, or require you to obtain coverage under an individual permit, if information in your NOI, required reports, or from other sources indicates that your discharges are not controlled as necessary to meet applicable water quality standards. You must implement all measures necessary to be consistent with an available wasteload allocation (WLA) in an established TMDL or watershed plan in lieu of a TMDL.

You must follow the applicable requirements in Part 2.2.2.1 or Part 2.2.2.2 or Part 2.2.2.3. You may also need to follow the requirements in Part 2.2.3

Note: *If you are a new discharger and discharge to a waterbody or watershed designated ORW commencing after June 25, 1992, you are not eligible for coverage under the OKR05 permit.*

5.7. Requirements Relating to Endangered Species and Historic Properties in Part 2.3

Describe any additional measures that will form the basis of eligibility regarding threatened and endangered species, critical habitat, and/or historic properties in Part 2.3.

Section 6 Procedures and Schedules

6.1. Pertaining to Control Measures Used to Comply with Effluent Limitations in Part 2

Instructions (see 2022 OKR05 Part 6.2.6.1): Describe the procedures and schedules of the following:

6.1.1 Good Housekeeping

Instructions: Document a schedule or the process used or will be used for determining when pickup and disposal of waste materials occurs (e.g., roll off dumpsters are collected when full). Provide a schedule for routine inspections for leaks and conditions of drums, tanks, and containers.

6.1.2 Spill Prevention and Response Procedures

Instructions: Describe procedures for preventing and responding to spills and leaks, including notification procedures. For preventing spills, include control measures for material handling and storage, and the procedures for preventing spills that can contaminate stormwater. Also specify cleanup equipment, procedures and spill logs, as appropriate, in the event of spills. You may reference the existence of other plans for Spill Prevention Control and Countermeasure (SPCC) developed for the facility under Section 311 of the CWA or BMP programs otherwise required by an OPDES permit for the facility.

Include emergency Spill Notification contact phones numbers.

6.1.3 Maintenance

Instructions: Document 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 used to comply with the effluent limits in Part 2 of the 2022 OKR05.

6.1.4 Erosion and Sediment Control

Instructions: Document if polymers and/or other chemical treatments are used for erosion and sediment control and identify the polymers and/or chemicals used and the purpose.

6.1.5 Stormwater Runoff Management

Instructions: Document procedures and schedules to divert, infiltrate, reuse, contain or otherwise reduce stormwater runoff to minimize pollutants in your discharges.

6.1.6 Salt Storage Piles

Instructions: Document procedures and schedules to minimize exposure resulting from adding to or removing materials from the salt storage pile.

6.2. Pertaining to Control Measures Used to Comply with Sector Specific Effluent Limits in Part 10

Instructions (see 2022 OKR05 Part 6.2.6.2): Describe any procedures and schedules that will be used at your site to comply with any sector-specific requirements that apply to your facility in Part 10 of this permit.

Describe the location at your site where each control and/or procedure will be implemented.

Section 7 Routine Facility Inspections

Instructions (see 2022 OKR05 Parts 3 and 6.2.6.3)**:** Describe the procedures you will follow for conducting routine facility inspections in accordance with Part 3 of the 2022 OKR05 Permit. Document any findings of your facility inspections and maintain this Inspection Report with your SWP3 as required in Part 6.2.9 of the 2022 OKR05 Permit.

Any corrective action required as a result of a routine facility inspection must be performed consistent with Part 5 of the 2022 OKR05 Permit.

Summarize your findings of routine facility inspections in the Annual Report per Part 7.3 of the 2022 OKR05 Permit.

Note: *Inspections must be performed by a **qualified person** with at least one participating member of the stormwater pollution prevention team. 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.*

*Inspections must be conducted at least **quarterly** (i.e., once each calendar quarter), or in some instances more frequently (e.g., **monthly or weekly**, see Part 10 of the OKR05 permit for sector-specific requirements), as appropriate. Increased frequency may be appropriate for some types of equipment, processes and stormwater control measures, or areas of the facility with significant activities and materials exposed to stormwater. At least one of your routine inspections must be conducted during a period when a stormwater discharge is occurring.*

Exception for Routine Facility Inspections: If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections, 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 SWP3 per Part 6.2.6.3 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 Part 8.16 of the OKR05 Permit.

Note: If circumstances change and industrial materials or activities become exposed to stormwater or your facility becomes active and/or staffed, 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 2022 OKR05, 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 Part 6.2.9.

Inactive and unstaffed facilities covered under Sectors J (Non-Metallic Mineral Mining and Dressing) are not required to meet the “no industrial materials or activities exposed to stormwater” standard to be eligible for this exception from routine inspections, per Parts 10.J.6.

Routine Facility Inspection Report: You will need to document the findings of your facility inspections and related information in a ***Routine Facility Inspection Report*** in accordance with Part 3.2 of OKR05 permit and maintain this report with your SWP3. You will also need to summarize your findings in the Annual Report per Part 7.3 and keep a copy of the corrective action report in the SWP3.

You may use DEQ's ***Template for Routine Facility Inspection Report*** to document your inspection findings or edit/prepare your own to meet your facility needs.

Section 8 Monitoring

Instructions (see 2022 OKR05 Parts 4.2 and 6.2.6.4)**:** Describe your procedures for conducting the four types of monitoring specified by the 2022 OKR05 Permit, where applicable to your facility, including:

- Quarterly Visual Monitoring (Part 4.2.1 of the 2022 OKR05).
- Annual Effluent Limitations Guidelines Monitoring (Part 4.2.2 and sector-specific requirements in Part 10 of the 2022 OKR05).
- Impaired Waters Monitoring (Part 4.2.3 of the 2022 OKR05).
- Other Monitoring as required by DEQ (Part 4.2.4 of the 2022 OKR05).

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 Parts 4, 8.10, and 8.16 of the 2022 OKR05, and any additional sector-specific requirements in Part 10 of the 2022 OKR05. Refer to Part 7 of the 2022 OKR05 for reporting and recordkeeping requirements.

Note: All monitoring, ***except visual 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.

The requirement for quarterly visual monitoring and impaired waters monitoring do not apply at a facility that is inactive and unstaffed, as long as there are no industrial materials or activities exposed to stormwater. To invoke this exception, you must maintain a statement in your SWP3 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to precipitation, in accordance with the substantive requirements in 40 CFR § 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Part 9.16.

Please note that ***impaired waters monitoring does not apply to all facilities.***

8.1.1 Quarterly Visual Monitoring

Instructions (see 2022 OKR05 Part 4.2.1)**:** Describe the procedures you have been following or will follow for conducting quarterly visual monitoring/assessment in accordance with Part 4.2.1 of the 2022 OKR05 permit. The visual assessment must be made:

- Of a discharge sample contained in a clean, colorless glass or plastic container, and examined in a well-lit area within 30 minutes of collecting it.
- On samples 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 of discharge, the sample must be collected as soon as practicable after the first 30 minutes and you must document why it was not possible to take the sample within the first 30 minutes.
- For storm events, on discharges that occur from a storm event that is greater than 0.1 inch in

magnitude and that follows the preceding measurable storm event by at least 72 hours (three days). The 72-hour (three-day) storm interval does not apply if you document that less than a 72-hour (three-day) interval is representative for local storm events during the sampling period.

Document the results of your visual assessments and maintain this documentation onsite with your SWP3 as required in Part 4.2.1 of the 2022 OKR05 Permit. Any corrective action required as a result of a quarterly visual monitoring must be performed consistent with Part 4 of the 2022 OKR05 Permit.

Quarterly Visual Monitoring Report: You will need to document your visual assessment and related information in a Quarterly Visual Monitoring Report in accordance with Part 4.2.1.2 of OKR05 permit. You will also need to summarize your findings in the Annual Report per Part 7.3 and keep a copy of the ***Quarterly Visual Monitoring Report*** with the SWP3.

You may use DEQ's ***Template for Quarterly Visual Monitoring Report*** to document your findings or edit/prepare your own to meet your facility needs.

Substantially identical discharge point (outfall) exception

If your facility has two or more outfalls that discharge substantially identical effluents, you may conduct quarterly visual monitoring of the discharge at just one of the outfalls and report that the results also apply to the substantially identical outfall(s) provided that you perform visual monitoring on a rotating basis of each substantially identical outfall throughout the period of your coverage under this Permit.

Exception to Quarterly Visual Monitoring for Inactive and Unstaffed Sites (see 2022 OKR05 Part 4.2.1.3)**:**

If you are invoking the exception for inactive and unstaffed sites relating to routine facility inspections and/or quarterly visual assessments, 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 maintain a statement with your SWP3 per Part 4.2.1.3 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to precipitation, in accordance with the substantive requirements in 40 CFR § 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Part 9.16.

8.1.2 Annual Effluent Limitations Guidelines Monitoring

Instructions (see 2022 OKR05 Part 7.2.2)**:** Annual Effluent Limitations Guidelines Monitoring is only included for ***Sectors A, C, D, E, J, K, L, O and S.***

Annual Discharge Monitoring Report: You are required to submit annual Effluent Limitations Guidelines (ELGs) Monitoring using a Discharge Monitoring Report (DMR) Report form. Note that DMR must be submitted them electronically, which started on December 21, 2016.

Substantially identical discharge point (outfall) exception

The substantially identical outfall monitoring provisions are ***not available*** for annual effluent limitations guidelines monitoring. You must monitor each outfall discharging runoff from any regulated activity identified in Table 4-2 of the 2022 OKR05 Permit.

8.1.3 Impaired Water Monitoring

Instructions (see 2022 OKR05 Part 4.2.3)**:** You are required to monitor all the pollutants for which the waterbody is impaired and for which a standard analytical method exists (see 40 CFR Part 136) once per year at each outfall discharging stormwater to impaired waters without an established TMDL or watershed plan in lieu of a TMDL.

If a TMDL or watershed plan in lieu of a TMDL is approved for any waterbody into which you discharge after the date that you submit a NOI, you must incorporate any limitations, conditions, and requirements applicable to the discharges into your SWP3 to ensure that the requirements of the implementation plan associated with the WLA,

LA, and/or the TMDL will be met within any timeframes established in the TMDL or watershed plan. You must monitor all pollutants (only those pollutants that are applicable to your facility/industry) for which a WLA or LA is established at the frequencies specified in the TMDL or watershed plan, or at a minimum of once per year.

Discharge Monitoring Report

Impaired stream monitoring data must be kept with the SWP3. You do not have to submit impaired stream monitoring data using a DMR Report form to DEQ unless you are requested by DEQ. Impaired stream monitoring data shall be used by the permittee as screening data to evaluate BMP effectiveness. DEQ may also use the data to demonstrate the facility's noncompliance to implement effective BMPs and/or contribution to the impaired waters.

Inactive and unstaffed sites exception (if applicable)

To invoke this exception, you must maintain a statement in your SWP3 per Part 6.2.5.2 indicating that the site is inactive and unstaffed, and that there are no industrial materials or activities exposed to precipitation, in accordance with the substantive requirements in 40 CFR § 122.26(g)(4)(iii). The statement must be signed and certified in accordance with Part 8.16.

Section 9 Corrective Actions

Instructions (see 2022 OKR05 Parts 5 and 6.2.6.5)**:** Describe the procedures for taking corrective action in compliance with Part 5 of the 2022 OKR05 Permit.

When any of the following conditions occur or are detected during an inspection, monitoring or other means, the facility will appropriate corrective actions so that the condition is eliminated and pollutant discharges are minimized:

- An unauthorized release or discharge (e.g., spill, leak, or discharge of non-stormwater not authorized by this or another OPDES permit) occurs at your facility.
- A discharge violates a numeric effluent limit.
- Control measures are not stringent enough for the discharge to meet applicable water quality standards or the non-numeric effluent limits.
- A required control measure was never installed, was installed incorrectly, or not in accordance with the OKR05 permit or is not being properly operated or maintained.

Note: All corrective actions must be performed by a qualified person with at least one participating member of the stormwater pollution prevention team. 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.

Corrective Action Report: You will need to document corrective action related information in a ***Corrective Action Report*** in accordance with Part 5.3.3 of OKR05 permit. You will also need to summarize your findings in the Annual Report per Part 7.3 and keep a copy of the corrective action report with the SWP3.

You may use DEQ's ***Template for Corrective Action Report*** to document your findings or edit/prepare your own to meet your facility needs.

Section 10 Employee Training

Instructions (see 2022 OKR05 Part 2.1.2.10 and Part 6.2.6.6)**:** Provide the elements of your training plan, including:

- The content of the training.
- The frequency/schedule of training for employees who work in areas where industrial materials or activities are exposed to stormwater, or who are responsible for implementing activities necessary to meet the conditions of the Permit.

Employee training must be conducted at least annually or more frequently if employee turnover is high.

The following personnel, at a minimum, must receive training, and therefore should be listed out individually in the table below:

- Personnel who are responsible for the design, installation, maintenance, and/or repair of controls (including pollution prevention measures).
- Personnel responsible for the storage and handling of chemicals and materials that could become contaminants in stormwater discharges.
- Personnel who are responsible for conducting and documenting inspections and monitoring as required in Parts 5 and 7.
- Personnel who are responsible for taking and documenting corrective actions as required in Part 6.

Part 2.1.2.10 of the 2022 OKR05 Permit requires that the personnel who are required to be trained must also be trained to understand the following if related to the scope of their job duties (e.g., only personnel responsible for conducting inspections need to understand how to conduct inspections):

- An overview of what is in the SWP3;
- Proper material management and handling practices for specific chemicals, fluids, and other materials used or commonly encountered at the facility;
- Spill response and proper clean-up and reporting procedures;
- Familiarization with good housekeeping, maintenance requirements, and associated stormwater control measures;
- The location of all controls and BMPs on the site required by this permit, and how they are to be maintained;
- Procedures and controls used to capture, contain, treat, and reuse stormwater to minimize pollutants in discharges;
- Implementation of your emergency procedures during extreme weather and flooding conditions;
- The proper procedures to follow with respect to the permit's pollution prevention requirements; and
- When and how to conduct inspections, visual monitoring/assessment, stormwater sampling and monitoring, if required, record applicable findings, and take corrective actions.

The schedule for employee training sessions must be developed based on pollutant potential sources, employee turnover rate, and other factors the permittee determines are applicable. Employee training must be conducted at least annually or more frequently if employee turnover is high.

Section 11 Documentation to Support Other Eligibility

11.1. Documentation Regarding Endangered Species

Instructions (see 2022 OKR05 Parts 2.3 and 6.2.7.1)**:** Include any documentation you have that supports your determination of eligibility consistent with 2022 OKR05, Part 1.8.7 (Endangered and Threatened Species and Critical Habitat Protection). Refer to Appendix A of the 2022 OKR05 Permit for specific instructions for establishing eligibility.

11.2. Documentation Regarding Historic Properties

Instructions (see 2022 OKR05 Parts 3.3 and 6.2.7.2)**:** Include any documentation you have that supports your determination of eligibility consistent with 2022 MSGP Part 1.8.10 (Historic Properties Preservation).

11.3. Certification Regarding Unauthorized Non-stormwater Discharges

Instructions (see 2022 OKR05 Part 6.2.7.3)**:** Include any documentation you have that supports your test or evaluation for the presence of any unauthorized non stormwater discharge consistent with Part 6.2.7.3 of the 2022 OKR05 Permit.

Section 12 Operator/Owner's Certification

Instructions (see 2022 OKR05 Part 6.2.8)**:** SWP3 certification statement must be signed and dated by a person who meets the requirements of Part 8.16 of the 2022 OKR05 Permit.

Note: ***This certification must be re-signed in the event of a SWP3 annual review and any modification to it in response to a Part 5 trigger for corrective action or design issue.***

Section 13 Annual SWP3 Review and Modifications

Instructions (see 2022 OKR05 Part 6.3)**:** You are required to review your SWP3 at least annually prior to submitting your Annual Report to DEQ and modify/revise your SWP3 if:

- There is any construction or a change in design, operation, or maintenance at the facility that changes the nature of pollutants discharged in stormwater from your facility, or significantly increases the quantity of pollutants discharged;
- Your control measures are not stringent enough for the discharge to meet applicable water quality standards or the non-numeric effluent limits in this permit;
- A required control measure was never installed, was installed incorrectly, or not in accordance with Part 2 and/or Part 10, or is not being properly operated or maintained; or
- Whenever a routine inspection, visual monitoring or comprehensive site evaluation shows evidence of stormwater pollution.

Instructions (see Part 5 of the 2022 OKR05 Permit)**:** You are also required to modify and update your SWP3, as necessary, in response to **Corrective Actions.**

- If you need to modify the SWP3 in response to a corrective action required by Part 5.1 or 5.2 of the 2022 OKR05 Permit, then the certification statement in Section 8 of this SWP3 Template must be re-signed in accordance with 2022 OKR05 Part 9.16.

- For any other SWP3 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.

Section 14 Additional Documentation and SWP3 Attachments

Include the following documentations to the SWP3:

Attachment A – General Location Map

A copy of general location map is included in Attachment A.

Attachment B – Site Map(s)

Copy of the site map(s) is/are included in Attachment B.

Attachment C –2022 OKR05

Note: it is helpful to keep a printed-out copy of the 2022 OKR05 Permit so that it is accessible to you for easy reference. However, you do not need to formally incorporate the entire 2022 OKR05 into your SWP3. As an alternative, you can include a reference to the Permit and where it is kept at the site.

Attachment D – Notice of Intent (NOI)

A copy of your NOI is included in Attachment D.

Attachment E – Routine Facility Inspection Report

A copy of the Routine Facility Inspection Report Form is included in Attachment E.

Attachment F – Corrective Action Report

A copy of Corrective Action Report Form is included in Attachment F.

Attachment G – Quarterly Visual Monitoring Report

A copy of Quarterly Visual Monitoring Report Form is included in Attachment G.

Attachment H – Annual Comprehensive Site Compliance Evaluation Report/ACSCER

A copy of Annual Report form is included in Attachment H.

Attachment I – Employee Training Report

A copy of Employee Training Log is included in Attachment I.

Attachment J – Report on Maintenance and Report of Control Measures

A copy of Report on Maintenance is included in Attachment J.

Attachment K – Discharge Monitoring Report (DMR)

A copy of Discharge Monitoring Report (DMR) is included in Attachment K.

Attachment L– Documentation on Inactive and Unstaffed Site

A copy of Documentation on Inactive & Unstaffed Site is included in Attachment L.

Attachment M – Other Documentations

Any other Documentation required by this Permit is included in Attachment M.